



## Faculty Senate

### FACULTY SENATE MEETING

Nov 14, 2000

Cashion 303

### MINUTES

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Present: Abbott-Kirk, Adams, Auld, Baird, Cannon, Cox, Curtis, Dunn, Garland, Gilchrest, Hanks, Jacobson, Johnson, Longfellow, Losey, McManness, Patton, Riley, Rust, Sanford, Sharp, Sparkman, Stanley, Stone, Weaver, Williams, Wilson, Young

Absent with notification: Beck, Bowery, Farris

Absent: Gray, Yelderman

#### **I. Call to Order & Announcements.**

Losey called the meeting to order at 3:35. Losey distributed a revised Senate Roster.

#### **II. Consideration of Agenda**

The printed agenda was distributed and approved by consent.

#### **III. Consideration of Sept, 2000, Minutes**

The minutes from the October meeting (distributed electronically prior to the meeting and also distributed in hard copy) were approved as amended by consent.

## IV. Old Business

### A. Information Systems Usage Policy

At the October meeting, The Executive Committee presented the following suggestions to the Senate: Policy #3 be amended as follows (strikethrough deleted, bold face added):

3. Electronic files (including electronic mail, computer files, and voice mail) are presumed to be private and confidential unless they have explicitly been made available to other authorized individuals. Their contents may be accessed only by authorized personnel for compelling business or security reasons and only with the approval of the President or a Vice President the Provost and Vice President for Academic Affairs (faculty) or the Vice President for Human Resources (staff).

The Executive Committee also made the following recommendation to Policy #11:

.... A violation of this policy will be dealt with in the same manner as a violation of other university policies and may result in a disciplinary review having been determined by due process [or having been established by guidelines and procedures]. In such a review, the full range of disciplinary sanctions is available, including the loss of information systems usage privileges, dismissal from the University and legal action.....

Reagan Ramsower, Associate Vice President and Chief Information Officer, addressed the Senate on various questions [in bold] which had been raised in prior meetings. [answers in italics]

... ITC's response to questions of confidentiality dealt with the impracticality of monitoring, not whether it is a violation of policy. Issues of practicality aside, does ITC have a policy expressly prohibiting administrative access without proper cause?

A (Ramsower): This is covered in the Information and Systems Usage Policy (ISUP) #3. Ramsower emphasized that a university is not run in the same manner as a business, and there are differences as to how access to personal computers is given--the ITC must follow the procedures outlined in the ISUP.

... Does the university operate "filtering" programs for use with e-mail?

A: Yes, but only to screen for potential viruses. Personal e-mail (including "spam") is not filtered. However, there is no written policy to this effect. The content of messages is not monitored (except as noted in the ISUP). Ramsower emphasized, though, that users should recognize that e-mail is not encrypted in any way, and should not be considered secure. (Though illegal, technically sophisticated computer hackers could gain access to e-mail messages transmitted over the network.) ITC is currently investigating encryption software, if only to use "in-house."

... What is done (and what MIGHT be done) with the usage monitoring data collected from each computer at "shut down?"

A: The software is designed as an "asset management package," allowing the university to monitor software licensing. This sort of monitoring is part of the "due diligence" required to the university for licensing compliance. The monitoring software also records hardware configurations.

The university currently has no formal policy regarding the use of these data.

Ramsower also explained that this software allows ITC to 'take control' of a user's computer, in order to assist troubleshooters. The university has no formal policy regarding these operations, although they are implemented only with the direct knowledge and consent of the end-users. (Usually, this is in response to a call to the Help Line.) Ramsower stated that the university should probably have a formal policy for this program.

Senators requested that an explicit statement to this effect be added to the ISUP. Longfellow moved that such a statement be added to the existing policy #8, and this was seconded by Gilchrest; the motion passed.

Senators then asked how long e-mail was preserved. Ramsower said he didn't know, but would find out.

Recommended changes to the ISUP were submitted to Losey for further action.

B. Part-time Faculty Policy (Marianne Auld)

Auld reported that the following faculty agreed to serve on the Part-time Faculty Ad Hoc Committee:

Bill Bellinger (A&S-Religion)

Joe Cox (Business)

Deborah Johnston, Chair (Education)

Virginia Kearney (A&S-English)

Will May (Music)

Linda McManness (A&S-MFL, Spanish)

The committee will issue a report along with recommendations sometime in the late spring of 2001.

C. Advisory Committee/ Science and Religion (Institute for Faith and Learning).

The Provost announced the following faculty would serve on the advisory committee for the project on science, religion, and related fields that is a part of the Institute for Faith and Learning

William F. Cooper, Committee Co-chair, Professor of Philosophy

Benjamin A. Pierce, Committee Co-chair, Professor of Biology and Associate Dean for Sciences, College of Arts and Sciences

David M. Arnold, Professor and The Ralph and Jean Storm Professor of Mathematics

William H. Brackney, Professor and Chair of Religion

Melissa A. Essary, Professor of Law

Barry G. Hankins, Assistant Professor of History and Church-State

Studies

W. Keith Hartberg, Professor and Chair of Biology

Truell W. Hyde II, Associate Professor of Physics and Director of Graduate Studies

Kevin G. Pinney, Associate Professor of Chemistry

M. David Rudd, Professor of Psychology and Neuroscience and Director of Psy.D. Program

Tina L. Thurston, Assistant Professor of Anthropology

Losey was asked if he was aware of the formation of an Advisory Committee to oversee the entire Institute of Faith and Learning, which had been mentioned in the report by the External Review Committee. No information was available

D. Bruce Watson/Dismissal Committee

Losey reported that as of Oct. 31, 2000, Watson was no longer a faculty member. Details are unavailable as long as the legal issues remain, but it appears that the Dismissal Policy was followed; the representatives for Watson and the university apparently reached a mutually acceptable resolution.

E. Letter of Thanks/Senior Lecturers

Losey distributed a letter to Marilyn Crone written in response to the Administration's agreement to increase the amount of retirement contributions given to Senior Lectures. (See Appendix A.)

## **V. New Business**

A. Joint Faculty/Staff/Student Habitat for Humanity Project.

Losey reported on an invitation to join with the staff and students to sponsor a Habitat for Humanity Project. Faculty/staff would be expected to raise \$16,000, as would students. If approved, the project would be announced in January, and be conducted in the spring semester. The Senate Executive Committee has met with Marilyn Crone to discuss the details, and recommended approval. After brief discussion, the Senate

unanimously accepted the recommendation from the Executive Committee

#### B. Co-Payment Schedule/Health Insurance For Single Persons. (F. Curtis)

Curtis reported that there will be a "significant" increase in health insurance premiums for the coming year, and consultants will be coming in during January to examine several issues. As a result, Curtis will wait to pursue questions about co-payment schedules and health insurance for single persons.

#### C. Enforcing the Attendance Policy

Losey was asked to remind faculty to observe the stated 75% attendance policy. Furthermore, faculty were reminded not to cancel class on days prior to formal holidays.

Several issues were briefly discussed:

... Do we even want to have an attendance policy?

... How should we handle those cases where faculty members do not enforce with the attendance policies?

... What can be done to increase attendance of Friday classes?

... Should faculty be encouraged to adopt an even stricter attendance policy?

Senators agreed to revisit these issues if needed.

#### D. President's Faculty Forum/Format

Discussion was deferred. Senators were asked to think how this time can best be utilized.

#### E. Reminder of Advent Service for Faculty (Armstrong-Browning

Library, Dec. 5, 4-5 p.m.)

F. Faculty Appreciation Dinner (Ferrell Center, May 1)

Losey announced the date for this (the last day of classes).

## **VI. Committee/Liaison Reports**

A. Faculty Committee on Academic Freedom, Responsibility, and Environment (M. Auld, Chair).

No additional report.

B. Faculty Committee on Enrollment Management (R. Cannon, Chair).

The number of deposits is up approximately 10% compared to this time last year, with mean SAT scores (slightly) higher as well.

C. Faculty Committee on Physical Facilities (J. Yelderman, Chair).

No Report.

D. Faculty Committee on Student Life and Services (R. Wilson, Chair).

Wilson reported that a site visit was conducted by several external reviewers, at the request of S. Moore. During the course of their evaluation, these reviewers also met with groups of faculty. Wilson suggested that the Senate may wish to consider the issue of the honor code.

E. Liaison Reports:

Athletic Council (M. Dunn, Liaison).

Dunn distributed a report from Don Riley on academic performance of athletes. According to the NCAA Graduation Rate Report, Baylor led

the Big XII in graduate of student-athletes (74% graduated).

Staff Council (J. Abbott-Kirk, Liaison). No report.

Benefits and Personnel Committee (F. Curtis, Liaison). No further report.

With no further business, the meeting was adjourned at 5:08.

Respectfully submitted,

Chuck Weaver

Appendix A.

Letter sent to Marilyn Crone, 11/14/00

14 November 2000

Ms. Marilyn Crone

Vice President for Human Resources

Dear Marilyn:

On behalf of the Faculty Senate, I recently wrote asking you to reconsider two items regarding Senior Lecturers: a new category for Senior Lecturers and an increase in the university's contribution to the proposed 7% for those 50 and older.

We senators want to thank you for considering and ultimately agreeing to make these important changes. The new category and the additional 2% increase for Senior Lecturers 40-49 and 1% increase for those 50+ are greatly appreciated by all faculty members. Your original plan to increase the number of vendors managing retirement investments, to include faculty and staff 20-29, and to make contribution increases in a number of categories was positive. It was both flexible and inclusive. The revised plan, however, is even more positive than the original because it adds about 70 faculty members who now also have increased benefits.

The collegial and conscientious way in which you proceeded on this matter reflects well on you, the senior administration, and the Baylor community.

We look forward to working with you on other matters and to advancing the mission and goals of the university.

Cordially,

Jay Losey, Chair, Faculty Senate

XC: Robert B. Sloan, President

Donald Schmeltekopf, Provost and Vice President for Academic Affairs

With no further business, the meeting was adjourned at 5:00.

Respectfully submitted,

*Chuck Weaver*

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