CCGB Minutes
October 9, 1998

Members Present: M. Duncan, F. Gouldin, J. Jenkins, P. Kintner, R. Kay, L. Lion, D. Shmoys, M. Thompson

Members absent: D. Gries, J. Hopcroft, M. Walter, F. Wise

Ex-Officio: B. East, K. Hover, D. Maloney Hahn, F. Shumway

Others: Allen Bova, (Risk Management), S. Dennis-Conlon, Catherine Holmes (Dean of Students)

Approval of Minutes: The minutes of October 2, 1998 were approved as read.

Undergraduate Programs Announcements: D. Maloney Hahn, Advising, Wednesday the field coordinators will meet about issues such as course evaluation procedures, affiliation process, and field information sessions. (Agenda distributed) The field coordinators meet once or twice a semester. Any issues the associate directors have should be forwarded to their field coordinator.

P. Kintner, Chair, EE; asked that information regarding the course evaluation procedures should be collected at the field coordinators meeting.

ABET Update: K. Hover, Assoc. Dean, distributed some additional comments from L. Albright. (attached) The tentative schedule for the ABET visit, sent to us by the team chair, was distributed. (attached) This information is duplicated from what was passed on to departments during the summer. Individual program reviewers may have a slightly different agenda, which should supercede the one from the team chair.

To date the following departments have heard from their program reviewer: MAE, EE, and CEE. Departments having no contact with their reviewers are ORIE, MSE, and ChE.

Continued Discussion of Course Evaluations: K. Hover, Assoc. Dean, submitted version three of the draft charge to CCGB on the subject of course evaluations (attached).

Discussion: L. Lion, CEE, wondered about the circular process that is taking place in creating the charge to the CCGB. Is the Dean comfortable with the charge to date?

K. Hover, Assoc. Dean, the Dean has seen the charge with the revisions and is comfortable with it. The charge has to incorporate what the Dean is seeking to accomplish along with making the charge do-able for the CCGB. So far this has been accomplished.

J. Jenkins, TAM, asked if the CCGB is responsible for the charge, how can we set this up?

P. Kintner, Chair, EE, an example of how the CCGB can set this up would be as a task force with specific size and representatives.
**Action:** The charge will be reviewed for another week, with voting taking place at the next meeting, October 16.

**Liability and Risk Management:** Allen Bova, Director of Risk Management and Catherine Holmes, Associate Dean, Dean of Student Office attended the CCGB meeting to give the members an overview of the liability and insurance issues at Cornell.

Allen Bova indicated that there are no hard and fast answers when dealing with risk management and liability issues. The reason for this is that liability questions rest upon the facts and circumstances surrounding each situation. Cornell University insures for Cornell activities and what we do in our jobs. Also, employees are covered under the University indemnification policy, which was passed by the Board of Trustees. However, no protection or indemnification will be available for situations that were not deemed appropriate actions. An example of inappropriate actions would be drinking and driving. Inappropriate behavior can mean no coverage.

There are two types of liability, civil (lawsuit from injury) and criminal (breaking the law). You must be mindful of what the law is and act accordingly. For instance, you would be criminally liable if you were serving minors or someone visibly intoxicated. If someone was injured, you could also face civil liability.

A new policy regarding the responsible use of alcohol will be forthcoming from the university and it should be available by the end of the month. The student, faculty, and graduate assemblies will ratify this new policy. The policy covers items such as the responsible use of alcohol and gives some guidance. Once the new policy is in place it will be necessary to register events with more than 50 guests attending. Also, the policy will prohibit the serving of keg beer unless a caterer is hired. Further, the policy tightens the prohibitions on “all you can drink” events.

The “Use of University Property” form is now on line. The web address is: [http://www.activities.cornell.edu/eventreg/](http://www.activities.cornell.edu/eventreg/). With the on-line form you are able to get all required signatures electronically. For simple events the form approval process has been streamlined. For questions or more complex events, departments may be asked to attend a meeting to discuss the event.

A new model for Homecoming Weekend has been proposed for this year. Last year the event was out of control with even the police not having a good handle on the event. This year the event will be more controlled, even though this opens Cornell to greater liability, there will be less likelihood of injuries actually occurring. A caterer will be at the event with required proof being asked at both the bar and the gate. Wristbands will be given to people over the legal drinking age for the consumption of alcohol. Fraternities and sororities will be allowed one vehicle each with no open containers of any type. The alcohol will be “shut off” when the football game starts, open again during half time for a limited time. Homecoming is the worst event for liability risk next to slope day.

If you entertain students in your home and it is not department sanctioned and an accident or injury does occur then you, personally, can be found liable. If the event is a university event, and department sanctioned then it would be important to notify your department chair regarding the event, so if you were sued the university can provide the appropriate protection.
Catherine Holmes, in planning a major event another good resource for information and advice would be Barbara Romano, Conference Services. Barbara could help with questions regarding alcohol and other related issues. For example, it is a good idea when serving alcohol, to have food and non-alcohol beverages available.

Allen Bova, It is important to keep in mind that the university could still get sued even if the department was acting appropriately. For example, a student could consume alcohol under the legal limit at a university event then leave, go to a bar and get intoxicated, leave the bar and get into an accident. If the university event has been managed properly; caterer with liquor license, checking ID before serving guests; the university is in a much better position to defend itself.

It is always a good idea to hire a caterer with a liquor license. This will enable the university to be insured under the caterer’s insurance in the event something does happen. Cornell Caterer is available to assist with these types of events.

Betsy East, Admissions, Student Services has sent a memo to the student organizations, which they advise, stating that we do not approve or sanction events in which inappropriate activities are taking place.

Allen Bova, there are two type of student organizations, university owned and independent. The university owned organizations are considered part of the college with a faculty advisor assigned to lead and supervise the activities of the organization. University owned organizations are covered by Cornell’s comprehensive insurance program.

Independent organizations sign an agreement in exchange for the rights and privileges of the university. This agreement requires the independent organization to hold the university harmless in the event of an accident or injury.

If a student organization is registered then the group is automatically insured. Some requirements are necessary for registering, such as bylaws and a constitution.

P. Kintner, Chair, EE, are there written documents of insurance available to demonstrate to faulty that they are covered?

M. Thompson, MSE, what are the liability and coverage policies for laboratory issues?

Allen Bova, the university is subject to a variety of laws including OSHA. It is my understanding that any fines from OSHA regarding lab safety is incurred out of the professor’s (who is in charge) Cornell account. This enables department to have some leverage to make sure labs is run safely. The university expects professors to run their labs in a fashion, which is fully compliant with all laws.

Documentation of training students in lab safety is important. It is also important to note when students receive re-fresher courses. Professors should stress safety in labs throughout their course. If faculty have inadequate lab safety measures, then there is a chance that the university and professor would be liable. It is always appropriate to keep lots of documentation regarding lab safety and training.

P. Kintner, Chair, EE, students are oftentimes in computer labs alone, would the department or faculty be liable if something occurred?

Allen Bova, If something occurred, the University’s insurance would respond. It is important to keep in mind that one of the primary allegations in a lawsuit is the failure to supervise. If you were talking about a safe situation, then I would argue that supervision is not necessary. I see no reason to prohibit students from working in a lab
IF they have received the proper training and IF they have sufficient experience to be successful and IF they have the maturity to work alone and IF there is a low risk of injury.

Catherine Holmes, for student organizations to register on-line the web address is http://www.sao.cornell.edu/SO/. Handbooks from the Student Activities Office were distributed. The handbook contains information on how to register as a student organization, policies for all organizations and planning and registering for events.

Meeting adjourned at 9:00 am.

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CCGB Agenda
Friday, October 15, 1998
1. Approval of October 9, 1998 minutes
2. ABET (5 min)
3. Vote on course evaluation charge to CCGB (10 min)
4. Reaction to last week's discussion on liability (10)
5. Minors (L. Lion - 30 min.)
6. U.G. Issues and Announcements (5+)