

**Council of Chairs
September 17, 2013**

Present: Suzanne Adams-Ramsey, Robin Benke, Jeff Cantrell, Alex Edwards, Amelia Harris, Bryan Hoyt, Sandy Huguenin, David Kendall, Narda Porter, Kathy Still, Rachel Tighe and Margie Tucker.

Absent: John Adrian, Tom Costa, Cathie Collins

Agenda Items:

- Clery Act-Kathy Still
- Scheduling-Narda Porter
- Summer Session-Sandy Huguenin
- Adjunct Pay-Sandy Huguenin
- Academic Enrichment Travel Funding Application-Amelia Harris

Clery Act

Kathy Still presented information regarding the Clery Act. The Clery Act is a federal law that requires colleges to collect and disclose crime statistics. This Act also requires the college to issue safety announcements and timely warnings in an effort to keep faculty, staff, and students safe. The following is additional information presented regarding the Act:

- \$32,000 minimum fine per infraction.
- Campus Security Authorities (CSA) are individuals on a campus that are responsible for reporting crimes as described in the Clery Act. The following individuals are considered CSA's: Campus Police, Judicial Affairs, coaches, advisors, faculty, and individuals advising a student club.
- Individuals exempt from reporting include maintenance personnel, housekeeping personnel, professional mental health counselors and pastoral counselors.
- A public security report must be published annually on October 1 and the reports are available on the UVa-Wise website under the Campus Police page. An e-mail must be sent to everyone on campus, as well as, parents to notify them that the report is available to view.
- Under the Clery Act, crimes are reportable regardless of prosecution.
- Campus police must maintain a crime log that is sent to the Department of Education.
- If a student comes to you with information about a crime that they do not want to report to the police, you must file a report with campus police or Susan Mullins, College Relations and Special Events Assistant, at 376-1011.
- The criteria for reporting: 1) Was it reported to you? 2) Did it occur in our geographical area? and 3) Is it a Clery reportable crime?
- UVa-Wise reporting areas are the UVa-Wise Campus (to include public property adjacent to the campus), Abingdon Facility, Lebanon Facility, and fraternity houses. Locations where hybrid classes are taught and locations where internships are conducted will need to be reviewed to determine if those areas are Clery reportable.
- Reporting incidents timely is crucial.

- Examples of Clery reportable crimes: homicide, aggravated assault, sexual assault, robbery, burglary, motor vehicle theft, arson, weapon violations, alcohol violation, drug violations, hate crimes, and vandalism. Note: A policy violation is not necessarily a Clery reportable incident. For example a 21 year old drinking on campus, is a policy violation but not a Clery reportable incident.
- Trips with students staying in a town/location for **more than two nights** must be reported to Susan Mullins. The information should be provided prior to trip departure and should include the dates of travel and the address of the location(s) to be visited. Susan Mullins will send a letter to the respective law enforcement agency for the area to be visited and request information about crimes that occurred during that travel period. It is important to note that trips taken on a regular annual basis must be reported regardless of the number of days the group will be staying.
- Four individuals are scheduled to attend a Clery training in San Diego, CA in January and Ms. Still should be able to provide further clarification on the Act and the reporting requirements after attending that training session.
- Failure to comply with the Clery Act could result in extensive fines, loss of title IX funding, reported to Congress, PR nightmare, etc.
- Mr. Huguenin suggested that the following needs to be accomplished to ensure compliance with the Clery Act:
 - If you are aware of a crime, you are required to report it;
 - Develop some sort of mechanized system such as modified travel pre-approvals or itinerary information to include addresses; and
 - Train individuals.

Scheduling

Narda Porter discussed scheduling and provided two spreadsheets with a basic analysis of fall '13-14 courses and folders containing information specific to each department. She plans to analyze fall '11-12 and provide that information to compare with the fall '13-14 course analysis at a later date.

- Handout A contains a breakdown of current course scheduling with the number of courses and number of rooms scheduled in each block. She noted that there are issues with the large number of courses crossing blocks. The definition of crossing blocks, for example, is a class taught at 9-10:30 a.m. MWF that crosses block 2 (9-9:50 a.m.) and block 3 (10-10:50 a.m.) thus taking up space that could be used for another course and contributing to scheduling issues which, in turn delays the availability of the schedule for preregistration (see Handout A for additional information).
- Handout B contains an analysis of current course scheduling with the number of courses in each block by department. The analysis identified courses scheduled in primetime (9-2:50 p.m. MWF & 9:30-3:15 p.m. TR) and outside primetime. The handout also provides suggested time changes for classes in block 10, 11, 17, 18, 19, and 20 due to the short amount of time to get to classes scheduled between block 9 & 10 and block 15 & 16 (see handout B for additional information).

Per Mr. Huguenin, crossing blocks combined with the compression problem of classes moving towards 11:00 a.m. contributes to inefficient use of rooms and scheduling delays. The compression problem is common at most colleges and there are compelling reasons for having classes cross blocks such as labs, nursing clinicals, and accommodating a great adjunct who may only be able to teach during a certain time; however, when preparing schedules, departments should be conscious of the compression problem and make an effort to spread classes out. The previous solution from fall '11-12 was to look at the proportion that every class represented and divide it up to determine the maximum number of courses each department should offer in any one block (see "Courses per prime time to shoot for" at the top of handout B). Efforts should also be made to prepare schedules early and minimize schedule changes once the schedules have been submitted.

There was no opposition to the suggested class time changes listed in handout B and Mr. Huguenin will take that information to Senior Staff for their approval to be effective fall '14-15.

Summer Session

Sandy Huguenin created a worksheet of classes to be taught for the summer session (see Summer Core Worksheet). He asked the chairs to review the information and think about any modifications that might need to be made.

Adjunct Pay

Due to time constraints, adjunct pay will be discussed at a later date.

Academic Enrichment Travel Funding Application

Amelia Harris provided an application that contained a list of questions that needed to be answered when requesting Academic Enrichment Funding (see Academic Enrichment Travel Funding Application). She asked the Chairs to relay this information to faculty and have them submit the application and a hardcopy pre-approval travel request a week or two prior to travel. An online application will be created and made available soon.

Handouts:

- Handout A-Fall '13-14 Analysis of Courses (number of courses/number of rooms)
- Handout B-Fall '13-14 Analysis of Courses (number of courses by dept. and suggested time change)
- Summer Core Worksheet
- Academic Enrichment Travel Funding Application