

CASE WESTERN RESERVE UNIVERSITY  
Faculty Senate  
Meeting of October 31, 2006, 3:30 - 5:30 p.m.  
Toepfer Room, Adelbert Hall

AGENDA

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|-----|--|---------------------|
| 1.  | Approval of Minutes of the Meeting of September 25, 2006                                   | J. Alexander        |
| 2.  | Presentation by the Chairman of the Board of Trustees                                      | F. Linsalata        |
| 3.  | President's Announcements  | G. Eastwood         |
| 4.  | Provost's Announcements  | J. Anderson         |
| 5.  | Chair's Announcements  | J. Alexander        |
| 6.  | Report of the Executive Committee  | D. Matthiesen       |
| 7.  | MOTION from the Graduate Studies Committee<br>- Oversight of Postdoctoral Scholars/Fellows | M. Ozsoyoglu        |
| 8.  | MOTION to Approve UUF Bylaws Amendments  | J. Mann<br>C. Hudak |
| 9.  | Report of the University Libraries Committee   | P. Salipante        |
| 10. | Update from Development Office   | J. Robison          |
| 11. | Presentation by Vice President of Human Resources  | T. Kinslow          |
| 12. | Announcements  |                     |

Attachments:

Minutes of September 25<sup>th</sup> meeting  
Motion on Oversight of Postdoctoral Scholars/Fellows  
UUF Revised Bylaws (attached to e-mail)

CASE WESTERN RESERVE UNIVERSITY

**Faculty Senate**

Meeting of September 25, 2006, 3:30 - 5 p.m.

Toepfer Room, Adelbert Hall

Minutes

Members Attending

Daniel Akerib	Thomas Frank	Mehran Mehregany
James Alexander	Paul Gerhart	Vincent Monnier
Jeffrey Alexander	Marion Good	Sena Narendran
John Anderson	Julia Grant	Eric Neilsen
Mekeshia Bates	Katherine Hessler	Ronald Occhionero
Cynthia Beall	Kathleen Kash	John Orlock
Stanton Cort	Joseph Koonce	Sandra Russ
David Crampton	Uziel Landau	Matthew Schiefer
Barbara Daly	Edith Lerner	Aloen Townsend
William Deal	Jacqueline Lipton	Kathleen Wells
Gregory Eastwood	Kenneth Loparo	Rhonda Williams
Dustin Fisher	Sana Loue	E. Ronald Wright
Lynne Ford	David Matthiesen	

Others Present

Richard Baznik	Ica Manas-Zloczower	Lynn Singer
Joanne Eustis	Joseph Prah	Jeffrey Wolcowitz
Donald Feke	Charles Rozek	
Maureen Garnett	Hossein Sadid	

Professor Alexander, Chair of the Faculty Senate, called the meeting to order at 3:32. The chair welcomed all present to the first meeting of the new academic year, and said that this is a transition year with long-term impact.

**Approval of Minutes**

The minutes of the previous Faculty Senate meeting on April 27, 2006 were approved as distributed.

**President's Announcements**

Gregory L. Eastwood, M.D. acknowledged the welcome he has received and invited all to attend his first State of the University address tomorrow at 4:15 p.m., part of the University Faculty Meeting. He will address members of the university staff the following day, also in Ford Auditorium. Homecoming weekend is October 13-15, and again, all are encouraged to participate. The following weekend the Board of trustees meets and that is the School of Medicine's homecoming weekend. His State of the University address will be on the web.

**Provost's Announcements**

John Anderson reported some obstacles in the Academic Strategic Plan as outlined in

April; he has invited a steering committee to assist him; the resulting document will be posted on the web. As it is important to get faculty input, a subcommittee to be led by Professor Sandra Russ will be helping with that.

Research Council: He began two years ago to work on a charge and membership, as outlined in a four-page handout. The purpose is to act as a sounding board for ideas on how to partner with organizations such as NASA Glenn; it is important to hear faculty views both positive and negative, and to enlist faculty aid in communicating. Professor Kathleen Kash asked why there were no representatives from the sciences of the College of Arts and Sciences? Provost Anderson said he had received recommendations on membership from the deans and he urged communication through those listed as members.

Search committees are being formed to consider only internal candidates for permanent deans for the College of Arts and Sciences, Weatherhead School of Management, and for the Case School of Engineering; we will wait for the new president before searching for the permanent dean for the School of Medicine.

At the recent AAU Provosts' meeting, they discussed libraries - future role, holdings and open access. The National Research Council's last survey of graduate education was in 1992, with results published in 1994. A new survey is more data driven

Organization charts were distributed at the suggestion of the Executive Committee and those listed will be invited to make presentation at future Senate meetings on the roles and responsibilities of their various offices.

### **Chair's Announcements**

Chair Alexander noted that David Matthiesen had said that the faculty, the Board of Trustees, and the administration should regard each other as assets. He reported on activities over the summer at improved communications between the parties. The Board chair, Frank Linsalata, has offered to speak with the Senate at the October meeting. The Board added members to their Academic Affairs and Student Life Committee: the Faculty Senate chair, the Staff Advisory Council chair, and the student heads of the Undergraduate Student Government and the Graduate Student Senate. Faculty Senate Budget Committee chair Glenn Starkman, Board Finance Committee chair Peter Hellman and CFO Hossein Sadid have agreed to meet informally regularly. The trustees would like groups of faculty to meet with them. The past, present and next Senate chairs met with the President's Advisory Committee, and he has been appointed, along with several other faculty members, to this committee. They have held 10 open forums for comments from the university community.

- Budget Committee: hoping for a smoother process this year in getting information in a timely manner.

- Enterprise Resource Planning Group to assist with the turnover to PeopleSoft project, scaled back somewhat; will be soliciting advice.

- University Budget Committee is in process.

- He has met with the Graduate Student Senate and the Staff Advisory Council leadership.

- Some standing committees of the Senate began their work during the summer:

  - Faculty Compensation Committee has participated on the University Fringe Benefits Committee re the closing of QualChoice as one of our health care providers

  - By-Laws Committee has planned their agenda of reviewing the remaining schools' revised bylaws and the five-year review of the Senate bylaws and relevant sections of the Faculty

Handbook.

- a few volunteers are needed to fill vacancies on By-Laws and Faculty Compensation committees.

People may contact the Board of Trustees through the Senate chair. Additional regular contact with Board members would be welcome.

### **Report of the Executive Committee**

Chair-elect David Matthiesen gave the report. The Graduate Studies Committee has brought one motion to the Senate with today's agenda and has another requiring only minor rewording for the next meeting. The Executive Committee met several times over the summer with Board of Trustees members and asked for organizational charts. New members for the Faculty Grievance Panel were approved. Issues on the possible occurrence of a pandemic are being addressed by creating an ad hoc committee to develop charges for various of our standing committees. Volunteers to serve on this ad hoc committee would be welcome.

### **MOTION from the Graduate Studies Committee**

A new proposed tuition policy for Graduate Students was sent with the agenda and committee chair, Professor Ica Manas-Zloczower, outlined the purpose of allowing graduate students to take additional courses beyond their degree requirements at little or no cost to both student or university. These are to be called "fellowship courses." This is something initiated by the Provost's Office. The motion was read and questions invited. Those to be included are graduate students who are pursuing a degree. This will be noted in some manner on the transcript. Other questions were if these would only be graduate courses - no, could be a foreign language; does this apply for professional school students - this was not clear. An amendment was suggested that these courses be taken for a letter grade but that grade not be included in the GPA. This MOTION to amend the proposal was seconded, discussed and approved. There was further discussion and a proposal that fellowship courses be limited to graduate level courses, which motion was made and seconded, discussed but not approved. It was noted that undergraduate students are able to take additional courses beyond the degree requirements without cost. Such courses can be enriching in many ways.

A vote on the MOTION, amended to include that such fellowship courses be graded but not included in the calculation of the GPA, was approved. All were thanked for their participation in this full discussion.

*Resolved:*

The University implement "fellowship courses" as defined below subject to the following provisions.

A "fellowship course" is a course taken by a student pursuing a graduate degree that is not required for the degree.

A student pursuing a graduate degree shall be charged tuition at the standard hourly rate for all of the credit hours which are intended to count toward the degree. In any semester for which a student is registered for a minimum number (as determined by the school) of credits that will be applied toward the degree, fellowship courses will not incur a tuition charge. Grades for students taking fellowship courses are to be assigned as if the student were a regular student; these grades will appear on the student's transcript, but will not be included in calculating the student's GPA.

In order to enroll in a fellowship course, the student must be in good standing, meet course prerequisites, and obtain the consent of the instructor. In addition, the student must obtain permission from his/her advisor and the Office of Graduate Studies. Up to eight fellowship courses may be permitted in aggregate.

Thesis research (651 and 701) and similar courses cannot be taken as fellowship courses and prior rules for 701 and 703 (dissertation fellowship) are not changed by this policy.

Notwithstanding any of the foregoing provisions and policies, the rules, regulations, and terms of tuition and credit enrollments for each school shall remain in full force and effect.

### **Presentation by Chief Finance and Administration Officer**

Hossein Sadid outlined the organization chart for his office in a PowerPoint presentation which is available on request. He noted the implementation of the new Student Information System, and discussed the area overseen by Jack George. Others who report to him are: Dick Jamieson oversees Campus Services, including parking; Tony Kinslow oversees Human Resources; Ken Basch oversees Facilities; Laurie Melville oversees the Controller's Office; Sally Staley oversees Investments, especially endowments; Art Roos oversees Treasury and debt management; Pam Lebold oversees Internal Audit; and Budget and Planning has a dual reporting relationship to both the provost and to him. The University Budget Committee membership consists of the Senate Budget Committee and all deans, with other faculty and students representatives. He said that distinguishing attributes of budgeting are transparency, accountability and business plans.

There was a question and comment on overhead cost recovery on grants, with H. Sadid noting that our indirect rate is the highest in our region. On tuition income this year, we are on target with undergraduates, cautious on graduate and professional; also the trend is slightly up on research proposals and awards; development funding is not showing the planned increases.

### **Preparing for Emerging Infections**

Deputy Provost Lynn Singer addressed those present on the university's efforts to date (Power Point presentation included with the agenda) and she acknowledged the continuing contributions of our expert in this area, Professor Robert Salata. A presentation done for the university community in early September is on the web site. She said that preparation is essential: we know about experiences with SARS and the much earlier 1918 flu but our present travel habits add to concerns. Dr. Singer outlined the national strategy, the effects on higher education, our university's response and future/ongoing plans. She, above all, urged everyone to talk about this and take information back to their departments.

There was no new business and one announcement regarding a request for volunteers to help with the women's basketball Final Four Tournament when it comes to Cleveland in spring 2007.

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Lynne E. Ford  
Secretary of the Faculty Senate

## **Agenda Item 7.**

Transmittal of Senate Report

*Title:* **Postdoctoral Oversight**

*Date presented to Senate:* October 31, 2006

*Presenter:* Ica Manas, Chair, Graduate Studies Committee

*Subject of motion:*

The purpose of this proposal is to establish a formal mechanism by which postdoctoral scholars and fellows<sup>1</sup> at Case Western Reserve University can receive oversight and guidance from the Faculty Senate. Currently, the Office of Graduate Studies provides administrative oversight and guidance for postdoctoral scholars and fellows. There is, however, a gap in faculty oversight and guidance. The Graduate Studies Committee of the Faculty Senate may fill this gap as outlined below:

1. The Graduate Studies Committee of the Faculty Senate can provide oversight and guidance for academic issues; however, acting alone it may not have the expertise to evaluate non-academic issues (e.g. health care, visas, etc).
2. The Graduate Studies Committee of the Faculty Senate can provide access to the Faculty Senate through the Faculty Senate Executive Committee for all appropriate postdoctoral issues (academic or non-academic); however, non-academic issues as mentioned in #1 may need to be distributed to other standing Faculty Senate Committees as determined by the Faculty Senate Executive Committee.
3. The Dean of Graduate Studies, who would be advised by the Postdoctoral Researchers Association, can provide access to the Graduate Studies Committee of the Faculty Senate. In addition, a representative from the Postdoctoral Researchers Association can serve as an ad hoc member of the Graduate Studies Committee of the Faculty Senate.

*Voting* (check one):

(a) on resolutions or recommendations one by one \_\_\_\_\_

(b) in a single vote  \_\_\_\_\_

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<sup>1</sup> There can be some confusion in terminology. The current version of the Handbook/Constitution (summer 2005) refers to “postdoctoral scholars” (Chapter 3, part 2, C.6.d.3), “post-doctoral scholars” (Chapter 3, part 2, A.4.e) “post-doctoral fellows” (Chapter 3, part 2, B.1), but seemingly in a generic sense, without definition. The Senate bylaws refer multiple times to “post-doctoral researcher” (concerning membership on committees), with the implicit definition: member of the Post Doctoral Researcher Association.

There are three “postdoctoral” positions at the University—postdoctoral scholar, postdoctoral fellow, and research associate. The last is a staff position. The first two are overseen by the Office of Postdoctoral Affairs. A postdoctoral scholar is supported by the University (through grant or department funding) and is an employee of the University; a postdoctoral fellow is self-support (possibly through a grant), or is supported by a grant that specifies the individual not pay FICA, and is not an employee of the University. The Post Doctoral Researcher Association consists of postdoctoral scholars and fellows. Postdoctoral scholars and fellows are within the scope of this motion; research associates are not.

(c) to endorse entire report \_\_\_\_\_

*Committee work:*

Graduate Studies Committee

*Consultations* (with other committees, legal office, administrators, etc.):

Consultation with Chuck Rozek, Member of Committee, also Dean of Graduate Studies, and Director of Office of Postdoctoral Affairs.

*Executive Committee approval:*

Approved, October 17, 2006

*Alternatives:*

Leave oversight unspecified.

*Risks:*

None noted.

*Financial implications:*

None noted.

*Senate action:*

*Motion:*

*Resolved:*

The Graduate Studies Committee of the Faculty Senate will provide oversight and guidance for academic issues for postdoctoral scholars and fellows.

The Graduate Studies Committee of the Faculty Senate will not oversee non-academic issues for postdoctoral scholars and fellows. The Graduate Studies Committee may bring these issues to the Faculty Senate Executive Committee for distribution to other standing Faculty Senate Committees.