

**University Senate  
Annual Committee Report  
Academic Year 2016-2017**

**Section I**

**Name of Committee:** University Services and Facilities Committee

**Submitted by:** Becky Ladd, Professor, T. Denny Sanford School of Social and Family Dynamics

**Date Submitted:** April 20, 2017

**Roster:**

Chair: [Becky Ladd](#), Social and Family Dynamics, Tempe campus

Members:

- [Sue Dahl-Popolizio](#), Behavioral Health, Downtown Phoenix campus, 2018
- [John Dallmus](#), Accountancy, West campus 2018
- [C.A. Griffith](#), Film, Dance and Theatre, Tempe campus, 2018
- [Barbara Guzzetti](#), Humanities, Arts and Cultural Studies, West campus, 2018
- [Donald Herring](#), The Design School, Tempe campus, 2017
- [Thurmon Lockhart](#), Biological and Health Systems Engineering, Tempe campus, 2017
- [Melanie Pitts](#), Interdisciplinary Humanities and Communication, Polytechnic campus, 2017
- [Megan Pratt](#) Social and Family Dynamics, Tempe campus, 2018
- [Igor Shovkovy](#), Science and Mathematics, Polytechnic campus, 2018
- [Juliet Weinhold](#), Speech and Hearing Science, Downtown Phoenix campus, 2018

**Overview Narrative:**

The USFC, chaired by Becky Ladd, held five formal meetings during the 2016-17 academic year to: (a) discuss and respond to RFC's (see below); (b) identify areas of concern to Faculty as indicated by their responses to open-ended questions on the ASU-wide survey conducted the preceding year (see below); and (c) consult and collaborate with various administrators including [Morgan Olsen](#), Executive Vice President, Treasurer and CFO; [Rudy Bellavia](#), Managing Dir Business/Finance, Office of Business and Finance; [Bruce Nevel](#), Associate Vice President of Facilities and Maintenance; [John Pickens](#), Executive Director, University Security Initiatives; [Allen Clark](#), Director of Emergency Preparedness, [Lance Harrop](#), Dean of Students, and [Raymond Humbert](#), Associate Director of Parking & Transit Services. Additional service to the Senate including appointing [Thurmon Lockhart](#) as the USFC representative to the Open Access Policy Task Force.

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Furthermore, on November 15, Becky Ladd joined Kathleen Puckett, Senate President, and Michael Mokwa, Chair of Personnel Committee, in a meeting with Morgan Olsen to discuss decisions being made presumably without faculty input, including UTO, Healthcare benefits and eligibility, and Learning Management System (LMS) changes.

## Section II

### Request for Consultations and/or topics reviewed by the committee and outcomes:

1. The USFC continued reviewing faculty responses to open-ended items that were part of the ASU-wide survey conducted by the 2015-16 USFC and identified four areas to be addressed by the USFC in 2016-2017: (a) safety concerns; (b) facilities repair and maintenance needs; (c) violations of ASU policy—specifically, non-compliance to non-smoking policies and walk-only zones; and (d) various parking issues.
  - a. Outcome: The committee formed subgroups to investigate these issues and to prepare follow up reports to share with Faculty. [Click here](#) to view the reports. As part of the follow up with Faculty, the USFC asked the UAC to invite Raymond Humbert from Parking & Transit Services to address the Senate on March 17, 2017. His responses to faculty questions and concerns are reflected in Brief Report #4 Parking Concerns (see attachment).
  
2. RFC-109 Emergency evacuation procedures on syllabus, Requested by Lance Harrop, Dean of Students. The request came on behalf of the emergency preparedness work group, chaired by Allen Clark. They were asking to have a brief statement on evacuation procedures included in course syllabi so students would have this information should an emergency arise.
  - a. Outcome: the committee met in October to discuss this request and unanimously decided that a statement on course syllabi was neither appropriate nor likely to be effective. The following email was sent to Lance and his committee—and the offer to be of further assistance was accepted.

*“The USFC has met and discussed your request to have a message added to course syllabi. There was general consensus that course syllabi did not seem to be an appropriate—or necessary--place for this information. Specific comments were that syllabi are already too long and such information is unlikely to be read by students (syllabi are no longer printed and handed out in class). Moreover, it was mentioned that this information is not related to course work or grading procedures, etc. as are other announcements that are required such as academic integrity and Title IX information (i.e., syllabus policy). Moreover, the committee felt that instructors are already responsible for knowing this information (i.e., annual mandatory training) and students will be following their lead in cases of emergencies and evacuations. Lastly, it is our understanding that classrooms already have this basic information posted.*”

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*However, we would like to help your committee if there was a specific concern or issue that this message was intended to address. For example, it was suggested that the message could be posted on course homepages on Blackboard. Thus, before making any recommendation to the Senate, we would be happy to talk to you more about the specific concern and how we can help address it.”*

On January 23, 2017, the USFC met with Allen Clark, Director of Emergency Preparedness; and John Pickens (retired spring 2017), Executive Director of University Security Initiatives, to discuss how the USFC could collaborate on efforts to improve safety and emergency preparedness on campus. Although more details regarding this meeting can be found on the corresponding minutes, of primary importance was the commitment of the USFC to offer ongoing consultation and collaboration with Allen Clark on the development of brief safety awareness videos that could be distributed in a variety of ways. The committee mentioned a few possible ways to present the video: such as shown on the first day of class or linked to course Blackboard webpages.

USFC members met with Allen Clark on April 17, 2017, to begin consulting on this project. USFC members Sue Dahl-Popolizio, John Dallmus, C.A. Griffith, Barbara Guzzetti, Igor Shovkovy and Juliet Weinhold indicated interest in continuing this collaboration during the 2017-2018 year.

3. Informal RFC raised by Elsie Moore, Tempe President, regarding safety concerns in walk only zones particularly as concerning long boarders.
  - a. Outcome: Rudy Bellavia responded with current policy and procedures currently in place. In addition, they are looking to extend walk only times. No plans are underway to curb or restrict the use of bicycles or longboards on campus.
  
4. Informal RFC received from Chuck Barbee and Michael Mokwa regarding the process for reserving outdoor space for University related events /activities.
  - a. Outcome: Dr. Olsen indicated that currently there is no single, centralized process for making such reservations due to “jurisdictional” issues over who has control of, or responsibility for, the myriad public spaces on our campuses. He acknowledged the need for clarity on this issue as well the benefit a centralized process would afford, to include assuring compliance with applicable University and safety regulations. He indicated that his office would work to address this issue, and provide follow up to the USFC.

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### Section III

#### **Request for Consultations and/or topics that were not started or remain unfinished and need to be carried over to the next academic year.**

1. #4 (see above): Outdoor space reservation for classes.
  - a. Bruce Nevel and Morgan Olsen indicate they would look into this matter and report to the USFC. As of April 2017, the USFC had not heard back; thus, follow up is needed.

### Section IV

#### **Recommendations to the Senate or Final Comments**

The USFC recommends that the 2017-2018 USFC make collaborating with Allen Pickens, Director of Emergency Preparedness, on the development of safety videos a priority. This collaboration began in earnest on April 17, 2017.

In addition, they may want to consider further analyzing data gathered in the 2015-2016 Faculty survey as well as prepare additional follow-up reports to Faculty and recommendations to the Senate. For example, via open-ended responses to the survey, faculty expressed frustration and problems with (a) ASU digital issues (e.g., IT, Bb, poor wi-fi); (b) ongoing maintenance problems (e.g., inadequate/poor janitorial services, heating/cooling issues); (c) university policies, such as services being shut down over breaks or not available on some campuses; (d) classroom renovation schedules, and so forth. Without setting their agenda, the USFC recommends the incoming committee consider revisiting the open-ended responses to the survey for further follow-up and recommendations to the Senate.

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