

## Lake Faculty Senate Minutes from Thursday, November 15, 2012.

President Fulk called the senate to order in 186 Andrews at 3:05 pm, with a quorum present. The minutes arrived late and were later approved, but not after quorum was broken, and then later reconstituted.

Report by Dean Mathies

- **Grades MUST be in by noon on Wednesday 19 December** (otherwise Lake Campus might lose funds)
- **Campus will be closed to students during Winter Leave** [SEE APPENDIX]
- **Cancel classes for Lake Campus Faculty Retreat** at Harvest Barn **Friday 25, 2013 January** [SEE APPENDIX]
- The Provost can provide **funds for recruitment efforts**. **Submit requests** for items to be purchased along with rough cost estimates **by next week**.
- **Research and Sponsored Projects** is eager to **help with grants**. Be sure to submit the budget 5 days before the deadline, and the final request 2 days before the deadline. [SEE APPENDIX]
- It is important that **incomplete grades** be processed by **August 31, 2013**. We now get “paid” by course completions and not by the number of students who enroll.

Report by Associate Dean Hiskey

- The two **search committees** (for Biology and Sociology) met and plan to commence with applicant evaluation on or before December 1, 2012.
- Reminder to **submit Summer School offerings** (via email is OK) before Winter Break, so that the schedules can be finalized near the end of February. State preferences for A, B, or C terms, as well class times (which day, morning or evening times). Mention any special needs, such as use of the computer labs. The default for most non-lab classes is typically to meet twice per week. Keep in mind that:
  - Summer classes involve more contact hours per week due to the reduced number of meet days.
  - Vacation separate summer classes from the regular academic year classes (a week between spring and summer sessions, and a month between summer and fall).
- The cycle for establishing the fall schedule begins near the beginning of March

Announcements

- **TAPS Open House** at 3:00-5:00 PM in Room 182 (today)
- **College Open House** 4:00-7:00 PM (today)
- **Party** at Hiskey's House (see email)
- Cavanaugh might have free tickets to **Beer Tasting** at Minster Fundraiser Saturday 3:30 to 7:00 PM.
- Daniel announced that **Culture Club** students meet at 11:30 am Saturday to go to a musical.
- Hochstein described a **haunted house** road trip to Red Key, Indiana, at 8:45 PM on Saturday night.

New Business

Quorum was obtained so that two motions could be introduced. All members of the quorum were present when the motions were stated and opportunity made available for discussion.

- **Proposed Change to Biology POS** (Hiskey). Motion **passed** (moved by Berelsmen, seconded by Homan). Motion was to eliminate Sophomore Seminar from Biology A.S. degree. [SEE APPENDIX]
- **Input for Bylaws Committee**. Motion **passed** (moved on behalf of Governance & Bylaws by Daniel, seconded by Cavanaugh). Motion was that *“the faculty approve the Governance and Bylaws Committee to review the current bylaws and develop a draft of possible changes to them”*. [SEE APPENDIX]

The meeting broke up at 3:45 pm absent quorum.

**Faculty in Attendance:** Cindy Berelsman, Dennis Bulen, Joseph K. Cavanaugh, E. Russell Cole, Dane T. Daniel, Andrea Faber, H. Roger Fulk, Meagan Harless, Dave Hochstein, Greg Homan, Diane Huelskamp, Steven Pedler, Michelle Smith, Guy Vandegrift, David Wilson, Weiqun Zhang

**Others in Attendance:** Dean Mathies, Associate Dean Hiskey, Alex Pittman, John Wolfe  
Guy Vandegrift, Secretary

# Appendix

From the Report by Dean Mathies

## Winter Leave

**Holiday Hours:** This Winter Leave period is new to the University and this campus. It is VERY important students, faculty, staff and the community, understand Holiday Hours. The Lake and Dayton Campuses will be **closed** for Holiday and Winter Leave from Monday Dec. 24 through Tuesday January 1. Offices will be open Wednesday, January 2 but classes will not resume until Monday, January 7, 2013. In the past, students would come to campus between Christmas and New Years to register, see an advisor, pay bills, etc. Those functions can now be done online. Please do not expect anyone to be here. If faculty and staff wish to enter the building, please use your swipe card to get in. The alarms will be set for usual times so unless you appear between 11 pm – 7 am, you shouldn't set off an alarm. Building & Grounds staff will be on site except for days that are Holidays including December 31. Please note that the Saturday following Thanksgiving (November 24) Building & Grounds staff will not be on site. Many efforts are being made to inform students about these hours and anything you can do to spread the word will be appreciated. If you have questions about this please ask or go to this website:

[http://www.wright.edu/cgi-bin/lake/news.cgi?action=news\\_item&id=253](http://www.wright.edu/cgi-bin/lake/news.cgi?action=news_item&id=253)

## Lake Campus Retreat

### WSU LAKE CAMPUS RETREAT

JANUARY 25, 2013

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Harvest Barn  
6915 Olding Road  
Maria Stein, Ohio 45860

#### AGENDA

8:30-9:00 Continental Breakfast  
9:00-11:30 Faculty Meeting  
11:30-1:00 Lunch for Faculty and Staff  
1:00 - 3:00 Faculty/Staff Meeting

## Information on Research and Sponsored Projects:

November 6, 2012

Dear Colleagues:

Wright State University requires that all proposals for funding by external agencies go through an internal routing process prior to submission of the proposal. Historically, Research and Sponsored Programs (RSP) has requested that all proposals be ready for the internal routing five days before the deadline to allow for this process. To assist researchers with this time constraint, we do proceed with the internal routing with a final budget, budget justification, and abstract, which allows the routing to proceed while the researcher completes the other required elements of the proposal. Although the proposal routing process is supposed to be completed prior to submission of the proposal, RSP has never held up the submission of a proposal if the internal routing has not been completed by the deadline time.

Unfortunately, we are seeing more and more last minute submissions where RSP does not have enough time to complete the internal routing prior to submission. This routing procedure is very important because it gives all stakeholders an opportunity to review the budgetary and time effort commitments in the proposal. We do understand that everyone is very busy and has multiple deadlines to meet, but in order to ensure that all proposals receive the proper internal authorizations and meet the sponsor's deadline, we want to advise you of the following internal deadline guidelines:

**5 business days prior to submission deadline RSP must receive:**

- The final budget (both requested and cost share), budget justification, and abstract

**2 business days prior to the submission deadline:**

- The complete proposal ready for submission is due at RSP

These guidelines will allow for the internal routing procedure to take place; provide for a proper review of the proposal before submission; and allow time for any necessary changes that may need to take place prior to submission or corrections after submission required by an electronic submission system. Please note that electronic submission systems such as Grants.gov do NOT allow corrections AFTER the submission deadline.

While RSP will always do its best to get every proposal submitted by the sponsor's deadline, a PI is putting timely submission of his/her proposal in jeopardy when the proposal gets to RSP later than the deadlines specified above. RSP will not be held responsible for submitting a proposal to the sponsor on time if the PI does not meet the established internal deadlines.

In addition to risking a missed sponsor deadline, proposals that miss the internal RSP deadline interrupt the submission of proposals that have arrived in RSP on time. Late submissions threaten not only the proposal itself but also the proposals of colleagues. For this reason, RSP staff will give priority to those proposals that have been submitted on time and will not let late-arriving proposals affect the review and submission of on-time proposals.

I want to stress that the RSP staff will continue to work diligently with everyone to get their proposals in on time. We understand that unusual situations do arise, but the purpose of these guidelines is to assist us in ensuring that everyone's proposal will be able to complete the internal routing procedure and be submitted on time.

Sincerely,

  
Robert E. W. Fyffe, Ph.D.  
Vice President for Research

Note: The University's new "Research Conflict of Interest and Financial Disclosure" Policy requires that PIs submit required disclosure forms at the time of proposal submission.

## New Business:

From Motion to Change Biology POS (Hiskey/Berellsman)

**FACULTY SENATE MOTION FORM**

Date \_\_\_\_\_ Meeting \_\_\_\_\_ No. 1

Motion Made By: Cindy Berellsman

Motion Seconded By (unless committee recommendation): Greg Homan

Circle One:  Motion Passed  Motion Failed

Motion: To pass the changes to the biology AAS

The motion was to drop BIO 2100 from the following document:

**Academic Program Quarter to Semester Conversion and New Semester Program**

College	Lake
Department	
Degree (A.A. B.S., B.F.A., etc.) & Title	<b>A.S. Biological Sciences</b>
Concentration, Track, Option, Specialization	
Minor Program Title	
Certificate Program Title	

Quarter System Program	Hours
<b>I. General Education</b> Eng 101 Academic Writing and Reading (4) Eng 102 Writing in Academic Discourse(4) General Education electives: Area II(8) General Education electives: Area III(8) General Education electives: Area IV(4) General Education electives: Area II,III, or IV(8)  Math 228 Calculus for the Management, Life and Social Sciences (5) STT 264 Elementary Statistics I (4) STT 265 Elementary Statistics II (4) OR MTH 229 Calculus I (5) MTH 230 Calculus II (5) MTH 231 Calculus III (5)	49-51
<b>II. Departmental Requirements</b> BIO 111 Principles of Biology: Human Biology(4) BIO 112 Principles of Biology: Cells and Genetics (4) BIO 115 Principles of Biology: Diversity and Ecology(4) BIO 230 Organismal Physiology (4) BIO231 Introduction to Ecology (4) BIO 312 Microbiology (5) OR BIO313 Biology of Lower Plants (5) OR BIO 315 Biology of Invertebrates (5) OR BIO 316 Biology of Vertebrates (5)  CHM 121/125 Submicroscopic Chemistry & Lab (5) CHM 122/126 Macroscopic Chemistry & Lab CHM 123/127 Reaction Dynamics & Lab (5)	40
<b>III. Related Requirements</b> CS 205 Computer Literacy & Office Automation(4) ENG 333 Technical Writing (4) PSY110 Psychology: The Science of Behavior II (4)	12
<b>Total</b>	101-103

Semester System Program	Hours
<b>I. Wright State Core</b> Element 1: Communication (6) Element 2: Mathematics (3)* *2240 or 2300 (4) Element 3: Global Traditions(6)* <i>Multicultural Competence (MC):Required</i> Element 4: Arts/Humanities(3) Element 5: Social Sciences(6) Element 6: Natural Sciences (8)* *Bio 1120 and Bio1150 Additional Core Courses (6)  <i>Multicultural Competence (MC): required, additional course in MC in any Element or as an additional course within Element 3.</i>  <i>Writing Across the Curriculum (IW): required, two integrated Writing (IW) Core courses</i>	39
<b>II. Departmental Requirements</b> BIO 2110 Molecular and Classical Genetics (3) BIO 2310 Principles of Ecology and Evolution & Lab (4) BIO 3130 Plant Biology (5) OR BIO 3150 Invertebrate Zoology (5)  CHM 1210 General Chemistry I (3) CHM 1210L General Chemistry I Lab (2) CHM 1220 General Chemistry II (3) CHM 1220L General Chemistry II Lab (2) [BIO 2100 Sophomore Seminar (1)]	23
<b>III.</b> <i>Drop this course</i>	
<b>Total</b>	62

(This reduces the required credits from 62 to 61)

From Input for Bylaws Committee (Daniel)

**FACULTY SENATE MOTION FORM**

Date Nov 15, '12 Meeting Faculty Senate No. 2

Motion Made By: Dane Daniel

Motion Seconded By (unless committee recommendation): Joe Cavanaugh

Circle One:  Motion Passed       Motion Failed

Motion: I move that the faculty approve  
The ~~Governance~~ and Bylaws Committee  
To review the current bylaws  
and develop a draft of possible  
changes to them.