

SENATE MINUTES
UM-ST. LOUIS
April 23, 1996
3:15 p.m. 126 J. C. Penney

The meeting was called to order at 3:15 p.m. Minutes from the previous meeting were distributed, and the Chair announced that she would delay requesting approval of the minutes in order to give senators time to review the document.

Report from the Chairperson -- Dr. Lois Pierce

The Chair thanked Drs. Susan Feigenbaum and Charles Larson for bringing to the Intercampus Faculty Council our campus's concerns about the report of the Student Fee Task Force. Brady Deaton, Chancellor Kiesler's Chief of Staff, has requested a meeting to learn more about these concerns. Senators were invited to share their thoughts with the Chair, who is attempting to get the report onto the Web. For those without access to the Web, a hard copy of the report can be obtained by contacting the Senate Office.

The Chair reported that the Ad Hoc Task Force on Educational Policy has been formed and is scheduled to meet. The Task Force includes five members appointed from the Senate, five members appointed from the Faculty Council, and two members appointed by the Chancellor. The Chair commented on the timely nature of the telecommunications issues under scrutiny. Both CBHE and the Association of Faculty Senates presently are studying these issues.

Progress is being made in updating the Faculty Handbook, the Chair reported.

Following brief introductory remarks by the Chair and by Dr. Zuleyma Tang-Martinez (representing Faculty/Staff for Equality and Justice), and a motion by Dr. Mark Burkholder, the Senate approved the attached resolution calling for the explicit inclusion of sexual orientation as a protected category in the University's policy statement prohibiting discrimination. There were no dissenting votes.

In closing, the Chair thanked committee chairpersons, Senate Secretary David Ganz, Parliamentarian Harold Harris, and Executive Assistant Joan Arban for their hard work on the Senate's behalf in 1995-96.

Report from the Chancellor -- presented by Vice Chancellor Wright for
Chancellor Blanche Touhill

In the Chancellor's absence, Vice Chancellor Roosevelt Wright presented reports from the following divisions:

Managerial and Technological Services

Campus representatives on several University-wide committees were identified. Janet Robertson, Randall Vogan, and Carol Wright are serving on the "Re-Engineering Cash Receipts Process" project team; John Anderson and Lindell Royal are serving on the "Electronic Approval" project team; Errol Benson and Lawrence Pickett are serving on the "Handling of Attachments, Access, and Storage of Electronic Data" project team; Gloria Leonard is serving on the "Travel Re-Engineering" project team; and Karl Beeler, David Ganz, Thomas Goebel, and Donald Morris are serving on the "Student Information System" project team. Questions and comments may be directed to the individuals listed.

Administrative Services

It is expected that the Curators will approve a construction contract to renovate and expand the Blue Metal Building at the April Board meeting. Board action is also required to officially change the name of the Blue Metal Building to the "Southwestern Bell TeleCommunity Center at UM-St. Louis". The Center is scheduled to open to the public in November.

The UM System's 1995 annual report on facilities indicates that UM-St. Louis has the lowest budget/operating cost per square foot, has the largest decrease in operating cost, and has the lowest facilities administration cost in the System.

Academic Affairs

The appointment of Dr. Charles Schmitz as Dean of the School of Education was announced. Dean Schmitz will arrive on campus July 1.

University Relations

May 21 is the date planned for this year's Chancellor's Report to the Community. More information can be obtained by contacting Ms. Lucinda Vantine, Manager of Special Events, at 5442.

Report from the Faculty Council -- Dr. Charles Larson

(see attached)

Report from the Intercampus Faculty Council -- Dr. Susan Feigenbaum

(see attached)

At the close of the report, Professor Ganz offered the information that President Russell plans to comment at the May Board meeting about the Student Fee Task Force. Alluding to Task Force recommendations which would likely result in reduced enrollments, Dr. Joseph Martinich expressed doubt that the legislature would support such a downsizing. The Chair noted President Russell's concern about the impact retaining ownership of the hospital will have on the University's future.

Report from the Ad Hoc Committee on the Assessment of Educational Outcomes -- Dr. Gary Burger

Dr. Burger noted that the next visit by North Central is scheduled for 1997-98. At the last visit, there was some criticism of our graduate assessment efforts. Dr. Burger reported that the Committee recommends two parts to the process of assessing graduate students: when they exit the program and as part of the regular five-year program review process. Under this plan, exit surveys would focus on "consumer satisfaction". In addition to a generic survey, each unit would have the opportunity to include questions specific to its program. The Committee further recommends that the cost of these surveys be funded centrally. The surveys are slated to begin next December. In the meantime, the Committee is urging all units to begin developing a list of the kinds of data that it would find helpful. The instrument will be developed with campus-wide participation in late-summer/early fall.

At the close of the report, Dr. Bruce Wilking asked about the possibility of surveying all alumni. Dr. Burger promised to bring this suggestion to the Committee for consideration.

Report from the Committee on Computing -- Dr. Susan Sanchez

(see attached)

Report from the Committee on Curriculum and Instruction -- Dr. Lawrence Friedman

Dr. Friedman called the Senate's attention to numerous course additions, changes, and eliminations detailed in the agenda and noted that six courses were inadvertently omitted from the report:

Nursing 352	add	"Primary Care Nursing"	3 hours
Nursing 415	add	"Conceptual Structure of Nursing"	3 hours
Nursing 416	add	"Nursing Practice Theories and Models"	3 hours
MS/IS 480	change prerequisite	"Management Information Systems"	3 hours
Nursing 340	change hours, prerequisite, description	"Synthesis in Nursing Practice"	6 hours

Next, Dr. Friedman called attention to various "housekeeping" changes made by the Committee to the following:

Bachelor of Music in Music Education (to add a choral arranging course)

Graduate Certificate in Tropical Biology and Conservation (to add electives)

O.D. (to add a required course recommended by the Council on Optometric Education)

On behalf of the Committee, Dr. Friedman recommended approval for a new degree program, the Bachelor of Health Science. He pointed out the omission of three courses (one each from Economics, Psychology, and Business Administration) from the draft proposal. These courses will be added to the program. Dr. Lawrence Barton spoke in favor of the proposal, which was subsequently approved by the Senate without dissent, as was a proposal for another new degree, the Ph.D. in History.

Dr. Friedman presented proposals to initiate both a Graduate Certificate and an Undergraduate Certificate in Non-Profit Organization Management and Leadership. He explained that the undergraduate proposal has been amended to cover 18 hours (nine hours of electives, rather than six), the

minimum necessary to comply with the policy established several years ago. Dr. Joseph Martinich protested that the proposals had not been submitted for review by the Business School's faculty, but Dean E. Terrence Jones pointed out that the School of Business Administration had been represented on the committee charged with drafting the documents. Dr. Martinich expressed concern about the missing electives, but Dean Jones urged senators to approve the proposals and allow the courses to be added later--in keeping with past practice. The Senate proceeded to approve both new certificate programs.

Dr. Friedman then presented a proposal to change the designation of a Business School emphasis area (from Management Science to Logistics and Operations Management), as well as proposals to change degree requirements for the following:

- Master of Music Education
- Master's in Public Policy Administration
- School of Business Administration degree requirements
- Master of Business Administration
- B.A. in English with Certification for Secondary Education

All were approved by the Senate.

Dr. Lawrence Barton inquired if the Senate's official curriculum proposal forms could be made available on the Web. Dr. Friedman promised to bring this suggestion to the Committee's attention.

Report from the Committee on Student Publications -- Dr. Cathy Vatterott

Dr. Vatterott reported that Mr. Scott Lamar will serve as Editor of the Current in 1996-97 and that the Committee had received a complaint about the inclusion of an advertising insert from a pro-life group. Dr. Vatterott informed the Senate that the Committee had discussed the issue and was satisfied with the process employed by the students in deciding to accept this advertising request.

Report from the Committee on Physical Facilities and General Services -- Dr. Lawrence Barton

The Chair prefaced this report by announcing that in the interests of time, discussion of each of two action items would be limited to 10 minutes.

Keying Policy

Dr. Barton recapped highlights of the proposed new campus keying policy (see agenda for details) and responded to questions from the floor. He clarified that the campus police will issue the keys, but the authorization will emanate from department chairs. Senators were informed that a card access system was determined to be too costly, that deposits are designed to encourage departments to limit the number of keys in circulation, and that all doors will require re-keying before the policy is implemented. Vice Chancellor Schuster reported that the cost of re-keying each of the campus's 4,000 doors will total \$15 to \$17 apiece, and Dr. Martinich questioned whether the magnitude of losses from theft and vandalism are sufficient to warrant this expense. Dr. Mark Burkholder felt that re-keying would be worth the cost but agreed with Dr. Dennis Judd that the deposit is an unnecessary burden.

Dr. Zuleyma Tang-Martinez suggested that it be left to each department to decide if its doors will be re-keyed.

Professor Ganz inquired about the comparative cost of re-keying vs. increasing insurance. Vice Chancellor Schuster advised that the current insurance rate stands at about \$.40 per \$1,000 of valuation. He conceded that the rate may become more favorable in the future. Dr. Harold Harris expressed preference for re-keying over insurance.

The policy, as forwarded by the Committee, was then approved by the Senate with some dissent. Dr. Judd subsequently moved to drop the deposit, but the Chair ruled that his motion had been offered too late.

Parking

On behalf of the Committee, Dr. Barton proposed that the campus return to the practice of assigning specific lots for parking. Under this plan, each parking sticker would bear a lot assignment.

Dr. L. Douglas Smith opposed the plan as being a universal solution for a specific problem, i.e., overcrowded conditions near the science complex. This prompted several senators from the science complex to share personal accounts of their difficulties in finding a place to park. Dr. Victoria Sork observed that the problem was exacerbated when 10 or so spaces were protected for use by the Psychology Department and due to an overflow from the Woods Hall lot.

Dr. Margaret Cohen expressed satisfaction with the current arrangement because it frees the campus police from the task of checking parking stickers and allows them to concentrate on more important security issues. Dr.

Sharon Levin suggested implementing a system of graduated fees, allowing those who are willing to park at remote locations to pay less.

During the course of the discussion, Drs. Smith, Tang-Martinez, and Ronen all suggested that the policy of assigning specific parking locations be restricted to the area near the science complex, and the Senate voted accordingly with some dissent. Only persons who are assigned to Lots P and Q will be permitted to park at those locations.

Parking Fee Increases

Resuming his report, Dr. Barton announced that parking fees will be increased in order to cover the cost of the new West Drive parking garage.

Dr. Kathleen Haywood inquired about the disposition of fees set aside from the beginning of the decade for the purpose of repairing and replacing the parking facilities. Vice Chancellor Schuster explained that the 1991 plan did not anticipate such factors as road alignment and the new student center. He indicated that nearly 80 percent of our parking spaces will have to be relocated or replaced. Funds have been held in reserve to replace Lots C, D, and N, and that projection remains on target.

Soft Drink Contract

Dr. Barton reported that the Committee has recommended that the campus enter into a contract for Coca-Cola products, exclusively, to be sold on the campus. A summary of income generated by this proposal and one from Pepsi was appended to the agenda.

Vice Chancellor Schuster reported that \$25,000 of this revenue has been committed to the student center and \$15,000 to Athletics. He confirmed for Dr. Lawrence Friedman that no money has been allocated for the academic side.

The Senate's attention was called to brief reports on road improvements, airport reconfiguration, and the Mark Twain Building, which were included in the agenda. Dr. Barton then introduced Mr. Robert Roeseler, Director of Institutional Safety, who presented information concerning the campus's recycling efforts.

Recycling

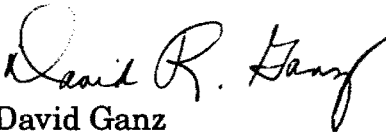
(see attached)

Dr. Kathleen Haywood asked why custodians in the Education Library empty trash from both recyclable containers and other containers into one

receptacle, rather than keeping it separated. Mr. Roeseler promised to look into the matter.

Minutes from the Senate's March 26, 1996 (3:15 p.m.) meeting were approved as submitted, bringing the Senate's regular business to a close. Senators then met in Executive Session to consider a candidate proposed to receive an honorary degree. Completing the business at hand, the Senate adjourned at 5 p.m.

Respectfully submitted,



David Ganz
Senate Secretary

Attachments: Resolution concerning sexual orientation
Report from the Faculty Council
Report from the Intercampus Faculty Council
Report from the Committee on Computing
Report on recycling

(minutes written by Ms. Joan M. Arban,
Senate Executive Assistant)

RESOLUTION

WHEREAS, the University of Missouri mission holds that "the University is committed to the principles of academic freedom, equal opportunity, and diversity; and to protecting the search for truth and its open expression";

WHEREAS, failure to support access to University of Missouri educational resources, without threat of harassment, to any group, including gay, lesbian and bisexual students, faculty and staff, violates the University's commitment to equality of access to education and employment without restriction;

WHEREAS, several federal executive agencies, including the Departments of Justice and Health and Human Services, have issued executive orders forbidding sexual orientation discrimination in employment;

WHEREAS, the U.M. System's peer universities, including Washington University, St. Louis University, and other Big 8 universities, Big 10 universities, and Research I universities, as well as the St. Louis Community College System, have sexual orientation included in their non-discrimination statements;

WHEREAS, municipalities such as Columbia and St. Louis have passed local legislation extending legal protection from discrimination to lesbian, gay and bisexual citizens;

THEREFORE BE IT RESOLVED, that the Senate *of the University of Missouri-St. Louis* voices its unequivocal support for the addition of the category of SEXUAL ORIENTATION to the non-discrimination clause for the University of Missouri System.

Enacted this 23rd day of April, 1996.

FACULTY COUNCIL REPORT

The Faculty Council will hold its final meeting of the current academic year on Thursday, May 2 at 3:00 in the Alumni Center. All faculty will soon be getting letters inviting them to attend a presentation at that meeting by two benefits officials from central administration on the University's retirement plan.

The Faculty Council has supplied its contingent to the new campus group looking at instructional policy, and the Council stands ready to further the work of this group however it can.

The fact that we are looking at our final meeting of the year means that one more cycle has been run. It does not mean that our work on various projects has been completed, since some of these undertakings do not coincide nicely with an academic year. For that matter, an "academic year" has come to be a misnomer, effectually designating perhaps two or three stretches of time between November and April when events that are said to matter most in University government take place. The question of how to spread certain issues out over more rational time spans is certainly a discussable one. One possible model is that of All Souls' College, Oxford, where there are no students, only faculty, and where, hence, no calendar driven by class schedules need prevail; some of my colleagues might say that that would be a good start, that they could certainly get committee work done in a timely way there. However, that, as Sir Thomas More said in Utopia, is doubtless more to be hoped for than it is to be expected. But the issue is with us, and I would certainly recommend to all interested parties that we work to spread Senate and Faculty Council business out more. Surely we can agree that the less our final sessions resemble the closing of another local deliberative body--the Missouri state legislature--the better.

IFC REPORT

UM-SL SENATE MEETING

4/23/96

The IFC met on March 28th in Columbia. In attendance was the Honorable Fred Hall, President of the Board of Curators of the University. A free-flowing discussion ensued, touching on such issues as the lack of faculty incentives to invest in enhancing quality of education and the need for faculty input at all levels of University decisionmaking. Mr. Hall responded positively on the latter point, inviting faculty to communicate to the Board directly via e-mail, letter or by attending and commenting at Board meetings. The recent Student Fee Taskforce recommendations were raised; at least one other campus had also not received a final committee report. Concerns were expressed to Mr. Hall and, later, to the President about due process on such pricing decisions. There was a brief discussion about how across-the-board fee increases would ignore the reality that capacity constraints and, hence, access, vary across time, programs and campuses. The President expressed his disappointment in the report's recommendations on professional and graduate programs, indicating that a new committee will be formed to tackle these areas. He assured the IFC that the taskforce's recommendations would not be fast-tracked to the Board. The President also addressed the recent Benefits Committee recommendations, stating that all no-cost items would be implemented promptly; all cost items will be withheld from recommendation to the Board at this time. He and Vice-President McGill took the position that benefits are not currently a central issue in recruiting or retaining quality faculty; Vice-President Wallace and various IFC members disagreed with this position. The IFC will pursue any information that can shed definitive light on this matter. Finally, the President reiterated his commitment to enhancing infrastructure support, with the first priority being inflation protection. The question of what constitutes infrastructure was raised, with a concern expressed that the "latest" technology was too-narrow a definition.

The IFC met again on April 18th. At that meeting, the President expressed his concern that the University needed to prepare for an inevitable downsizing that could occur in the next decade. He also expressed concern about the University's continued sole sponsorship of the University hospitals and medical school. Finally, the President noted that proposed legislation regarding english language competence for instructors has been sidelined for this year, but that the University must tackle this issue seriously to keep such legislation from again arising next year.

Susan Feigenbaum

SENATE COMPUTING COMMITTEE

April 23, 1996

The Senate Computing Committee has reviewed two policy statements related to computing on campus. The first, "Editorial Policies for UM-St. Louis World Wide Web Pages," was written by Joan Rapp and Jerrold Siegel. The second, "Unix Account Disk Space Allocation Policy" was written by the SCC's work group on disk space allocation. Both reports are attached for your information, and will shortly be available from the campus web pages.

EDITORIAL POLICIES FOR UM-ST. LOUIS
WORLD WIDE WEB PAGES

I. Introduction

The World Wide Web is becoming an increasingly important information resource. It permits both institutions and individuals to access and distribute text and graphical information worldwide. UM-St. Louis servers provide access to the Web principally in order to (1) provide the most up-to-date information resources for its faculty, students, and staff; (2) provide an up-to-date and technologically sophisticated means of communication; and (3) enable the University community to easily develop and post information related to the campus mission.

The Web environment is a new and complex one, in which academic, legal, business, institutional, and social issues and values regularly collide. Some of the important issues include privacy, copyright, censorship, access, and the relationships between service provider and individual user. There is currently very little in legal precedent directly governing use of the Web. In general, legal concepts which have been used to decide cases of information "publishing" and "distribution" in print and print-related formats are being applied.

The working principles set forth in this document are an initial set of broad guidelines for use of the Web by members of the UM-St. Louis community. They are an effort to respect the campus's mission, commitment to academic freedom, and encouragement of academic creativity, while recognizing both the evolving legal and social environment and the importance of the Web as a worldwide online representation the UM-St. Louis campus.

These inclusionary guidelines are intended to permit wide and varied use of the Web via UM-St. Louis servers, while ensuring the development of authoritative and dependable information resources which reflect the University's mission and follow responsible editorial guidelines.

II. Editorial policies

Multiple editorial policies exist for different types of documents mounted on the Web via UM-St. Louis servers.

A. Documents in UM-St. Louis "space" on the Web

1. The UM-St. Louis Home Page

The UM-St. Louis home page is the document with the most critical official role and thus the most critical editorial policy. The primary role of the home page with URL <http://www.umsl.edu> should be to serve as a gateway to connect a wide variety of users with UM-St. Louis's established authoritative and dependable Internet resources. It is principally a finding tool. The Chancellor or her designee is responsible for policies governing the content and use of the campus's home page. The Web Coordinating Committee, appointed by the Chancellor, serves as an advisory body on these policies.

2. Other documents in UM-St. Louis "space"

Direct or indirect links from URL <http://www.umsl.edu> carry explicit or implicit indications that the content will be related to the mission of UM-St. Louis. This content may vary, and the documents with these links may have a wide variety of purposes. For the most part, these purposes may be thought of as either promoting the University, defining the University, or facilitating the availability of University resources or of information about the University. Different materials may be subject to different requirements for style, consistency, and content, depending on their purpose and nature.

a. Minimal editorial and style consistency

All documents in UM-St. Louis web "space" should have a least minimal style consistency and should include at least the following information: (1) name (or position) of the responsible individual or affiliated campus unit, and e-mail address; (2) date of creation or updates; (3) date document expires; (4) appropriate disclaimers and copyright exclusions, if any. All linked documents must point to the official University logo file. Each reference to a linked document should be indicative of the content to be found in the target document.

Units may wish to develop additional guidelines beyond the minimum standards described above. These standards would be set by unit administrators, in consultation with appropriate faculty and/or staff.

b. "Official" documents

Editorial guidelines which apply to printed documents or publications also apply fully to electronic documents for these types of items:

- 1) electronic versions of printed documents originating in any University unit;
- 2) any documents which would be considered an official University or departmental publication regardless of whether it exists in print;
- 3) University policy or procedures documents;
- 4) a representation of a University or unit position; or
- 5) any document that purports to represent a collective or institutional position.

In addition to the guidelines in (a.) above, for such documents the following requirements apply:

The document must follow guidelines in the University Identity Policy, approved by the Cabinet in September 1995. These guidelines ensure that all printed and electronically displayed materials are consistent in their identification of the University and present a consistent stylistic image.

Documents which would be considered either (a) University policy documents, (b) a representation of a University or unit position, or (c) any document that purports to represent a collective or institutional position should be reviewed by the appropriate dean or director or her/his designee.

B. Documents mounted via UM-St. Louis servers, but not in UM-St. Louis Web "space"

Personal home pages already exist for many faculty and staff. They fall into two categories, official and "unofficial." Unofficial home pages are those which the author does not want to be subject to review for editorial consistency and which would not meet the criterion that a Web user would have a reasonable expectation of finding out about the University from these pages.

While the University currently supports unofficial pages, there is no guarantee that resources will allow it to continue to do so.

1. "Unofficial" pages must be clearly identified as such, both in the link to the page and on the page itself.

2. Unofficial pages cannot have any official or official-appearing University logo and should not appear to be representative of the University or one of its units or of a collective or official position.
3. While the University currently supports unofficial home pages, there is no guarantee that resources will allow it to continue to do so.

Applicable laws and guidelines

Regardless of source or type, ALL documents mounted on the Web via UM-St. Louis servers are automatically subject to applicable laws and University guidelines, rules, and regulations applicable to their creation, display, and use, including, but not limited to the Collected Rules and Regulations, Business Policy Manual, university codes of conduct for faculty, staff, and students, and the UM-St. Louis document Rights and Responsibilities of Computing Users.

It is prudent to remember that text, graphics, movies, and audio files on the Internet are covered by U.S. Copyright Law (Title 17, United States Code). Even if there is no explicit statement of copyright, U.S. Copyright Law states that original works may not be reproduced, distributed, or displayed without permission of the creator or copyright holder.

For a fuller discussion of intellectual property issues, see information at [<http://www.umsl.edu/help/copyright.html>].

[c:webii.wpd]

Revised April 8, 1996

UNIX ACCOUNT DISK SPACE ALLOCATION POLICY

revised April 19, 1996

WHY IS A POLICY NEEDED?

More space cannot be used than is available. Setting quotas on disk space for accounts provides network administrators with information on how much space is available for new software, new accounts, etc. It also guards against individual users disproportionately using disk space.

Individual users have different needs for disk space. For some, their account is necessary only to provide authorization to dial in and gain internet access from off campus. For many others, having an e-mail address is the only use: they may not even login to jinx directly, but access their e-mail through Eudora or other software from machines in offices or labs. Unix accounts are convenient for those wishing to create professional or personal pages on the world wide web. Others may use their accounts for programming, data analysis, or other software applications which require large amounts of disk space. Differences in usage requirements are not broken down solely on the lines of faculty, staff, and student.

PROPOSED POLICY:

The new policy will be based on a tiered quota based on the user classification. Instead of separate categories for faculty, staff, research assistants and students we now differentiate accounts (in terms of quotas) by only two categories:

1. TYPES OF ACCOUNTS

Faculty/Staff/Research Group Accounts:

Faculty and staff accounts are self-explanatory. "Research Group" accounts are a new category, designed to facilitate joint research. These accounts can be used by all members of the research group, maintaining joint files/programs separately from individual unix accounts. when groups are involved in research and provide greater continuity for multi-year research projects. Research Group accounts may be set up by a Center on campus, or by a faculty/staff member for his/her student assistants. A specific faculty or staff member is designated *responsible* for controlling access and seeing that use of this account conforms to University regulations: this individual must also be aware of and accept responsibility for the potential dangers associated with multiple users working on files kept on a single account, as outlined in a "Statement of Risk".

Within the faculty/staff/research group classification, four tiers of accounts are available:

AE	n/a	"Authentication Only" accounts for those interested in sending/receiving e-mail through a pop-mail server (such as Eudora) and having dial-up access to the internet from off-campus, but NOT intending to login to their unix account.
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STANDARD	10 mb	Contains ample space for those interested in creating web pages, performing word-processing, programming applications, analysis of moderately sized data sets, provider of e-mail, etc.
EC	100 mb	"Extended Computation" accounts for those requiring more disk space.
IR	500 mb+	"Intensive Research" accounts. The user must provide justification for the need for more disk space. Requests for allocations greater than 500 mb can be forwarded by the systems administrator to the Senate Computing Committee (or its Disk Allocation Work Group sub-committee) for approval.

Student Accounts

These accounts would be for any registered student. Accounts will be archived after one calendar year of non-registration and destroyed after two calendar years of non-registration.

AE	n/a	"Authentication Only" accounts for those interested in sending/receiving e-mail through a pop-mail server (such as Eudora) and having dial-up access to the internet from off-campus, but NOT intending to login to their unix account.
STANDARD	3 mb	Contains ample space for those interested in creating web pages, performing word-processing, programming applications, analysis of moderately sized data sets, provider of e-mail, etc.
EC	10 mb	"Extended Computation" accounts for those requiring more disk space. The quota can automatically be extended to 10 mb for all students enrolled in a particular course provided the system administrator has a list of such courses. Students (e.g., graduate students) requiring this level of disk space over the course of several semesters should have a letter from a faculty or staff member stating the need for this space and the projected timeline (e.g., 2 years).
IR	30 mb+	"Intensive Research" accounts. The student must provide a letter from a faculty/staff member justifying the need for more disk space and the projected timeline. If the student is involved in research for a particular faculty/staff member, then a "Research Group" account

for the faculty/staff may be more appropriate.

2. HOW TO CHANGE THE TIER?

The underlying philosophy is that it should be easy to do so. Faculty and staff may move from the STANDARD tier to the EC or IR by sending a request (written or e-mail) to the systems administrator. Students can move from the STANDARD to the EC or IR if either (1) they are enrolled in a course which requires more disk space. (If the instructor has notified the systems administrator of these needs, this will happen automatically on the first day of class); or (2) they have a letter from a faculty/staff member explaining the need for additional space (e.g., dissertation research for a grad student) and the projected timeline (e.g., two yrs). Requests for *over* 500 mb (for faculty/staff/research groups) or *over* 30 mb (for students) can be forwarded by the systems administrator to the Senate Computing Committee for approval.

Accounts can also be moved to a lower tier in certain circumstances.

- (1) Students with EC accounts for particular courses will automatically have their accounts converted to STANDARD after the semester is completed.
- (2) Disk usage will be assessed on a regular basis (3 times/year). If disk usage for is below half the quota for the lower tier, then friendly e-mail will be sent announcing that the quota will be reduced unless otherwise requested. For student accounts with multi-term extended quotas, e-mail will be sent both to the student and the instructor who recommended the additional quota.

Campus computing staff and the Disk Allocation Work Group will continue to monitor disk usage. The tiers in the disk allocation policy should be reevaluated at least once per year to reflect changes in storage needs. The purchase of additional disk space, revision of quotas for IR accounts, and/or other aspects of the disk allocation policy should be considered once at least once per year or whenever the unallocated disk space drops below 10% of total space.

3. HOW TO STOP OVER-USE OF DISK SPACE?

Disk usage will be monitored on a regular basis (every 2 weeks). Faculty/staff/research group accounts that are over their quota will be sent friendly e-mail asking them to clean up their account by removing unnecessary files or to request a larger quota. Students will be sent friendly e-mail asking them to clean up their account by removing unnecessary files.

Information should be distributed (via web, perhaps) which familiarizes people with procedures for compressing files, the use of permissions to allow shared file access rather than duplicating files, and procedures for archiving files. This information should be updated whenever new procedures become available.

4. WHEN TO IMPLEMENT?

This policy will be implemented over the summer. Faculty/staff accounts will be assigned to tiers initially based on their current usage. New accounts will be AE or STANDARD accounts unless otherwise requested.



School of Education

Office of Undergraduate
Studies in Education

8001 Natural Bridge Road
St. Louis, Missouri 63121-4499
Telephone: 314-516-5937

TO: Dave Ganz,
Secretary, Senate

Joan Arban
Executive Staff Assistant

FROM: Ad hoc Advisory Committee on Paper Recycling:
Alice Canavan, Benard Diggs, Dave Martin, Robert
Roeseler, Yvette Sweeney, Paul Travers, and Bruce Wilking

RE: Semester Report ↗

DATE: 4/23/96

In January 1996 an ad hoc Advisory Committee on Paper Recycling was formed under the aegis of the Student Affairs and Physical Resources Committees. Its purpose is to assist Robert Roeseler, Campus Coordinator for Recycling, on matters of publicity and campus support. Committee members believe paper recycling is important for moral (and monetary) reasons and are very pleased that a campus program has begun. Since January 1996 the Committee met twice and next year will add new members, especially from the areas of nursing, optometry, and biology.

On 4/23/96 Robert Roeseler reported to the Senate that to date approximately 33 tons of paper have been recycled, with most of it collected from the Social Sciences Building, the General Services Building, and Woods Hall respectively. (See attachment.) He reported that almost \$800 has been earned. His hope is to put most of future proceeds into the purchase of trees and shrubs.

Much progress is still needed; however, the evidence has reflected a steady increase in campus paper collection. Faculty and staff on the South Campus need to be involved to a greater degree and students must become active participants. It is hoped that building or unit recognition may encourage greater recycling.

PT:lr

APRIL 96

		RECYLCING PICKUP					
		(In pounds)					
						Curr mo	
		4/5/96	4/12/96	4/19/96	4/26/96	MTD tot	YTD tot
Mark Twain	9	80	40	80		200	1310
CCB	10	100	120	260		480	3120
SSB	11	420	760	800		1980	16680
Research	19	160	80	180		420	5000
Honors	38	trash	trash	60		60	420
Current	24	10		20		30	70
SCCB	30	960	260	340		1560	5900
Seton	39		20			20	660
Woods	1	1100	680	480		2260	10680
JCP	2	0	100			100	1360
Clark	5	at SSB	at SSB	at SSB		0	200
BMOB	7	40	100	100		240	1840
Lucas	6	100	280	260		640	2600
GSB	8	660	760	1200		2620	15380
RCAC	22	10		40		50	430
Eldercare	42	5	10			15	235
Music	25	10				10	150
TOTAL		3655	3210	3820	0	10685	66035

lbs.

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MARCH 96

		RECYCLING PICKUP							
							Curr mo		
		3/1/96	3/8/96	3/15/96	3/22/96	3/29/96	MTD tot	YTD tot	
Mark Twain	9	20	30	360	100	60	570	1110	
CCB	10	320	180	160	160	220	1040	2640	
SSB	11	920	1500	1140	1060	1120	5740	14700	
Research	19	240	180	680	140	160	1400	4580	
Honors	38	0	0	20	trash	trash	20	360	
Current	24	20	5	0	10		35	40	
SCCB	30	160	80	240	360	660	1500	4340	
Seton	39		20	60	160	20	260	640	
Woods	1	840	880	480	1060	1440	4700	8420	
JCP	2	220			640	20	880	1260	
Clark	5	40				40	80	200	
BMOB	7	40	100	380	40	100	660	1600	
Lucas	0	360	0	300	220	100	980	1960	
GSB	8	3020	1000	820	900	920	6660	12760	
RCAC	22	20	20	20	60	20	140	380	
Eldercare	42			20	20	10	50	220	
Music	25			80	60		140	140	
TOTAL		6220	3995	4760	4990	4890	24855	55350	

FEBRUARY 96

RECYLCING PICKUP							
						Curr mo	
		2/3/96	2/10/96	2/17/96	2/24/96	MTD tot	YTD tot
Mark Twain	9	60	0	200	80	340	540
CCB	10	160	100	380	320	960	1600
SSB	11	1120	780	720	1240	3860	8960
Research	19	260	600	480	300	1640	3180
Honors	38	0	0	0	160	160	340
Current	24	5	0	0	0	5	5
SCCB	30	280	300	260	320	1160	2840
Seton	39		80	120		200	380
Woods	1	460	880	1060	220	2620	3720
JCP	2	40	0	40		80	380
Clark	5				40	40	120
BMOB	7	300	20	160	140	620	940
Lucas	6	200	80	20	120	420	980
GSB	8	640	1220	1320	1060	4240	6100
RCAC	22		140		100	240	240
Eldercare	42			160	10	170	170
Music	25					0	0
TOTAL		3525	4200	4920	4110	16755	30495

		RECYLCING PICKUP					
						Curr mo	
		1/5/96	1/12/96	1/19/96	1/26/96	MTD tot	YTD tot
Mark Twain	9	40	0	140	20	200	200
CCB	10	40	80	260	260	640	640
SSB	11	640	1160	1620	1680	5100	5100
Research	19	360	180	480	520	1540	1540
Honors	38	0	180	0	0	180	180
Current	24	0	0	0	0	0	0
SCCB	30	700	180	640	160	1680	1680
Seton	39	0		180		180	180
Woods	1	240	240	260	360	1100	1100
JCP	2				300	300	300
Clark	5			40	40	80	80
BMOB	7	160	100	60	0	320	320
Lucas	6	0	0	0	560	560	560
GSB	8	160	140	920	640	1860	1860
RCAC	22					0	0
Eldercare	42					0	0
Music	25					0	0
TOTAL		2340	2260	4600	4540	13740	13740