
Guests: Krista Hansen, Associate Professor of Mathematics and University Catalog Editor
        Stacy Lee, Assistant Registrar
        Bob Houbeck, Director/Frances Willson Thompson Library

The meeting was called to order at 3:00 p.m.

Proposed Curriculum Management Software ▶ Krista provided a handout introducing a proposed electronic curriculum management system called Curriculog, which is the counter-part to Acalog. She indicated that right now Acalog is used in producing the non-curricular portion of our online Catalog. She explained that this new software would replace the New Program and Program Change Request forms making the process electronic. In addition, the New Course and Course Change Request forms that are now handled electronically through SIS would also be run through Curriculog.

Stacy added that through this proposed software, departments will be able to run reports and see how either a new program and/or change would impact other programs. Users will also be able to see where their proposal is in the signing process as well. Deans were generally supportive and posed several questions related to accessibility, archiving, training, and timeline.

Gerard suggested that Deans take the proposal back to their Executive Committees and for Krista and Stacy to meet with the Faculty Council and AAAC for their input as well. Krista indicated that there is a 24-minute video available that provides additional information regarding Curriculog. Stacy indicated that she would send the Deans a copy of the handout proposal as well as the video to assist them when they meet with their Executive Committees; however, she and Krista would be happy to meet with them as well.

Gerard indicated that if the proposal was accepted, a decision would have to be made regarding the cost of the $44,000 start-up and $7,914 annual expenses and how those would be divided. Vahid indicated that he supported the software and offered to contribute to the cost as well.

Stacy ended the presentation by saying that the proposed roll-out would be next summer in preparation for the 2016-17 Catalog.
Digital Serials Update  ► Bob disseminated two handouts prior to his presentation, one regarding the top journals per SCImago and Journal Citation Reports, and the other handout with detailed information regarding current digital subscriptions. He indicated that work has been going on with not only identifying and securing a collection of best digital journals appropriate to each discipline, but they have also created an instrument to measure it. (*best = most highly cited.*) He said in doing so two questions had to be answered:

- Out of the top 100 most highly cited journals, what percent of the 100 do we have desktop access; and,
- How do we compare to Ann Arbor, which we treat as a peer.

Bob reviewed the top journals by discipline handout which provided the percentage of accessibility compared to Ann Arbor and Dearborn. He indicated that, for instance, in the area of Biology, we are at 84% and Ann Arbor is at 94% which he felt was very good. He reported that coupled with the support of the Office of the Provost and the Office of Budget and Finance, along with the cooperation of Ann Arbor, dozens of tri-campus licenses have been made possible which has kept costs down. He said that when a tri-campus license isn’t possible, they go through the State Consortium, or if that is not possible, we make our own deal with the vendor where we have been quite successful.

Bob briefly explained that the second handout provides the actual journal titles by discipline. He said that if there is by chance a journal that is not on the list, we can put a dollar figure on it in terms of a potential subscription.

Bob reported that we now have 60,000 digital subscriptions and indicated that he wanted to get a sense from the Deans in terms of how well the Library is doing in the accessibility of the number and quality of journals for campus use. Questions were posed regarding digital back files and the possibility of tracking hits per journals. Deans indicated that they were very impressed and appreciative of the work of the Library and noted that this effort could help them in areas such as recruitment of faculty; recruitment/retention of students; and with our HLC accreditation. One of the deans mentioned that the Library’s success in this area should be highlighted on the front page of our web site.

Bob closed by indicating that he would provide more specific information for each of the deans since the handout information highlighted only selected disciplines.

Approval of Minutes of June 26, 2014  ► Gerard asked that the Minutes of June 26, 2014, be tabled because additional edits need to be made. A revised version will be sent to the Deans.

MOU Between Wuppertal University  ► Albert explained that Professors Roy Hanashiro and Chris Molnar went to Wuppertal University to make some inroads for CAS; however, they reported that a new MOU is being developed. Vahid indicated that there are three MOU’s that are currently in effect with Wuppertal: a generic one for the University, one for the School of Management, and one for the College of Arts and Sciences. Discussion ensued. Scott will be visiting Wuppertal soon and will seek clarification from them.
Matters Arising ► **HLC Update:** Chris reported that she, Fawn Skarsten, and Aimi Moss attended the kick-off meeting as one of the cohort institutions for the Persistence and Completion Academy sponsored by HLC in regard to the University’s reaccreditation. She indicated that the primary focus of the meeting was discussing applications and whether or not institutions had the kind of scope of data to support what we intend to do.

She learned that the University will be hosting a one-day visit with an HLC Data Review Mentor who will be meeting with the Provost, Vice Chancellor for Student Affairs, herself, Fawn, and Aimi. Dates during the end of July, and throughout August have been offered as possible meeting dates. The Mentor will be discussing the data book that is required and checking to see if we will have sufficient information.

Chris explained that the next phase will include a three-day roundtable visit in October. Prior to that date, we need to form our team to include 5-8 people and we hope to do that soon so that we can have one meeting prior to the October meeting. She emphasized that for the core committee it is important that we include people who are passionate about student success and equity in education. Much discussion took place regarding the make-up of the committee in terms of how many faculty and the attributes of the potential committee members. Chris added that committee members also need to have a clear understanding of the following three student groups: transfer population, international population, and conditional admits. Because of this, and the importance of the success of the committee, the selection of committee members is crucial. She said in terms of the timeline that the commitment would be about three years and she envisions meeting times to occur not more than once a month. Gerard suggested that between this meeting and the next, Chris would meet with each of the deans to identify faculty who might fit the profile. After Chris has met with each of the deans, Gerard indicated that he would like the Council to review the potential list at the next meeting on Thursday, July 24.

Matters Arising ► **Tutorial Services:** Chris reported that Tutorial Services of the Student Success Center are continuing to show improvement with the tutorial assignments doubling this past year. She provided details of the current Tutorial Services but indicated that a new component called Study Connection has been added. She explained how it works by saying that if a student wants someone to study with, there is a Study Connection log-in and the student provides their schedule, course information, etc. If someone in the same course logs-in as well, then they are matched by providing their email information or if there are more than two students, a study group is generated. If it happens that there is only the one student, then the remainder of the class is emailed with the offer of a Study Connection. Chris said that this component is very successful.

The meeting adjourned at 5:00 p.m.