

Arts and Sciences Executive Committee

May 8, 2009

Members Present: Barbara Andersen, Stephanie Bernhardt, Ralph Boerner, Eric Drake, Lesley Ferris, Avner Friedman, P. Chris Hammel, Rick Herrmann, Joan Leitzel, Matthew Misicka, Matt Platz, John Roberts, Gail Summerhill, David Sweasey, Judy Wu.

Visitors: Dick Gunther, David Hahm, Brad Harris, Gene Mumy, and Ann Rottersman.

- I. Welcome and Introductory Remarks:
 - Recognized Fritz Graf from the Department of Greek and Latin who recently received the university's Distinguished Scholar Award and Distinguished University Professor award.
 - Shared the text of a lecture by C. L. Max Nikias titled "Beyond the Ivory Towers: On Tomorrow's American Research University."

- II. Executive Dean Search:

The university has entered the next phase of the search process. The president and provost are directly engaged to ensure they identify the best possible candidate.

- III. Business Process Redesign Update:
 - The following three decisions have been made to help frame the work ahead:
 - 1) there will be only one business services center which will conduct both HR and fiscal functions, 2) process changes will be implemented according to function (e.g., payroll) rather than by department, and 3) working group recommendations should include areas that are primarily earnings units or research centers.
 - The service center will be located in the former journalism library in the Journalism Building.
 - Six working groups have been formed:
 - Communications – is in the process of drafting an overall communication plan.
 - Facilities – has set a September 1 goal for the first functions to be established in the new space; have drafted a budget; are visiting other sites with a similar structure; and are working with Facilities, Operations, and Development as well as technology representatives.
 - Human Resources and Fiscal (two separate groups) – are meeting together to map processes, identify similar processes, and recommend what functions should be moved first.
 - Matrix and Benchmarks – are collecting data on best practices in order to set up a scorecard and are identifying what should be monitored and evaluated.
 - Technology – have determined the cost for wiring the space and are identifying ways to automate processes so that a minimum amount of paper is produced.
 - The steering committee will review recommendations which come forward from the working groups and will bring these recommendations to the Executive Committee, and submit to the deans for final approval.

- Representatives from the university's Office of Business and Finance and Office of Human Resources are working group members. This will help to ensure that recommendations and processes are aligned with current and/or future university practice. This will also help to ensure unit policies are not more restrictive than university policies unless the university has pre-approved a variation. Internal Audit will also be involved in review of any recommendations.
- IV. Arts and Sciences Restructuring and Next Steps Toward Changes In Rules:
- Reviewed and discussed possible revisions to a draft document outlining the role and importance of the arts and sciences, the current organizational structure, and the opportunities presented by restructuring. The document is intended to explain the purpose and the outcomes of restructuring.
 - The document will be presented at the next Arts and Sciences Town Meeting scheduled for May 19 and at the next Arts and Sciences Senate meeting.
- V. Role and Composition of Arts and Sciences Executive Committee:
- Discussed the roles of the University Senate, the Arts and Sciences Senate, and the Arts and Sciences Executive Committee with reference to the extent they serve as a consultative body, provide advice on fiscal policy and governance, as well as the constituencies that are represented through these various bodies.
 - Discussed how shared governance bodies can best be structured in order to support shared decision-making within arts and sciences.
 - Plan to establish a study group or task force charged with proposing a governance structure for shared governance within arts and sciences.
- VI. Town Meeting:
- The next Town Meeting is scheduled for May 19 from 4 – 5 p.m. in Room 1000, McPherson Chemical Laboratory.
 - Topics will include:
 - Update on the Business Process Redesign project
 - Next steps in getting changes in university rules to reflect restructured arts and sciences
 - Rethinking organization for shared governance going forward
- VII. Arts and Humanities presents “The Future of Diversity: A College Conference” on Friday, June 5 from 2 – 6 p.m. in the Rockow Conference Center located in Scott Laboratories. All Executive Committee members are invited to attend.
- VIII. Executive Committee members will continue to serve into the next year. Committee members will be contacted regarding the next meeting time.