

UNIVERSITY REVIEW COMMITTEE

Friday, March 1, 2013

12 p.m., Hovey 401D

MINUTES

Members present: Cyndee Brown, Sam Catanzaro (ex officio), Phil Chidester, Domingo Joaquin, Chad Kahl, David Rubin

Members not attending: Nancy Lind, Ron Meier

Others present: Bruce Stoffel (recorder)

Vice Chairperson Chad Kahl called the meeting to order at 12:00 p.m.

I. Approval of minutes from the February 8, 2013 meeting

Cyndee Brown moved approval of minutes from the February 8, 2013 meeting. David Rubin seconded the motion. The motion carried.

II. Digital storage of confidential ASPT data and use of vendors: Request for URC Guidance

Committee members reviewed the discussion that occurred at the February 8 committee meeting regarding use of Digital Measures and other digital reporting technologies, specifically the issues raised by Susan Kalter on behalf of her colleagues in the Department of English.

Brown asked what the committee charge is related to this issue and what Kalter was hoping for from URC after the February 8 meeting.

Sam Catanzaro suggested that URC send Kalter a memorandum to address questions and concerns she raised at the February 8 meeting. The memorandum could clarify points made in the January 28, 2013 memorandum from Chairperson Lind to Academic Senate Chairperson Dan Holland and Kalter regarding this matter. A second memorandum could elaborate on points made in the first one or alter its content. Whatever the committee decides, the intent of the second memorandum should be clearly stated, Catanzaro suggested. One by-product of this discussion, he said, might be clarification that faculty productivity data is important and may be used by a department for reporting in the aggregate.

Kahl said that Kalter was asking about three issues. First, she suggested that the department chairperson should be responsible for notifying faculty members when someone is entering confidential data on their behalf rather than placing responsibility on the faculty member to notify the department chairperson when they want to enter their own data. Second, she asked if URC can protect faculty members not wanting to use Digital Measures. Third, she asked if faculty members could submit two ASPT-related reports to their DFSC, one with confidential information and one with non-confidential information.

David Rubin asked whether URC should be addressing this issue since faculty members in only one department have expressed concern about it. Phil Chidester said that this seems to be an issue of implementation in one department. That department should not have given

confidential data to students and asked them to enter it into Digital Measures. Chidester suggested revising the passage in the January 28 memorandum regarding data entry to read, “It is incumbent on department chairs to ensure confidentiality when that is a concern, including in reports, such as use of graduate students to enter data.” Catanzaro said that it is not known if other faculty members in other departments/schools share these concerns, as no votes have been taken to his knowledge. Catanzaro suggested that URC focus on broader issues rather than concern itself with the specific instance of this one department.

Committee members discussed Kalter’s suggestion that faculty information be reported to DFSCs in two documents, one with confidential information and one with non-confidential information. Chidester noted that information entered into Digital Measures is substantially different from data submitted in DFSC documents. Data entered into Digital Measures is for faculty productivity reports and is public information.

Rubin noted that only public information is extracted from Digital Measures by the University for reporting purposes and then only in aggregate form. At the heart of this matter is the lack of understanding among some faculty members regarding how faculty productivity reports are used. In the absence of this information, some faculty members have expressed the desire for more input regarding what goes into the system, he said.

Brown asked if Digital Measures is designed to accept only non-confidential data. Catanzaro responded that Digital Measures is intended to be used to collect only non-confidential data but that the system could be configured to accept information that is confidential. Joaquin said that a department chairperson has latitude when implementing a matter related to DFSC policies and procedures if the DFSC document is not specific enough on the matter. But faculty members may vote to put language in their DFSC document to address any concerns they have.

Because faculty productivity reporting is related to ASPT, each department may address these issues through its own ASPT processes, Brown said. Chidester agreed, proposing that URC communicate that, “Because Digital Measures is not set up to accept confidential information and because performance review information is submitted separately, use of Digital Measures does not violate ASPT policies. Each department can determine how annual ASPT documents are to be submitted.” Kahl suggested adding to language suggested by Chidester so it reads, “It is incumbent on department chairs to ensure confidentiality when that is a concern, including in reports, such as use of graduate students to enter data. DFSC guidelines can be written to ensure that the chairperson does so. In the case of Digital Measures, attention should be given to data that is confidential and data that can be shared.”

Committee members asked Kahl to work with Catanzaro on a draft memorandum based on discussion at this meeting and then share the draft with committee members to get their input prior to sending anything to Holland and Kalter.

III. Other business

Catanzaro announced that Dean Greg Simpson of the College of Arts and Sciences has submitted revisions of CAS College Standards for review by URC. Catanzaro will be in contact with Chairperson Lind about scheduling committee review of the revisions.

IV. Adjournment

Chidester moved to adjourn the meeting. Joaquin seconded the motion. The motion carried.
The meeting adjourned at 12:53 p.m.

Respectfully submitted,
Joaquin Domingo, Secretary
Bruce Stoffel, Recorder

NEXT MEETING: 12 p.m., Friday, May 3