**Draft Minutes for Friday, April 3, 2015**

**Attendees:**

Hugo Eyzaguirre (ECON)

Dave Donovan (PHY)

Chris Wagner (HELP DESK)

Amy Barnsley (MATH)

Lanae Joubert (HHP)

Brandon Canfield (CHEM)

Mark Flahrity (MUS)

Jennifer Myers-Jezylo (BIO)

Christine Lenzen (A&D)

Matt Smock (IDT)

David Gomillion (BUS)

Tom Isaacson (CAPS)

1. Hugo brought the meeting to order at 11:03.
2. The Minutes of Feb 20th were approved. Move to approve by Dave Donovan, seconded by David Gomillion.
3. Reports and Announcements
   1. Chair: Introduced Dr. Larkin, Acting Provost and Vice President for Academic Affairs, and Felecia Flack, Assistant Vice President of Information Services
4. Unfinished Business
   1. Felecia Flack reported on the Signals program. As part of retention efforts Signals program was developed and implemented. For winter semester, 27 faculty members participated and 1599 Signals were sent. Signals uses data from Educat grade book to send weekly emails to students about their current grade. Instructors must opt into Signals. It is using the bottom field in the grade book, which is the overall grade calculation as determined by the instructors. When polled, 70% of students liked the weekly email feature. Suggestions were given to Felecia. Brandon reports the grade book needs for be improved before the tool is effective. Specifically, using a point system of grading is not allowed in the grade book. Amy expressed concern that class mean isn’t accurate and might send a wrong message to students. Jennifer said it was a good tool from an advising point of view. We can go to MyNMU to see what students see with the Signal reporting. We can continue to talk about how to improve Signals. Felecia reported on another development that will be coming in the future: final grades could be transferred from the Educat grade book to Banner.
   2. Felecia reports effective May 1 contingent faculty will now have access to their NMU email for one full year after the appointment end date. This works well for faculty who teach every other semester.
5. New Business
   1. Lesley Larkin in attendance.

Laptop Program: Concerns were summarized.

* + 1. All faculty and students are issued same computer, regardless of differing computing needs. If faculty want better computer the departments must pay for the entire computer. There is not a mechanism to assign “credit” for the unused pre-assigned computer. Would it be possible to develop an opt-out program? Do we have a sense of how many faculty would opt out? Professional development funds are used in some departments. Dave Donovan suggests this isn’t the best policy. Tom reports full support from Public Relations Department for Mac computers. But lab was built instead. Doesn’t match what they will see in work force.
    2. Graduate students get oldest computers. Chris Wagner reports this is because their anticipated time to graduation is shorter than undergraduate students.
    3. Relatively inexpensive things like external monitors are not always available for faculty. They are currently bought at department level.

1. Move to next meeting: Mailing lists (announcements, discussions, advertisement, etc.) Felecia reported that there is a group working on this issue. Bruce will look into other universities’ policies about faculty listservs/emails. Should the ETRPC send out a survey on this?
2. Good of the Order.

Meeting adjourned at 11:58 a.m. *Respectfully submitted, Amy Barnsley*