Faculty Senate Academic Policies and Services Committee Report
2017-2018

Committee	Academic Policies and Services (APS) Committee	
Chair	Haoxiang Luo	
EC Liaison	Leslie Hopkins	

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.

Committee members:
Haoxiang Luo, Chair, Engineering (2019)
Leslie Hopkins, Nursing (2018) [Executive Committee Liaison]
Gayle Shay, Blair (2018)
Lou Outlaw, A&S (2018)
Jennifer Kim, Nursing (2019)
Sal March, Owen (2019)
Holly Algood, Medicine (2020)
Katherine Friedman, A&S (2020)
Peter Martin, Medicine (2020)

Item	Charge	Due date
1.	**Review of academic programs** Background: Reviewing new academic programs and degrees is a routine task for the APS committee. Goals: • 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 Actions: • The APS Committee reviewed 3 new degree proposals: 1) a professional degree program, Master's Degree of Genetic Counseling, from the School of Medicine, 2) Master's Program in Biomedical Sciences from A&S, and 3) Master	N/A (task is performed as a proposal is submitted to the Senate)

	of Theology from the Divinity School. In each case, the Committee provided feedback comments to the authors to clarify and/or improve the proposal. Outcome: • After incorporating the Committee's comments, the three proposals were recommended to proceed in their approval process.	
2.	**Financial relationship between VU and VUMC** Background: This is a charge formed by the APS committee from previous year with the goals stated below. However, the charge was tabled due to the necessity for the General Counsel to address the issue of unionization at that time. Goals: • The Committee should learn more about the Memoranda of Understanding (MoU) that are created to govern financial relationships between University Central and the Medical Center, with specific focus on how these may affect faculty research, teaching, and work environment. • If possible, the Committee should facilitate sharing of the memoranda with the faculty. Actions: • The APS Committee had a meeting with the General Counsel Audrey Anderson, Vice Provost John Geer, and VUMC Health System Chief of Staff David Raiford to discuss the MoU. • A message was sent to the Senate prior to the meeting to solicit questions for the administrators. Outcome: • From the meeting, the Committee has learned that the MoU are confidential and not for general release. • Since the Committee did not received substantial responses from the Senate, so we determined that faculty knowledge of the MoU is not a significant issue any more and thus we decided not to pursue further.	December 2017
3.	**IT support for Brightspace** Background: Since Summer 2017, VU has adopted a new course management system, Brightspace, and the previous system, Blackboard, has been phased out. Given this major change, the	

	APS Committee would like to understand how well the new system's support service serves faculty and students.

Goals:
- Understand any challenges in the IT support service for Brightspace
- Make recommendations if needed

Actions:
- Haoxiang had a meeting with Dr. Derek Bruff, the Director of Center for Teaching (CFT) that provides support service for Brightspace to learn about the faculty/student experience and the resources for the support service. He learned that the CFT experienced high demand for technical support in the beginning of the semester. A specific issue related to enrolling students on Brightspace was raised. A suggestion on conducting a customer survey was made.

Outcome:
- An email communication to the faculty in School of Engineering has been facilitated to notify the faculty an issue about student enrollment in Brightspace.
- Later, a message was sent to the entire faculty through a senate newsletter to make faculty aware of Brightspace support and its limitations.
- A follow-up communication from Dr. Bruff indicates that the Brightspace support has been steady and no further action is needed.
- A survey on Brightspace support was sent out in the end of Spring 2018 semester. | December 2017 |
| 4. | **Export Compliance (EC)**

Background: The Office of EC could require faculty traveling internationally or international students/scholars working at VU/VUMC to go through EC procedures, which could be lengthy in certain cases, e.g., when VU graduate students need to do rotations in VUMC labs and each lab needs to follow the EC process and when both VU and VUMC ECs are involved after VU-VUMC split.

Goals:
- Understand policy and practice of EC on both VU and VUMC sides | April 2018 |

	• Recommend mechanisms to increase faculty awareness Actions: • The Committee had meetings with both the VU EC and VUMC EC to understand their policies and practice. Outcome: • The VU EC incorporated our suggestion and published an article on MyVU to promote faculty awareness of export compliance. The VUMC EC also promises to work on their side to best inform faculty of the policies so that actions could be taken promptly to avoid delay.	
5.	**Budget policy for internal grants** Background: The Provost Office recently imposed strict budget policy on internal grants, e.g., Discovery grant and TIPs. For example, 50-50 splitting between two years; no carry-over, no extension, and no graduate tuition support are allowed. Many awardees are concerned with and frustrated by the inflexibility in using the funds in order to maximize their research productivity. Goals: • Understand the Provost Office's perspective on the budget policy • Communicate the faculty concerns to the Provost Office • Suggest for change, if possible. Actions: • The APS committee had a meeting with Vice Provosts John Geer and Padma Raghaven to discuss the issue and convey the faculty opinions. They explained the budgetary constraints on their side. For example, tuition support should be provided by individual schools under the current ETOB model. Outcome: • The Provost Office agreed that some flexibility should be offered. • As far as we understand, awardees now are allowed to redo the two-year budget (instead of a fixed 50-50 split) when the awards are made so that they can handle certain spending situations. Recommendation for further action:	April 2018

	• Follow up on this issue to make sure that awardees are properly notified about the budget split option.	
6.	**Off-campus access to library resources** Background: 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 apparently a lot of faculty are not aware of them. Goals: • Understand what approaches are available for off-campus access. • Facilitate proper dissemination of the information to the faculty to take advantage of the available approaches. Actions: • The APS Committee had a meeting with VU library office to discuss the issue and learned the available access approaches. • The Committee suggested that the Library make the information available through the library webpage. Outcome: • The library office took our comments very well. They are in the process of redesigning the library website and promised to incorporate this issue in the new design. Recommendation for further action: • Follow up on the new library webpage and possibly assess its function more broadly. • From a later communication with the VU IT office, we learned that it is also possible to set users' VPN to allow easy access of library resources. The Committee may learn more about this approach from the IT and consider working with the Library to disseminate the finding.	April 2018