

## Section I

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

**Submitted by:** Chair Chad Kennedy on behalf of USFC

**Date Submitted:** Apr 17, 2023

### Membership Roster:

- Chad Kennedy, The Polytechnic School, Polytechnic campus
- Micki Hrnecir, Health Solutions, Downtown Phoenix campus
- Rosalind Sadleir, School of Biological and Health Systems Engineering, Tempe campus
- Philip Klucsarits, The Sidney Poitier New American Film School, Tempe campus
- Bruno Welfert, School of Mathematical and Statistical Sciences
- Christopher Sulla, W.P. Carey School of Business
- Kevin Langergraber, School of Human Evolution and Social Change, Tempe Campus
- Kristin Samuelson, College of Health Solutions
- Nisa Goksel, School of Social and Behavioral Sciences
- Quan Qing, Department of Physics
- Thomas Sharp, School of Earth and Space Exploration

### Overview Narrative:

The University Services and Facilities Committee (USFC) met eight times between September 2022 and April 2023. We worked on three main RFCs (205, 221, and 153) with the latter being resurrected from a pre-pandemic concern over lactation and wellness room access and awareness. The focus of 205 was to create meaningful change in the relationship between UCFC and facilities, by creating an online suggestion box for future USFC committees to develop future RFCs to address medium to long-term unresolved facilities and service issues. RFC 221 is still monitoring the process for faculty with disabilities to receive accommodations. Finally, we resolved to submit RFC 228 to the Student-Faculty Committee and Digitally Enhanced Teaching and Learning Committee.

## Section II

**Request for Consultations and/or topics reviewed by the committee and outcomes** (topics reviewed by the committee decided not to act/review should be listed herewith, no action taken):

**RFC - 228: Academic Integrity Violations Made Easy with Canvas**

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**Summary:** Canvas allows students to see the roster of the class and access students' emails. This feature has made it possible for students to send out mass emails for non-academic purposes and create "cheating rings."

**Action item(s):** (1) Asked University Technology Office (UTO) to allow faculty to turn this option off, (2) Asked UTO to provide instructors with a fake student email account so they can be included in these mass messages to detect such improper use of Canvas emailing function. The committee discussed disabling such functions to alleviate the concern, but there are some significant downsides because group emailing can be useful for legitimate collaboration opportunities in most classes (e.g., students can email each other to invite others to participate in their class projects and develop teamwork, etc.). The other question that came up is whether or not this is the purview of the Student-Faculty Policy Committee.

A USFC committee member contacted the UTO office to follow up on Canvas setting adjustments to either set up a mock student account or see if the option for students to email each other can be turned off at a course level. The ensuing discussion led to a response from Canvas, stating that we would need to raise the issue on the Canvas suggestions lists to have enough upvotes to approve such a change. This did not seem like an adequate tentative solution, so we are revisiting with our ASU counterparts to see if we can get more direct solutions to the issue rather than wait on a maybe.

Ultimately, the committee felt this issue was better suited for the Student-Faculty Committee and Digitally Enhanced Teaching and Learning Committee and motioned to submit it to them.

**RFC Status:** Submitted to other committees better suited to this task.

### **RFC - 153: Lactation Room Access**

**Summary:** Pre-pandemic report suggested that ASU was dramatically short of Lactation room spaces based on a per-female faculty number basis relative to comparable institutions. The committee contacted the appropriate administration and researched the actual state of lactation facilities and found a greatly increased number of rooms available across four main campuses.

**Action item(s):** The committee contacted Kyle Bowen and his colleagues to get an up-to-date assessment of the status of the lactation rooms. It turned out that the decision was made to include lactation/wellness room access in all new buildings and substantially remodeled facilities.

The new data list shows over 56 rooms on the four main campuses putting us competitively in line with comparable academic institutions. Kyle was requested to work on several related issues. 1) syncing up the actual list with the [EOSS](#) list with the ASU Interactive map which only shows a fraction of the rooms. 2) The difficulty with reservations. It turns out that each building manager has control over the rooms. Some you can schedule such as the student union. However, some are in secured areas and have no reservation system. As such, each room is

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still first come first serve in most buildings. 3) It would be great to understand utilization of these rooms, but there may be a privacy risk, and lack of monitoring would make implementation problematic for a variety of reasons. The committee voted unanimously to close this RFC.

**RFC Status: Closed**

## 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.**

### **RFC - 205: Building Maintenance vs. New Builds**

**Summary:** While the original RFC was focused on concerns that new buildings were being built without maintaining existing buildings, the RFC has shifted to ensuring USFC has a feedback mechanism in the form of a Digital Suggestion Box to address medium to long-term facility and service issues.

**Action item(s):** This RFC was discussed and worked on at every meeting in the 2022-2023 academic year. The committee created a draft survey and then redesigned the survey into a suggestion box. Initially, the idea was to create a suggestion box and consolidate the data directly to facilities and services management. However, after piloting and receiving valuable feedback, the committee pivoted and decided that this was a tool better suited to helping the USFC collect information and create RFCs based on the feedback received from faculty and staff.

**Next steps:** The committee is following up with [Maria Coca](#) and the Academic Senate for an appropriate landing page for the Suggestion Box to go Live.

**RFC Status:** Open.

### **RFC - 221: Accommodations for Faculty with Disabilities**

**Summary:** Faculty members are concerned with the process for faculty to receive disability accommodations. To clarify, the issue is not the *lack* of accommodations but the difficulties and challenges involved throughout the process of receiving necessary accommodations. It is reported that the process can often be lengthy, unlike students who get accommodations from Student Accessibility and Inclusive Learning Services (SAILS) and locating funds for the proper accommodations requires faculty and staff across levels, which can also violate faculty privacy in the process. In addition, during the 2021-2023 academic year, some of these faculty also experienced facility accessibility problems, such as elevators not working in parking garages and general issues with classroom equipment and teaching devices (e.g., mics and transcription of lectures, etc.).

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**Action item(s):** The committee compiled the concerns shared with us over the year and put together resources that include potential solutions based on research of other institutions' models.

The USFC has met with Erin Ellison, (Senior Director, Office of Diversity, Equity, and Inclusion) several times. Initially, we sought to understand the current employee accommodation process, presented our research findings, and made some recommendations with respect to the process and potential centralized funding model, to prevent the slow adoption of employee accommodations due to limited department funding. We are now following up with Erin, to track what type(s) of implementation is happening in this regard.

The sub-committee assigned to this RFC met with Ashanta Marshall, Senior Diversity and Accessibility Coordinator in the Office of Human Resources (OHR), in early December 2022. Ms. Marshall described how improvements to the accommodations section of the OHR website had been made to make accommodations information more visible to faculty and staff. There had also been increased liaison with Peter Fischer the ADA/Accessibility Coordinator to improve coordination on building compliance and accessibility matters. Since the RFC had been opened, more staff had been assigned to deal with accommodation matters. While the number of accommodation requests had decreased since the pandemic had eased, requests were about double the level coming into HR pre-pandemic. No final decision had been made about the need for a centralized office for managing accommodation requests.

However, upon reviewing the current website available to faculty and staff interested in obtaining accommodations, there is now less information provided and it is less user friendly. Instead the website provides links to ASU policies, but no guidance on an accommodation process.

**Next Steps:** USFC made the decision to keep this RFC open to monitor progress.

**RFC Status:** Open.

## Section IV

### Recommendations to the Senate or Final Comments

The USFC is working to establish a consistent feedback mechanism to generate meaningful future RFCs that we can act on. We recommend that we have the suggestion box button on the Academic Senate USFC committee page. Each academic year we will send out an email blast for feedback from Faculty and Staff to submit suggestions to us via this mechanism and determine which issues are a priority for the committee to act on.

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The USFC was tasked with reviewing and addressing four RFCs for the 22-23 academic year. RFC-153 regarding lactation/wellness room access was resolved and closed. RFC-228 regarding the use of the Canvas and student academic integrity was passed to the Student-Faculty Committee. RFC 205 is still in process with a USFC suggestion box to be implemented this next academic year. Finally, RFC 221 is still being monitored in conjunction with the Office of Human Resources (OHR). Thank you for the hard work and dedication of all the USFC committee members.

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