

## EXECUTIVE COMMITTEE MINUTES

**Present:** Billesbach, Buan, Dawes, Eklund, Franco Cruz, Gay, Hanrahan, Kolbe, Krehbiel, Minter, Weissling, Woodman

**Absent:** Dam

**Date:** Tuesday, March 9, 2021

**Location:** Zoom meeting

**Note:** These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

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### 1.0 Call (*Buan*)

Buan called the meeting to order at 2:34 p.m.

### 2.0 Center for Transformative Teaching – Director Nick Monk

Monk reported that he is seeking feedback from the Executive Committee on the syllabus templates that are ready to be made live on the CTT website. He noted that the [teaching@unl.edu](mailto:teaching@unl.edu) page on the [website](#) is the most visited area and helps instructors develop their course syllabus providing sample policy statements, and listing required information for every syllabus. He reported that the Teaching Council has approved the syllabus template.

Woodman asked if the Faculty Senate syllabus policy is included and stated that he is concerned that there could be conflicting information on the CTT website from the Senate policy. Monk stated that he would check to ensure that there are no conflicts. He noted that the template is meant to be helpful, but it would be better for individual instructors to obtain this information from their Chairs, or from their Departmental Administrators. The CTT cannot keep track of the policy activity of all of the departments across the University, and it may be that templates for colleges are more likely to be current if the latter path is taken.

Billesbach asked if it would be possible to have templates specific for each of the colleges so they can easily be downloaded for an instructor to use. He noted that this could eliminate the chance of an instructor forgetting to put required information on their syllabus. Monk stated that he would be more than happy to do this if people think it would be helpful.

Buan and Woodman suggested that there be a separate Canvas module which includes all the University policies that are required rather than having them in the syllabus. Weissling agreed and pointed out that students are not reading the course syllabus because it is so full of additional information. She suggested that the module could automatically be uploaded for each course. Monk questioned whether students would be more likely, or less likely, to read a module with the University policies as opposed to

reading it in a syllabus. Making these kinds of changes would be a matter for ITS, and the Faculty Senate would need to discuss the practicalities with Dave Johnson, Director, Academic Technologies.

Eklund asked if other faculty members need to submit their syllabus to their chair, and if so, do you have to put it into a particular format. Kolbe stated that he had to submit his syllabus to the chair for accreditation purposes. He noted that he has a working document that he then copies into Canvas although it requires some reformatting. Woodman reported that his department requires course syllabi be submitted to the department should there be grade appeal cases, or request for syllabi from ex-students for transfer or accreditation purposes.

Billesbach questioned whether the syllabus should be left explicitly for the course expectations. He stated that all of the other required information could be put into separate documents which students would be responsible for reading and then signing off in Canvas before they can continue to the course material. He noted that we are getting into extreme syllabus bloat. Buan noted that currently the Senate policy states that specific language is required in the syllabus.

Buan pointed out that it seems like the course syllabus is becoming a contract and she wondered if there is any guidance from the administration about this issue. She pointed out that instructors need to be reminded that the syllabus is for their course. Weissling noted that she is not opposed to the template, but anything the Senate can do to streamline what is required would be helpful.

Buan pointed out that the policies regarding what is required on a syllabus are not going to change immediately, but notes should be made on what kind of information could be moved to a Canvas module. She stated that the Executive Committee would review the syllabus template and would vote on whether to endorse it at the next meeting.

### **3.0 ITS Data Policies – CIO Heath Tuttle, Director Brett Bieber**

Woodman reported that there are changes occurring with the networking systems on campus being upgraded and there are proposed changes involving data security and sharing. He noted that there are some issues occurring with the network changes which will require some people to purchase new equipment and software. Buan stated that some of the decisions are being made at the Central Administration level and federal regulations are driving some of the guidelines involving the need for greater security.

Woodman noted that a professor raised concerns about issues he is having updating computers. Tuttle stated that the professor has been contacted and IT is working with him to deal with his specific concerns.

Tuttle reported that the common hardware and software across the University, including the Extension locations and Research Centers, are being replaced and noted by doing this through a single IRP we will be able to save \$15 million over the next five to seven years. He stated that the process of replacing the equipment began just before the winter break

with the residence halls and the hope is to get the entire campus completed by July 1. He stated that network changes do take time and buildings with classrooms will be worked on in the evenings and on weekends. Other facilities on campus will be done during the week and units in each building will be notified of when the upgrading is to occur. He noted that there have been some issues with connection to printers being a problem once the buildings are back online. Gay asked if the Unified Edge Network that is being changed is the communication between different hardware nodes. Tuttle stated that this is correct, and that the entire hardware is being changed. He noted that it is a complete refresh of the entire physical network and we are switching over to a different network on the back end of things. Woodman pointed out that when the entire first floor network hardware for classrooms in Manter Hall was changed it was done over the weekend and ready for classes on Monday morning. Bieber reported that further information on the Unified Edge Network project can be found at <https://its.nebraska.edu/unified-network>.

Billesbach stated that there is a lot of confusion what the changes mean to him and other professors who are heavily involved with research and who receive data from areas around the world. He noted that not much information has been shared for faculty members to be proactively prepared for the change. Tuttle stated that he believes the information is out there but there needs to be better communication. He pointed out that the change in equipment will provide faster speeds and the data will be more secure.

Buan asked if ITS is expecting departments and colleges to reach out more because of the changes being made. Tuttle stated that there have been weekly or biweekly meetings with units and OneIT is working with the distributive ITs although the Information Technologies and Services Committee (ITSC) wants more information distributed to the local IT people.

Hanrahan noted that Westbrook Music Building has been upgraded to the new hardware and the communication was great about the changeover, but the new hardware system has shut down some ports that are needed for remote teaching and learning. Tuttle stated that with the new hardware system the old way of communicating between computers is no longer allowed and pointed out that if one computer gets compromised, it affects all of the other computers on the network. He stated that he will contact the local IT person for Music to get this fixed. He noted that if people want to share data with a person who does not have a Microsoft account, that person will need to create an account.

Kolbe noted that while he works in the same college as Hanrahan his department has a separate server and asked if it will be affected. Tuttle stated that the backbone hardware equipment of the buildings is being replaced, but he does not know if the separate server will be affected.

Tuttle reported that another big initiative is the migration of files from Box to OneDrive. He noted that some people have opted to have the transfer of their files done early. He pointed out that once migrated to OneDrive, data in Box will be deleted after 30 days so instructors using data stored in Box may want to wait until the semester is over. He stated that ITS is working with ORED and reaching out to the large research centers. He

reported that we have an agreement with Microsoft and OneDrive will be able to handle the data that has high security needs. Woodman pointed out that if course materials are linked to documents in Box, once the files are moved to OneDrive the links will need to be relinked to the OneDrive location in Canvas. He asked how much of a savings is anticipated with the move to OneDrive. Tuttle reported that OneDrive is part of our current Microsoft contract. He stated that Box currently costs \$282,000 a year but Box is now changing their contract on basic data which would result in costs increasing to over \$3 million. He noted that all the Big Ten universities are moving away from Box because of the increasing cost.

Kolbe asked if people can manually move their Box folders over. Tuttle stated that they could, but they should make sure that they have everything in OneDrive before deleting things in Box. Minter asked it is better to have ITS migrate your Box folders than trying to do it yourself. Tuttle stated that it is better to have it migrated by ITS. Minter asked if Tuttle recommends cleaning up your files in Box before the migration. Tuttle stated that this should definitely be done before the migration.

Eklund asked if there is a trend for faculty members to either purchase their own computers or have a university owned computer. He noted that University IT personnel are not always excited to help those with personal computers meet university compliances. He pointed out that there has been some concern with retaining intellectual property rights when University equipment is used. Tuttle stated that ITS does not have the funds to purchase computers and that is a decision that is made by the departments and/or colleges. Eklund asked if there are any incentives for faculty to purchase a computer through the university. Tuttle stated that he does not recommend people use their own money to purchase a computer that is going to be used for university work. He pointed out that a concern with people using their personal computers is the security risk. He noted that we have arrangements with vendors which provide better deals on computers and there is a range of low, medium, and high laptops which can be purchased. He stated that while people can purchase their own computers, there are some things that are difficult for ITS to support, but anything purchased through University Procurement would be covered. He noted that years ago faculty and staff could go to the Computer Shop and purchase a computer, but the procurement process has changed, and computer purchases must now be made through Procurement Services. He pointed out that there are efforts to improve the procurement process which would help speed things up so there is not such a wait for employees to get a computer.

Woodman asked if there was an issue with Zoom storage of recorded meetings. Tuttle reported that our Zoom storage capacity is currently at 95%. He noted that due to the increase in Zoom meetings we are running out of space on the Cloud and people need to delete older recordings. He reported that a data retention policy will be created with recordings being kept for the previous semester only. He stated that people will have 30 days to delete or move recordings and directions will be provided on how they can do this.

Buan noted that she received a request from ITS for the Faculty Senate to send an email to the faculty regarding the limitation of the Zoom data storage and the need for faculty members to delete unused/unneeded video files. She moved that the Executive Committee endorse sending the communication through the Senate's faculty email list. Billesbach seconded the motion which was then approved by the Executive Committee.

Woodman noted that it used to be that companies used to offer freebies such as Drop Box, then Box, and now we are going to OneDrive. He asked if this is a good long-term solution of changing whenever things are free and asked whether there will be changes with OneDrive in the future. Tuttle stated that he certainly hopes that we will not be having another migration in a few years. He pointed out that our Microsoft agreement is for five years so no changes would occur in this timeframe. He stated that we will begin renegotiations with Microsoft in three years and prices are likely to go up. He noted that we still have a little bit of local storage but faculty and/or departments would have to pay ITS for it. He reported that we collaborate with the Holland Center which has their own ability to store data. He noted that it is significantly less expensive but only if you don't need the data immediately because it is considered cold data. Kolbe stated that he has used the Holland Center storage, but it became burdensome to use during the pandemic. He suggested that departments might want to collaborate to create a data structure for storage on campus that could be less expensive and could provide immediate access.

Buan asked if the University has a social media policy and whether the other Big Ten institutions have one. Tuttle stated that University Communication has a social media guideline (<https://ucomm.unl.edu/brand/social-media>). He noted that Indiana University has a social media policy which they are sending him a copy of, but he does not know how it is enforced. Buan asked if having a social media policy is something ITSC is thinking about. Woodman noted that he is not sure whether that is in the Committee's charge. Tuttle pointed out that Director of University Communication Deb Fiddelke would probably want to be involved in developing the policy since it deals with communications. Woodman suggested that the responsibilities of the ITSC might need to be expanded since it has not been updated for some time.

Buan noted that there was a recent article regarding the Big Ten Chancellors communicating using different software so their communications would not fall under a FOIA request. She asked what our guidelines were about emails that could be requested. Tuttle stated that it would be best to talk to General Counsel about this issue. He noted that emails that are work related are subject to discovery whether they are done on a phone or a computer. He pointed out that if it is communication between an instructor and a student the General Counsel office would not provide the documentation because of the privacy protecting students. Woodman asked if documents are deleted would that dispose of an email. Tuttle stated that you would need to delete it and then delete your trash, but email is cloud based and deleted email would be retained for seven days on the server before being permanently deleted.

## **4.0 Announcements**

### **4.1 Consultant Expenses**

Buan reported that she contacted Associate to the Chancellor Zeleny asking for an update about the consultant fees that were requested last year. She stated that Zeleny stated that he needs to go through each line item and is working on gathering the information which he hopes to have completed by the end of March.

Gay asked how much the consultants who helped with the sexual harassment training have been paid. Buan pointed out that it is online training. Hanrahan stated that no consultants were used to develop the training because it was already being used at other universities and it was tweaked to make it specific for UNL.

Gay stated that the training was overbearing and patronizing and feels it is a huge waste of University resources due to the amount of time it takes to complete the training. He stated that it will be interesting to see if the rate of sexual harassment accusations decreases because of the training. Buan reported that data is collected on complaints and how they have been resolved. She noted that with the change in the federal government universities will probably be seeing changes again to the regulations regarding sexual harassment.

### **4.2 Meeting with Professors Schleck and Werum to Discuss Next Steps for Removal of AAUP Censure**

Buan reported that the Executive Committee will be meeting with Professors Schleck and Werum to discuss what the next steps should be for UNL to be removed from AAUP censure.

### **4.3 April Faculty Senate Meeting**

Buan reported that EVC Spiller has tentatively agreed to meet with the Faculty Senate on April 6<sup>th</sup> to get clarity about improvements for contract faculty members. She noted that EVC Spiller's schedule would work better for the April 27<sup>th</sup> meeting, but we already have a full agenda with President Carter speaking.

### **4.4 Upcoming Meeting with VC Wilhelm**

Buan stated that the Executive Committee will be meeting with VC Wilhelm on April 20<sup>th</sup> to discuss the N2025 Strategic Plan and the Grand Challenges.

### **4.5 Update on UNL Land Acknowledgement Statement**

Buan reported that VC Barker stated that the Office of Diversity and Inclusion have been working on the Land Acknowledgement Statement for several months and there is support for an official statement. However, before the statement is confirmed the Chancellor wants to convene an Indigenous People's Advisory Group for its input.

### **4.6 Update on Two Recent Administrative Hires in IANR**

Buan reported that she received an email from VC Boehm explaining that Professor Luck's appointment to serve as Associate Director of Eastern Nebraska Research, Extension and Education Center is a half-time appointment and Greg Ibach's position as

IANR's Undersecretary-in-Residence is a temporary half-time appointment. She noted that Professor Luck's position is a position that has been unfilled for several years while the Undersecretary-in-Residence position is a new one.

Billesbach questioned how many unfilled faculty positions departments gave up due to the recent budget cuts. Buan pointed out that when dealing with the budget cuts the APC looked at FTE proportions per college and found that IANR had the least number of administrators compared to other colleges. She stated that the APC also looked at funds and FTE and considered how many faculty positions were unfilled compared to filled positions.

Weissling asked if the salary of these two IANR positions is known. Buan stated that the information will be available publicly in the upcoming Board of Regents meeting.

#### **4.7 Chancellor's Townhall Meeting**

Buan stated that she attended the Chancellor's Townhall meeting where the primary discussion was about the COVID vaccinations. She noted that the unexpected emails from the Lincoln/Lancaster County Health Department came quicker than anticipated and in the next few weeks when the University's scheduled vaccinations will begin there will be more advanced notice.

#### **5.0 Approval of March 2, 2021 Minutes**

Buan asked if there were any further revisions to the minutes. Hearing none the minutes were approved by the Executive Committee.

#### **6.0 Unfinished Business**

No unfinished business was discussed.

#### **7.0 New Business**

##### **7.1 Concerns Over Emails on Vaccinations**

Billesbach moved that the Executive Committee send an email message to the Senators verifying that the emails being received for scheduling the COVID vaccination were legitimate, and Senators should pass this information on their colleagues. Hanrahan seconded the motion. Buan drafted a message which was reviewed by the Executive Committee. She stated that it would be sent out to the Senators.

The meeting was adjourned at 4:44 p.m. The next meeting of the Executive Committee will be on Tuesday, March 16, 2019 at 2:30 pm. The meeting will be conducted via Zoom. The minutes are respectfully submitted by Karen Griffin, Coordinator and Lorna Dawes, Secretary.