

Written Reports for Faculty Meeting – April 14, 2016

Faculty Senate

Faculty Senate Activities September 2015-April 2016

Faculty Senate heard and approved curriculum changes from nearly every academic unit on campus. Some were small changes; others were more far-reaching. New programs added include an Associate of Science degree in Aviation as well as a minor in Aviation in the College of Business and a Middle East Studies minor in the Department of International Studies.

In its January and February meetings, Faculty Senate discussed and then approved a resolution, brought by Senator Mark Bartusch on behalf of several faculty, expressing a Statement Against Anti-Muslim Sentiment. The approved Statement may be accessed through the link in the Faculty Senate agendas from January and February as well as the minutes from the February meeting.

There were several Faculty Handbook revisions approved at the November 2015 meeting. These included the topics of Intellectual Property, the Level III process for Student Academic Fair Practices, sabbatical leaves, and the maximum number of lecturers and adjuncts allowed in academic units. (In the latter, the Handbook language approved states that "no more than 35% of the FTE faculty may have adjunct status," and "no more than 15% of the student credit hours generated in a given academic year may be attributed to the adjunct, lecturer, and clinical categories of faculty.") Senate also approved Faculty Handbook language that eliminated two little-used faculty titles.

At its March meeting, Faculty Senate approved a relatively small change in the organization of Senate. The change was made in order to add a Senate position that would represent Christ College alone, to account for the addition of several departments in the past few years, and to allow for more-deliberate inclusion of those few faculty who are not affiliated with a department. Faculty Handbook language regarding the change was approved in March, as was Faculty Senate Bylaws language. The latter language must be approved by the full faculty as well, and accordingly will be on the agenda for the April 14 Faculty Meeting.

Other March business included approving a revision of Faculty Handbook language regarding processes of final-grade submission. Also this academic year, Senate approved a policy on Course Cross-Listing and Common Room Grouping.

Senate heard numerous other reports during the year. From the Senate's Faculty Concerns Committee, we received the language of the new Parental Leave Policy that was developed by FCC and approved by the President's Council. We also heard from Luma Asanoski, VU's Title IX officer, about the language that is recommended for course syllabi regarding Title IX incident reporting and faculty responsibility. We learned from the Associate Provost for Inclusion about the proposal for the Presidential Commission for an Inclusive Valparaiso Community. Each month we had a report from the Honor Council Committee updating us on the number of cases heard and as yet unresolved, as well as the progress the Committee was making on incorporating new student members into the Honor System structure.

All documents--approved by Senate, considered but not approved, or simply heard by Senate-- may be accessed by clicking from the relevant agenda or minutes, available on the Internal Governance webpage: intra.valpo.edu/internalgovernance.

Respectfully submitted,
Randa J. Duvick, Chair, Faculty Senate
April 1, 2016

University Council

1. The council approved the following policy for the Student Academic Fair Practices Committee:

Level III: Valparaiso University Student Academic Fair Practices Committee (SAFPC)

A petition stating the nature of the grievance, providing relevant data, and specifying a requested remedy, must be submitted by the student to the convener of SAFPC within seven (7) academic days after exhausting the procedures in Level II. The student shall also forward a copy of the petition to the faculty members involved. The convener of SAFPC will share this petition with the committee which will vote within seven (7) academic days as to whether or not it will consider the petition. A simple majority vote is needed to advance the petition to a hearing.

If the petition advances to a hearing, the SAFPC convener shall select a hearing committee to hear the petition within seven (7) academic days after the vote. A hearing committee consists of three (3) faculty and three (3) students selected from the SAFPC and must include the faculty and student representatives from the academic unit from which the petition originates. As its first order of business, a hearing committee selects its chairperson.

The student and the faculty member involved will be called to the hearing to provide testimony and to answer questions from the hearing committee. The hearing committee may also solicit the opinions of the Level II participants.

All hearing committee meetings shall be private and all committee documents shall be confidential. Any hearing committee decision shall be communicated to the SAFPC convener within forty-eight (48) hours. The convener shall communicate this decision, both orally and in writing, within forty-eight (48) hours to the student, the faculty member involved, the appropriate dean, and the provost. The decision of the hearing committee shall be retained in a confidential committee file kept by the provost. It is expected that the faculty member and the student involved will accede to the hearing committee's recommendation.

Appeals from Level III by the student must be made in writing to the provost within seven (7) days after receiving the hearing committee's written decision. The provost shall deal with the student appeal in a manner appropriate to the specific requirements of the case. If there is any question about the student's academic status during the appeal process, the provost shall determine the student's status during the process.

2. In addition the University Council submits to the faculty for their approval the following change in the by-laws of University Council (Article 4 Section 4)

Current:

Level III: Valparaiso University Student Academic Fair Practices Committee (SAFPC)

The committee shall consist of four (4) faculty and four (4) students as follows: The Colleges of Arts and Sciences, Business, Engineering, and Nursing each shall have one (1) student and one (1) faculty representative. The president of the university and the president of the Student Senate shall jointly appoint faculty and student representatives. When necessary, the president of the university and the president of the Student Senate shall appoint alternates, especially in the case of absences and possible conflict of interest. The terms of appointment shall be two (2) years in the case of faculty with the possibility of reappointment. (Initially, two of the faculty appointments will be for one year.) Students shall be appointed for terms of one year, with the possibility of reappointment. The chairperson shall be elected by the committee and shall preside at meetings with voice and vote.

Proposed:

Level III: Valparaiso University Student Academic Fair Practices Committee (SAFPC)

The Student Academic Fair Practices Committee shall consist of seven (7) faculty members and seven (7) students drawn from the following areas: Arts and Sciences, Business, Engineering, Nursing and Health Professions, Christ College, the Graduate School and the Law School. Not more than one faculty or student representative will be drawn from any one school or college. The president of the university and 1) the Student Senate, 2) the Graduate Student Advisory Council, and 3) the Student Bar Association shall jointly appoint faculty and student representatives as appropriate. When necessary, the president of the university and the relevant student organization shall appoint alternates, especially in the case of absences and/or possible conflict of interest. The terms of appointment shall be two (2) years in the case of faculty with the possibility of reappointment. Students shall be appointed for terms of one year, with the possibility of reappointment. The chairperson shall be elected by the committee and shall preside at meetings with voice and vote.

3. University Council approved amendments to the Tobacco Free Campus policy, these can be found at:

<http://www.intra.valpo.edu/internalgovernance/assets/pdfs/2015.02.25%20Smoke%20Free%20Policy%20Amendment%20CCPC%201%20tracked%203.pdf>

Enrollment Update Faculty Meeting

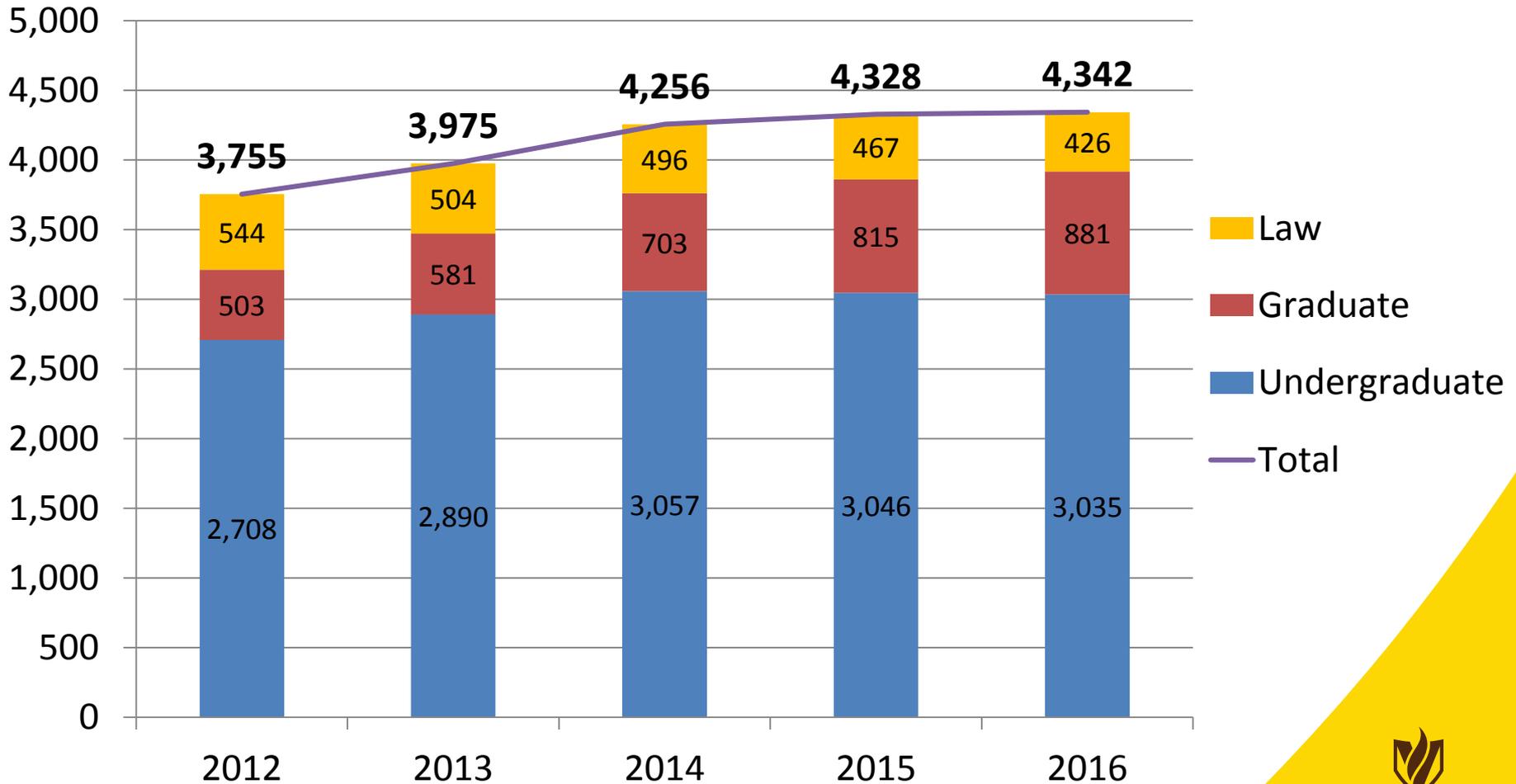
April 14, 2016



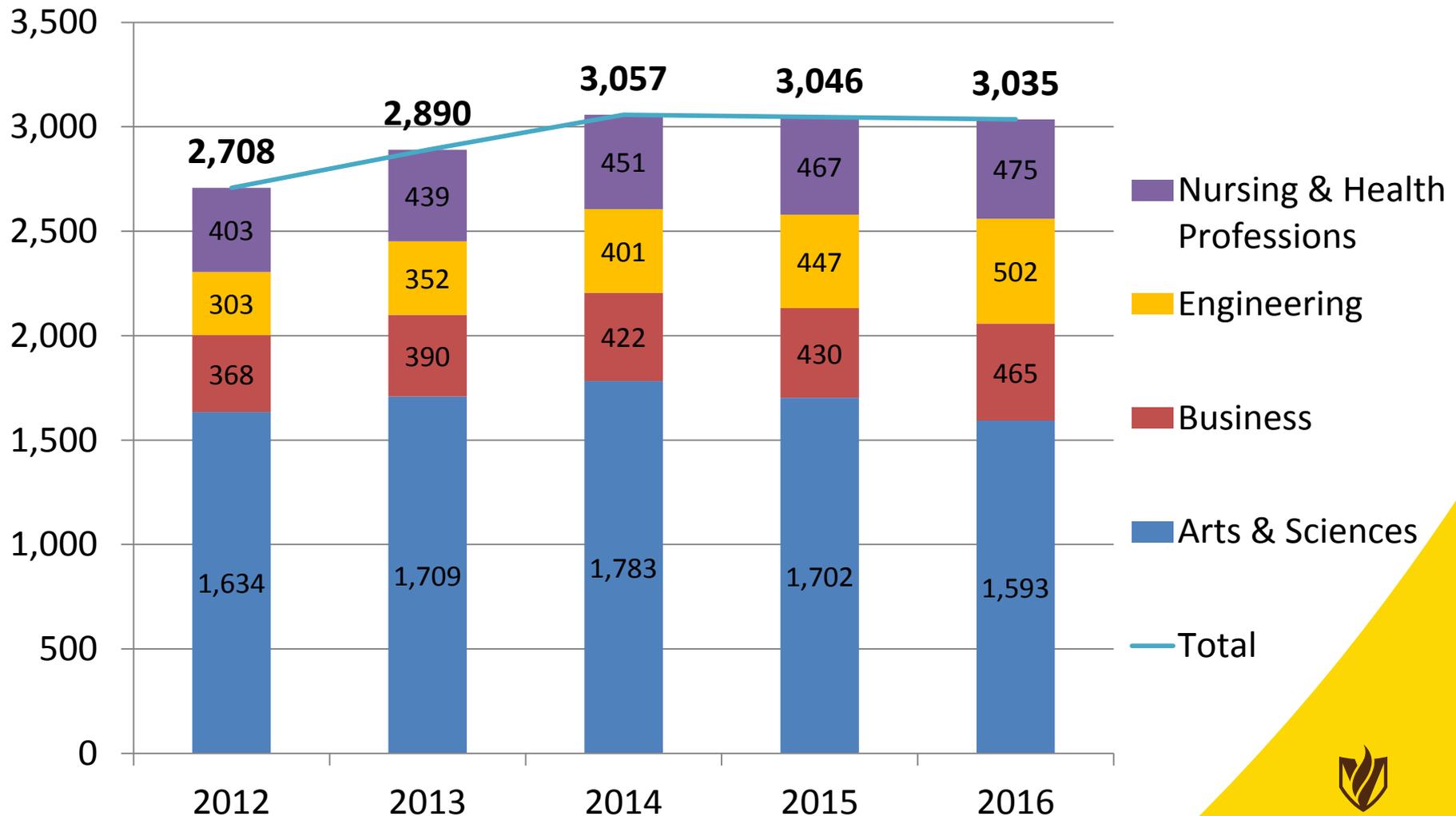
VALPARAISO
UNIVERSITY

Spring 2016 Enrollment - All Students

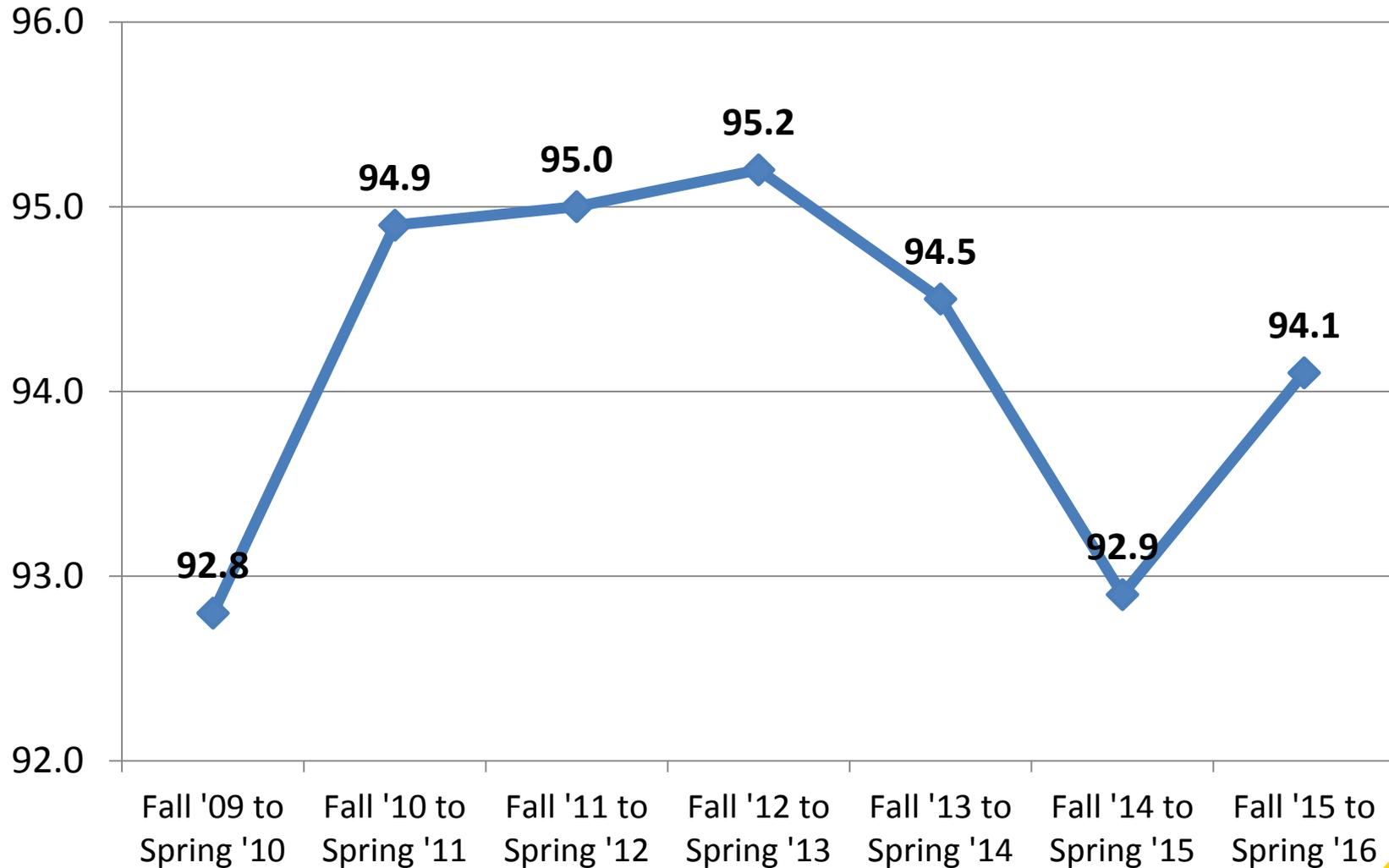
(Highest level since 1973 – graduate highest ever)



Spring 2016 Enrollment - Total Undergraduates

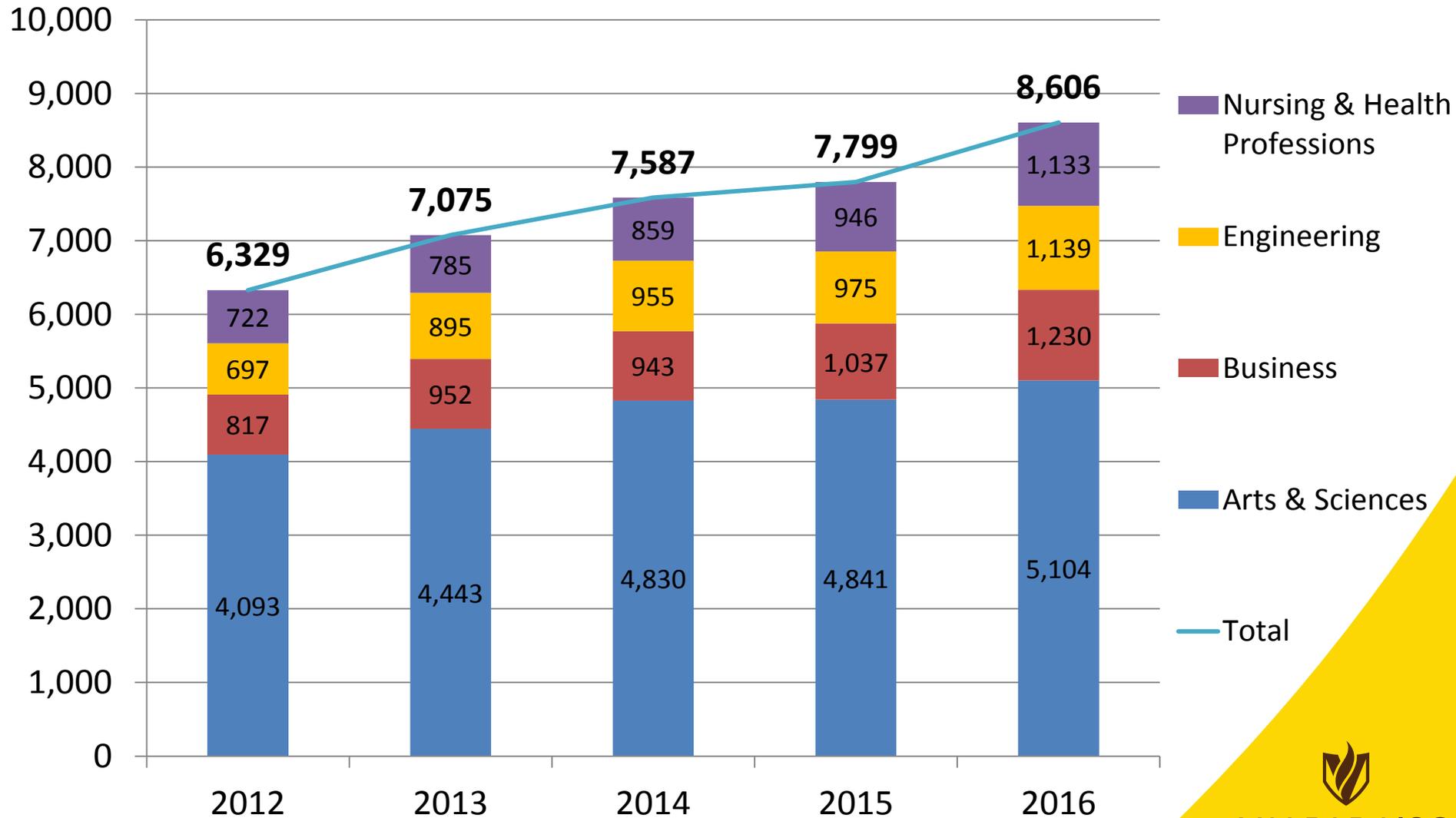


Freshman Fall to Spring Retention



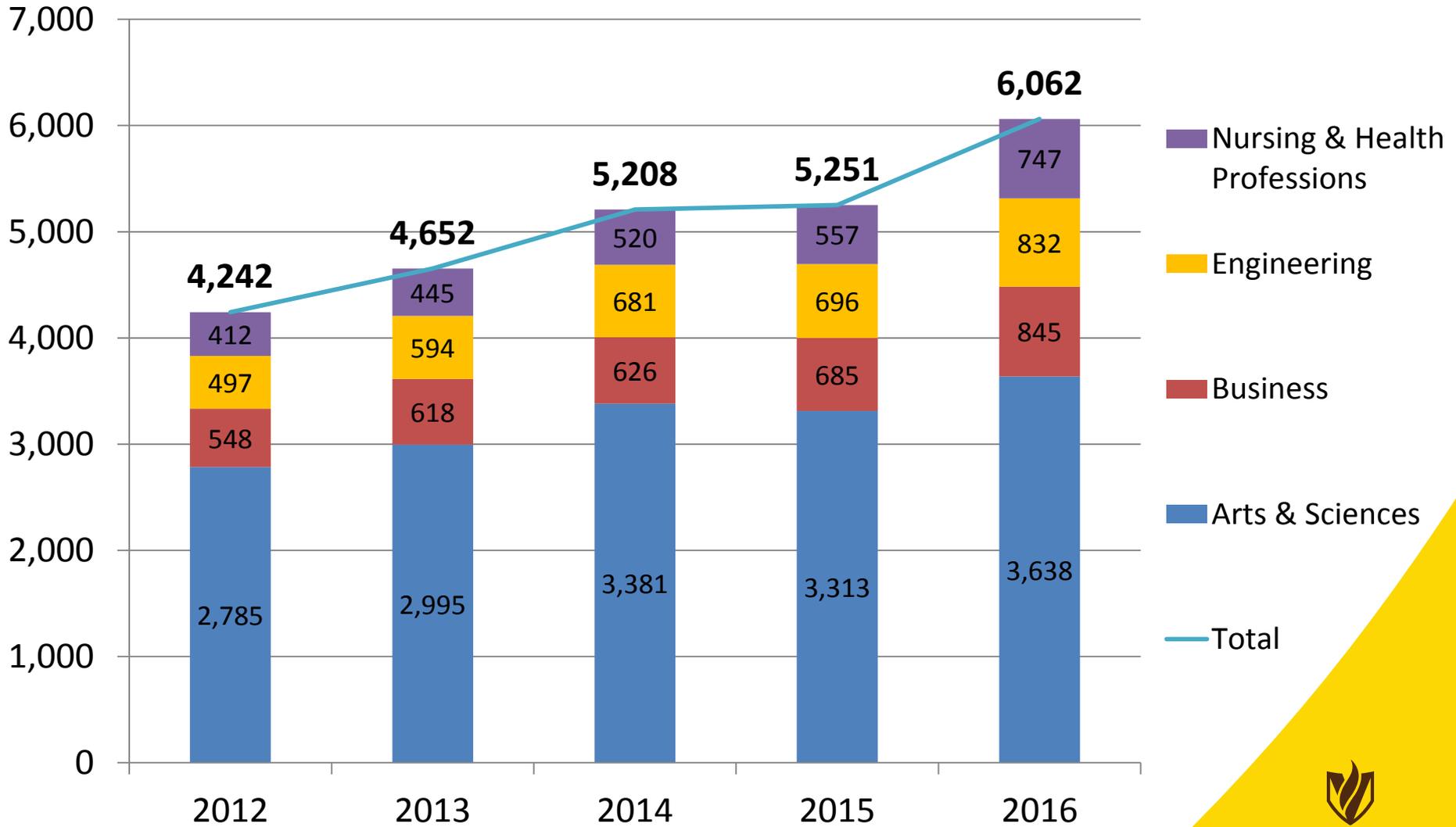
Freshman Applications – Fall 2016

as of April 1



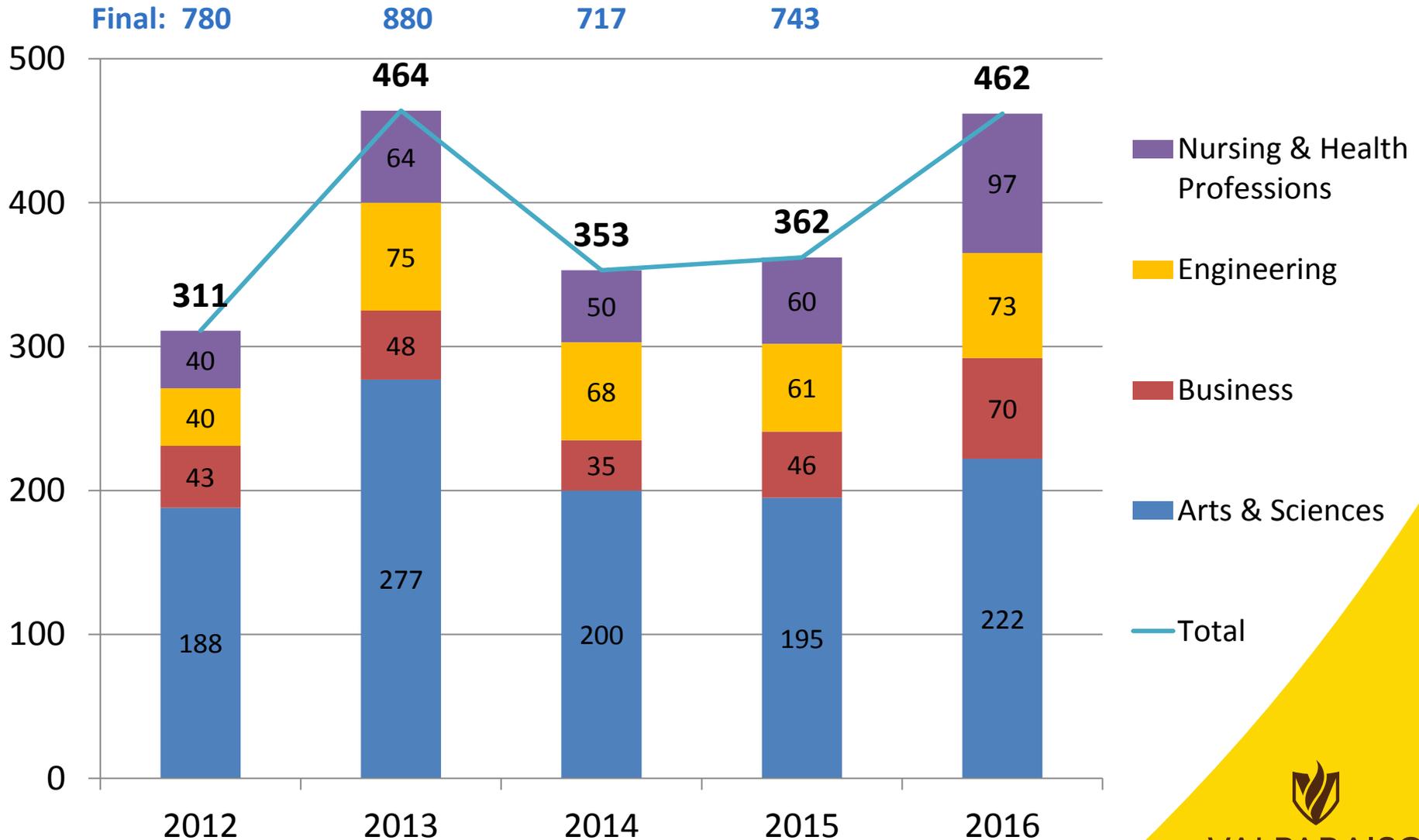
Freshman Admits – Fall 2016

as of April 1



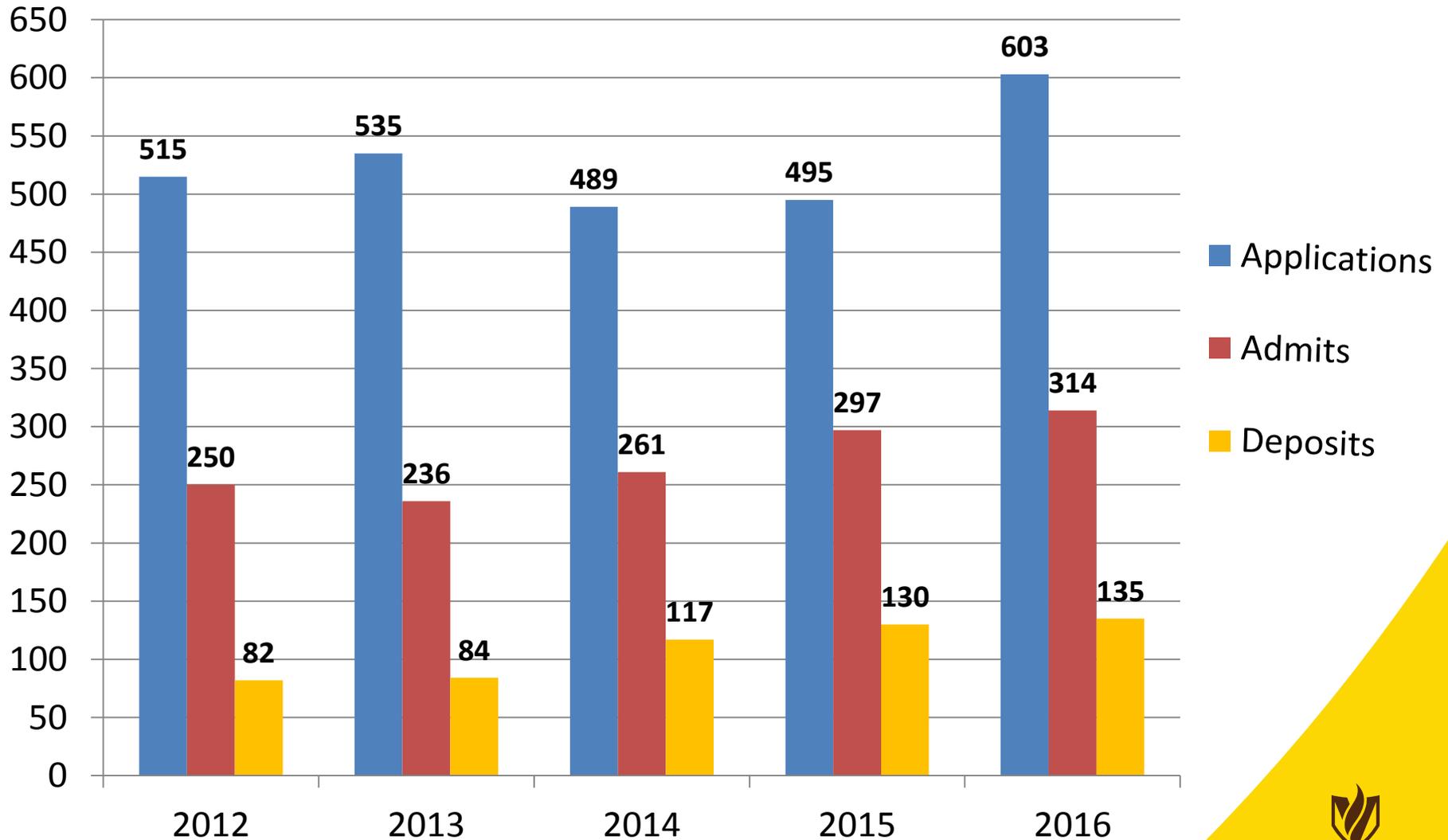
Freshman Deposits – Fall 2016

as of April 1



Transfers– Fall 2016

as of April 1



Library

The Library has purchased backfiles (i.e., full-text content) for two of our major databases. These are one-time investments that provide access to this content in perpetuity, and were taken from Library endowments. An additional 26 years (1975-2001) have been added to our Web of Science database subscription, and we have also purchased the JSTOR Essential Collection, which adds the Arts & Sciences II, III, IV, and VII databases to any JSTOR searches. These were the two top items on the Library's wish list of purchases, which academic faculty have been requesting for a number of years.

Please join us for the annual Valpo Scholarship and Creative Works Reception, which will take place Wednesday, April 27, 2016, 4:30 PM - 5:30 PM, in the Christopher Center Community Room. The Christopher Center Library and the Provost's Office are sponsoring the Valpo Scholarship and Creative Works Reception, as part of the Academic Showcase series of year-end events. All Valpo faculty and staff are welcome to attend. Refreshments will be provided.

Any faculty or staff member who has published refereed scholarship, research and/or creative work (including textbooks, books, book chapters, articles, fiction, poetry, musical composition, etc.) between January 2015 through December 2015 will be honored. Please come and join other faculty in acknowledging the published work of our colleagues.

We will be displaying our faculty and staff authored books, book chapters, articles and other works during the reception as well as archiving copies in University Archives and/or ValpoScholar, our institutional digital repository. We will return original copies following the reception.

If you have published refereed scholarship, research and/or creative work and would like to be honored (even if you can't attend), you can submit your scholarship in two different ways:

1. Enter your publication/citation information via the Submission Form (see email sent to vu-faculty list on February 26th for link).
2. Or forward your name, preferred citation, and a copy of your manuscript or published work (if possible) electronically to scholar@valpo.edu or via campus mail to Jonathan Bull (Christopher Center Rm. 265) by April 13, 2016.

Please forward any questions about the event to Jonathan Bull (Jon.Bull@valpo.edu or at Ext. 5771).

Ever wanted to view and browse the Christopher Center Library's print book collections virtually, whether they are on the shelf, checked out, in the Reference section, or in the Automated Storage and Retrieval System? Check out the new Browse Virtual Shelf function in the Library's online catalog. Just search by keyword, title, author, subject, call number, or publisher's number, click on your item of interest, then click the "Browse Virtual Shelf" link. This will take you to a virtual book shelf of all print items in the Library, no matter where they are located. Now you can "see" the Library's print collection from anywhere in the world! This service was developed using open-source software developed by Harvard University and modified by Wayne State University.

A substantial number of electrical outlets and USB ports for charging mobile devices were installed in the Library during Spring Break 2015 on many of the columns on the first and second floors. This project was partially funded by the Senior Class Gift of 2014 and various donations by alumni. Circular tables have been installed to provide standing study space for students and faculty while charging their devices or plugging in their laptops.

In the coming weeks, the 3D Visbox in the Library will be hosting some Gaming Nights for students, and will be open at various times during finals week for students to experiment and relax during that stressful period of time. Recent 3D visualization technologies have been announced by Oculus Rift and Samsung, and our graduate student Visualization Coordinator will be set up in the Community Room sometime in April to allow faculty and students to experiment with Google Cardboard and other VR headsets now available for use with smartphones.

Information Technology

Classrooms and Computer Labs

1. Added two new core classrooms in Mueller, rooms 149 and 150.
2. Upgraded Red lab in Gellersen with new Extron switcher, standard button panel and speakers.
3. Replaced aging Dell Optiplex 740 and 745 computers in classroom tech carts in Urschel, Kallay-Christopher, Meier, VUCA, ASB, CLIR, Mueller, Dickmeyer and Heidbrink with new Dell Optiplex 9020 computers with i5 processors, 8GB RAM and 256GB Solid State hard drives.
4. Adding two new core classrooms in VUCA 1416 and 1417.
5. Upgraded Macintosh Labs in VUCA and Schnabel to Office 2016.

Colleague / Programming

Began to migrate all mailing lists on the Mailman system over to Google Groups; this will be a multi-phased process.

Communications

- Deployed the TechQual+ survey to all campus users to solicit feedback in early April, which will assist in shaping IT strategic planning.
- Implemented the use of Hootsuite to automate social media postings on Facebook and Twitter.
- Began using the Emma system for bulk email messaging to campus, including high priority alerts (such as phishing attacks) and general department communication to campus. Nearly 40 messages from IT have been sent since the beginning of the academic year.
- IT representation at campus events including Family Weekend and Grad Finale.
- Organized IT sponsored events including National Cyber Security Awareness Month and Hour of Code (successful collaboration with Computer Science department).
- Took over management of Survey Monkey account on campus and collaborate with other departments to deliver survey services.
- Maintain IT website, including deployment of new OCI (Office of Continuous Improvement) section of site.

Cyber security

Observed National Cyber Security Awareness Month 2015 on campus, including the following activities.

- Weekly emails to everyone on campus;
- Lunch & learn session open to faculty and staff about parenting in the digital age; a corresponding website was established;
- Presentations open to all of campus about password management;
- Daily social media postings;
- Registered as an official NCSAM Champion via Stop. Think. Connect.;
- Posters distributed around campus: academic buildings, faculty & staff break rooms, residence halls;
- Created and distributed slides for digital screens around campus; and
- Created and distributed free buttons for people to wear and show their support of NCSAM.

We used planning resources from these sites: Stop. Think. Connect., OnGuardOnline.gov, National Cyber Security Alliance, FTC, EDUCAUSE, ConnectSafely.org, SANS.

We also observed Data Privacy Day, annually held on January 28. It was on a much smaller scale: one campus-wide email, and social media posts a few days before and after. We also registered as a champion for this one-day event.

Document imaging

Client Services took over the responsibility of Document Imaging less than a year ago. The mission includes the following:

1. Reduce paper consumption and legacy paper storage.
2. Improve workflow and process by becoming paperless.
3. Centralizing printers and copiers to become more efficient in consumption of consumables and document electronic storage.

Accomplishments:

- Have worked with 10 departments to improve process and storage.
- Have centralized 5 departments with legacy storage and organized document secure shredding.
- Have worked with University archives and centralized more than 70 boxes of legacy documents to be processed.
- Have discovered and properly disposed of 2000 lbs. of paper.
- Have documentation retention policies of non-academic departments of the University to help guide the process of retention and electronic imaging.
- Scanned approximately 70,000 transcripts so far in the Registrar's office

Help Desk and Printing

- Taken over management of general lab printers. We are going to take over some of the engineering labs and talking with the Law School about taking over their lab printers as well. The plan is eventually to bring all lab printers under one banner.
- Implemented Google Cloud printing and print via email in the general labs. At the same time, implemented printing of common image formats through Webprint, Google Cloud, and email. This increases the ability of students to print from mobile devices through email or using Google Drive.
- Working on reducing the overall number of printers in the library while improving the quality of the printers there. By the end of summer, all the printers in the Library will be new high-speed printers, including the color printer.
- Continue to keep ticket quantity down.
- Efforts are being made across IT to improve customer service by continually trying to keep down the number of tickets which have not been touched in more than seven (7) days.
- Working with other units (Advancement) to improve their usage of the ITicket system.
- Looking at bringing IMC into using the ITicket system.
- The Help Desk continues to have an 80+% customer satisfaction rating among those who complete the surveys.

Network & Telecom

- Campus internet bandwidth increased from 1 to 2 Gbps.
- In the process of migrating disparate campus surveillance systems into one central system.
- Secure wireless switchover update:
 - IT is moving devices from “valpo” to “VU-Secure” by doing a building by building sweep with University-owned and personal devices. We are working with the academic buildings first, trying to complete them by the end of the semester.
 - Moving devices first before discontinuing “valpo” SSID.
 - Buildings complete: Heidbrink Hall and Mueller Hall/Christ College.
 - Buildings near completion: Meier Hall, LeBien Hall, Gellersen Center, and Arts and Sciences Building.
 - Buildings next in line: Neils Science Center, Urschel Hall, VU Center for the Arts and Dickmeyer Hall.

Office of Continuous Improvement (OCI)

In January, 2016, the Business Process Review Unit led by Tracy Fronk was renamed the Office of Continuous Improvement. The OCI resides within the Office of Information Technology and provides the following services to campus:

- Needs assessment & recommendations for improvement
- Project scoping
- Measurement & data analysis
- Process review & documentation
- Training of improvement methods and tools
- CI project management and coaching of CI project leaders
- Centralized CI project management reporting

The Office of Continuous Improvement is supported by the following staff, who previously served at the law school and other positions within IT.

- Tracy Fronk, Director of Continuous Improvement
- Matt Smith, Asst. Director of Continuous Improvement
- Rachel Rivera, Technical Documentation Specialist

More information about the Office of Continuous Improvement can be found at www.valpo.edu/it/oci

Following are some of the recently completed and active projects being led by the Office of Continuous Improvement:

1. Tuition Management System Student Account Center – Launched November, 2015
 - a. This system provides real-time charges and payment information to students and those authorized by students for:
 - i. Tuition/Room/Books/Meals
 - ii. Parking Fines & Violations
 - iii. Rent Payments
 - b. Payments may be made for all of the above online or in person at the Office of Student Accounts.
 2. Process for Requesting Online Payments – Expected Launch April, 2016

Departments or individuals may need to accept online payments for a new program or event on campus. IT has worked with Finance to develop and document a new process to request online payments. Once approved by Finance, IT will work one on one with the department to create the online payment form and workflow.
 3. Centralized/Standardized Documentation of Department Processes and Data Management Systems – Expected Launch May, 2016
- The Office of Continuous Improvement, in partnership with other members of IT and various

departments has begun documenting several business processes, such as the HR benefit enrollment process, and related IT data management systems in a web-based system called Confluence.

4. Event Management System Scheduling & Event Management Software – Expected Launch, June 2016

An evaluation began in July 2015, which concluded with the purchase of EMS in November 2015. This software will replace the existing scheduling software (R25), which will allow classroom and meeting space utilization to be optimized. EMS will also centralize all event calendars into a single system for the entire campus.

5. Kronos Workforce Timekeeping Software – Expected Launch August, 2016

a. In partnership with HR, Finance, FM and Dining, IT has been actively involved in the implementation of Kronos, which will eliminate paper timecards for all hourly staff across campus. The new system will be piloted with FM/Dining prior to being rolled out to the remainder of campus by Fall 2016.

b. Anticipated changes to the Fair Labor Standards Act expected to be announced in July 2016 may also be managed by Kronos.

6. Credit Card Payment Acceptance in Dining Services – Expected Launch August, 2016

. Valparaiso University is currently not able to accept payment by credit at its Dining Services locations. With the upgrade of Blackboard Transact software, the purchase and configuration of new registers, and EMV (chip) card readers, Dining Services will be able to securely accept credit card payments in compliance with the Payment Card Industry Data Security Standard (PCI DSS).

a. In order to process the higher volume of transactions expected through Dining Services with the acceptance of credit card payments, IT is working with Finance, Dining Services and Student Services to automate the transfer of transactional data from Blackboard Transact to Colleague/Datatel as well as streamline the reconciliation process with the credit card payment processor and bank. This is currently a manual process between Dining Services and Finance.

Training & Software

Usage of the Lynda.com Online Training Library(r) continues to be strong. Since Sept. 1, 2015:

- 462 new users have logged in to use the service.
- Users have viewed 3518 total hours via 46,973 videos in 1036 unique courses.
- Users have completed a total of 571 courses (from start to finish).
- The highest ranked courses based on a combination of total views, hours viewed, and number of users are:
 - R Statistics Essential Training
 - Techniques and Concepts of Big Data
 - MySQL Essential Training

- Access 2016 Essential Training
- Job Hunting Online

Since the launch of our YouTube channel (Feb. 2014) we have added 67 videos with a total of 5,769 views, and 10,769 minutes watched.

By the numbers...

	Spring/Summer '15	Fall '15	Spring '16 (in progress)
YouTube Channel Total Videos	56	Not Available	67
YouTube Views	1331	1449	806
YouTube Minutes Watched	3164	2701	1552
Top Performing Videos	- What's new in Office 2013: 212 views - Valpo Phishing Awareness Training: 167 views - Introduction to IT Services: 141 views - How to Use WebStorage: 110 views - Printing Your Guardian Vision & Dental Cards: 109 views	- What's New in Office 2013: 219 views - DataVU Registration Tutorial: 214 views - How to Use WebStorage: 114 views - Valpo Phishing Awareness: 173 views - Email Scams/Phishing: What to Do if You Fell for One: 104 views	- DataVU Registration Tutorial: 183 views - What's New in Office 2013: 82 views - How to Use WebStorage: 64 views - Valpo Phishing Awareness: 63 views - Email Scams/Phishing: What to Do if You Fell for One: 56 views
Pre-Scheduled Trainings Conducted	47	17	18
Total Registrations Taken	268	318	220
Personalized Trainings Conducted	41	10	7
Highest Group Attendance	Staff	Students – 235 Staff – 72	Staff – 184
Lowest Group Attendance	Students	Faculty – 7	Faculty - 11 Emeriti – 16 Students – 4

Highlights Since Last Report (End of Summer 2015):

- Student attendance goals were increased as a result of adding evening webinars and working with Student Affairs to enhance training options for DataVU registration training for first year students. This meets the goal set in the previous report.
- Personalized training events have significantly decreased. This is typical during regular academic semesters when faculty and staff are busy with the normality of the semester. Summer is typically the peak time for individual training sessions.
- Work has been started on training to be used in the rollout of Kronos and EMS systems. This will include major investment of time into video trainings for the various facets of these systems.
- Spring '16 is still in progress; but we have seen a decrease in numbers all around. This is due to the fact that the semester is incomplete; but it is also due to the fact that we have been quietly working behind the scenes on the rollout of the other systems.
- We have expanded our intern program by identifying groups with specialized IT needs and taking on the project. This has been a collaborative effort between training and the solutions team. Accomplishments of this team have included:
 - FOCUS app work has begun for the upcoming summer with various improvements for user experience such as stored push notifications and rapid auto-update.
 - Ongoing work with the Social Work department to develop an Access database that will allow them to replace a paid service with TaskStream.
 - Transportation App work has been completed for a working system. Work will continue on improving the user experience.

Future Goals:

- Continue to expand our video offerings for the YouTube channel.
- Continued offerings for students by being a bit more creative in getting in front of those groups.
- Continue to diversify the offerings to include multiple meeting workshops, webinars, etc.
- Increase the paperless initiatives by encouraging a paperless workflow in many areas. Training will concern itself with the “low-hanging fruit” while other larger scale initiatives will be introduced.
- Focus on innovative/creative technology infusion ideas that will greater impact the end users.

Collaborations (with other departments and other universities)

Jim Crowley and Janet Lockridge co-authored a presentation with Allison Urbanczyk, Office of the Registrar, for the Great Lakes Users' Group, a regional group for users of the Colleague by ellucian systems to share tips, trends, and best practices with each other.

Becky Klein assisted with the ACM (Association of Computing Machinery) SIGUCCS (Special Interest Group for University and College Computing Services) Conference in November 2015 by managing their Sched service, an online, mobile-friendly tool for event scheduling and management.

In December 2015, Becky Klein and Kevin Steele from IT collaborated with Prof. Jim Caristi and Prof. Polly Wainwright in the Computing and Information Sciences department to co-sponsor an event in support of Hour of Code. Hour of Code, organized by code.org, is a one-hour introduction to computer science, designed to demystify code and show that anybody can learn the basics.

IT and Disability Support Services staff are working together to implement Read & Write Gold accessibility software for the benefit of all individuals on campus, not just those with disabilities.

Campus Planning and Space Allocation

The Campus Planning and Space Allocation (CPSA) committee deals with university space, parking, signage, and image issues. The Committee is also the keeper of the University Campus Master Plan. The role of the committee is to review all matters pertaining to these categories to be sure they are consistent with the plan's guiding principles. CPSA committee makes recommendations to the President.

We meet every Tuesday at 1:30 so we can respond to your requests fairly quickly. Contact me with items that you wish to have reviewed.

Since the September Faculty Meeting committee members heard several updates and presentations related to the new Sorority Housing project, VUPD new location, Mueller project, and the Center for the Sciences. The committee also reviewed an updated proposal for the Sturdy Road/Highway 30 Corridor Project.

1. Space

- a. Reviewed feedback and recommended to the President and the Science Project Steering Committee that the new science building be named Center for the Sciences and that each building be identified by the disciplines that will occupy the space. The building under construction will be labeled Center for the Sciences and Biology and Chemistry will be listed under this.
- b. Approved all the various aspects of renovation of the area in back of the Refectory in Mueller. The space now consists of two seminar rooms that hold 22 people in each. In addition, a faculty office was converted into an ADA accessible restroom.
- c. Reviewed need for additional space needs of Disability Support Services. Approved that the space vacated by VITAL and offices 166 and 166A be transferred to DSS with the condition that the former VITAL space be used by the library after 5 p.m. Also discussed the types of furniture that would work in the space. The current DSS office will now be used by the library.
- d. Space in Wehrenberg Hall that was former cafeteria space was renovated for student use. The Rotunda was dry walled and separated from some of the space that will continue to be used for storage. Doors will connect the two areas. New light fixtures were installed and the entrance, which is on the east side, is key controlled.
- e. Approved space in the ARC for the FM Team Leader.
- f. Approved the conversion of Mueller 107 from a work room/mail room into a faculty office and work room.
- g. Previously approved moving the One Card Office and the Transportation Office to the space formerly occupied by AdWorks which is now located in the Union Post Office space. Approved revisions to the original proposal which consist of installing a door that will allow traffic flow to exit into the alcove to the north of the room.

2. Campus Image

- a. Approved proposed location of construction trailers and fencing for Center for the Sciences construction project.
- b. Approved the replacement of the doors at the north entrance to Kretzmann.

- c. Recommended that the outdoor brick railing next to the stairs on the east side of the CCLIR that leads to the first floor be replaced due to deterioration due to water damage. The brick railing will be covered with a cement top. The front of the CCLIR on the west side already has this cement top.
- d. The installation of a WeatherBug Weather Station with a camera was approved for Kallay-Christopher Hall. The department of Geography and Meteorology has entered into a partnership with WGN TV to have a high-definition camera installed on campus.
- e. Approved the installation of a computer kiosk on an existing shelf outside NSC 224.
- f. Approved a proposal for display of student and faculty artwork in several spaces in the CCLIR.
- g. Approved to move forward with 10 demolitions in two phases. Phase one includes: four properties that will be demolished before commencement (807 and 835 LaPorte, 53 Roosevelt, and 832 East Lincolnway), and 808 Union and 805 Linwood which is the location of the new fraternity housing. Phase two will take place after commencement and includes four properties: VUPD, 901 Linwood, 555 Garfield; and 701 Union.

3. Signage

- a. Approved signage to identify the Center for the Sciences that is under construction. This signage will be displayed on the construction fence.
- b. Recommended that a Campus Storm-Ready sign be displayed on the weather tower near Kallay-Christopher Hall.
- c. Approved signage for Eastgate fields and the baseball field. The signage recommended is a waist-high double-sided directional sign with the Presidential seal and lettering affixed to direct visitors to the athletic playing fields.
- d. Approved naming the former Wound Center building on the corner of Garfield and LaPorte LeBien Annex B.
- e. Approved the proposed artwork and signage for placement in Kallay-Christopher and Schnabel Halls.

4. Parking

Approved parking lot signage design modifications:

- Verbiage of “enforced at all time” approved
- The 2 a.m. to 5 p.m. time-frame is confusing and will not be used
- Verbiage of “no overnight parking” approved for lot 14 only
- Signage that states “permit” parking will be eliminated
- The time-frames of when parking rules are actually enforced will be used

Reflective lettering will be used

University Marshal

The University Marshal has the primary responsibility of leading the University community during formal campus convocations, exercises, and academic ceremonies. In addition to helping plan and organize these events, the University Marshal is charged with recruiting and supporting faculty marshals to serve at these ceremonies.

For the 2015-2016 academic year there are six such formal ceremonies – the Opening Convocation in August, the Fall Semester Conferring of Degrees in December, the Law School Conferring of Degrees in May, the Graduate School Conferring of Degrees in May, and the Baccalaureate Service and the Undergraduate Conferring of Degrees in May.

In these six ceremonies 32 different faculty members have served or will serve as faculty marshals.

All faculty members are encouraged to attend the graduation ceremonies, and join their fellow faculty in the processions. The dates and times and locations for the upcoming ceremonies in May are as follows:

Law School Conferring of Degrees – Saturday, May 16, 10:00 AM, Chapel of the Resurrection.
Law faculty line up in the Chapel undercroft at 9:30.

Graduate School Conferring of Degrees – Saturday, May 16, 2:30 PM, Chapel of the Resurrection.
Faculty line up in the Chapel undercroft at 2:00.

Baccalaureate Service – Sunday, May 17, 10:00 AM, Chapel of the Resurrection.
Faculty line up in the Union Atrium at 9:30.

Undergraduate Conferring of Degrees – Sunday, May 17, 1:30 PM, Athletics-Recreation Center.
Faculty line up in the Athletes' Corridor of the ARC at 12:45.