

University of Pittsburgh  
Faculty Assembly Meeting  
Minutes of September 6, 2005

1. President Frieze called the meeting to order at 3:00 and welcomed the new and returning members.
2. Approval of the Minutes of the June 7, 2005 Faculty Assembly meeting without changes.
3. Introduction of items of new business:
  - a. John Close requested a discussion of the new requirement to wear ID tags in the school of dental medicine.
4. Report of the President, Irene Frieze
  - a. President Frieze listed three ways that things get done in the faculty Senate.
    - i. Through Senate Committees: she urged all members of the assembly to participate in committee work as a member or member pro-tem. She suggested that it is really at the level of the committee that work has the most effective impact.
    - ii. Through informal discussion with the Senior Administration and the Executive committee, in particular at the monthly lunches that precede the Senate Council meetings. She urged Assembly members to bring to the executive officers issues to bring up at these lunches.
    - iii. Through meetings of the Faculty Assembly and Senate Council. She characterized these as the most formal and least productive methods to be involved.
  - b. President Frieze described the materials mailed to new members (membership roster, list of meeting dates, etc.); reminded those in their second year that they also serve on the Senate Council; and mentioned that correspondence will be sent by email unless Fran Czak was informed that they preferred to receive paper mail.
  - c. Michael Goodhart asked for clarification in regard to President Frieze's characterization of the governance process and the relationship between the Faculty Assembly and Committees. He pointed out that, in general, he expected the direction of action to begin with issues generated in Faculty Assembly which would send these items to committee and that committee would then report back to Assembly for approval. His perception of President Frieze's description, on the other hand was the opposite: that items originate in committee and then are brought to assembly. President Frieze responded that the action can go in either direction. She reiterated that committees can make direct action recommendations and that committees are often more aware of issues. She characterized the process as one of "back and forth."
    - i. Carey Balaban urged Assembly members to speak to committee chairs about any issue that is of interest to them.
    - ii. Michael Pinsky commented that committees are a more efficient way to proceed.
    - iii. President Frieze said that she will help members figure out to which committee to send particular issues. She mentioned that at the Extended Executive committee meeting she let the chairs know that she will be asking them to report the work of the committees to Faculty Assembly over the course of the year.

- d. President Frieze brought the Senate Website to the attention of the Assembly, giving the address ([www.pitt.edu/univsenate/](http://www.pitt.edu/univsenate/)). Committee Chairs have been asked to put their minutes onto the website.
- e. Brief discussion of preference for refreshments (the old way: coffee/iced tea; the new way: cookies and soft drinks; or some other way). A vote was taken. 4 wanted to keep the old system; 18 preferred the new system.
- f. Brief discussion of whether to include first names on name plates. Linda Hartman suggested that committee affiliation be placed on name plates. President Frieze was concerned that this would result in print on the cards too small to read. Michael Pinsky suggested that the list of members with their committee affiliation be made routinely available rather than distributed on the first day only. Linda Hartman suggested that the list be put in alphabetical order for easy reference during Assembly meetings. A vote indicated last names only as the overwhelming preference.
- g. The *Senate Matters* column published in the *University Times* was mentioned as a means to communicate with faculty. President Frieze asked Michael Pinsky, coordinator of the column, to say a few words. Dr. Pinsky said that he is always looking for co-authors for the column and encouraged anyone with ideas about issues for the column to contact him. He described the bi-weekly or monthly columns as short and not long to construct. He gave an example of the next column he intends to write on the rising (and hidden) cost of health insurance entitled “Is it me, or is our health cost going up?”
- h. President Frieze announced a departure from past procedure in regard to the Faculty Assembly members who are also members of Senate Council meeting immediately prior to the Senate Council meetings. These meetings will no longer be scheduled automatically. Instead, a meeting will be called only if there are issues to talk about. There were no voiced objections, comments or concerns about the change.
- i. President Frieze announced that there will be no plenary session this fall and that the next plenary is scheduled for Wednesday, March 29. Senate Vice President Michael Pinsky is spearheading this effort (discussed later on the agenda). Tentative plans for the Fall 2006 plenary will be reported in October or November by the Ad Hoc committee on women.
- j. President Frieze recognized appointments to University Committees: David DeJong and Maureen McClure were recommended for re-appointment on the University Planning and Budgeting Committee. Other members of the senate who serve on UPBC are the senate president and the chairs of the Senate Budget Policies, Educational Policies, and PUP committees.
- k. Paul Munro was asked to give an update on the potential of a faculty club being housed in the University Club building. Paul gave a brief history of the proposition and shared results of a faculty survey he constructed. In preparation for a *Senate Matters* column Paul had created a website to assess interest in a faculty/staff facility to replace the functions of the Pitt Club after it closed last winter. When the University purchased the University Club not long after, it was suggested by both the administration and members of the Faculty Assembly as a possible site. He summarized the survey results as follows: 1) 402 responses indicate that the overwhelming majority support the existence of a club. 2) Faculty (90% support) are a bit more in favor than staff (85% support). 3) When asked about a “reasonable” rate structure, responses covered a broad distribution. It has yet to be determined

whether a reasonable fee structure would allow the club to be self-supporting, a requirement. President Frieze asked that the issue be taken to the Plant Utilization and Planning committee.

- l. President Frieze and Vice Provost George Klinzing are working to resolve the few remaining issues raised by faculty and staff concerning the draft Copyright Policy.
- m. The regional campus faculty senate presidents have been invited to attend either the October or November Faculty Assembly meeting where they will be asked to give a brief report about their campus issues.
- n. A resolution passed in July by the PA House of Representatives has called for the creation of a committee to investigate claims that some professors unfairly penalize conservative college students with poor grades. The Educational Policies Committee will look into this.
- o. The Expanded Executive Committee met on Thursday, August 25. At the meeting, committee chairs gave brief summaries of their committee's work this past year and provided information regarding topics for discussion during the coming year. The following new committee chairs were acknowledged:
  - i. Co-chair of the Computer Usage Committee (with John Close) Fran Yarger
  - ii. Co-Chairs Educational Policies Committee, Judy Erlen and Susan Sereika
  - iii. Chair, Plant Utilization and Planning Committee, Shirley Cassing
  - iv. Co-chair, Student Affairs Committee (with Teresa Donegan) Patricia Tuite
  - v. Chair, Tenure and Academic Freedom Committee, Carey Balaban
  - vi. Chair, Ad hoc Committee for the Support and Advancement of Women at Pitt, Maureen Porter.
- p. In regard to the work of the Senate Bylaws and Procedures Committee, President Frieze announced that the recommended changes to the bylaws accepted by the Faculty Assembly and Senate Council in April (2005) have been published in the September 1 issue of the *University Times*. The changes will automatically go into effect 45 days after the printing of the announcement unless a petition is sent in response to the announcement asking that the changes be sent to the full Senate membership. An issue that the committee is asked to address in the coming year is whether the representation in the Faculty Assembly adequately reflects the current distribution of faculty across academic units and, if not, whether and what changes should be made.
- q. The Chancellor's Affirmative Action Award was presented June 13, 2005 to the department of Rehabilitation Science and Technology of the School of Health and Rehabilitation Sciences. The Chancellor presented the award to Rory Cooper, Professor and Chair of the Department.
- r. A reception for members of the Senate Council and Faculty Assembly will be hosted by the Chancellor following the Senate Council meeting on Monday, September 12 starting at 4:00 in 107 Cathedral of Learning.
- s. At the September 12 Senate Council Meeting the provost will address plans to replace the Semester at Sea Program and Vice Chancellor Renny Clark will give an update on the Schenley Park Plaza.
- t. Note that the October meeting dates do not follow the usual pattern. Due to Rosh Hashanah, the Faculty Assembly meeting will meet on Wednesday, October 5<sup>th</sup>; the Senate Council will meet on Monday October 17 to accommodate the Chancellor's schedule.

## 5. Unfinished Business

- a. Update on PeopleSoft by Vice Provost Robert Pack and Sam Conte: Robert Pack gave a power point presentation on the progress of the implementation of PeopleSoft. Prior to his formal presentation he noted that a problem with billing took everyone's attention and caused a delay in the communication about PeopleSoft that they had hoped to have done prior the start of the term. A summary of the presentations and questions follows:
  - i. History: The project officially began August 28, 2003. All modules were in place by July, 2005 and the project officially ended August 28, 2005 with the exception of one piece related to Academic advisement that will be available in October for advisors to use for Spring term, 2006 registration. This new module will allow advisors to look at their advisees' programs of study to see what requirements they have or have not fulfilled and to investigate "what if" scenarios in regard to their future programs.
  - ii. Accomplishments: To describe what has been accomplished thus far, the "go-live" deployments of the various modules already in use were listed (power point available from Dr. Pack's office). It was noted that the new billing and payment processing results in no more refund checks; rather, refunds are made through electronic deposits; and billing is now done by email rather than paper billing. This also allows for credit card processing by any unit with any kind of credit card. All records have been converted from ISIS to the new system, including student data & records, service indicators, and financial aid information. Fifteen custom training classes were developed and delivered, focusing in particular on those with administrative tasks such as admissions, student enrollment, financial aid, etc.
  - iii. Benefits of the new system: Benefits included the elimination of the use of the social security number as the student identifier (the PeopleSoft system generates an identification number for each student), elimination of hardcopy class and grade rosters, support for email communication to students, expanded student information (e.g. student email addresses), support for the use of "positive" service indicators (e.g. permission to release student record information to parents), support for the elimination or reduction of shadow systems, access to data through the data warehouse, integration with the Plum Tree Portal (i.e. my.pitt.edu) so that separate security access is not needed, totally web-based system accessible at any time and from any location, common data is entered only one time and shared by all modules, real-time processing of fee payments, and integration with the Residential Management System for housing and meal plan fees. Benefits related to faculty, advisor, and student self service were listed. Specified self service benefits listed for faculty were the ability to view class and weekly schedules, to access class rosters, view the course catalog and record and submit grades electronically, and the opportunity to use an electronic grade book to define class assignments online. Advisors can view advisee information including service indicators, checklists, career/program, addresses, telephone numbers, class schedule, emergency contact. They can view enrollment appointments, grade inquiry, transfer credit reports and unofficial transcripts. Students can view their complete grade history, view and request official transcripts, view degree progress reports, transfer credits, set FERPA restrictions, request

enrollment verification, apply for graduation, view enrollment appointment (for self-registration), view final exam schedule, change address, and view assignments.

iv. Questions and responses:

1. Jay Sukits asked how quickly rosters are updated? Instantaneously in real time (the data warehouse is updated the end of every day).
2. Philip Wion: Grade assigning system? Over the next couple of weeks will look at other features available and talk with faculty in focus groups to decide which are of interest to people and to decide how to roll it out.
3. Paul Munro expressed concern about grades and security. In particular around changing grades. Vice Provost Pack assured that there will be a detailed audit trail for any changes, and that changes will still require approval mechanism. Currently, grade changes cannot be done electronically. It will still require permission (signing off) at different layers. In general, there have been no changes to academic processes that units have in place. The system permits things that are not necessarily enabled. They will only be enabled per unit request.
4. Glenn Nelson asked about multiple instructor courses such as for students getting dissertation credits. Conte responded that for such courses multiple faculty members will have access. Pack said that as the system is used over this year, they will be able to make sense of such issues. He remarked that the changes in the system are not just history-driven. That is, they are looking to make the most of what the PeopleSoft system can offer, rather than just mimicking what was done under the constraints of the ISIS system.
5. Lewis Jacobson thanked the provost, CSSD and registrar's office for being courageous and far-sighted in the implementation of PeopleSoft. He wondered, however, about the degree to which the underlying structure is tied to the user interface. He gave the example of being asked to contact the "portal administrator." He hoped that the language would be changed so that it was more transparent and user friendly. Vice Provost Pack said that this is where our specific feedback is needed. Jacobson also raised the question of the use of the PeopleSoft Id numbers for other purposes, such as for exams and thus the need to communicate with students who may not realize that they will need to know this number (rather than the SS number). The vice provost said that the numbers are available to students online and that there will be copies in residence Halls and computing labs.
6. John Close wondered if it is okay for students to see other students' PeopleSoft numbers. Vice provost Pack suggested that the numbers be used where students aren't to be named; in this case there will be no violation of privacy.
7. Philip Wion asked if this will be the last major system. Pack explained that with the acquisition of PeopleSoft by Oracle, there will be a major "fusion" effort resulting most likely in some fundamental architectural systems changes in Human Resources.

8. Ellen Ansell asked to whom suggestions, complaints, and ideas be sent. The vice provost asked that all comments be sent directly to him.
- b. Ad Hoc Committee on Consumer Satisfaction with UPMC. Nathan Hershey, the chair of the committee described
  - i. the 3 charges given to the committee by then President Bircher:
    1. to devise specific indicators to monitor consumer complaints regarding UPMC service (both claims and care),
    2. to make recommendations for improving service and
    3. to study the advisability of either creating a permanent subcommittee of the Senate Benefits and Welfare Committee or a separate standing committee of the University Senate to deal with consumer satisfaction.
  - ii. Members of the committee in addition to its chair are Dr. Bircher (Medicine), Professor Joel Falk (Electrical Engineering), Professor Margaret Kimmel (Library and Information Sciences), Dr. Barry Kisloff (Medicine), and Professor Ted Rice (School of Pharmacy).
  - iii. Professor Hershey said that there is evidence of the interest of UPMC in cooperating with the committee, citing in particular prompt responses on different occasions from Lauren Roth and from the senior director of patient services.
6. Reports by Special and Standing Committees of the Senate
  - a. Michael Pinsky gave a brief outline of the planned Spring Plenary which will take place March 29, 2006 from 2-4:30 pm.
    - i. The topic for the plenary is technology transfer at the university, and the role of university faculty in the commercialization of innovation.
    - ii. He envisions the plenary to be in three parts in addition to opening remarks by the Chancellor and closing remarks by the Provost.
      1. Two 30-minute talks from major speakers about the big picture issues,
      2. three 10-minute information sessions about the processes involved in technology transfer (e.g. law, Pitt policies) and
      3. four short presentations on personal aspects (e.g. conflict of interest related to both intellectual contributions and financial issue).
    - iii. Shalini Puri asked about considering the impact of the model for the humanities. Professor Pinsky wants the plenary to span the university units.
    - iv. Ellen Ansell asked about the inclusion of other institutions in the area such as CMU. Pinsky replied that though he had at first wanted this to be a joint session of some sort, he came to realize that the method of support is structurally so different at the two institutions that it would be better at this point to focus on Pitt alone.
  - b. Tenure and Academic Freedom Committee. Carey Balaban presented the Tenure and Non-tenured Faculty Statistical report for Academic year 2004-2005. (The full report is available through the Office of the University Senate.)
    - i. Over the past 30 years the total number of tenured and tenure-stream faculty has stayed relatively constant. The numbers of full-time faculty outside the tenure stream has shown different tendencies among academic units over the same period of time. In particular, while the number in Medicine increased precipitously over the past 30 years, the numbers in A&S, the professions, other health sciences, and at the regional campuses have continued to

increase slowly. Looking at the past 5 years, however, the numbers of full-time non-tenured faculty in the school of medicine has remained stable, while the other units have continued the slow increase.

- ii. The percentage of full-time faculty that are tenure and tenure-stream, differ by unit, but seem to be stabilizing in two groups: The full-time faculty of the arts and sciences, professions and regional campuses are composed of approximately 70% tenure-stream faculty, while medicine and the other health sciences maintain approximately 30% tenure stream faculty.
- iii. With regard to part-time faculty, the numbers are increasing slightly in the arts and sciences and the regional campuses, while the school of medicine and other units show a decline.
- iv. “In summary,” the report states “the number of tenured and tenure-track faculty has remained stable in most major academic units, with the Arts and Sciences showing a steady recovery from the large early retirement program in the late 1990s. The number of full time and/or part-time faculty outside the tenure stream continued to increase slowly across academic units, with the exception of the School of Medicine which maintained the size of the full-time faculty outside the tenure stream, but reduced the number of part-time faculty. These increases have, in general mirrored percentage changes in FTE student enrollment over the previous five years, with relatively little growth in the arts and sciences and the professional schools, and greater increases in the school of medicine and other health sciences and regional campuses. The net effect of these trends is a continuing decrement in the percentage of tenured and tenure-stream faculty in the arts and sciences and professions, an increase in this percentage in the other health sciences, and stable percentages in the school of medicine and the regional campuses”.
- v. Implications for the trends were discussed including to what extent changes in unit numbers and composition should be reflected in the composition of faculty assembly.

7. New Business

- a. As it was getting late, the issue raised by John Close about the mandatory ID tags in the Dental School was only briefly mentioned. Irene Frieze suggested the issue be brought to the TAFC.

8. Announcements : none

9. Adjournment. The meeting was adjourned at 4:50 PM.

Members attending:

Ansell, Balaban, Belle, Bergen, Bircher, J. F. Carr, Chattopadhyay, Close, Coley Costantino, Czak, Daley, Flynn, Frieze, Goodhart, Hall, Hampton, Hartman, Hoffmann, Hughes, Jacobson, Kaufmann, Munro, Nelson, Olson, Pike, Pinsky, Puri, Rice, Ross, Smolinski, Stoy, Sukits, Sussman, Tuite, Vanyukov, Weber, Wion, Withiam

Others attending:

Blair, Conte, Fedele, Hart, Hershey, Pack