

Spring 4-23-2008

## Senate Meeting, April 23, 2008

Academic Senate  
*Illinois State University*

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*Academic Senate Minutes*  
*Wednesday, April 23, 2008*  
*(Approved)*

***Call to Order***

Senate Chairperson Dan Holland called the meeting to order.

***Roll Call***

Senate Secretary Susan Kalter called the roll and declared a quorum.

***Attendance and Motions***

***Approval of Minutes of April 9, 2008***

**Motion XXXIX-70-:** By Senator Stewart, seconded by Senator Griswold, to approve the Academic Senate Minutes of April 9, 2008. The minutes were unanimously approved.

***Campus Construction Projects Update (Richard Runner, Director of Facilities Planning)***

**Dick Runner, Director of Facilities Planning:** I was asked to give an update on the construction activity and what kind of disruption we can expect around campus, as well as then share with you the results of much of our planning up to this point. I want to first highlight of some of the larger, more significant projects and talk about our planning and communication efforts that are underway.

This institution, very fortunately, is in the midst of a significant boom of new construction and remodeling activities. The four projects currently underway are the largest projects, the east campus residence halls, two chiller projects and Stevenson and Turner Halls. We also have three new projects that are coming up: Milner pedestrian bridge resurfacing, which is a new project that just materialized in the last three weeks, the Student Fitness and Kinesiology Building, which will house both Campus Recreation and the School of Kinesiology and Recreation, as well as two buildings associated with that, a new expansion of the South University Street parking deck and the power plant.

The east campus residence halls project is the fourth project in the university's long-range housing and dining plan. It is a \$29 million project funded by student fees to upgrade and remodel the two towers and to remodel the former dining center, Vrooman Dining Center. That will become academic space, as well as offices for housing. That project started a year ago and is about halfway through. One of the towers was taken off line, but that will be brought back on line before the start of the fall semester. The second tower will be taken off line as soon as school is out. It will be brought back on line a year from now.

Another of the projects is on Beaufort Street. The new building there is a \$4.8 million chiller plant. A chiller generates the chilled water for air conditioning. This project will replace the two existing chiller plants that are in Watterson and Stevenson Halls. Both of those sets of

chillers are original to the buildings and have exceeded their useful life. We will also construct a new chiller for the northwest zone. The original chiller for that zone has been there since Redbird Arena was constructed nearly 20 years ago. The new chiller plant will provide cooling for most of west campus, ultimately, including Horton Field House in those areas either centrally air conditioned or air conditioned by packaged units, such as in some of the gymnasiums. Eventually, it will also service Turner and Nelson-Smith.

We are just coming up on the completion of the first of three phases of the Stevenson-Turner project. This is a \$23 million project funded by the State of Illinois. This was the last major project that the state funded for higher education. These funds were appropriated for 2004, but because of the withholding of funds, the project was put on hold for almost two years.

We are completing the first phase of that project, which is the remodeling of the top two floors of Stevenson, as well as the asbestos abatement. At the beginning of this summer, the former occupants of the first two floors of Stevenson Hall will move into Williams Hall, and at the end of summer, the third and fourth floor group will move back into their locations once the remodeling is completed.

A year from now, when Stevenson is completed, we will move to Turner Hall and complete the third phase of the Life Safety Project. The project upgrades the life-safety systems, fire alarms and detection systems, as well as replaces mechanical systems and upgrades some finishes in the building.

A new project, which was not conceived for scheduling this year, was the resurfacing of the Milner pedestrian bridge over College Avenue. This bridge deteriorated extensively during the last couple of months because of the winter weather. The surface deteriorated and delaminated as water got underneath it. In order to keep water out of the actual structure of the bridge, we need to replace that surface top this summer. We were originally going to do it next year, but because of excessive deterioration, we need to do that this summer.

Next, I want to share with you a little about the planning to accommodate those affected by the disruption resulting from the construction activities around campus. Primarily, the disruption will center around the Milner pedestrian bridge and Walker, Dunn-Barton and McCormick Halls, which is where the new student fitness building will be constructed.

Since the construction of the Milner bridge and Bone Student Center in the 1970s, we have had the introduction of the Americans with Disabilities Act, which requires us to provide alternative paths of travel. For the alternate paths, we need to direct people to either University or School Streets in order to cross College Avenue and then enter the Bone Student Center. To access the library, they would need to take the elevator in the Bone Student Center to the second level and then cross the plaza to the library. We worked with Ann Caldwell in Disability Concerns to develop these paths of travel.

The Milner bridge will close on or about June 1. We anticipate that it will take about 30 to 45 days to complete, weather permitting. It is a tremendous disruption to the campus, but we think that through the efforts of communication and signage, that will be mitigated as much as possible.

The other major project is the Student Fitness, Kinesiology and Recreation Building. The center will be constructed at the current location of Walker and Dunn-Barton Halls, for which we had a decommissioning ceremony last week. The floor plan shows that the second and third floors of the building will bridge University Street, so during the construction, that street won't be accessible, nor will the sidewalks around the construction area. We are going to expand the existing parking deck for the additional load brought on by the student fitness building and also to accommodate the Performing Arts Center, College of Business and the other activities that occur in the southwest section of the quad.

The construction will begin two weeks after school is out. The Walker and Dunn-Barton residence hall occupants and the Facilities Management employees have two weeks to vacate the building and remove anything that they want to salvage. The first phase involves the removal of asbestos in the interior. The contractor should start on or about May 26, which is two weeks after commencement. Then on or about July 1, the full construction fence will go up around the portion of University Street, between Dry Grove and Hale Streets, that will be closed. In addition, we are going to expand some utilities on the portion of Dry Grove near Fairchild Hall and DeGarmo. We expect the utility installation to take about 30 days.

Once the utility installation is complete, the part of Dry Grove that services the Speech and Hearing Clinic and Metcalf School will open back up. We are in discussion with the Town of Normal to make this a two-way street. Half of the street will be open and the construction fence will be placed in approximately the middle of the street, so there will be one and a half lanes open. During the summer and fall semesters, the office and gym portions of McCormick will continue to be in use, as will the pool wing. At the end of the fall semester, that building will be vacated. The pool wing will be demolished, but the office and gym portions of McCormick will be retained and remodeled.

The communications efforts that we have undertaken started in late January. We had a series of meetings with what we call "the neighbors" of the student fitness building. We met with Dean McGuire and his administrative staff in the College of Business building. We also met with housing, Parking and Transportation, Preview, Disabilities Concerns, the police, and the associate deans to share the extent of the construction activity. Once the decision was made to resurface the bridge, we added that aspect to our discussions.

We are in the process of creating a website and linking it to the university's web page. We are also arranging signage for the alternate paths of travel; there will be a whole series of signs

from Bone Student Center down to south of McCormick Hall identifying how to move around construction sites and gain access to buildings. We will also link our update construction website to the Town of Normal's website and they will do the same for ours.

I am open to suggestions of additional groups we need to talk with. We have a meeting later this month with all of the building coordinators, who work with Facilities Management. We will be sharing with them the maps that you saw here earlier in an effort to use various mechanisms to get the word out. There also will be a series of articles in the *ISU Report* and each of you will, undoubtedly, be receiving one or more updates by e-mail that will include the maps and the paths of travel. We are trying to communicate information about the extensive construction and the resulting disruption, recognizing that the amount construction over the next two years will be at a volume that is unprecedented at our institution.

**Senator Wang:** Thank you very much for the report. Would you be sure that there is a link on the ISU website home page that will link to your website?

**Mr. Runner:** There will be a button or an identifier on the university website's home page that will say, "Construction Update", which will lead directly to our website and to the website for the Town of Normal.

**Senator Kalter:** How much more parking capacity will the parking structure give us?

**Mr. Runner:** Currently, there are 500 parking spaces in the existing deck. The addition is a combination of a deck that is the same height as the existing one and also surface parking that will add an additional 500 parking spaces.

**Senator Campbell:** What is the timeline on the old Eagle Grocery Store renovation? Also, in terms of the timeline, I believe the Newman Center, which is across the street from Walker is going to be torn down and that construction will occur there. I wondered how that would work with construction on both sides of Main Street.

**Mr. Runner:** Yes, the Newman Center has invited me to many of their planning meetings. I am acquainted with their construction and the process that they are going to be using is such that the vehicular flow along the north leg of U.S. 51 isn't interrupted too much by that construction. 1101 North Main, the former Eagle's Grocery Store, is currently under remodeling by the current owner. That will become, ultimately, Illinois State University's Alumni Center. The remodeling currently underway there will be near completion later in May. The university then has about 30 to 45 days of work to install technology, move people in, and get it all ready. So that building will probably be occupied in mid July. In turn, we will be looking at how to reassign the spaces that are freed up by the University Advancement's and Conferencing's move to North Main. We will also be able to terminate one, if not two leases, and, ultimately, be able to demolish the building, which is a substandard building,

which Professional Development occupies now.

**Senator Fazel:** Have you decided how many parking spaces in the parking deck will be assigned as reserved and how many will be for students? Right now, we have a long line of cars while our students are waiting for a space to park before they can go to class.

**Mr. Runner:** Parking is not one of my responsibilities, fortunately. The long lines of traffic into the existing deck is a result of the manner in which the deck is managed or operated with a substantial number of hourly spaces made available to everybody, primarily students, but also to faculty and staff. With the addition of 500 parking spaces in that complex, Parking and Transportation Services is looking at how the traffic flows in and out. As part of the addition, we are going to alter the lanes, add an additional lane and have a secondary entrance that is further south. I don't think they have made a final determination, but that is where faculty and staff, who have reserved spaces, could come in and out so they would not have to be disrupted by those lines. That construction will take a little under a year, so the new parking deck and the surface parking should be available before the start of the 2009 fall semester.

**Senator Fazel:** I appreciate that there will a better flow of traffic, but if we have more spaces, then it is not going to fill up as quickly and students won't have to wait as long to get in. Do you have an idea of how many of the new spaces are going to be for visitors or our students?

**Mr. Runner:** Parking and Transportation has not finalized that yet, but making more spaces for students just means that more students will drive and the line would still be there. If you make it easy, then more people will drive to campus. Parking is working through all of the dynamics of that parking complex, as well as the rest of the parking throughout the campus. It is a critical issue, so if anybody feels compelled to do so, you can send an e-mail to Parking and Transportation ([parking@ilstu.edu](mailto:parking@ilstu.edu)) to share your views.

**Senator Blaney:** With University Street being closed between Dry Grove and Hale, am I assuming correctly then that those lots behind and next to Fell and DeGarmo would be inaccessible?

**Mr. Runner:** One of the lots will be accessible and one of them will not. The lot that is by Fell and northwest of McCormick will remain open. It will be accessible by a one-lane road, so we will all have to learn how to alternate people coming in and out. The lot that is between the College of Business and the Office of Residential Life will be closed during the course of the construction. The lots between McCormick Hall and University Street will also be closed.

**Senator Klitzing:** Will the parking garage remain open as you are adding that new addition?

**Mr. Runner:** Yes, it will remain open. The reason that we will be able to keep it open is that a secondary southern entrance will be constructed for use when there is an interruption in the

traffic flow at the northern entrance.

**Senator Ellerton:** As one of the people in Stevenson, we are very conscious of the very fine timelines for the change over and the move back to floors three and four and out of one and two. Our concern is the very fine timing that has to do with new students coming in at the beginning of the fall semester. So I wondered what plans there are to not just communicate with the department heads and so on, but also with the faculty involved in that move.

**Mr. Runner:** There is a committee, which has a representative from each department in Stevenson, that will regularly communicate updates. During the summer, because of the very tight schedule that has to be adhered to, we will also be updating regularly on the website, as well as probably sending e-mails to everybody.

**Senator Winter:** I noticed that one of the new chillers is right next to Redbird Arena. Is the arena going to be air conditioned?

**Mr. Runner:** What we call the “performance bowl”, which is where you sit to watch the basketball games, will not be air conditioned for this part of the project, although there is space for future chillers to be installed. The office areas and the spaces within the arena that currently have air conditioning will continue to be air conditioned by the new chiller.

**Senator Klitzing:** I am curious about the closing of McCormick. Will faculty still be dispersed near the end of December?

**Mr. Runner:** Yes, we are still looking at the end of the fall semester as the time period in which some faculty will move to Williams and some to Nelson-Smith.

**Senator Wang:** Will the south campus traffic disruption end when the semester starts, even though the construction will continue?

**Mr. Runner:** The northern part of University will open up, but the block between Dry Grove and Hale will remain closed for the duration of the construction of the student fitness building, which will be about two years.

**Senator Horstein:** Is the pedestrian bridge going to be resurfaced with a different material than what was previously used?

**Mr. Runner:** It is a similar material, but they have come out with new generations of the material that has a greater adherence. The current surface has been down for eight to ten years, so we have gotten most of the life out of it. It is when water gets underneath or the concrete below gets some moisture in it that this kind of problem occurs; it very similar to what causes potholes in concrete roads.

**Senator Holland:** Did you say that Dry Grove was going to become a two-way street again?

**Mr. Runner:** Yes, for a temporary period. We are working with the town to make that a two-way street so that you could come in from Main Street and loop around to drop off people at the Speech and Hearing Clinic or pull into the parking lot. There won't be any cars coming from the east because it will be blocked off.

### ***Chairperson's Remarks***

**Senator Holland:** First and foremost, being that it is National Secretary's Week, I would like to extend my appreciation to Cynthia for all that she does. She is absolutely fantastic; this organization could not run without her. Actually, I would like to give her a standing ovation.

A couple of years, we established a way to offer thanks to the people who are leaving the Senate. To that effect, we will present certificates to those members who will not return to the Senate for the 2008-09 academic year.

### ***Student Body President's Remarks***

**Senator Mason:** I would first like to say that I have appointed former Student Body President, Dave Horstein, to our open senator position for this last meeting. The Student Government Association started off last week very strong. All of the new members have been in the office transitioning and learning about student government. I would like to publicly thank the outgoing members for making it a very smooth transition for us.

At our first Assembly meeting last Wednesday, the senators elected their new officers of the Assembly, who are the student leaders of the Assembly. They attend our Executive Committee meetings, as well as the Academic Senate Executive Committee meetings. The officers are Mari Ruscitti, President of the Assembly, Jacqueline Krug, Vice President of the Assembly, and Matt Spilek, Secretary of the Assembly.

This past Saturday, Student Government talked to students at Springfest. Many of the outside activities were cancelled due to the weather, but UPB was kind enough to let us set up our gazebo in the Bone Student Center, so we were able to talk to students there. That was really helpful for us.

Our last Assembly meeting of the year is next Wednesday and I am hoping to fill all of our open senator positions. We have had more applications than vacancies for these positions, so it's exciting for us to see that people know about SGA and want to get involved.

Finally, I am looking forward to the upcoming year. All of the returning senators around the room and the new senators behind us are very excited and they have all been taking on their own personal initiatives. We will have two more constituent contact events next week, so I am



excited to see what this new administration will do throughout the course of the year.

***Administrators' Remarks:***

***President Al Bowman – Absent***

***Acting Provost Jan Shane-Murphy***

**Provost Murphy:** The search committee for the Dean of the College of Applied Sciences and Technology has been formed. It will be chaired by Distinguished Professor Jayaswal from Biological Sciences. I think that that committee is ready to go. They will have their first meeting the first week in May and will begin working on position descriptions and advertising. The goals there are interviews in mid fall with an appointment by January 1, 2009, if possible.

I previously announced to the Senate that we are initiating a College of Business Dean search as well. I will meet with the College Leadership Team, which is the equivalent of the college council, on Friday. They are initiating the normal election processes for civil service, AP, tenure-track faculty and non-tenured faculty for that search committee and we will appoint someone from the Panel of Ten to chair the committee. The goal for that committee is a July 1, 2009 hire. We will be working on position descriptions and advertisements in the spring and summer with the hope of having everything ready to go when the more significant national business meetings occur in early fall. The President has decided to hire a search firm to help with that particular search and we will be using Greenwood Associates to assist us in that search.

This is the time of year when enrollment deposits come in for the fall semester. It gives us a much better handle on how many of those students that we have admitted are actually going to show up on campus in the fall. To date, we have received an 8% increase in enrollment deposits. That makes people like Jonathan Rosenthal a little nervous because 8% can be good news or not so good news, depending on how many of the 8% increase actually show up. We try to hit that mark pretty dead on because of the implications for General Education courses in the fall.

The ACT of the group that has made their enrollment deposits has gone down a little. A year ago at this time, we were at 24.3; now we are at 23.9. Deposits received from underrepresented students, who would be first-year students, are up by 14%. We have also seen a 10% increase in enrollment deposits from transfer students. To me, that is good news; we don't want to fall short of our numbers. There is a tuition income situation there.

Senator Kalter sent some questions to me at the end of last week about the Stevenson move. The move out of Stevenson, which Senator Bragg mentioned two weeks ago, runs May 13<sup>th</sup> through May 25<sup>th</sup>. May 13<sup>th</sup> is a Tuesday; that's when the move starts and that is also the

same day that grades are due at noon. All of the initial moves will be done in classrooms and laboratories that, at that time, are not being used, trying to preserve faculty offices for as long as we can. Faculty will have access to their offices, at the very least, through the whole day on Tuesday, the 13<sup>th</sup>, and, again, because they are working on classrooms and laboratories, we are not anticipating that there will be a mass move out on the 13<sup>th</sup> and that there will be access. Computers will be available beginning on Monday, May 12<sup>th</sup> in Williams 301 for faculty who need access to a computer lab. Williams 301 will be a computer lab open to faculty and grad assistants throughout the summer.

Senator Kalter also asked about LILT. LILT will move to the College of Business for the summer and the LILT lab will move to Williams Hall in the fall. Ann Beck is the associate dean in the College of Arts and Sciences and she is the move coordinator. She wanted me to convey to the Senate that she is happy to answer questions at any time; there are no big or small questions that she is not willing to answer, or to find the answer to, for those of you who are affected by the Stevenson move.

One last question that Senator Kalter asked was that in light of the fact that we are beginning the move of classrooms and laboratories on the day that grades are due, is there any sense that we would postpone the deadline for grades; our answer is no. We have had many, many months to know that this is deadline, so there really isn't a reason to extend the deadline for grades. If there is a faculty member who is in extreme hardship over this move, have him/her give me a call and we will figure something out.

One of the things that I have been hearing is that communication is going to be key and I will ask Ann to address how that communication is going to out. Is there going to be a website that has easy access? Is she going to use e-mail? I will ask her for the details of her means of communication with the faculty members, who are affected by the move, with whom she is working.

**Senator Schambach:** Do we have good stats on the percentage of students who make enrollment deposits and actually show?

**Provost Murphy:** They have very good stats on that. I don't know those specifically, but enrollment and admissions have a real science on that. They absolutely know all of those numbers. I think that the 8% is a little bit higher than they would have anticipated, but I don't think that there is a panic at all. I think that our Preview numbers are the best predictor of how many students will be on campus in the fall as a first-year student or as a transfer student.

**Senator Fazel:** Do you know when the search committee for the College of Business Dean will be formed?

**Provost Murphy:** All of this is geared by elections. So, on Monday, we sent the memos out to the Civil Service Council, AP Council and Student Government Association asking for their elections to occur and for those names to come forward. When I meet with the college team, I am going to ask them to hold elections immediately. My hope is that we can have those elections done by May 7. If we need another week, we can do that. I realize that we are going to run into the summer, but I don't think that it takes a lot of initial meetings to get position descriptions and advertisements completed because we can do that electronically.

I am going to share the current position description with the college coordinating team and ask that they start to formulate suggestions. I am going to then meet with the advisory board chair just be sure that that position description goes to him. My hope is that we have that search committee formed by finals week and then have one or two meetings early in the summer, depending on the schedule that the search committee lays out.

I have never worked with a search committee before; this will be a first-time experience for me, so I will be looking for a lot of guidance from those college teams and councils that have worked with search committees before and, certainly, from the President.

**Senator Ellerton:** Just to follow up on the Stevenson move. In terms of very specific situations where there are several faculty who will be "homeless" over a period when they are actually teaching summer school at the end of July and the beginning of August, I wondered if you had an update on, not so much where they could have an office, but where they could have computing facilities, duplicating facilities and photocopying just for that short period.

**Provost Murphy:** I know that the computing facility will be open all summer in Williams 301 beginning on Monday, May 12. In terms of the other facility, I will ask Dr. Beck and get an answer for you.

**Senator Kalter:** I just wanted to thank you and Ann Beck for following up on those questions that I asked. I think I sent them about simultaneously. It is so important to get the information out there and have as many different venues as possible. I think that you are already doing this through the departments, but direct e-mails are always very helpful in these kinds of situations.

*Vice President of Student Affairs Steve Adams – Absent*

*Vice President of Finance and Planning Steve Bragg - Absent*

**Committee Reports:**

*Academic Affairs Committee – No Report*

*Administrative Affairs and Budget Committee*

**Senator Lonbom:** We received follow up questions about the Academic Impact Fund report, which was presented to the Faculty Caucus two weeks. We put out a call to everyone on the Faculty Caucus to contribute questions that did not get answered at the last meeting due to the length of the meeting. The list of questions was forwarded to Provost Murphy, who is going to address those questions later tonight during the Faculty Caucus. I want to emphasize that this will be a starting point for next year's AABC. It will provide some guidelines and hopefully help incoming Provost Everts to continue the discussion. It is a long list and I have several more that I need to add, so I will send Provost Murphy an undated list.

Our committee met to review the Academic Calendar for 2012-2013 with Amy Roser. It is a fairly standard process, so there is not a great deal of change. Senator Wang recommended that the Academic Calendar be posted on the Provost's website. Right now, it is only available through EMAS. Amy Roser agreed to post it on the Provost's site.

We also had a brief update from Jonathan Rosenthal about the summer school pilot. I think people may have more questions about what is happening this summer and I will say up front, Jonathan Rosenthal welcomes anyone who has questions to please feel free to send an e-mail to him directly ([jmrosen@ilstu.edu](mailto:jmrosen@ilstu.edu)).

There will be a three-week, intensive summer school pilot, which will begin the week immediately after commencement. Only about ten classes have been scheduled so far. Regular summer school will run May 19 through July 10. Jonathan did not have firm information on this, but though summer school will actually end on July 10 this year, there is, apparently, the possibility of some classes continuing through the beginning of August. This is only a pilot for this summer and is being done at the request of students. Jonathan has a survey that will be out to see how it goes.

### ***Faculty Affairs Committee – No Report***

### ***Planning and Finance Committee – No Report***

### ***Rules Committee – No Report***

#### ***Action Item:***

#### ***04.14.08.01      Priorities Report for 2008-09 – Revised (Planning and Finance Committee)***

**Senator Fazel:** We brought the Priorities Report to you at the last meeting as an Information Item. The list of priorities that the Planning and Finance Committee put together are what we believe the university needs to focus on for the next few years. The document is almost the same as the one we presented at the last meeting except for one change. After a comment that Senator Ellerton made at the last meeting, the committee decided to include salary inversion and compression in priority one. So in priority one, at the bottom of the page one, the revised

sentence reads, “This plan should continue to intermix annual, general merit-based raises with mid-year, targeted pay raises to address salary inversion and compression and under-rewarded merit within categories of employees who are below peer group medians.” The rest of the document remains the same.

**Motion XXXIX-71:** By Senator Fazel to endorse the Planning and Finance Committee’s Priorities Report for 2008-09. The report was unanimously endorsed without debate.

***Information Items:***

**04.10.08.01**      *Appropriate Use of Information Technology Policy – Revised – No Markups Indicated (Rules Committee)*

**04.18.08.05**      *Appropriate Use of Information Technology Policy – One Additional Revision*

**03.28.08.03**      *Appropriate Use of Information Technology – Revised - Markup Draft of Policy*

**Senator Alferink:** You have before you three documents. The first one is the version of the Appropriate Use of Information Technology Policy that does not include any markups. The second is an additional revision to the revised policy. The third is a markup copy, which includes all of the revisions except the additional revision before you. I find the markup copy very difficult to follow.

This policy is one that we all agree to whenever we use information technology resources on campus. Given that technology changes on a regular basis, it has been awhile since this document was updated. I have asked Mark Walbert, Associate Vice President of Academic Information Technology, to be here to answer any questions.

Technology resources have implications for legal actions, so having a review by legal counsel was a very important aspect of this document. There are a couple of items that are new to this document. The issue of personally-owned software was not addressed in the pervious policy, but many people install personal software on their university computers. In many cases, these are legal copies that are very important for their work. The policy addresses that. If it is a legal copy, it can be on your computer and you are responsible for it.

A question came up in Executive Committee about the language in the sentence that reads, “Unlicensed software or personally-owned software that has been installed without authorization may be subject to removal and discipline.” First, we were not clear how you would “discipline software”. Secondly, we had questions about the process that would be used for that discipline and what the nature of the discipline would be. So I asked Mark for clarification and the second document contains the substitute language to clarify that sentence. The substitute for that sentence reads, “Use of unlicensed software or personally-owned software that has been installed without authorization is a violation of this policy and subject to removal.”

**Senator Fazel:** I have a question about breach of privacy. On page four, it talks about breach of security. Does this also address privacy? Can you make it more explicit?

**Senator Alferink:** What do you mean by breach of privacy?

**Senator Fazel:** It talks about if a user takes resources from another user or attempts to gain access to restricted resources for which there is no proper authorization. Does that include private information? For example, if they gained access to my computer and found my passport information, is that something that would be covered under this policy?

**Senator Alferink:** Certainly, inappropriate access of passport information or other things of that nature would be a breach of security and would be covered by this.

**Senator Fazel:** But it specifically talks about “restricted resources”.

**Senator Alferink:** Restricted resources would include passport files.

**Senator Fazel:** I guess I am not simply talking about passport files. I am talking about accessing any information on my computer. Should it perhaps state “restricted resources or private information”?

**Mark Walbert, Associate Vice President for Academic Information Technology:** If I access your computer, either because I have gotten your password or because I have found a way to get to your computer with a virus that reads your hard drive and sends information to me, either way, if I read anything on your hard drive without your permission, that is a breach of security.

**Senator Fazel:** So if someone accesses my computer when I step out of my office, that is a breach of security?

**Dr. Walbert:** Yes, if you leave your office and someone accesses information on your hard drive, it is a breach of security unless you have given them permission. It’s a good time to mention this; if you leave your office, you should log out.

**Senator Ellerton:** I have a question pertaining to Section E wherein there is reference to ‘occasional personal use’. I am comfortable, personally, with that phrase being there. However, how will the State of Illinois ethics people view that statement?

**Senator Alferink:** The Rules Committee did address that because it also made me somewhat uncomfortable. The bulk of the way in which you would violate this policy is covered under other sections, which deal with, for example, sending out chain letters and SPAM. Those are

not limited uses for personal purposes. It is also the case that this is a little less explicit than some other parts of the document, so there is a little wiggle room.

**Dr. Walbert:** By design, there is a lot of wiggle room here. I have music files on my university-owned laptop. That is not the point here. The point is when you are using university resources in such a way that interferes with your ability to do your job or interferes with someone else's ability, then that kind of excessive use goes beyond what might be referred to legally as "diminimus use", which is what this clause is all about. So, it's not about trying to decide if you have too many songs in your I-Tunes file or if you have too many family photos on your computer. That is not the point; it is about excessive use that interferes with your ability to do your job. There are some institutions that lock computers down so that you can't install anything other than what the university allows. That is just not our way of doing it here.

**Senator Holland:** In the new phrase, it says that 'use of unlicensed software or personally-owned software that has been installed without authorization is a violation of this policy and subject to removal'. Does this mean that we need to ask someone for permission for any additional software that we install that is personally-owned?

**Dr. Walbert:** The principle point of this section, and this was a problem that we had with external auditors for the state because we had absolutely no policy whatsoever on personally-owned software, is about legally owning the software and making sure that you have had permission, whether it is, in fact, specific permission to install it from your supervisor or by the nature of your work. Once again, it's lenient; it's open. The other part of that particular paragraph that matters is, if you install your software, please make sure it's legal and don't ask the tech staff to support it because they may not have any idea how it works or how it interacts with the rest of your software.

**Senator Wang:** If that's the case, then any personally-owned software installed will fall into that category and be considered as a violation.

**Senator Holland:** That's basically the question that I had as to what constitutes permission.

**Dr. Walbert:** The idea of permission is that you don't have to ask your chair every time you want to install a piece of software. That is not the main point. You will notice that the main section talks about that the university approval must come from the appropriate vice president or their designee. If your chair says, 'go ahead and install all software that is legally owned', then you have the authorization that you need. You don't have to have specific software-by-software authorization. That is why the statement says, if you have used unlicensed software or if the personally-owned software has been installed without authorization, that's a violation of the policy.

**Senator Wang:** I think, then, that the revised statement is unclear. What you just said indicates two conditions. One concerns legally-owned software. The second condition says that you have to authorization. The statement simply says that the personally-owned software is a violation whether it is legally owned or not.

**Dr. Walbert:** It says, “personally-owned software that has been installed without authorization.” Those two go together.

**Senator Kalter:** Might I suggest rearranging the order of those two items so that it reads, “Use of personally-owned software that has been installed without authorization or of unlicensed software...”

**Senator Holland:** You can move that as a Friendly Amendment. It would be fairly advantageous to the university community to have an appropriate use policy that is up to date and that has gone through legal counsel, so would you care to move this to an Action Item?

**Motion XXXIX-72:** By Senator Alferink, seconded by Senator Stewart, to move the item to action. The motion was unanimously approved.

**Motion XXXIX-73:** By Senator Alferink to approve the Appropriate Use of Information Technology Policy, document number 04.10.08.01, with the proposed revision to one sentence in Section III.D., document number 04.18.08.05, which reads, “Use of unlicensed software or personally-owned software that has been installed without authorization is a violation of this policy and subject to removal.”

**Senator Kalter:** I propose a Friendly Amendment to the proposed revision to the policy, so that it reads, “Use of personally-owned software that has been installed without authorization or of unlicensed software is a violation of this policy and subject to removal.”

Senators Alferink accepted the Friendly Amendment and the policy, as revised, was unanimously approved.

### ***Communications***

#### ***University Curriculum Committee Annual Report***

**Senator Kaesberg:** I attended the University Curriculum meeting today. We have finished and approved our work for the fall and spring of 2007-08 and submitted a report to the Academic Senate. Once that report is submitted to the Academic Senate, would it then go to the Administrative Affairs and Budget Committee?



**Ms. James:** That would go to the Academic Affairs Committee.

**Senator Holland:** It would to the Academic Affairs Committee and the committee would report to the Senate.

***College of Fine Arts Events***

**Senator Stewart:** I would like to mention a couple of things that are coming up in the College of Fine Arts. The dance concert is opening on May 2<sup>nd</sup> or 3<sup>rd</sup> and *Tartuffe* by Moliere will be opening this weekend. The Student Annual is still on in the University Galleries.

***Ewing Manor Art Show***

An art show will be held at Ewing Manor on May 3.

***Adjournment***

**Motion XXXIX-74:** By Senator Long, seconded by Senator Horstein, to adjourn. The motion was unanimously approved.