Written Reports for Faculty Meeting
September 6, 2016

FACULTY SENATE

Faculty Senate has met twice since the last faculty meeting.

We met on April 20, 2016; at that meeting we approved the new University Student Learning Objectives and heard a report from the Task Force on Student Scholarship. We also approved curriculum changes from the Mechanical Engineering Department.

Our 2016-17 organizational meeting was held on May 4, 2016.

The next meeting of Faculty Senate is September 21, 2016, in the CCLIR Board of Directors Room. All are welcome to attend meetings of Senate.

--Randa J. Duvick, Chair

MISCELLANEOUS FACULTY REPORT

IN_Advance: “Know Indiana” Curriculum Development Grants

Valparaiso University faculty are invited to apply for course development grants of up to $1,500 for the 2017 spring or summer terms. These grants are funded through the Lilly Endowment’s Initiative to Promote Educational Collaboration, and will support faculty in developing new unit plans or class activities focused on improving knowledge of Indiana, encouraging affinity with the state, or facilitating experiential learning within the state. Plans or activities may address issues like innovation, social justice, the arts, historic preservation, multiculturalism, or environmentalism, and may incorporate interaction with local and state government, visits to and work with historic sites, etc. While funding for stand-alone field trips will be considered, preference will be given to sustainable, repeatable projects. All full-time faculty are eligible. Applicants are encouraged to partner with or consult Indiana Humanities and other regional/state organizations.

Grants will be awarded for up to $1,500 for a combination of expenses (travel, materials, etc.) and stipend. Of this amount, a maximum of $500 may be requested as a stipend.

Please provide a brief description of the course, a minimum 250-word description of the proposed plan or activity and its anticipated outcomes, and a detailed budget to Melanie Trowbridge (melanie.trowbridge@valpo.edu) by Friday, September 23, 2016. Applications will be evaluated on the creativity and clarity of the connection between the course material and the proposed lesson plan, sustainability and/or contribution to future courses, and the proposal’s likelihood to deepen students’ knowledge of and/or affinity with the state of Indiana. Awards will be announced by October 7.

UNIVERSITY COUNCIL

No report
Enrollment Report
Faculty Meeting

September 6, 2016
New Student Highlights

• 2\textsuperscript{nd} largest freshman class in 25 years.

• Largest transfer class ever.

• Most total new undergraduate students in 39 years.

• NOTE: the numbers on the following slides for this year will drop between now and census. Total new students will likely be just under 1,100.
Transfer Deposits – Fall 2016
Census 2012-2015, August 29 for 2015
Total New Undergraduate Deposits – Fall 2016

Census 2012-2015, August 29 for 2015

- Specials
- Transfers
- Freshmen
- Total

<table>
<thead>
<tr>
<th>Year</th>
<th>Specials</th>
<th>Transfers</th>
<th>Freshmen</th>
<th>Total</th>
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<tr>
<td>2012</td>
<td>19</td>
<td>195</td>
<td>780</td>
<td>994</td>
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<td>2013</td>
<td>24</td>
<td>175</td>
<td>880</td>
<td>1,079</td>
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<tr>
<td>2014</td>
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<td>2015</td>
<td>30</td>
<td>181</td>
<td>743</td>
<td>954</td>
</tr>
<tr>
<td>2016</td>
<td>22</td>
<td>220</td>
<td>864</td>
<td>1,112</td>
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LIBRARY

The Library is pleased to welcome our new Library Fellow, Roberto Arteaga. Roberto holds a BA in Economics & Management from Gustavus Adolphus College and an MA in Library & Information Science from the University of Iowa. His areas of interest include Instructional Design, Critical Pedagogy, Web Design, and UX.

The fourth floor Library outdoor terrace is once again open and available for students, faculty, and staff. It is usually open whenever the Library is open (based on weather), and closes around dusk.

Open Access Week is October 23-29 this year, and the theme will be copyright. There will be an exhibit on copyright in the CCLIR second floor entrance, and there will be various events centered around open access during the week.

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

INFORMATION TECHNOLOGY

Summary

- The signature MBA Live classroom in Urschel received significant upgrades.
- A secure wireless network has been promoted on campus, and the old “valpo” network has been shut off.
- The Kronos timekeeping system has been upgraded and is in process of being rolled out campus-wide.
- A new Event Management System (EMS) has been implemented and rolled out to campus.
- Credit cards can now be used at all Dining Services locations for purchases.
- The Blackboard Learn system received significant upgrades.
- Innovative technology has been made available for faculty use to improve the learning experience for students.

Classrooms, Labs, & Offices

Equipment in several classrooms on campus was updated.

1. Urschel 120 MBA classroom renovation: installed auto tracking camera, dual 80" displays, replaced projector, new controls, new cameras. (More details below in Distance Learning section.)
2. VUCA 120 converted into a standard classroom.
3. VUCA 122 received an updated new tech cart, projector, audio system.
4. Mueller Hall Seminar Room received updated control.
5. Gellersen Center room 159/162 updated.
Equipment in many computer labs was updated.
1. Upgraded all public lab computers to Windows 10 and Office 2016.
2. Upgraded RAM to 8GB in all residence hall lab computers, as well as classroom computers in Dickmeyer and LeBien Halls.
3. Installed Windows 10 and Office 2016 on all resident hall lab computers, plus classroom computers in Dickmeyer and LeBien classrooms to Windows 10, Office 2016, and 8GB RAM.
4. Performed preventative maintenance on all tech carts across campus.
5. Upgraded about 2/3 of classroom tech cart computers to Windows 10 and Office 2016.
7. Upgraded computers in VUCA and Schnabel Mac labs to El Capitan (MacOS 10.11.6).

Assisted with moving office computing equipment for two University departments, VUPD and Graduate School.

**Colleague / Programming**

For the past year+, the MIS group has almost solely been working as supporting cast for other group's initiatives, including EMS, Advancement, Kronos, credit card acceptance, Faculty Scorecard, ALEKS, Student Account Center, SUNAPSIS, Confluence, Informer, and more.

Here are a few key highlights:
- Began small group consultation sessions for better use of Colleague and Informer.
- Started the process of shifting to forms-based printing.
- Continued fixing and optimizing existing platforms, interfaces, and databases.
- Implemented a transcript scanning web application for converting 70,000 paper transcripts to digital format.
- Implemented an application for graduation on DataVU.

**Communications**

- IT participated in campus orientation sessions, including FOCUS (June and August), Welcome Week, Grad School orientation, and HR’s recently-implemented new employee orientation.
- We created a campaign in support of moving people to the new secure wireless network, including a concentrated effort during FOCUS sessions to register incoming freshman devices.
- We evaluated use of Lynda.com and potential alternatives in preparation for renewing our campus site license.
- Data from the TechQual+ survey has been analyzed and a campus-wide report is in development.
Cyber Security

Several staff members participated in a day of security exercises over the summer with other ICI member campuses at DePauw University.

Distance Learning

IT staff helped facilitate the installation and upgrade of brand new distance learning equipment in Urschel 120 for the MBA Live program to newly outfit the entire room. The installation included brand new AV switching and audio equipment, new large screen TVs to display content from the faculty lectern, new, high definition auto-tracking cameras to deliver live video feeds to remote attendees, and new equipment at the faculty station and the distance learning hosting station. The first week of distance classes in the MBA distance room show that the upgrades provide a smoother, more seamless exchange between the live classroom environment and the virtual distance environment for remote attendees.

Re-built and utilized the two pre-existing mobile distance technology carts for use during MBA Live classes for the summer sessions. Now with all setups accounted for, we have increased the number of potential environments that can conduct remote classes to a total of five simultaneous locations on campus.

The CONHP bought three new simulators. All three have been set up and are ready for use for fall semester courses. With the purchase of new laptops, the existing three simulators will have their machines upgraded for a better live, in-class simulation experience for students. The laptops are currently being setup with the appropriate software and will be ready to be placed in the simulation setting within the week.

Document Imaging

Oversight of printers has been added to this unit. There are over 600 printers on campus. Many of these are inefficient desktop printers. We are working with several departments to assess the printing landscape and place efficient high end multi-function printers and remove the higher cost/maintenance printers.

The assessment process has been modified to include professional development to help staff within the departments move from printing to using digital documents whenever possible. In the past two quarters, several tons of paper have been recycled. The goal is to reduce printing and digitize older documents.

Departments currently implementing Document Imaging:
- Office of the Registrar
- Graduate School
- Human Resource Services
- Office of International Programs
Help Desk and Campus Printing

The process of electronic device recycling is now managed by the Help Desk. The current list of items to be recycled includes 40 computers, approximately 20 printers, over 200 hard drives, over 100 magnetic tapes, and a variety of other items.

Help Desk staff closed 118 tickets in the first week of school.

We've assisted over 200 people with getting their various wireless devices registered in the new secure wireless system. The process has not gone as smoothly as we had hoped, so many people are frustrated and angry. We are working hard to get everyone online as quickly as possible.

Delivered over 20 boxes of paper to printing locations on campus, and changed toner for 7 different lab printers.

Despite frustrations with wireless, the customer satisfaction average rating for level 1 support staff (including Help Desk and Tech Support student employees) is between 4 to 5 stars from customers.

Infrastructure

The Blackboard Learn system was upgraded to the latest version of the application.

The network in Brandt Hall was modified as part of renovation work. The wireless network was significantly upgraded in that building, while the number of wired ports was reduced.

We replaced network switches in Urschel Hall, necessitated by the upgrade to the tiered classroom.

Performed necessary updates and configuration changes to the Kronos system in preparation for campus-wide rollout.

Remote apps were refreshed as needed to implement software updates and improve functionality.

Office of Continuous Improvement

Since its inception in January 2016, the Office of Continuous Improvement (OCI) has been busy working with other departments to facilitate, implement, and maintain improvements on campus. Through the use of Six Sigma methodologies and tools, and project management best practices, the following improvement initiatives have been completed or are in process since our last report in April.

- Preferred First Name Change Process – Launched June 2016

Students, faculty, and staff now have the ability to request a “Preferred First Name” through DataVU. While this capability had existed previously, the process and policy were not defined.
A copy of the new policy may be found at:
http://www.valpo.edu/generalcounsel/assets/docs/Preferred%20Name%20Policy%20Guideline

- Credit Card Payment Acceptance in Dining Services – Launched August 2016

All registers at all Dining locations are now equipped to receive credit card payments. This was made possible through hardware and software upgrades, an automated data transfer of all transactional data from Blackboard Transact to Colleague, and a lot of hard work by individuals in IT, Student Services, and Dining Services.

Phases 2 and 3 of this project, which include eliminating paper Guest Charge Slips (department I.O.U’s to Dining Services) and replacing all other credit card readers with chip reader capability, are targeted for October 2016 and January 2017, respectively.


EMS consists of three modules, including room scheduling and space optimization, event management workflow, and a centralized public facing master event calendar. Data is shared between these three modules as well as the Colleague system, allowing for more accurate and streamlined data. The room scheduler and optimizer were used by the Registrar for the first time this fall. The event management workflow, launched in August, allows reservations to be requested and reserved for most spaces on campus. By the end of 2016, all reservable spaces will be in EMS. Finally, the Master Calendar will be launched this fall with the support of IMC.

- Kronos Workforce Timekeeping Software – Launched August 2016

Kronos version 8.0 was launched on August 18 for all hourly staff and supervisors in Dining and FM. Although Dining and FM have been using Kronos for a number of years, the setup and integration were unknown, and manual workarounds were required by Payroll.

By the end of October, all hourly staff (including student employees) and their supervisors will be managing and approving time in Kronos. This includes worked time and time off requests, which is currently a manual paper process.

- Process Mapping and Improvement Initiatives Around Campus

OCI provided consultation services to several departments on campus to map processes and identify opportunities for improvements, including:

2. Financial Aid and Admissions – Financial Aid Communication Process
3. Student Health Center and Student Accounts – Student Insurance & Billing Process
4. Department of Education – Library Management System
• Six Sigma Yellow Belt Training

OCI led its first Six Sigma Yellow Belt training course for staff development in May 2016, including a simulation to reinforce the tools taught during the one day training. Training sessions will continue to be offered each fall and spring.

• Upcoming Continuous Improvement Projects

At the direction of the Continuous Improvement Advisory Council, the OCI is focusing its resources on finance processes. The following processes improvement projects have begun or will begin this fall.
   1. Check request process
   2. Procurement card expense reporting
   3. Purchase requisitions through Colleague

Training & Software

At a Glance…
Since the launch of our YouTube channel (February 2014) we have added 67 videos with a total of 5,769 views, 10,769 minutes watched.
## By the numbers…

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<thead>
<tr>
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<th>Spring/Summer ‘15</th>
<th>Fall ‘15</th>
<th>Spring/Summer ’16</th>
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<tbody>
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<tr>
<td></td>
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<td>DataVU Registration Tutorial – 214 views</td>
<td>How to Use WebStorage – 261 views</td>
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<td>Email Scams/Phishing: What to Do if You Fell for One – 104 views</td>
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<td>Printing Your Guardian Vision &amp; Dental Cards – 109 views</td>
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<td>Introduction to IT Services – 131 views</td>
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<td>Pre-Scheduled Trainings Conducted</td>
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<tr>
<td>Total Registrations Taken</td>
<td>268</td>
<td>318</td>
<td>455</td>
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<td>Personalized Trainings Conducted</td>
<td>41</td>
<td>10</td>
<td>31</td>
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<td>Highest Group Attendance</td>
<td>Staff</td>
<td>Students – 235</td>
<td>Staff – 313</td>
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<td></td>
<td></td>
<td>Staff – 72</td>
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<tr>
<td>Lowest Group Attendance</td>
<td>Students</td>
<td>Faculty – 7</td>
<td>Faculty - 45</td>
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<tr>
<td></td>
<td></td>
<td>Students – 7</td>
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</tr>
</tbody>
</table>

### Training Highlights:
- Personalized sessions have increased dramatically as a result of outreach to departments and student groups. Faculty are also beginning to invite IT into the classroom to demo technology for project and production efficacy.
● Student attendance still remains low; but with the increase in the YouTube views and minutes watched, a hypothesis could be formed to suggest students are accessing training through training videos.
● Work has continued on training to be used in the rollout of the Kronos and EMS systems. This includes major time investments into video training for the various facets of these systems.

Future Training Goals:
● Continue to expand our video offerings for the YouTube channel.
● Continue student offerings 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.

Innovation Projects:
● GradeCam Pilot Study
The GradeCam pilot study is beginning this semester. We are still looking for faculty volunteers who assess students using bubble sheets, or multiple choice type testing. Any interested individuals should contact Kevin Steele to participate.

We are testing this software to see if there is an interest/need in the technology. The software scans (with mobile phones, webcams, PDF scans, etc.) customized assessment sheets and provides scoring reports. In addition, the software will automatically record grades in Blackboard or other electronic grading systems.

● Lightboard Studio
The lightboard, located in Schnabel Room 11, is available for faculty to utilize for lecture capture. The faculty member has a sheet of glass to write like a white board. The camera records as if through a mirror to flip the writing. This system is being automated in the next few weeks so that faculty can use it without IT assistance. Just come in, turn on the lights, plug in a flash drive and hit record. When done, do it all in reverse and you are all set with the video on your flash drive! That simple!

Collaborations (with other departments and other universities)
Becky Klein and Brandon Morrison partnered with Library Services staff to provide a bubble wrap stress relief event during finals in May.

Becky Klein and Kevin Ledbetter have worked with Zebadiah Hall, Disability Support Services, to acquire and implement a campus-wide license for the Read & Write Gold literacy software.
The software is available for Windows and Mac computers, and can be installed on all University-owned equipment as well as the personally-owned equipment of all students, faculty, and staff.

As detailed above, many IT staff partnered with different offices to update campus applications, including EMS, Kronos, use of credit cards on campus, Blackboard Learn, and more.

**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 Janet Brown (janet.brown@valpo.edu) with items that you wish to have reviewed.

Since the April faculty meeting, committee members heard several updates and presentations related to the sorority housing project, VUPD location, Brandt Hall renovation project, and the Center for the Sciences.

1. Space
   a. Approved converting a faculty break room in LeBien Annex A into a faculty office.
   b. Approved installation of a baseball concession stand at the Eastgate field area.
   c. Recommended relocation of the Cresset office to an open office complex in Linwood House.
   d. Floor plans for the men’s basketball locker room were reviewed and implementation was recommended.

2. Campus Image
   a. Supported installing a wind turbine east of the Fites entrance in the oval area.
   b. Approved the installation of a bottle filling station in the lower level of LeBien Hall.
   c. Reviewed various proposals for removing the purlins from the CCLIR sunscreen structure. Proposals also included several options for replacing the purlins. Feedback was provided to President Heckler.
   d. Approved installation of ramps at Brandt and Lankenau. The ramps will replace the lifts that were being used.
   e. Landscape plan for the sorority housing project was approved.
   f. Approved plan to reupholster various chairs at the Union.
   g. Recommended adoption of a comprehensive landscape plan done by BCWH’s Van Yahres Studio.
   h. Approved exterior paint selections for VUPD building. In addition, the landscape plan for the project was approved.

3. Signage
   a. Approved several commemorative plagues for donated trees.
b. Approved installation of bronze plaques that will be placed by chapter front doors. The purpose of the plaques is to preserve chapter history given that sororities have changed names.

4. Parking
Reviewed and provided input regarding proposal for changes to parking lot designations and reconfigurations of parking space layouts.