

**Faculty Senate Academic Policies and Services Committee Report
2019-2020**

Committee	Academic Policies and Services (APS) Committee	
Chair	Leena Choi	
EC Liaison	Holly Algood	
<p>Committee description: To be concerned with new schools, new programs and new degrees. To consider policies regarding academic honors, leaves, grants, promotions, departmental and divisional chairmanships, programs abroad, the academic calendar, career planning and placement, Vanderbilt University Library, Information Services, the bookstore, and the University Press.</p> <p>Committee members: Leena Choi, Medicine (2021) [Chair] Holly Algood, Medicine (2020) (Executive Committee Liaison) Adam Anderson, Engineering (2022) Albert Attia, Medicine (2022) Dietmar Bisch, A&S (2022) Noel Enyedy, Peabody (2022) Katherine Friedman, A&S (2020) Ann Neely, Peabody (2022) Chris Da Silva, Peabody (Substitute of Ann Neely)</p>		
Item	Charge	Due date
1.	<p>Review of new academic programs</p> <p><u>Background:</u> Reviewing new academic programs and degrees is a routine task for the APS committee.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Review new academic degree programs submitted to the faculty senate • Provide consultative input for the individuals who submitted the proposal • Make recommendation to the full senate <p>Actions:</p> <ul style="list-style-type: none"> • The APS Committee received a pre-consultation request regarding a professional degree on Doctor of Ministry in Integrative Chaplaincy from the Divinity School. However, we did not review this proposal because this degree is not a new degree in the Divinity school. It was never officially closed; it has not been offered for many years. 	As needed

2.	<p>Process for the approval of new academic and professional degree programs</p> <p><u>Background:</u> Last academic year (AY) 2018-2019, the committee reviewed two programs and provided recommendations, but both programs were not discussed at the Board of Trust (BOT) meeting. The Health Policy Program was not discussed because a required MOU between VUMC and VU was overlooked. The Data Science Program was also not discussed because a Master of Science program is already in existence, which means that a vote by the BOT was not required and a review by the Committee did not need to be completed on an accelerated time line. This raised a question on clarity on the approval process.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Clarify timing of consultation of the APS committee • Clarify lens of the APS committee review • Create a new process document for the approval of new academic and professional degree programs <p>Actions:</p> <ul style="list-style-type: none"> • The Committee met with Associate Provost Dawn Turton and Graduate School Dean Mark Wallace a second time (the first meeting was held in the spring 2019) to continue the discussion of the process. • The process document for the approval of new academic and professional degree programs has been updated and shared with the Deans. • With this document, Dawn Turton’s graduate assistant created a flowchart classified by 4 different processes, and it clarifies when the Faculty Senate comes into the process. The APS Committee will be the keeper of the document for updating purposes. The document currently lives online. <p>Outcome:</p> <ul style="list-style-type: none"> • A new process document for process for the approval of new academic and professional degree programs was created. <p>Suggested further actions:</p> <ul style="list-style-type: none"> • The Graduate School may be making changes to their processes in the fall of 2020. The APS committee should check with Dean Wallace in October to see what changes need to be reflected in this process document. 	May 2020

3.	<p>Evaluate library resources relative to peers and considering strategic plan of the University</p> <p><u>Background:</u> Adding new journals, no matter how high-impact, is not trivial, and turnover in library staff can affect the training of our new students in searching and e-bibliographic database creation & curation.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Clarify the process of adding new journals • Identify whether turnover in library staff can affect the training of our new students in searching and e-bibliographic database creation & curation <p>Actions:</p> <ul style="list-style-type: none"> • The Committee met with a library staff, Nancy Godleski (Associate University Librarian for Collections and Core Services), who wanted to disseminate more info about how decisions are made. She was asked to write an informative blog post or article. Specifically, the Committee asked her to answer to the following questions in her writing: 1) What criteria are used to decide whether Vanderbilt will subscribe to a journal/database?; 2) What is the procedure for making a request, and what kind of response/time should someone expect? <p>Outcomes:</p> <ul style="list-style-type: none"> • Nancy Godleski wrote the newsroom article, which was published in the Senate Newsroom on Jan. 31, 2020, titled “How does the Library provide scholarly resources to the Vanderbilt community?” https://my.vanderbilt.edu/facultyengaged/2020/01/31/how-does-the-library-provide-scholarly-resources-to-the-vanderbilt-community/ <p>Suggested further action:</p> <ul style="list-style-type: none"> • In the Fall of 2019, external consultants (A21) were hired to evaluate the library. It is recommended that in the Fall of 2020, the APS committee collaborate with the University Library Committee to learn the outcomes of that evaluation and determine if further actions are required. 	January 2020
4.	Off-campus access to library resources	

	<p><u>Background:</u> Off-campus access of library resources (e.g., electronic subscriptions of journal articles) is not always convenient, as each access may require an authentication step during which the VU credentials are needed. There are simpler approaches available, but a lot of faculty and students are apparently not aware of them. This charge has been pursued from AY 2017-2018, but has not be resolved yet.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Follow up on the new library webpage to put the off-campus access information on the main library page so that it can be more visible. <p>Actions:</p> <ul style="list-style-type: none"> • In the meeting with Nancy Godleski, the Committee suggested that the Library make the information available through the library main webpage. • After the initial meeting with her, some changes were made to the library’s main webpage, but the information was still hidden. The Committee met Leanna Myers (a library web designer) and specifically suggested a better place to put this information. • Due to the COVID-19 pandemic, the main library webpage provided a link for the remote access to library sources. The link directs a page that contains excellent information for variety of library sources, but it still lacks the specific information on how to access to the resources (journals/ database) access off-campus. The Committee requested the Library add the off-campus information on this page. <p>Outcome:</p> <ul style="list-style-type: none"> • The library office acted on our suggests. A link for off-campus access information was added on the main library web page. The off-campus access information was also added to the page the link for the remote access to library sources directs. No further action is required. This charge is complete. 	<p>March 2019</p>
<p>5.</p>	<p>Compensation models for VUMC employees teaching VU students.</p> <p><u>Background:</u> Concerns were raised regarding the current practice of asking VUMC faculty to contribute to the VU teaching effort without compensation.</p>	<p>February 2020</p>

	<p>Goals:</p> <ul style="list-style-type: none"> • Clarify whether there is a policy for how this should be handled • Find whether compensation models across schools/departments are equitable <p>Actions:</p> <ul style="list-style-type: none"> • The Committee obtained some information on compensation models across schools/departments. • Findings are summarized as follows. <ol style="list-style-type: none"> 1. The major concern is equity. The policies have changed from several years ago. Current policies, while not identical across Schools, are much closer to one another. 2. A&S pays 1/8 of the VUMC faculty member’s fiscal-year salary (up to a maximum amount) to compensate the VUMC department/center for the faculty member’s effort. This applies to both undergraduate and graduate courses. 3. The School of Engineering pays 25% effort during the semester of teaching (although graduate level courses are not supported), also up to a maximum limit. 4. Peabody pays 10% of the faculty member’s base salary (for a 3 credit hour course, both undergraduate and graduate). <p>Outcome:</p> <ul style="list-style-type: none"> • No further action is required. This charge is complete. 	
6.	<p>Bookstore</p> <p><u>Background:</u> Concerns were raised about the trend toward eliminating books and moving to a merchandise model.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Identify the person with jurisdiction over the bookstore, and find future direction of bookstore <p>Actions:</p> <ul style="list-style-type: none"> • The Committee collected information on the bookstore, which is summarized as follows. <ol style="list-style-type: none"> 1. The Barnes and Noble bookstore contract expires in July 2021, and David Ter Kuile, Executive Director, Business Services, is leading the effort to evaluate the University’s options in re-envisioning the bookstore. A stakeholder group will meet in early May to i) give feedback on performance of the bookstore under 	May 2020

	<p>current management (Barnes and Noble Education), ii) help establish strategic goals for the bookstore, and iii) provide input on key services for the Request for Proposals. Business Services has engaged an external consulting group that specializes in university bookstores.</p> <ol style="list-style-type: none"> 2. Vanderbilt and Barnes & Noble are looking for ways to make the bookstore more efficient. 3. Barnes and Noble is rolling out a new system for course material ordering (called the Adoption and Insight Portal) this summer. It is a new interface between faculty and their textbooks/course materials. It will use a single sign-on system, offer faculty a simplified interface for selecting teaching materials, and provide a way to compare student costs for the available formats prior to adoption. This system replaces the Faculty Enlight system, which is now obsolete. <p>Outcome:</p> <ul style="list-style-type: none"> • The Committee has collected information related to future direction of bookstore via collaboration with Business Services. • We attended a meeting with the stakeholder group about the bookstore in May, and got an overview of the University’s options and recent Barnes and Noble performance from the consultant group (CBC) that was hired by Business Services. CBC will draft the Request For Proposals (RFP) for the new bookstore contract. We asked CBC to request more detailed financial information from Barnes and Noble on its current operations. The University’s goal is to release an RFP around the beginning of October. <p>Suggested further action:</p> <ul style="list-style-type: none"> • The Committee will follow up with Business Services during AY 2020-2021 to learn the RFP, and determine if further actions are required. 	
7.	<p>Electronic research administration system (Coeus/PEER) replacement</p> <p><u>Background:</u> This was not originally in the list of charges of the committee, but included later as this change would impact faculty. A move from Coeus/Peer to a new electronic research</p>	April 2020

	<p>administration system (ERA) system will be an investment that requires significant faculty and staff input.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Understand why we need to replace Coeus/PEER • Disseminate information regarding the replacement of Coeus/PEER <p>Actions:</p> <ul style="list-style-type: none"> • The Committee invited Vice Provost for Research Padma Raghavan and Director of Research Development and Support Hilda McMacklin to learn about the replacement. • The Committee invited Vice Provost for Research to give remarks at a Faculty Senate Meeting. <p>Outcome:</p> <ul style="list-style-type: none"> • Vice Provost for Research Padma Raghavan gave presentation at the January 16 Senate meeting regarding this change. • She wrote two newsroom articles related to this change, which were published in the Senate Newsroom on: <ul style="list-style-type: none"> (1) Feb. 4, 2020, titled “What is the process for selecting and implementing a new single electronic research administration system ...” https://my.vanderbilt.edu/facultyengaged/2020/02/04/what-is-the-process-for-selecting-and-implementing-a-new-single-electronic-research-administration-system-to-replace-coeus-and-peer/ (2) April 14, 2020, titled “What ERA System has been purchased ...” https://my.vanderbilt.edu/facultyengaged/2020/04/14/what-era-system-has-been-purchased-by-vanderbilt-university-and-what-are-its-strengths-and-limitations-what-does-the-implementation-process-now-look-like-amid-the-covid-19-situation-and-how-will-thi/ <p>Suggested further action:</p> <ul style="list-style-type: none"> • Once the re-opening Vanderbilt University due to COVID-19 pandemic would be successful, the Committee may need to find out whether VUMC would have any plan for replacing Coeus/PEER in near future. 	
8.	Best practices for interdisciplinary program faculty review committees	January 2020

	<p>Background: Cynthia Paschal (Senior Associate Dean for Undergraduate Education) brought this issue to the attention of Senate leadership. There seems to be no clear vision or understanding of how to allocate resource and lead the programs. There may be concerns about the structure of the programs. Graduation requirements may be different between schools and programs. After the programs are created, there needs to be a review process. There was concern that there may not be a strong process for external reviewing of interdisciplinary programs as there needs to be. The people reviewing are the same people running the program.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Who should appoint these committee members for oversight of the program? • Should committee members be tenure track faculty? • Learn more about this area before taking action. <p>Actions:</p> <ul style="list-style-type: none"> • Cynthia Paschal was contacted to learn more about what she had in her mind. • The APS Committee contacted the University Registrar Bart Quinet to obtain the list of interdisciplinary programs. • Vice Provost Tracey George was asked if she is aware of review processes and which programs have them. <p>Outcome:</p> <ul style="list-style-type: none"> • Bart P. Quinet (Assistant Provost and University Registrar) provided the list of interdisciplinary programs. • The committee decided that this is beyond the scope of the APS committee at this time. This charge is complete. 	
9.	<p>Review of centers and institutions for formation and continued operation</p> <p>Background: The committee is unsure of the distinction between a Center and an Institute and where administrative decisions are made.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Evaluate and codify the mechanisms for the formation, and internal and external evaluation • Evaluate continued operation of centers and institutions across the University <p>Actions:</p>	January 2020

	<ul style="list-style-type: none"> • The Committee had meetings with Dawn Turton and Mark Wallace, and asked some questions regarding the difference between a Center and an Institute, and how they operate. <p>Outcome:</p> <ul style="list-style-type: none"> • No further action is required. This charge is complete. 	
10.	<p>Concur survey</p> <p><u>Background:</u> Survey about satisfaction with Concur is recommended to be conducted every three years, as a component of the Faculty Life Survey. The last one was conducted in AY 2016-2017, which means based on the recommendation, a survey would be conducted in AY 2019-2020.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Obtain the previous results for Concur survey • Conduct survey for the Concur <p>Actions:</p> <ul style="list-style-type: none"> • Debbie Hayes pulled the previous survey information from the archive. • The Committee inquired with a Senator, Vicki Greene whether the Concur will be covered by the Task force on Administerial Efficiency. • There are concerns about adding any surveys for the community to complete at the same time as the COACHE survey is conducted. <p>Outcome:</p> <ul style="list-style-type: none"> • Vicki Greene confirmed that the Concur will be covered by the Task Force on Administerial Efficiency. As it will be covered by this task force, no further action is required. The charge is complete. 	March 2020
11.	<p>Labor Day classes and increased time between classes</p> <p><u>Background:</u> Questions were raised what has happened with that 1) classes be cancelled on Labor Day; 2) passing time be increased to allow students to get across our large campus. It was suggested that the proposals were rejected based on student survey results. Later, the Committee found that the charge on increased time between classes was also discussed in AY 2006-2007 and AY 2007-2008, and a motion was made at the May 5, 2008 Senate Meeting to request the Provost to appoint a task force. The motion</p>	

	<p>passed unanimously, but no follow-up action on this motion was identified.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Find any prior information (e.g., student survey results) about these issues, and request to review those survey results <p>Actions:</p> <ul style="list-style-type: none"> • We contacted Bart P. Quinet (Assistant Provost and University Registrar) to get the students survey results on holding classes on Labor Day and the option to increase the time between classes – the registrar confirmed that no survey was completed. • We asked the registrar some information from peer institutions. He provided survey on Labor Day as well as the time between classes provided from peer institutions. • Based on the collected data, the Committee discussed alternatives, and it was suggested to form a committee to explore options. • The University registrar Bart Quinet had been invited to the March APS Committee Meeting for further discussion, but his visit has been postponed until the fall due to the COVID-19 pandemic. <p>Outcome:</p> <ul style="list-style-type: none"> • The APS recommends that this charge be carried over to AY 2020-2021. 	
12.	<p>Review of online programs</p> <p><u>Background:</u> With an increasing use of online education at Vanderbilt, there are numerous concerns and questions that may need to be addressed.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Discern if online programs should be under the umbrella of the Provost or school deans, i.e., should there be uniform university policies for adoption and compensation. • There was consensus that this is an important topic to address (need for uniform university policies for adoption and compensation). <p>Actions:</p>	

	<ul style="list-style-type: none">• The Committee worked via Provost Online Education Committee to collect some information on online education. <p>Outcome:</p> <ul style="list-style-type: none">• The APS recommends that this charge be carried over to AY 2020-2021.	
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