

Written Reports for Faculty Meeting April 18, 2017

FACULTY SENATE

During the 2016-17 academic year, the Valparaiso University Faculty Senate approved numerous curricular changes, forming a large part of our work.

Senate approved three changes in its Bylaws. They come to the faculty as a whole for their vote at the April 11, 2017 meeting.

- 1) In [Article III Section 6](#): stipulates that changes to the Faculty Handbook will first be submitted to the Faculty Concerns Committee for their review and approval, and will then come to Senate from FCC. This establishes a clear path for Faculty Handbook language changes. Proposed changes may come from any of a number of different sources, but would not be voted on directly by Senate without having been reviewed by FCC.

- 2) In [Article III Section 5 and then Article III Section 9](#) (new): removes language that tried to clarify the relationship between the School of Law and the Committee on Academic Practices and Standards and replaces it with a Section that states that authority over such things as curriculum in the School of Law is vested in the dean and faculty of that school.

- 3) In [Article III Section 8](#): given the work of the Academic Calendar Task Force, removes responsibility for approving the academic calendar from the description of the purview of the Graduate General Education Committee.

Senate approved changes to the Faculty Handbook updating the descriptions of the role of Library Faculty as well as their performance expectations, bringing them in line with language describing the Teaching Faculty.

Senate approved the Faculty Qualification Standards to be submitted to the Higher Learning Commission.

Senate heard and discussed a proposal from the Honor Council for a new penalty for a finding of guilty on a first violation. The Honor Council is amending its constitution; this new penalty was to be included in that amended constitution. Also included in the amended constitution is a formal role for Faculty Senate in the approval process for subsequent changes in the Honor Council constitution.

Senate discussed at length and approved revisions in the Student Course Evaluation process. Following the recommendation of the Student Course Evaluation Task Force, as of 2017-18 all faculty will use a single teaching evaluation instrument, administered online. Corresponding Faculty Handbook language was revised to reflect this change; it features language reinforcing that these student teaching evaluations should be only one of several methods used to evaluate teaching. Senate also recommended the purchase of Qualtrics software to use in administration of the instrument.

Senate met informally with members of the Academic Calendar Task Force to provide input on the several models under consideration for a potential revised calendar.

At its March meeting, Senate considered items from CAPS concerning students from St. Joseph's College in Rensselaer who seek to complete their undergraduate work at Valparaiso. First we were apprised of the Framework for Transfer Credit and Modified Degree Requirements for St. Joseph's students who applied to transfer to VU; CAPS had approved this Framework. We also considered and approved, after much discussion, a Teach-Out Plan that laid out requirements for students with less than 12 months of full-time study remaining in their academic programs who might seek to graduate from Valparaiso (not by transferring, but by taking advantage of this teach-out plan). The programs that would be involved in this plan, all of which are in the College of Arts and Sciences, were contacted by Associate Provost Gillman after our March meeting to verify the feasibility of their participation.

Finally, as Chair of Faculty Senate I met with the Steering Committee to help determine responsibility for future academic calendar changes and approvals. The Provost (representing the President), Professor Pat Sullivan, Chair of University Council, Student Body President Nura Zaki and I met along with Associate Provost Rick Gillman and agreed to a two-part process, recommended by the Academic Calendar Task Force. One part of the process concerns what bodies would be responsible for approval of new overall guidelines for an academic calendar. Another part of the process concerns what bodies would be responsible for approving dates chosen for upcoming years within existing guidelines.

Respectfully Submitted,

Randa J. Duvick
Chair, Faculty Senate

UNIVERSITY COUNCIL

At the January meeting, University Counsel Darron Farha presented a [proposed University Political Activity and Events Policy](#). This proposal was motivated by the fact that the IRS does not like non-profits posting/supporting political propaganda. It is allowed but restricted in the sense that it must be fair and equal. The university cannot use its own funds or the political event must be for legitimate educational reasons. In the ensuing discussion there were concerns raised by several council members regarding the proposal. Does it allow controversial speakers or candidates on campus? Yes, to be fair they must be allowed to come. Does every faculty member or student organization have to ask permission for every speaker or guest who comes to campus? That was not the intention and will likely be reflected in a later draft of the policy. Can "staff" be added to the policy participants? Yes. The University Counsel will continue to work on this policy and then present it to the President's Council.

Dr. Patrick Sullivan
Chair, University Council

Valparaiso University Undergraduate Admission Report - Summer/Fall 2017

CONFIDENTIAL

4/7/2017	2017				2016				2015			
	inquiries	applicants	admits	deposits	inquiries	applicants	admits	deposits	inquiries	applicants	admits	deposits
Total New Undergrads	33,678	10,011	6,945	625	30,853	9,253	6,398	643	28,476	8,406	5,626	597
Freshmen	32,580	9,300	6,591	518	29,103	8,633	6,079	500	27,370	7,838	5,305	450
Transfers	1,098	711	354	107	1,750	620	319	143	1,106	568	321	147
Market Segment												
Freshman domestic	31,687	8,823	6,349	516	28,676	8,279	5,929	499	26,992	7,562	5,181	440
Freshman international	893	477	242	2	427	354	150	1	378	276	124	10
Transfer domestic	1,029	646	343	106	1,671	548	299	139	1,062	527	312	145
Transfer international	69	65	11	1	79	72	20	4	44	41	9	2
Freshmen by College												
Arts & Sciences	24,191	5,581	4,003	278	21,327	5,117	3,650	246	20,037	4,868	3,341	254
Business	2,706	1,299	912	48	2,476	1,234	845	74	2,356	1,045	699	50
Engineering	3,079	1,147	831	73	2,871	1,145	834	76	2,746	974	702	74
Nursing & Health Professions	2,604	1,273	845	119	2,429	1,137	750	104	2,231	951	563	72
Freshmen Demographics												
Indiana	12,048	3,710	2,607	220	10,988	3,386	2,361	210	10,197	3,153	2,055	163
Illinois	8,928	3,039	2,174	156	9,400	3,105	2,155	146	8,840	2,684	1,873	142
Lutheran	2,931	841	726	96	1,711	766	684	99	1,127	772	688	108
Catholic	1,993	1,966	1,525	130	1,809	1,791	1,415	114	1,681	1,678	1,283	96
Female	14,966	4,845	3,475	291	14,022	4,676	3,321	267	13,261	4,160	2,824	231
Male	12,591	4,452	3,114	227	10,762	3,955	2,758	233	10,277	3,674	2,479	218
Minority	5,314	3,188	1,871	98	5,674	2,974	1,655	66	5,862	2,545	1,313	67
Legacy	795	696	640	104	717	625	563	103	676	581	532	77
Visited campus	2,772	1,990	1,864	443	2,552	1,852	1,738	405	2,410	1,681	1,584	380
Filed FAFSA	6,590	5,434	4,652	493	4,857	3,985	3,693	456	3,838	3,509	3,159	419
Transfers												
Arts & Sciences	524	288	143	28	973	255	112	36	557	220	108	29
Business	116	82	46	5	193	60	32	8	127	64	36	7
Engineering	79	60	12	3	207	74	26	3	82	35	20	6
Nursing & Health Professions	379	281	153	71	377	231	149	96	340	249	157	105
Indiana	627	376	187	54	585	269	136	78	317	217	138	77
Female	581	463	245	81	937	393	207	110	606	378	228	113
Male	335	247	109	26	665	226	112	33	358	189	92	33
Filed FAFSA	357	323	250	94	705	276	215	121	123	116	96	51

Deposit Information

2017 2016 2015

Christ College deposits	66	85	70
Resident deposits	472	463	443
Commuter deposits	153	180	154

Cancel Information

2017 2016 2015

Freshman cancels	581	488	349
Freshman deposit cancels	17	8	12
Transfer cancels	34	12	22
Transfer deposit cancels	4	8	9

LIBRARY

Please join us at the annual Valparaiso University Scholarship and Creative Works Reception, which will take place Monday, May 1, 2017, 4:30–5:30 p.m. in the Christopher Center Community Room. The Christopher Center Library and the Provost’s Office are sponsoring the Valparaiso University 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.

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 Jan. 2016–Dec. 2016 will be honored. Please come and join other faculty and staff in acknowledging the published work of our colleagues.

We will display 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.

Refreshments will be provided.

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

Work has begun creating a One Button Studio in the Library. “A One Button Studio is a simplified video recording setup that can be used without any previous video production experience. The design of the studio allows you to create high-quality and polished video projects without having to know anything about lights and cameras. You only need to bring your flash drive with you and push a single button” (<http://onebutton.psu.edu/>). The Library is coordinating with IT in bringing this new service to students, faculty, and staff. The OBS will be available at the start of the fall semester. An example of how this studio works and its uses can be found at <http://libguides.library.nd.edu/onebutton>.

The Library’s First-Year Experience Information Literacy Program reaches students in both the undergraduate and graduate streams, serving to introduce foundational IL competencies, such as developing search strategies, evaluating sources’ authority, and establishing sources’ relevance (<http://libguides.valpo.edu/fyil>). In the fall, Library faculty taught IL sessions for all 42 CORE 110 sections; some sections returned for multiple IL sessions. This spring, the faculty reached all 37 CORE 115 sections, 1 section of CORE 110, all CC Debate 2017 teams, and 9 CC 115 sections. Building from their orientation classes at the start of each semester, graduate students continue their introduction to information literacy alongside their disciplinary studies through coursework in GRD 500, GRD 683, and LS 608, completing 43 sessions to date.

Brad Eden, Rick Gillman, Joe Bogner, and Aimee Tomasek will be attending the CIC Information Fluency in the Arts workshop in New Orleans on April 20-22. They are part of a select group of liberal arts colleges whose applications were accepted for participation.

The Library recently conducted a LibQUAL+ online survey of students, faculty, and staff and their experiences and expectations regarding library services. This follows on our 2012 LibQUAL+ survey which resulted in a number of physical and virtual changes with library space

and services. We received 535 valid surveys and over 170 comments, which we are currently analyzing and discussing. Thanks to everyone who provided feedback and filled out the survey.

ValpoScholar, Valpo's institutional repository, reached two million downloads during Christmas break 2016 in just less than six years of operation.

A law review article by Stephanie Kroeze '16 J.D., "The FTC Won't Let Me Be: The Need for a Private Right of Action Under Section 5 of the FTC Act," was the two millionth download.

Since March 2011, ValpoScholar has served as the central exchange for outstanding scholarship and creative work from faculty and students, as well as six professional journals and three student periodicals. The nearly 5,000 records are indexed in Google, Google Scholar, and other various search engines. The repository has helped Valpo's scholarship and publications reach all 50 states and more than 130 countries.

The Christopher Center Library Services and the Law Library jointly administer ValpoScholar. ValpoScholar can host and archive faculty and student scholarship, host and publish professional journals and e-monographs, curricular materials, and conference websites and proceedings.

For more information, please visit <http://scholar.valpo.edu>.

-- Bradford Lee Eden, Ph.D., Dean of Library Services

INFORMATION TECHNOLOGY

Campus Cell Phones

President's Council approved a new policy to change how cell phone service is provided to campus employees. Instead of providing physical phones and cellular service contracts, eligible employees will receive a monthly stipend added to their paychecks upon successful confirmation of an active mobile phone line. Eleven departments have been transitioned with approximately 10 remaining, although work continues to consolidate all management of cell phone stipends under IT. The policy should be fully realized by the start of the new fiscal year.

Classroom Technology

We have increased implementation of GlobalViewer Enterprise software throughout campus, allowing us to monitor and control equipment in classrooms from one centralized portal. We will also be able to pull usage reports and receive automated notifications when problems happen.

Completed projects during Fall and Spring semesters:

- 8 Mueller Hall lower level classrooms received upgraded control and projection.
- 9 Gellersen classrooms were upgraded to full digital.
- 3 Meier Hall classrooms received upgraded control and projection.
- Heidbrink 123 received upgraded control and projection.

- Duesenberg Recital Hall installation will start next week including rear projection, a tech cart, etc.

Planned Summer installs:

- Gellersen 160 collaborative learning space
- 9 new classrooms/labs in the Center for the Sciences
- 5-6 new classrooms/labs in Neils Science Center redesign
- Christopher Center projects (Alcove, 100B, 261B, One Button Studio)
- LeBien Annex B

In addition, the Office of Continuous Improvement works closely with ATAC and Facilities Management to assess the needs of faculty, make recommendations and provide cost estimates for classroom upgrades for existing classrooms and new construction projects. The process for identifying, assessing and prioritizing improvement projects has been documented for review and approval by ATAC.

Communications

The IT website is currently being redesigned with a focus on accessibility to ensure the site can be easily used by all persons to find the information they seek. Work should be completed before fall classes begin.

IT participates in all New Employee Orientation sessions sponsored by Human Resource Services to give new employees a better understanding of all IT services available to them.

IT also participates in student-focused campus events such as FOCUS, Welcome Week, and Grad Finale to provide a personal touch with any and all technology related services throughout a student's Valpo experience.

Cyber Security

Observed the annual National Cyber Security Awareness Month (NCSAM) in October with a campaign to spread awareness of varied cyber risks and ways to mitigate them. Our campaign included registration as an official NCSAM Champion, campus-wide emails, social media posts, digital screen slides, table toppers, posters, workshops, and more. We inaugurated the Crusader Cyber Citizen Pledge to help encourage best practices in personal habits regarding cyber security.

Observed the annual Data Privacy Day in January with a small awareness campaign. This campaign included registration as an official DPD Champion, a campus-wide email, and multiple social media posts highlighting digital privacy best practices.

Desktop Computing (Classrooms, Labs, & Offices)

Arts & Sciences Building:

- Computers in ASB 236 were upgraded to 8GB RAM, Windows 10 and Office 2016.
- Faculty in ASB with old model Dell Optiplex 745 and 755 computers have been upgraded with new/newer machines with Windows 10 and Office 2016.

Christopher Center:

- All public lab computers were upgraded to 8GB RAM.
- Computers in 261 A & B were upgraded to Windows 10 and Office 2016.

Mac Labs: Mac computers in VUCA and Schnabel have been upgraded to Adobe Creative Cloud 2017.

Schnabel: Computers in room 34 were upgraded to Windows 10 and Office 2016.

Tech Carts:

- Nearly all tech carts across campus have been upgraded to Windows 10 and Office 2016.
- Tech cart computers have been configured to automatically receive and apply Windows updates on Wednesday mornings during our regular maintenance window.

Distance Learning

We installed brand new distance learning equipment in Urschel Hall Room 120. We continue to ensure that all five distance learning environments on campus function at optimal levels for delivery of quality content. Student technicians working in these environments bring positive and professional energy to the classes and faculty they serve. Students in their respective graduate programs enjoy the convenience of being able to attend all their classes in the physical room or virtually in the hybrid setting, knowing that technicians will serve them well. We continue to look for new ways to deliver content and improve process, with an eye on potential growth should the trend and desire for distance learning programs grow.

Document Imaging and Printing

IT was reorganized in September 2016, including creation of a Document Imaging and Management unit to prioritize efforts regarding cost-effective document retention and printing needs on campus. This unit's major goals include reducing the costs of printing and photocopying on campus, encouraging a "paperless" (not paper-free) approach, providing assessment and training in regard to reduction of printing and photocopying, and more.

On July, 1, 2016, we counted 619 network and desktop printers. To date, we have reduced that number by at least 78. Although reducing hardware is significant and will help the University better manage the costs of consumable resources, simply moving to more efficient printers without reducing the amount of printing would defeat the goals of the unit and IT.

Print consolidation has been completed in Urschel Hall/the College of Business, the College of Arts and Sciences, and Meier Hall. Athletics/ARC is currently in progress.

In addition, work continues on replacing aging printers around campus with newer, more cost-effective ones that use consumables more efficiently. Locations updated to date include the Gellersen Linux lab, the ASB language resource lab, Heidbrink Hall, Dickmeyer Hall, and Neils Science Center. These proactive changes have been very well received.

This unit is also working with departments in the areas of retention and workflow. Laws and regulations often determine the life cycle of documents, at the end of which they must be

properly discarded. Processes within each department are in development, and documents are being moved to electronic formats whenever appropriate.

The University has invested in Image Now, a document management software suite enabling employees to organize content from different sources. These then can be processed and stored in a database, allowing for easy access. Undergraduate Admission, Financial Aid, and the Graduate School are now using this system. We are currently upgrading the server and then will onboard the Office of the Registrar.

Help Desk

In the time period from September 1, 2016 to March 1, 2017, we received 5,311 new ITickets.

In partnership with the Office of Continuous Improvement, a process to assess new ITSM systems was kicked off last fall culminating in the selection of a new service management system, JIRA Service Desk, which will be implemented in June 2017. JIRA Service Desk integrates fully with Confluence, team collaboration and documentation software, that IT has been using for nearly a year. In addition to improving the workflow for managing ITickets, the new ITSM will save the University over \$10,000 in annual maintenance fees. Training for the new ITSM will begin this summer and continue into the fall semester. The system will eventually be expanded to include other departments on campus, such as Human Resource Services, OneCard, and potentially others.

Help Desk staff members deliver an average of 20 boxes of paper per month and 5 toner cartridges per month to various labs on campus. We upgraded the Papercut print management software to version 16.3 over Winter Break.

Since taking over the process for recycling electronics, we have sent over 9,149 lbs of equipment, cables, and other electronic items to be recycled. This includes 1,622 lbs of computers, 643 lbs of printers/fax machines, 503 lbs of toner cartridges, 888 lbs of monitors, and much more.

Infrastructure

- Began work to move the central datacenter from Kretzmann Hall to the Harre Union, with the majority of work tentatively scheduled to be done on 5/28/17.
- Work continues on optimizing file storage systems; one project was moving Home drives (H:) to their own server.
- Shut down the old Cascade CMS (website management system).
- Upgraded campus cable TV to high definition digital service, including VUTV. IT staff are working through a handful of residual issues reports in the residence halls.
- Upgraded/replaced the campus firewall protecting our network.
- In conjunction with OneCard staff, we completed a BBTS upgrade over Thanksgiving break to implement features necessary for credit card transactions.
- Work continues on procuring and implementing technology, networking, etc. for the new Center for the Sciences.

- Confluence now has over 300 pages of documentation for University business processes and system applications.
- Expanded and added redundancy to our RemoteApp infrastructure to facilitate more reliable academic application deployment to computers and mobile devices on and off campus.

MIS (Colleague / Programming)

- Began data cleanup of the Colleague system, leading to a 45% reduction in database size.
- Consolidated and upgraded Colleague servers.
- Began preparing the Colleague system for Self-Service, a WebAdvisor/DataVU replacement as well as the latest version of UI, which no longer relies on Silverlight.
- Retired 2 legacy printing systems dating back to 2003.
- Continued individual and small group consultation sessions on data analytics and better use of Colleague and Informer.
- Began upgrade of ImageNow document imaging software, slated to be completed in July.
- Completed a major upgrade of Advance software.

Office of Continuous Improvement

The Office of Continuous Improvement (OCI) serves the entire campus by providing assessments of processes, software and classroom/meeting space utilization. It is also focused on the standard documentation of those processes, including supporting policies. Since last August, OCI has led or participated in the following projects.

- Kronos Workforce Timekeeping Software

A phased rollout of Kronos, online timekeeping software, version 8.0 began with Dining and Facilities Management in August 2016 for all hourly staff and supervisors. By November, all hourly staff campus-wide and their supervisors were using the system. This was an important milestone due to the anticipated changes to the Fair Labor Standards Act. Although these changes did not materialize, the system is now in place to support it. To support the training needs of future hourly employees and their supervisors, OCI has created Kronos training videos that may be viewed here:

https://www.youtube.com/playlist?list=PLMbf_OZa0JjTlPjnurxqudBkicAIqyL1c

Additional improvements, including the online time off request and approval process, will be implemented this summer with support from HR, Payroll, and IT.

- Check Request and Reimbursement Process

This project is working through all five phases of a Six Sigma project (Define, Measure, Analyze, Improve, and Control). Voice of the Customer sessions, detailed surveys, and analysis have yielded Critical to Quality Characteristics (CTQCs) for the overall check request / travel expense process. Based on this analysis, 60% of end user requirements will be met in three areas:

1. Easy to use forms
2. Clear instructions and policy
3. Online / Electronic Submission

The following improvements are targeted for implemented by June 2017:

1. Online form that performs all calculations, including meal per diem and mileage for travel. Completed form will be printed for signatures, attaching original receipts, and processing. Online approval workflow will be considered for a future enhancement (software investment required).
2. Finance website with comprehensive information on check request and travel expense policy.
3. Direct deposit for staff and faculty reimbursements.

- Student Account Process Documentation and Improvements

OCI is working with Student Accounts, Financial Aid, and the Office of the Registrar to document all processes related to a student's account and identify potential improvements. In order to more quickly provide students and their parents with a clearer picture of their financial obligation, the timeline for posting Advanced Billing Statements (estimates of charges) is being advanced by nearly two months. Returning students will now receive Advanced Billing Statements for the first time by the third week of May (instead of mid-July), and new incoming students will receive an Advanced Billing Statement within two weeks of attendance at FOCUS. All students will receive subsequent Advanced Billing Statements every two weeks until actual charges are posted.

- Event Management System (EMS) Valparaiso University Master Event Calendar (Union/Registrar/IMC)

Virtual EMS, which launched last fall, allows students, staff and faculty to reserve space on campus. This spring, the Valparaiso University Master Event Calendar, which integrates with Virtual EMS, will be launched. New policies and guidelines for the reservation of space and promotion of events are being finalized by the Office of the Provost and IMC to be shared with campus.

- Credit Cards Phase 2

In August 2016, all Dining Services locations accepted credit cards as a method of payment for the first time. Additionally, all Dining transactions were automatically transferred to the University's financial management system, Colleague, eliminating manual journal entries by Finance.

This summer, credit cards will also be accepted at the following locations utilizing the same secure process:

- Additional Dining locations, including Concessions, Farmer's Market, and Catering;
- Parking & Transportation Office;
- VUCA Ticket Office;
- Union Welcome Desk;
- International Programs Office, including Study Abroad;
- Athletics Ticket Office (ARC) and Fitness Center; and
- Campus Services, including OneCard, Student Mail Services, and PHIL stations located in the Union and Law School.

Training

Lynda.com Online Training Library(r) usage statistics since Sept. 1, 2016:

- 330 new users have logged in to use the service.
- Users have viewed 3757 total hours via 50,859 videos in 1,828 unique courses.
- Users have completed a total of 679 courses (from start to finish).
- The five highest ranked courses based on a combination of total views, hours viewed, and number of users are:
 - Access 2016 Essential Training
 - Illustrator CC Essential Training (2015)
 - MySQL Essential Training
 - Illustrator CC Essential Training (2013)
 - Visio 2016 Essential Training

OCI is working with HR to develop a single website for all development training opportunities. OCI leads several training sessions each year in partnership with SEAC, including Six Sigma Lite (44 registrants) and Six Sigma Yellow Belt (12 registrants) training. Google Certified Educator training is also available at no cost to University faculty and staff through OCI; five people have completed first level certification, and one person has completed second level certification.

YouTube Channel Highlights:

- Since the launch of our YouTube channel (Feb. 2014) we have added 82 videos with a total of 9284 views, 19,268 minutes watched.
- We have seen major gains in our YouTube performance in the Fall '16 semester with analytics reporting almost 400 more views and 1,000 more minutes watched over previous semesters.
- Our YouTube training channel exceeds ADA compliance with all videos being fully closed captioned, exceeding the 98% required accuracy rate.
- We have doubled the offerings to our clients for pre-scheduled trainings by including others with booking rights and more diverse offerings such as Colleague training and HR training options.

Innovation Projects

- GradeCam Pilot Study

A successful pilot study of GradeCam software (cloud-based electronic grading of tests, quizzes, and assessments) was conducted with faculty during the fall semester. The full study and recommendation to replace the current Remark system was submitted to ATAC for consideration.

- Lightboard Studio

The lightboard, located in Schnabel Room 11, is available for faculty to utilize for lecture capture. This system will be automated in the next few weeks so that faculty can use it without IT assistance.

- OneButton Studio

The studio will be located in the lower level of the Christopher Center, and Library Services staff will handle reservations. The studio is available to all students, faculty, and staff for recording of presentations and content. The studio was funded by the Christopher Center and installation by IT will be complete by the middle of April.

- Classroom Response System Evaluation

A committee of faculty is working with OCI to identify the needs of a mobile-based response system for use in courses for immediate feedback and class polling. System needs and vendors have been identified; next steps will include evaluation of vendor responses and demonstrations. We plan to have this campus-wide solution in place for the coming academic year.

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 Bonnie Hunter or Eric Johnson with items that you wish to have reviewed.

Since the September faculty meeting, committee members heard several updates and presentations related to major campus projects: Center for the Sciences: Chemistry and Biology, LeBien Annex B, Neils Science Center Renovation, Innovation and Entrepreneurial Center, and University Guest House.

1. Space

- Approved expansion of space for DSS in the Christopher Center.
- Approved reallocation of space in a variety of locations: creation of additional office for Financial Aid, storage space for education department, storage space for IT
- Appropriated empty offices and open area by the offices in Kroenke for track and field coaches and staff.
- Approved locations for two new AED units: Schnabel/Kallay, Mueller.
- Recommended three locations on campus for the Zagster Bicycle project. This is a bike sharing program being adopted by the City and the University.
- Supported designating the former Cresset office in Mueller Hall and an office in the same vicinity for a McNair program should this program be funded through a grant that has been submitted.

2. Campus Image

- Approved request to return the area in front of the Fites Center to a seeded, mowed lawn.

- b. Made recommendations related to furniture, carpet, and paint for various areas across campus: replacement chairs for Café' in Union, Harre Union Founders Table floor covering, addition of office door in the Student Affairs unit, Union administrative offices, Career Center, and Center for the Sciences.
- c. Received a report from the University's landscape design consultants, Syd Knight and Borden Edgerton with BCWH architects.
- d. Reviewed and approved various individual building landscape plans and recommended removal of several dead trees.
- e. Approved addition of iron-grill work to the Softball Scoreboard.

3. Signage

- a. Shared concerns with Transportation about signs designating parking on campus being hard to read.
- b. Approved signage package for the Center for the Sciences.
- c. Recommended displaying an Honor and Remember Flag in honor of Christopher Patterson who was killed in action. The flag will be framed in a triangular frame and hung by room 1518.
- d. We are working closely with IMC to update the Campus Map.

4. Parking

Reviewed and provided input regarding parking space layouts.

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 2016-2017 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 38 different faculty members have served or will serve as faculty marshals. If any faculty member is interested in serving as a marshal at these ceremonies, feel free to contact me (Steven.Engerer@valpo.edu).

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 20, 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 20, 2:30 PM, Chapel of the Resurrection.

Faculty line up in the Chapel undercroft at 2:00.

Baccalaureate Service – Sunday, May 21, 10:00 AM, Chapel of the Resurrection.
Faculty line up in the Union Atrium at 9:30.

Undergraduate Conferring of Degrees – Sunday, May 21, 1:30 PM, Athletics-Recreation Center.
Faculty line up in the Athletes' Corridor of the ARC at 12:45.

Steven Engerer
University Marshal