

FACULTY SENATE MINUTES

9 February 2010
Room 303, Cashion
3:30 pm

Members Present: Senators Baker, Erich; Baldrige, R. S.; Beal, Ron; Blackwell, Frieda; Bowman, Judy; Boyd, Jean; Cannon, Raymond; Diaz-Granados, Jaime; Duhrkopf, Richard; Garner, Linda; Green, Georgia; Harvey, Barry; Hurtt, David; Korpi, Michael; Lehr, Larry; Longfellow, David; Losey, Jay; McKinney, Tim; Myers, Dennis; Neubert, Mitchell; Nunley, Patricia; Patteson, Rita; Rosenbaum, Stuart; Sharp, Pat; Spain, Rufus; Still, Todd; Stone, Sara; Vitanza, Dianna, Walter, Janelle; Wood, Randy.

Members Absent: Senators Johnsen, Susan; Johnson, Kevin (withdrawn); Supplee, Joan;

I. Call to Order

Chairman Myers called the Faculty Senate to order at 3:33. He welcomed special guest and former Senate Chair Joe Cox.

II. Approval of Agenda

Chairman Myers proposed the addition of **Section VII, G – Administrative Support**, and **Section VII, H - Evaluations**. Senator Longfellow moved to accept the modified agenda. The motion was seconded by Senator Cannon and passed by unanimous voice vote.

III. Invocation

The invocation was given by Senator Still.

IV. Approval of Minutes

Senator Baldrige moved to accept the minutes as written. The motion was seconded by Senator Blackwell and passed with unanimous voice vote.

V. Old business

- a. Ad hoc Committee Report on Lecturer Concerns. Members: Ann McGlashan (chair), Judy Bowman, Mona Choucair, Robert Cloud, Linda Cox, Helen Harris, Tyler Horner, Rizalia Klausmeyer, Larry Lehr, Lyn Prater, Meredith Sutton, Lynn Tatum
 - i. Committee Chairperson, Ann McGlashan, presented the committee's findings as both a policy and procedure report. She stated that the findings used existing tenure documents as a template and focused on consistency on the process towards tenure. The report classified several specific aims, including, but not limited to, lecturer mentorship, the role of evaluation committees, the need for a university-level committee on lecturers, and fair application of contract issues and non-reappointment timelines for both junior and senior lecturers.
 - ii. Some senators voiced concern about additional administrative burden applying to about 30% of faculty. However, there was a general recognition of the overarching need to have a university policy in place that meets professional standards; there is currently no policy in place to standardize the process of how someone goes from being lecturer to senior lecturer.

- iii. Committee members noted that there was no attempt by the committee to propose a secondary system for pseudo-tenure of lecturers.
- iv. Committee members responded to senator concerns and points of clarification, including the lecturer evaluation timeline, timelines for letters of non-reappointment, and issues regarding rolling two-year contracts for senior lecturers.
- v. Based on extensive committee work and findings, the committee proposed the following motion:

“The Faculty Senate calls on the provost to appoint a university committee with senate representation to create a comprehensive policy for the evaluation and promotion of lecturers. This committee should use the report of the Faculty Senate *ad hoc* Committee on Lecturer Concerns as a starting point in its deliberations.”

The motion passed with a show of hands: 27 for, with 5 abstentions

b. Presidential Search

- i. Faculty Senate Advisory Committee members, Senators Diaz-Granados and Green, reported that the advisory committee met January 17th. The meeting was productive and the committee viewed application profiles and made recommendations. The regents have taken into account all available information and continue to deliberate on a short list of candidates.

c. Summer Compensation

- i. Chairman Myers reported on a meeting between the Faculty Senate executive committee, the *ad hoc* Committee on Summer Compensation, interim Provost Davis, and CFO Ramsower. He noted that the meeting was extremely productive and that there was general agreement that summer compensation issues could be addressed in several ways, depending on how the faculty viewed summer school. In particular, the interim Provost suggested that decision about summer compensation be pushed down to the level of school or academic unit. It is the hope of the administration that this action will encourage class leveling within units. Chairman Myers reiterated that this is the beginning of an ongoing process.
- ii. The *ad hoc* Committee on Summer Compensation reported its findings from a survey of peer institutions and their summer compensation policies and practices. Every institution had its own parameters, ranging from no summer school, to 12 month contracts. Findings also indicated an uneven distribution of the minimum number of students per course. Outcomes indicate that summer compensation is institutionally-dependent.
- iii. The executive committee reminded the senate that if summer school is viewed as a faculty benefit, yearly faculty salary will be impacted. There was a request from the general senate to collect an AAUP salary comparison from the same universities used in the summer compensation study.

VI. Committee / Liaison Reports

- a. Undergraduate Curriculum Committee: Chairman Myers reported that the committee has moved the release data of the electronic Curriculum Action Forms (CAFs) to March 15th.
- b. Academic Freedom: Senator Longfellow. No report.
- c. Enrollment Management: Senator Lehr. No Report.
- d. Student Life: Senator Wood reported on the Feb 3rd meeting.
 - i. Dawson Faculty in Residence – There are currently 8 faculty in residence and Dawson will be ready for fall.
 - ii. VP Student Life talked about advancing living and learning with a L&L Center for Fine Arts.
 - iii. Engaged Learning Groups (ELG) and Brooks Hall were nationally recognized for excellence.
 - iv. Student health and wellness were addressed. The FS was reminded that many students come with emotional issues and Baylor has several mental health experts on staff and encourage faculty to submit names of students
 - v. Student Life continues to search for a wellness specialist.
 - vi. We are in the middle of Sing; however, there should be no absences due to Sing.
 - vii. Enrollment: about a 1000 less than fall but in line with the past enrollments.
- e. Ad Hoc Committee on Master Teacher: Senator Pennington reported that the nomination process for the Master Teacher designation continues to be evaluated and updated by the Provost's office. The administration favors a 5 yr cycle and alumni surveys for input and colleagues and Deans for more form input. Senator Pennington reported that they are close to developing stable criteria.
- f. Ad Hoc Committee on Parking Services: Senator Vitanza. No Report.
- g. Ad Hoc Committee on Lecturer Concerns: Senator McGlashan. Reported as Old Business.
- h. Ad Hoc Committee on Summer Compensation: Senator Vitanza. Reported as Old Business.
- i. Liaison Reports
 - i. Council of Deans: Senator Myers reported that the Deans discussed the BRIC and how it appears to be viewed as positive for the Waco community. The Dean's were encouraged to seek academic units that might engage with the new facilities.

 Additionally, the CFO, Regan Ramsower, commissioned a study of the use of space on campus. Conclusions reflected that we greatly underutilize our space.

Dean evaluation process: need faculty feedback of the effectiveness of the evaluations. There needs to be clarification of the effectiveness of this policy. For example, Senators feel that there needs to be a process by which there is feedback to the faculty; not punitive, but to help evaluations.

- ii. Athletic Council: Senator Blackwell. No Report.
 - iii. Personnel Policies: Senator Neubert. No Report.
 - iv. Staff Council: Senator Boyd. Chairman Myers requested general interest in attending the staff council.
 - v. Admissions: Senator Harvey. No Report.
- j. Council of Deans – BRIC (DM)
- i. Saw model of the building
 - ii. Good for community relations
 - iii. Encourage academic areas to engage with the BRIC
 - iv. CFO commissioned a study of use of space on campus. Conclusion that we are poor about our use of space.
 - v. Dean evaluation process: need faculty feedback of the effectiveness of the evaluations. Needs to have clarification of the effectiveness of the policy. Thought that we were going to follow the process proposed by former provost O’Brian. There needs to be a process by which there is feedback to the faculty; not punitive, but to help evaluations.

VII. New Business

a. Honor Code Changes

Chairman Myers noted that the proposed Honor Code changes did not appear to be substantial. Senator Cannon motioned to accept the updated Honor Code policy. His motion was seconded by Senator Longfellow and passed with unanimous voice vote.

b. Election

The Secretary of the Faculty Senate requested volunteers to count ballots for the upcoming FS elections as required by the by-laws of the Senate. Senators Lehr and Blackwell volunteered. In addition, Senator Baker noted that, provided the by-laws are changed, electronic elections would be possible in future elections.

c. Final Exams

A senator questioned the current time frame used for final examinations. It appears that other universities can complete final exams in significantly less time than Baylor. Other Senators were concerned that this issue was not a core faculty issue and that any benefit of speed up should be balanced against the cost of faculty efforts to complete exams more quickly. There was general agreement not to pursue this issue further at the current time.

d. OALA

A Senator brought to the floor concerns about the vast number of students given exemptions under the OALA umbrella. There was a general concern about the number of students and the implications that Baylor admits such a great number

of students with special needs. Other Senators pointed out that many OALA findings are recommendations and are not binding and that there are Federal laws that Baylor most comply with in this area. Senator Walter moved to bring in a OALA representative to talk to the Senate. Her motion was seconded by Senator Cannon and passed by unanimous hand vote with 1 abstention.

e. Bookstore

Several Senators reported issues with the Baylor Bookstore, including not ordering books, not ordering enough books and ordering additional books not required by the instructor. It was the consensus of the Senate that individual cases must be documented and presented to the appropriate individual in order not to be merely anecdotal. The Senate requested that the Chairman Myers report back with the name of the appropriate administrator to which faculty ought to report issues.

f. Summer Contracts

Chairman Myers asked the Senate whether or not there was a need for yearly contracts, particularly for tenured professors. Alternative to a contract, a letter of salary might be sufficient. At issue is the amount of HR time spent writing and validating contracts, leading to cost overhead and the untimely issuing of contracts where needed. Senator Beal of the law school was asked to report back about the issues of contracts in this area. There was a general agreement by the Senate to take up this issue at the next meeting.

g. Administrative Assistant

- i. Chairman Myers proposed the appointment of an administrative assistant to assist the Faculty Senate. (See **Appendix** for position duties and descriptions)
- ii. Senator Cannon motioned to approve this position. It was seconded by Senator Baker and passed with unanimous show of hands.

h. Faculty Evaluations

A Senator sought clarification as to whether or not individual faculty are required to have an annual meeting with the departmental chair about their evaluations. There is no university requirement for such action.

VIII. Adjournment