ADMAN Board of Directors

Agenda

March 20, 2014 (3-5 p.m.)

357 Hutchison

**Attendees:**

* Lourdes Gomez – Student Housing
* Nora Orozco – Ag & Env Sciences
* Rosemary Martin-OCampo – Graduate Studies
* Allison Mitchell - IET
* MaryAnn Mellor – School of Education
* Meshell Louderman – Computer Science
* Denise Christensen – Electrical & Computer Eng
* Michelle Hammer- Coffer – Research Facilities Co-op
* Deidra Maddera – Plant Sciences
* Chris Hale – School of Medicine
* Tracy Lade - Physics

**Approval of February Minutes**

* **Standing Committee Reports: 3 p.m. to 3:30 p.m.**

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| **Committee Reports:** | **Representative:** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Meshell Louderman |
| AADI (Administrative Application Development Int) | Tracy Lade/Janet Brown Simmons/Karen Nofziger |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| CCFIT (Campus Council for Information Technology) | Nora Orozco |
| FIS Steering Committee (Kuali) | Karen Nofziger |
| Ed Tech (Subcommittee within CCFIT) | Kerry Hasa |
| Kuali Rice (collection of middleware) | Dee Madderra |
| UC Path Steering Committee | Susan Sainz |
| HRIC/HRAC/Career Compass  (Human Resources Implementation Committee/  Human Resources Advisory Committee) | Rosemary Martin-Ocampo |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Teri Sugai |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

* **March 20, 2014:** 
  + **3:15 - 4:15: Jeff Gibeling, Dean of Graduate Studies**
  + **4:15 – 4: 45: Mark Thonen, Project Manager, UConnect/email services**
* Future meeting dates for Academic Year 13-14 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.
* April 17, 2014
* May 15, 2014
* June 19, 2014
* July – no meeting
* August 21, 2014
* September 18, 2014
* October 16, 2014
* November 20, 2014
* December 18, 2014

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***Special Meetings:***

* UC PATH – Friday 3/21
* KFS meeting with Mike Allred, Janice King, Debra Fraga-Decker – 4/3

Encourage other avenues (e.g. Dean’s Offices)

* Relationships being changed
* Damaging relationships with vendors

Challenges with communication, policy “changes” without references, policy vs. system limitation

Entertainment challenges – being returned if anyone related to the event has a corporate card, then documents being returned

Training – did not cover actual system; trainers not educated

**Request from Academic Affairs for representative on Step Plus**

Chris Hale will be ADMAN representative

**Jeff Gibeling, Dean of Graduate Studies**

Incentive-Based Budget Model: Graduate Tuition Allocation Explained



Graduate tuition really isn’t revenue – funding used to fund graduate students; applies only to graduate academic students (not professional degree programs)

***Starting Assumptions***

* Focus on incremental growth
* Graduate students will also need to grow, but nothing analogous to 2020 Inititaive but hoping for 25% growth

**Not changing in 2014-2015**

* Internal fellowship competitions
* Provost’s Fellowships in the Arts, Humanities, and Social Sciences
* Matching commitments for external fellowships
* Post-candidacy NRST Fellowship Program
* GSR buy-down program for tuition
  + Will continue to provide a rebate of 25% of tuition and NRST to PIs that support master’s & PhD GSRs on extra mural funds
* TA & work-study GSR fee remission will remain centralized
* Graduate Program Fellowship Allocations (formerly block grant)
  + Been allocated for 2014-2015
  + Previously allowed to carryforward 15%, 2014-2015 expectation is 10%

**Question: Why the change from 15 to 10% carry-forward requirement?**

* Previously swept all funds (until ~ 2000)
* Currently a lot of carry forward across the 90 graduate programs (~ $2M out of $16M)
* Too much money not being used each year
* Looking at keeping “emergency” money centrally but need a way to allocate
* Encouraging multi-year offers
* Grad studies needs to develop tools to help departments have confidence in making multi-year offers
* ADMAN request to be a part of the discussion (Will be through GradHub)
* Dean’s Graduate Support Allocation

***Proposed Changes for 2014-2015***

* Increased support for PhD and MFA students
  + Provide funding equivalent to the NRST for pre-candidacy 2nd year and 3rd year international PhD and MFA students
  + Distribute as separate allocations from Graduate Studies and via an expanded GSR buy-down program
  + Beginning Fall 2014, GSR buy-down program will cover **100%** of the NRST 2nd & 3rd year international PhD students not advanced to candidacy and 2nd and 3rd international MFA students (*NOTE: Domestic students normally become CA residences after 1st year)*
  + For 2014-2015, programs will receive a supplemental allocation based on 2012-2013 2nd and 3rd year international MFA and pre-candidacy international PhD enrollments less the projected NRST to be received under the buy-down program
  + Funds can be used for fellowships (stipends, fees, tuition and/or NRST) or instructional costs for graduate courses.
* Decentralize the fee remission for general fund (19900) supported GSRs to deans using 2013-2014 data
* Identify $14M of revenue in existing base budgets as graduate tuition

**Question: Will you plan to revisit the averages for GSRs? (Concerns about start-up packages with GSRs.)**

Initially, no.

* Allocation of incremental revenue
  + 67% to Provost (for TA fee remission & increase in Graduate Program Fellowship Allocations)
  + 33% to deans of the schools, colleges & divisions
* NRST
  + 100% of NRST from PhD students & 50% of NRST from masters students to Provost
  + 50% of NRST from incremental growth in master’s enrollments to graduate programs via Graduate Studies net of any funds returned via buy-down program (directly to the program, not through the Deans Offices)
* Master’s Revenue Sharing pilot program
  + Program is going away; was precursor to model starting

***Question: What is the ratio of graduate students to graduate students? Is there an ideal ratio?***

It is a topic of discussion. Currently ~ 25,000 undergraduates and ~ 6,500 for graduate/professional degree.

Based on 2020 Initiative, graduate student growth will need to occur as well.

**What is our current non-resident percentage?**

23%

Big increase in international applicants and admissions.

Also need to look at retention, success. Goal for PhD is 75% - 80%

**Time to degree?**

There will be metrics that look at time to degree and completion for PhD and masters students.

***Mark Thonen, Email & Collaboration Services Project Manager***

* Three options (currently 90 – 100 different systems)
* 1) Current system
* 2) Davis mail (students currently on it)
* 3) Office 365 Product – Microsoft’s answer to Google
  + All will have ucdavis.edu, including Health System

UConnect

* Full cost recovery model
* Increase cost from $2/month per mailbox … likely over $10/mailbox/month
* Will work with departments on transition
* Potentially fee increase starts in July 1, 2014

Google (Davismail)/Office365 (up to 50 GB)

Office 365

* Additional 25GB on Cloud Storage
* Will have Google Doc-like capability

Google & Office 365 will be free to users (to begin with)

No mandate to move (except off of Geckomail)

Easy path from UConnect to the Cloud

**Question: What type of security on Google?**

IET website: <http://newemail.ucdavis.edu/privacy_security.html>

Google does not tell you where they are storing the data.

FERPA – yes

HIPPAA – agreement

**Question: Could we potentially get a license for the A3 (more secure) license?**

Yes, but we need to figure out the security/encryption for emails.

Goal is department by department movement.

Need to speak to the seamless transition (for example, when people have migrated historically.)

Most email boxes in one night 40 mailboxes; largest has been 8 GB

Requires close coordination …

**Question: Will you need every device?**

Yes or a cheat sheet.

**Question: What is the deadline for the project?**

No “hard” deadlines but to retire Gecko mail.

***Committee reports***

**ABOG:**

No update

**AADI:**

No update

**CCC&D:**

No update

**CCFIT:**

No update

**FIS Steering Committee (Kuali)**

No update

**ED Tech:**

EdTech SubCommittee Meeting

February 6, 2014

Introductions of all members and information on EdTech of CCFIT from Chair Larsen and a welcome.

*LMS Eval update – Andy Jones*

Andy Jones is chairing the LMS workgroup and workgroup steering committee meetings.

We’ve looked at several vendors (with a focus on Canvas and D2L)

After meeting with Purchasing, we were told we need to submit an RFP – a concern was expressed about our looking more closely at several specific vendors without being fair to all vendors.

Current plan is to release the RFP, wait for vendors to respond, then evaluate, invite vendors to provide “scripted demos,” and then pick vendors to fully pilot LMS alternatives.

We asked the working group members to evaluate a rubric that was developed to score different parts of the LMS. We have asked them to prioritize the items that are there. We will compile those priorities, which should help us to weight the different category of the rubrics.

The current plan is to accept RFP responses in spring 14, determine what to pilot over summer 14, do pilots in fall 14, make an evaluation in the winter 15, start migration in spring 15. Ideally we would launch officially in fall 2015 with the majority of courses on campus starting to use the system then.

*New video resources – David Levin*

One-time funding garnered for video resources 1) Camtasia (now TechSmith) Relay that allows any member of the UC Davis to capture audio, video and screen/computer, and to edit or render video – Camtasia Relay: A client is downloaded to the user’s machine, but the processing is done with TechSmith’s servers in the cloud. We don’t pay for clients, we pay for the processing/rendering on a number of channels on their servers. Around $10,000/year. 2) Kaltura, a video management and distribution system, allows for storage, download, and streaming of video, such as that produced with Camtasia Relay or lecture capture systems (below). Kaltura can integrate with LMS systems and various capture platforms and provide a nice YouTube like interface for students to peruse the videos in their courses. 3) Lecture capture: We are also exploring different video lecture capture systems (such as MediaSite). MediaSite is fairly expensive, so we are also considering the Crestron Lecture capture appliance. 4) Our E-Learning Studios (a mini studio with tools such as Camtasia) are options for faculty who want to complete more complex editing tasks (and who don’t want to purchase the full version of Camtasia).

*Classroom updates – 5 min - David Levin and Tim Leamy*

100 of the 128 general assignment classrooms are using 10-13 years old systems.

$4 million needed for the upgrade of all classrooms.

A large classroom might cost $14K to upgrade, instead of $4K.

Tim speaks on computer classrooms: 1,500 people could not graduate on time because of inadequate upper division writing classes.

Over the summer, a number of classrooms were updated technology wise. Rock Hall, Veihmeyer 212, and Wellman 26 were all upgraded with their technology interfaces.

The hope is that all classrooms will have updated AV interfaces over the next few years

Also, new computer classrooms were added. 2 new computer classrooms were built in the basement of Shields library (one 30 students, one 28 students) - 5 years MOU

*Online & Hybrid courses – 10 min – Dan Comins and Cara Harwood*

More and More starting every quarter as a result of PHCA and other programs.

Last spring two classes were taught, and many in the fall.

Psychology, Anthro, biomedical engineering (senior design)

Three courses to start next quarter

Phase three – awards presented recently

Six in development now from various disciplines

Eight-week PHCA Workshops are being taught now.

20 or so extra faculty (with no awards) have signed up

PHCA workshops taught as a hybrid course, to model what they are teaching.

Week five of the eight week series.

Online: Terrorism and War, Climate Change, Spanish classes.

ILTI is different from UC Online.

How many fully-online courses do we have? Those three and UWP 1.

ILTI: Two new courses (Energy and the Environment and one other team-taught class from Earth and Planetary Sciences)

Question: Do any of these classes actually work? What about assessment?

Performance, Retention, Impression, etc.

Liz Applegate has 270 virtual students of her 700 in Nut 10 this quarter

CETL has assessment coordinators who are pairing with PHCA instructors

E-textbook pilots – 10 min – Delmar Larsen and David Levin

This topic was tabled for next time.

Testing center – 5 min – David Levin

Meeting earlier today. We are actively looking for space.

Ken Burtis and Jeanne Wilson are asking questions about what the campus needs.

There are some concerns about appropriate elevator access to the potential testing center space being discussed (such as in the Carlson Health Sciences Library).

Discussion of priorities for 2014 -10 min

Priorities Discussed:

The Learning Management System transition.

eTextbooks

A Testing Center

Data infrastructure of technological tools that we use to inform analyses about student engagement and so forth

Faculty adoption of technology concerns (Jim)

Presentations to address adoption of technology, and online/hybrid courses (Andy)

Marco Molinaro expressed concerns about the complexity of raw data from SmartSite and other systems so that that data could be analyzed. He and others who would want to work with such data will/would request access to the LMS (and its raw data).

The next meeting is March 5th at 3 PM

**HRIC/HRAC:**

HRAC/HRIC

March 5, 1:00pm-3:00pm

Mrak 203

Introductions

**Information: UCPath Update – Radhika Prabhu/Beverly Howard**

This presentation was similar to the one Beverly Howard gave at the last ADMAN board meeting. More information can be obtained through the following website:

<http://accounting.ucdavis.edu/projects/PPS_Replacement/>

**Discussion: Communicating Change – Irene Horgan-Thompson**

Irene was seeking ways the Campus HR can increase communication from their office given the volume and rapidity of changes. Suggestions included sending information through the current channels: CODVC, HRAC/HRIC, Supervisors/Managers. Requests were made to update the website more frequently since that is where many folks go to first before contacting HR.

**Information: Workplace Violence Prevention Committee – Steve Green**

Steve discussed the campus’ adherence and support of “zero tolerance” for workplace violence. The following website contains more information: <http://www.hr.ucdavis.edu/supervisor/Er/Violence>

**Information: Smoke Free Update – Steve Green**

Steve is continuing to check in with the group about the change to a smoke free campus. If there are any issues or concerns, staff/supervisors/managers should seek guidance from the website:

<http://breathefree.ucdavis.edu/> and/or Steve Green is happy to talk with anyone concerned about the new policy.

**Other:**

**Compensation Manager Hired:**

Michelle Wong is the new Compensation Manager (replacing Pat Gray). She works at the Medical Center on Wednesdays and the other four days here on the Davis Campus.

**RETIREE RE-HIRES:**

New policy change regarding recalled re-hires. Appointments for re-hires are to be entered at 43% only. Old policy would allow a re-hire to work 43% or more (50%, 75%, 100%) as long as the percent time over the year did not exceed 43%. Change is that retiree re-hires can only work a 43% appointment. Extensions will not be granted very often. The following links to “Hiring Retirees”, however, the last update is February 2013. Contact Campus HR for more assistance.

<http://www.hr.ucdavis.edu/supervisor/recruitments/recruitment-resources/retirees/?searchterm=retirees>

**EPARs**

There is discussion to have EPARS due mid-June so that salary increases can be applied by July 1. HR is working on a proposed schedule. More information will be coming by the end of March. CX employees will also be eligible to use the electronic EPAR system.

**KC:**

No updates

**UC PATH Steering Committee:**



**SDAAC:**

International Students (IS) Presentation - Shehzad Lokhandwalla & Moira Delgado

• We generated a list of issues or challenges for IS – housing, undertrained staff/faculty, unfamiliarity with policies (e.g. traffic laws), medical needs, adjustment and homesickness, limited social relationships, insufficient academic support, concerns with budgeting/finances, transition to careers, encountering discrimination/stereotypes, and cultural “bumps” (e.g. slang, seeking help).

• UCD wants to recruit more international students; however staff who work with international students suggest that an increase in staffing, advising and a more comprehensive support system is needed to ensure the academic success of these students.

• Approximately 8-11% of IS students were on academic probation, subject to dismissal, or dismissed last year.

• This fall 2013, approximately 1150 new IS students were admitted to UCD.

• Current efforts to support IS students include the following:

o International Buddy Program – Partnerships between U.S. domestic students and IS students; coordinated by Shehzad.

o Global Ambassadors Program – A mentorship program for IS; sponsored by CAPS.

Principles of Community (POC) Week Staff Event Update - Britt Niiya Sumida & Vickie Gomez

POC week is during February 24-28, 2014.

• The staff event is scheduled for 11:45am -1:00pm; location will be at the student community center; the budget is limited therefore, the maximum number of participants is restricted to 60. A lite lunch will be provided.

• Participants will be asked to answer question prompts while having lunch.

• Britt will email out the promotional flyer/material when it is available.

• If anyone is interested in volunteering for this event, please email Britt.

• Likely theme – “How do staff actualize POC in their daily work experiences?”

• Other activities for POC week are still being finalized but current possibilities include the following: a “spoken word” group, various ethnic dance performances, a mariachi band, a dialog on faith (religious differences), and University policy also plans to give-away two bikes, and the Multicultural Immersion Program may do a workshop on interracial/intercultural relationships.

• SDAAC will send out a save-the-date email for POC week.

• There was some concern that staff interested in attending POC activities may not be given the release time from work. There is a university policy regarding release time for staff to participate campus activities at the discretion of their supervisors. We would like the chancellor to send out a message encouraging supervisors to support staff who wants to engage in professional development, and other community building activities.

Sub-Committees updates / Member updates

We were running short on time today and could not do updates. Please email updates to Erin Peltzman, elpeltzman@ucdavis.edu and she’ll distribute to all.

Tour Welcome Center - Stephanie

SDAAC members were given a tour of the Welcome Center.

**SSC:**

The SSC has begun the process of recruiting for a Director.  When the position is posted, I will send information to be distributed to ADMAN members.

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

TIF Meeting Notes February 26, 2014

Campus email filtering enhancements – Tye Stallard & Ken Jones

• Uncompressed .exe files: Recipient gets a message the attachment to the email has been removed

• Compressed (e.g., zipped) .exe files: Sender gets a message the email was rejected (bounced).

Preparing for phase-out of Windows XP: Update – Tye Stallard & Ken Jones

• Beyond April 8, 2014, Microsoft will no longer issue security patches for Windows XP. Campus is working on getting the word out that Windows XP on the network will be a security risk and campus policy violation beyond that date. IET will develop protocol for exceptions.