

University Council Minutes

June 27th, 2006

3:00 p.m.- 5:00 p.m. UC Rose Room

Meeting began at 3:10 p.m.

- **First Look Email Policy (J. Newton)**

- We are at the point in the process where we give our feedback. After the meeting, I will prepare a memo of what we talk about during today's meeting. Joe will receive the memo and if he wants to make any changes before it goes to Faculty Senate, COSA, and SGA, he can. If not, he can forward our memo and the policy onto those three groups. Then we will take our final review and make an endorsement decision after all three groups have looked at it. Since SGA and Faculty Senate do not meet during summer months, it will be in the fall before we finalize this policy, but we want to complete our process as timely as possible. (C. Coons Yates)
- "I want to suggest that we solicit Laverne Gaskins comments. She has a few minor updates. (J. Newton)
- "For academic people, we should not send any information protected by FERPA to any email accounts other than valdosta.edu. (L. Levy) "Are faculty and other VSU employees knowledgeable about what is protected under FERPA?" (C. Coons Yates) "Faculty, staff and administrators that sign into Banner System, all sign a FERPA statement agreement." (J. Newton) "Chuck takes care of that during Orientation and there are periodic reminders." (L. Levy) "We may need to update users as we move toward implementation (C. Coons Yates)
- "When we start using GoalQuest, when we go to the retention module, I am assuming that we want to switch over send to VSU email accounts for enrolled students." (W. Peacock) "Closer to implementation we need to think about how we will encourage people to learn about the policy and use their email account." (C. Coons Yates) "At the last University Council meeting I was asked to prepare a Best Practices for the use of email by faculty, staff, and students. Another thing to look at is how to disseminate the how, where, and when. (J. Newton)
- "I am assuming that we will continue the policies that we have now on list serves?" (L. Levy) "Is there anyway we can use Luminus (Blazenet)?" (T. Martin) "Especially when we get the portal integrated with Banner, there could be hourly changes to the student's status and where the list serves may take several days. Luminus would be the better way and the information would be up-to-date. (J. Newton) "A lot of my FERPA issues could be resolved if we required going through Luminus. Do we need to consider working that in the policy? (T. Martin) "That is a good question. Should this be the policy on Email or the policy on Email and Portal? It is mentioned in section three." (J. Newton) "We have had the same discussion in other meetings about accessing Banner because of security changes. Many schools are using the portal as the login for everything. I think it would encourage people to check their email because they are already in the portal." (W. Peacock)
- "Today's student is infatuated with Facebook. Many of the functions that are on the portal are on Facebook. They are getting more information on campus activities from Facebook than they are from campus. (K. Keppler) "Through this policy we are going to communicate with you via our portal or their official VSU email account. That puts the students on notice that those are the two places they need to check. (T. Martin) "There needs to be something official enough for the students to be forced to read their email." (K. Keppler) "Ultimately the policy states there are potential consequences. We just have to follow through with the consequences." (C. Coons Yates)
- "Part of this policy is to establish that official communication between the University and the student is through VSU email." (J. Black) The secondary purpose is to encourage and get more users. (W. Peacock) "Traycee you make a good point. Should the policy on email correspondence be broader to include the portal? I have not thought that far about it and the portal is a way to check email. There are potential uses of the portal that is beyond email that we may visit down the road." (J. Newton)

- “In Faculty Senate, we have discussed the possibility of a VSU universal calendar. The calendar would list all the important dates. It would be helpful to have one calendar that listed everything and faculty, staff, and students would access it through the website. (C. James) “That is a good point. That facility is provided currently but you have to log into Blazenet. Then we could pre-populate a calendar set. Everyone inherits one or two already made sets. The problem is the calendar owners stop using it for whatever reason and the information is not there.” We cannot push that content out in combined sets to the public. This is why in our calendar page that is publicly assessable without logging in only shows you the separate calendars? (J. Newton) “ I wanted to let Christine know that Joe and I have been committed for over a year to work on a master calendar. The intermediate step is the calendar sets through Blazenet.” (S. Sikes)
- “ I will happily receive the comments from the minutes and my notes and expand the policy then move forward with it.” (J. Newton)
- **Comments from members.**
 - Update on Year-End- We are proceeding nicely. At the last BAC meeting we approved the last tentative approvals and those four people have been contacted. It looks like the four will be completed. As far as the finance goes, the strategic planning process has made June a lot more bearable. We will be in 07 on July 10th.” (T. Martin) “When we first started talking about the strategic planning process, this is the point where we were really wanting to be. Monies have been spent more efficiently and the way it has been done according to the strategic planning process has allowed people to plan better and execute their plan in a much easier way. Every year we will get better and better. One way we can improve is people who put initiatives into the database with insufficient details. Next year we are hoping to have fewer and more strategic initiatives.” (J. Black)
 - Orientation- We are doing very well. Right now we are 100 above last year’s summer orientation. (R. Mast) “The BAC approved several core faculty positions so there will be classes to take. It is a very good time for us to think strategically and the way we do business.” (L. Levy) “Thought for the future, as you are planning your goals and entering them into the database in August and September time frame. Think not only about the initiatives but the goals themselves. Make sure they are able to be assessed and able to be proven.” (C. Coons Yates)
 - “I wanted to thank Greg Gordon and to Plant Operations for the work they did this morning. A few weeks ago we had a major power outage and we had burned cable. Indicators were installed on every line. All they have to do is open the box and they can see. There are no replacements that need to be made from the second power outage. The problem today was this campus’s grid is designed to work in a balanced way. Palms Dining services is not fully operational unbalanced the grid and put more usage in other areas. It has been corrected and we should not expect any more outages. (J. Black)

Meeting adjourned at 4:00 p.m.

Next meeting July 24 and 25th, 2006- Planning Retreat

Attended: Council Members- Christy Coons Yates, Ralph Allen, Honey Coppage, Greg Gordon, Charles Harmon, Louis Levy, Traycee Martin, Russ Mast, Mike Meacham, Joe Newton, Tim Yorkey

Advisory Members- Kurt Keppler, Marsha Krotseng, Walter Peacock, Scott Sikes

Not Attending: Jeremy Baker, Brad Bergstrom, Denise Bogart, Laverne Gaskins, Wilson Huang, Herb Reinhart, Maggie Viverette, Ronald Zaccari,

Guests: Christine James (Faculty Senate)
 Rob Kellner (Auxiliary)
 Sementa Mathews (University Relations)

Recorder: Kate Gurley