Faculty Service Committee
Minutes of Meeting
October 10, 2006, 1 P.M.

Present: Bill Bockanic, Douglas Bruce, Barbara D'Ambrosia, Cindy Lenox (secretary), Carl Spitznagel (chair)

Absent &/or Excused: Duane Dukes, Peggy Finucane

Proposed Faculty Handbook Change:
Bob Kolesar (Math), representing the Faculty Handbook Committee, distributed draft copies of a proposed amendment to the Faculty Handbook. This amendment will be voted on soon by the Faculty. It will, if passed, change some faculty governance procedures. Included in the amendment is for the Faculty Council to assume functions of the Faculty Service Committee by establishing committees as needed and discontinuing them when their work is done and the committee is no longer needed. This change will allow for greater flexibility so that committees and certain processes can change without requiring changes in the Faculty Handbook.

Validation of Election Results
The Results of Run-off Election for the two Arts & Sciences Representatives to the University Budget Committee were determined to be:
Dr. Jeanne Colleran (2-year term)
Dr. Douglas Norris (1-year term)

Committee on Computer Policy
The Faculty Service Committee is looking into the issue of a university committee, the Committee on Computer Policy, which appears to be defunct. Carl noted that this committee had been created by the Faculty, probably in early 1980s. Since then, the Faculty has been electing two faculty representatives with 2-year, staggered terms. However, in the 1990s, the functions of this committee were largely assumed by the IT Steering Committee. David LaGuardia was consulted for additional information and he also did not have any evidence that the Committee on Computer Policy met in recent years. It was noted that it was listed as a university committee in the 1995-97 Undergraduate Bulletin but not in the Bulletin from 1997-99 or beyond.

Carl concluded that there are two issues regarding whether the committee should exist:
1. Since the Faculty created the committee, it should probably be the Faculty that agrees to disband it, if indeed it is no longer needed.
2. It is not altogether clear that it is no longer needed, since recommendation of policy on computing facilities is named explicitly as one of the responsibilities of the Faculty Forum.

The committee would like to gather more information in order to clear this up.

Identification of senders of "all faculty" e-mails
The committee discussed the issue of emails sent to all faculty, from Fr. Niehoff (or sometimes from other JCU administrators), often are not identified as from him but instead from an assistant. This makes it hard to locate the message again because his name is not the one used as

the sender. It was agreed that Carl would write a memo to the University Council asking that messages from the President be identified as "From the Office of President".

Discontinuation of printed class schedule booklet for fall and spring
The Registrar's Office announced that the spring 2007 printed course schedule would be the last printed one because the information is available online and the online version is more up-to-date and has more functionality, such as enabling students to see how many openings there are and allowing them to register online.

The committee discussed other ways that the printed schedule is used. It is used by the faculty as a student advising tool and it appears to be marketing tool that is available to individuals with limited access to the Internet, such as students in Cleveland Public Schools. The committee wanted more information about the decision and Peggy agreed to contact the Registrar, Mrs. Kathleen DiFranco, to get a better understanding.

The meeting was adjourned at 1:50 P.M.

Submitted by Cindy Lenox