May 9, 2014 MINUTES

Members Present: Ruth MacDonald, Bob Bosselman, Mike Wannemuehler, Steve Mickelson, Ingrid Lilligren, Barbara Ching, Russ Lacznik, Christine King, Maynard Hogberg.
Members Absent: Ken Koehler, Carolyn Cutrona, Guru Rao, Jonathan Wickert
Ex-Officio: Dawn Bratsch-Prince, Mack Shelley, Veronica Dark
Guests: Jim Davis

Meeting called to order at 8:15 am.
I. Approval of minutes from 4-18-2014 with no changes

II. University Committee Updates:
   - Provost Budget Advisory: No report
   - IT Services Advisory: No report
   - Library Advisory: King: Committee has met to discuss external review, also will be making a change in the chair of the advisory committee and Pete Riley is stepping down after many years of service.
   - Student Affairs Advisory: No report
   - Work/Life Advisory: Bratsch-Prince: This committee will now report to Julie Nuter in HR, Julie has expertise in work/life.

III. Senior Vice President and Provost Update: Bratsch-Prince

   The TIER consultants have been back on campus this week. They met with chairs cabinet and described the report draft. This includes topics on student success, instruction/research/service, organizational excellence and fiscal responsibility. The motto they are promoting is ‘an excellent affordable higher education as an Iowa asset to the world’. There will be a draft of their suggestions coming in early fall.

   Salary planning has been released - 2.5% will be the institutional average – 1% satisfactory, 0 if not satisfactory – above 5% needs special approval (but not to BOR this year).

   Awards winners have not yet notified – May 1 was deadline but there have been delays – hope to notify by today. The President will call the distinguished/university professors first. Next year the Early Achievement Award for Administrative Service (the award proposed by the Chairs Cabinet) will be included.

   Post tenure review has been completed, the % of below, meeting and superior were consistent from last year. The Provost has heard our concerns about the process and there will be some discussion about how to tweak it – specifically considering the salary increment and the superior ranking.

IV. IT Update: Davis  see attached handout

   - High performance computing: new CyEnce is largest on campus and they are starting to address the next bigger one. Faculty will purchase compute-nodes into the system – there is planning to define specifications. If you have faculty that have these needs they should contact Jim or Arun Somani. Will try to keep contracts open to allow new hires to tap in as needed. Question: is there is a 1-page outline that could be given to new faculty? Jim will try to provide this. Many new faculty will use the system.

   Office 365: Moving email from Microsoft – currently is voluntary – have 4500 moved but a lot more to do. IT has tried a different type of engagement in this launch – a team from IT has gone out to give demos to the departments. When migration occurs the IT staff will work with local IT personnel to make the change. This new model seems to be more smoothly. Will keep the current server running for a while but need to shrink down to reduce costs. Hope to have as many people converted by July 2014 –
early adopters have been done. Comment: It may be a challenge to get the people who don’t want to move to agree to do so by July. There is no urgent need to get it done by July – no contract issues. What worked well for ABE was to make the move one day then have a faculty meeting the next day with IT staff there to address questions. If someone has export control issues the current exchange system is ok – there is just a minor issue that needs to be resolved.

EData lite Financial Portal – Heard from everyone that Kuali takes more time to do things – have tried to address the user interface issues. Cognos is a strong tool, but it creates multiple steps. IT worked with power-users that helped during the roll-out and they brainstormed ways to improve. A simplified portal has been designed, prototypes created and coded this spring. A group on campus has been trying it out – they plan to roll it out to the campus by July 1. So there will be the regular portal and the Lite portal both accessible on AccessPlus – either could be selected. This should help reduce the time-intensity issues of the routine tasks.

Campus data network – needed to be done to improve stability. The routers on campus are the issue – 100,000 devices using it every day. There are some security issues that have created some instability. I-phones caused a failure a few times. IT has started to rewired some buildings. The routers we have are not sufficient, so are moving to carrier-grade routers which are service-provider level. This will allow IT to redesign and restructure. The routers are more robust and will make service more reliable. There will be small outages (4-6 am is the typical worktime) – people may see some resetting of phones associated with that. There will be notices on the IT website but may need to let people know more broadly. Suggestion: should have some campus-wide notification of this to the broader campus – put in Inside Iowa State and Daily – make sure all IT officers know about it and distribute it. Need to let people know who to contact if there are problems. Send email blasts to the buildings or supervisors.

Wireless upgrade is happening – new technology with more capacity is needed. Funding is coming from CAC – half the costs and recurring costs. Have starting on several buildings. Comment: wireless access has improved on campus.

V. Discussion of Department Chair Professional Development: Shelley see attached handout

Have incorporated comments and input from people to drive plan for next year. Chair workshops – are thinking about number/frequency, length of sessions and time of day. Will experiment next year – some will be 2 hour, others 1 hour – have some in morning and some afternoon. Have 7 planned for 2014-15:

Aug 27 – COACHE
Sept 22 – Media training
Oct 28 – VPR
Dec 15 – Foundation
Jan 22 – Performance evaluations
Feb 20 – NTEs
May 12 – P&T advancement

New chair orientation will be held in September – about 10 people are expected to be in new roles.

Question about how to use associate chairs. Mack did a survey last year to determine how many – there are about 40 – this could be an interesting topic. Could consider shared governance issues. This is a group that could be a cohort moving up in administration. As chair work becomes more complex there are needs to have additional leaders within departments. Some ideas about how to use DOGE and DUGE in these roles. Some suggestions are to make the sessions more interactive and have direct engagement – useable, applicable information. Have some listening sessions with administrators to hear
what the issues are. Don’t schedule these when college cabinet meetings are held. Consider voluntary discussion groups of dept chairs – from different programs – to share experiences and ideas.

A conference on civility – ethics - research integrity will be held in September. Will include keynote speakers and engagement of other institutions. Will primarily be for faculty, but also post-docs might attend. Focus was initially on civility, but expanded to ethics and research integrity. Need to promote these issues into the faculty level. Important for all faculty. Question: what deliverables are expected from the workshop? Faculty Senate is supportive and will send out to the senators to advertise the dates. Could this be a theme for faculty retreats?

VI. a2ru Conference - Lilligren see attached handout

a2ru is a new organization – ISU is a founding institution. They are hosting a conference in November. Ingrid is co-chair. Information will be sent out over the summer – encourage participation. More information: www.a2ru.org

VII. Faculty Senate Update – Dark

Veronica is past president now – Kevin Schalinske is incoming, Rob Wallace is president elect. Task force on PRS has met and will be addressing the feedback – there is a portal on the FS website and an email address for submitting input PRStaskforce@iastate.edu. They are planning to have a report in the fall. Task force on outreach and engagement has been done – it was accepted by the FS and is on the website. The report clarifies outreach and engagement so that will help inform the PRS discussion. The FS has received our request to review the post-tenure review process that was submitted by the Chairs Cabinet and that will be discussed by the executive board – it will go to subcommittee within FS for further consideration. The FS has taken action on name change for dept in design.

Brief discussion about outgoing members – colleges will be contacted by Dawn to elect members, a new chair will be elected in the fall.

Meeting adjourned 9:25 am
Ruth MacDonald
High Performance Computing
We sited the new “CyEnce” HPC cluster summer 2014, which brings online the largest HPC cluster to date for faculty research (CyEnce has a peak performance of about 160 teraflops; the next largest cluster in Durham is 28 teraflops). HPC faculty are currently working on specifications for the next cluster, to be purchased fall 2014. Costs for infrastructure (power, cooling, racks, interconnect network, and data network) are supported centrally, and the compute nodes will be purchased by faculty from research, startup, or departmental sources. Because all of the HPC clusters are pooled and managed by one support team, we were able to create the capacity to provide compute time to faculty new to HPC at no cost to them. See hpc.iastate.edu

Wireless Network Upgrade
The goal is to upgrade the campus wireless network with the new gigabit “AC” wireless technology to better support the increasing size of the campus community as well as increased use of large data services like streaming video. The student technology fee committee (CAC) is providing $2M one-time funding for equipment purchases and $420K/year for reoccurring costs, which will be matched by central resources. ITS will stop billing departments for their wireless network access points as the new model rolls out. Contractors completed an engineering design study in spring 2014 that will be used to determine the location and density of access points, and identify internal building wiring deficiencies. We anticipate expanding from 1200 access points to 3500+. To date 531 access points have been installed in ASB, Ross, BRL, Gilman, Hub, Parks Library, Ross, Snedecor, and Sweeney. The project will take approximately 18 months to complete.

Office 365 Exchange Email Hosted by Microsoft
The (now voluntary) migration of faculty and staff mailboxes from the campus Microsoft Exchange service to the Microsoft-hosted Exchange is underway. The mail team has been presenting information to units across the campus and seeking volunteers. By the end of next week, 4500 mailboxes (36% of the total) will have migrated, including: President’s Office, Provost’s Office, Athletics, FP&M, ITS, ABE, Internal Audit, and portions of Engineering, Human Sciences, LAS, and CALS. The migration calendar is at: https://www.cypoint.iastate.edu/group/it/Lists/Office365DepartmentMigrations/Calendar.aspx ) To request a presentation, email IT staff at office365-admins@iastate.edu. To request a migration, see https://www.cypoint.iastate.edu/group/it/Lists/Office365DepartmentMigrations/Calendar.aspx. We anticipate that the project will be completed by July 2014.

eData Lite Financial Portal
As we tested the Kuali Financial System during spring 2013 and went into production July 2014, many staff across the campus noted a desire to simplify the processes to query data and print reports. These functions are handled by the IBM Cognos analytics and reporting tool. Cognos is feature-rich, but having to work through those features on each use is tedious. A group of fiscal officers and other eData “power users” met with ITS fall 2013 to map out the look and function of a simplified portal that is focused on the tasks that staff perform every day. Those changes were codec spring 2014 and the new portal is now in the final stages of testing by the fiscal officers. We anticipate it being generally available by July 1, 2014.
Six Point Plan for Strengthening Information Security
In response to the recently announced file server breaches, we’re embarking on a plan to fortify the protection of university information.

1. Deploy identity detection software to find protected information stored on campus servers, desktops, laptops, storage systems, and email to ensure that the requirements of our data classification policy are met. Status: consultants have been engaged to help set up Identity Finder. ITS will work with campus IT support specialists to find protected information in public web directories, internet-facing servers, ITS file servers (CyFiles, OrgFiles), email, databases, and end user systems.

2. Review the business process requirements, access procedures, and preservation of protected information in central business systems, and move forward accordingly to strengthen information security in those areas. Status: discussions are underway

3. Establish strong password standards on all university systems. Status: will roll out late summer 2014

4. Encrypt all university owned laptops. Status: software mostly in place, will work with a pilot group summer 2014

5. Scan campus systems even more proactively for known bugs and software vulnerabilities.

6. Provide educational resources, workshops, and training about information security to the university’s community.

Campus Data Network
Rolling upgrades are always in progress for the campus data network. This summer will be especially busy as the ITS network group installs 12 new “carrier grade” routers, and recodes (simplifies) how data travels on the network. The new equipment will increase the capacity of the network; various data structures internal to the routers are more robust which will make the network infrastructure more resilient during peak periods of use.

Other Kuali Projects

Kuali HR (“KHR”) currently in pilot mode for Time and Attendance (about 25 student employees). University Human Resources will expand the number of departments participating and we will be using the data collected through KHR to feed the production systems.

Iowa State signed on as a Kuali Student partner spring 2014. No decision has been made about the first projects, but candidates include financial aid and curriculum management (catalog development). The Kuali Student executive committee is in the process designing the project governance so as to ensure broad campus involvement.

Phase II of Kuali Coeus is underway. The primary task at present is mapping cut workflows related to IRB.
Department Chair Professional Development, 2013-2014 and 2014-2015
Updated May 9, 2014

For 2013-2014

- Monthly department chair workshops spread throughout the academic year
  - Also invited associate and assistant chairs, associate and assistant deans, equity advisors
  - Evaluation surveys from those events have been extremely helpful in determining what topics worked best and which perhaps not so well; the survey results have been used to make adjustments in how the workshops have been conducted
- Two-part orientation session for new department chairs in September
- Epigeum University Leadership and Management course
  - Online pilot program for 15 new department chairs, new associate/assistant deans, and equity advisors
  - Addressing topics such as
    - University Cultures and Organizational Management
    - Strategic Planning
    - Dealing with conflict
    - Managing People
    - Managing Resources
- Teaching and Learning Circle built around the Faculty Incivility book

Planning for 2014-2015

- Department chair workshops
  - Number, frequency, length of each session, time of day?
  - Tentative dates and topics: August 27 (COACHE), September 22 (Media Training), October 28 (VPR), December 15 (Foundation), January 22 (Performance Evaluations), February 20 (NTEs), May 12 (P&T Advancement)
- New chairs orientation—tentatively scheduled for Sept 8-9 or any two days Sept 15-18 (maybe 10 new chairs, director, associate deans)
- May explore new online professional development opportunities
- May do a Teaching and Learning Circle around the Crucial Conversations book and theme
- Voluntary chair discussion groups, with the objective of establishing a greater sense of community and shared purpose. The basic idea is to have groups of about 10 chairs each, with a mixture across colleges and disciplinary categories. Each group would need a facilitator, possibly former chairs. Discussion topics would be determined by the members of each group.

Conference on Civility/Ethics/Research Integrity

- September 4-5, 2014, Memorial Union
- Main purpose is to address general needs for appropriate conduct in interpersonal interactions, research activity, and ethical behavior; also to address recent events regarding research misconduct
- Joint effort of SVPP, Faculty Senate, American Association of University Professors
- Invite Provost office staff from UNI and U of Iowa (and potentially from other institutions of higher education in the state), as well as Faculty Senate and AAUP members
- Outside keynote speaker (Nell Hamilton, University of St. Thomas School of Law [Minneapolis], who is an expert on professional responsibility and ethics; he was recommended by the national office of the American Association of University Professors)
- Breakout sessions on various aspects of civility/ethics/integrity
- Expert panel
- Lunch speaker(s)
Alliance for the Arts in Research Universities, a2ru)

*Edge Effects, November 5 – 8, 2014 Conference at Iowa State University*

Ingrid Lilligren, Conference Co-chair
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**Overview**

The Alliance for the Arts in Research Universities (a2ru) is a partnership of almost thirty institutions committed to the expansion of the arts in research universities and ensuring the greatest possible institutional support for interdisciplinary research, curricula, programs and creative practice. The a2ru national conference is an opportunity for faculty, deans, administrators, funders, leaders and students from any discipline who engage in arts-integrative interdisciplinary efforts to convene and share ideas, best practices, research, creative work and networks.

The theme for the 2014 conference is Edge Effects, which serves as an apt analogy for the great wealth of arts-integrative interdisciplinary research, curricula and creative practices in which a2ru partners engage. At these edges scholars and creators from the arts and other disciplines form unique relationships, make creative and scholarly adaptations and, in many cases, create new fields, knowledge and modes of creative expression. The “edge effect” refers to the changes in population and diversity of species where habitats meet, compete and overlap. In those boundary spaces, or edges, ecologists often find greater numbers of species from both habitats as well as greater biodiversity than found in either. The edge is where we find plants and animals from each habitat that form unique relationships, make adaptations and contribute to the emergence of new species.

**Expected Outcomes**

The a2ru 2014 national conference will establish:

1) Multiple forums for open and nuanced conversations about the opportunities and challenges faced by peers who engage in arts-integrative interdisciplinary work in the research university. This includes, but is not limited to, separate conversations for those at the administrative level, the faculty level, those focused on research, and those focused on curricula and students.

2) Strategic roundtables based on particular fields or arts-integrative interdisciplinary manifestations (e.g. data visualization, computer science/music, additive manufacturing/sculpture, art/medicine, and others).

3) Presentation space for research, curricula and community-based projects in the epistemological “third space” between and within the arts and other fields (especially sciences/technological fields).

4) Opportunities for attendees to share best practices, tools, research, and networks, and to learn from both established and emerging scholars and practitioners.

Save the date: November 5 – 8, 2014

For more information: [www.a2ru.org](http://www.a2ru.org)

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