
Minutes

FACULTY SENATE

January 16, 1996

The Faculty Senate convened at 3:30 p.m. in the Conference Room, Blume Conference Center, Hankamer School of Business, with Chair Kathy Hillman presiding.

Present: Adams, D., Adams, L., Baird, Barker, Basden, Buddo, Conyers, Thorburn for Davis, Edwards, Farris, Fox, Garner, Goforth, Gordon, Hillman, Jensen, Johnson, K., Johnson, P., Longfellow, Luper, Massirer, McGee, Pippin, Robinson, Rolf, Stone, Thomas, Tipton, Livingstone for Wallace, Whipple, Wiley, Willis, and Youngdale.

Absent: Monk

Guests: Diana Ramey, Director of Admissions

Distributed prior to the meeting
(copies attached to file copy of the minutes):

1. December 5 Minutes
2. Recommendation from the Athletic Council supported by the Committee on Committees (Document 1)
3. Constitution and Bylaws Committee Recommendation (Document 2)

AGENDA

I. Invocation

The invocation was led by Bill Thomas

II. Approval of Minutes

The Minutes of the December 7th meeting were approved as submitted.

III. Action or Discussion Items from Dr. Donald Schmeltekopf or the Council of Deans

A. Debates/ Lectures

Senate Chair Hillman reported for Student Body President Collin Cox the intent to schedule lectures by prominent individuals or debates involving students and faculty on various controversial issues. The students will work with and through the University Lecturers Committee.

B. ESLI Program

The ESLI program will begin in June rather than January as originally planned. The delay was due simply to the shortness of time to get all things done necessary for the opening. The program will be conducted at Seventh and James Baptist Church.

IV. Standing Committee/Liaison Reports

A. Staff Council Liaison

Michael Robinson stated he had no report. Senate Chair Hillman complimented efforts in both planning and conducting Santa's Workshop. The event was very successful!

B. University Committee on Committees

In a written report from Lucille Brigham, Chair of the University Committee on Committees, given by Senate chair Hillman, the Committee joined the Athletic Council in the recommendation to increase the size of the Faculty Athletic Council. The current Council has 8 members and the recommendation is to increase the membership to 12.

Linda Livingstone, Chair of the Faculty Athletic Council and substitute for Senator Wallace, provided rationale for the increase. The size of the current Council limits fulfilling all its responsibilities. There are twenty-three duties and/or responsibilities assigned the Athletic Council by the NCAA. The recommendation to increase the size will enhance the Council's ability to function with greater efficiency by allowing the creation of four sub-committees as suggested by the NCAA Athletics Self-Study. The sub-committees will be: Governance and Rules Compliance, Academic Integrity, Fiscal Integrity, and Commitment to Equity.

Senator Edwards, Vice Chair of the Athletic Council and Chair of the Self-Study Committee on Athletics, made supporting statements. In addition to improved efficiency the increase would allow for greater faculty representation. He also stated the Athletic Council has become a significant working committee.

The recommendation passed unanimously.

C. Physical Facilities

Senator Goforth, Chair of the Facilities Committee, reported that a tentative decision has been made concerning the location of a television satellite dish. The Committee met just before Christmas and discussed the site for the twenty-seven foot diameter dish provided with funds from the public television station. A specific requirement of the location is that it must be within 1500 feet of the Sid Richardson Building. The proposed location is to be on the campus near the outdoor handball courts and Waco Creek. The Committee voted to accept the location after considering the distance limitation from Sid Richardson and an attempt to esthetically prevent the satellite dish from being an eye-sore on campus.

A question was asked if the Clifton Robinson Tower was considered for location of the television station and the satellite dish. Committee Chair Goforth indicated his willingness to submit this idea to the committee and individuals responsible.

D. Enrollment Management

Senator Whipple, Chair of the Enrollment Management Committee, reported the Committee met twice during the Fall semester. A task force formed to study the impact of transfer hours on enrollment is to present its findings to Provost Donald D. Schmeltekopf on February 1, 1996.

Diana Ramey, Director of Admissions, was introduced and presented an extensive written report with individual copies for each senator. Ramey's report included a view of what happens to students after they apply for admission to Baylor University. She indicated that the "yield rate" was the key factor used in charting enrollment trends and for comparison to previous years. She led the Senate through the written report, pointing out key areas and trends. The staff handles telephone calls, evaluates folders, and also conducts campus tours for interested applicants. Obvious conclusions highlighted Baylor's small staff of eleven with seven additional student workers, crowded working conditions, and the division of the department between offices in Pat Neff and Wiethorn.

Facts she presented included:

-Only 16 1/2 cents is available for telephone contacts if only freshmen and transfers are to be called, but calls are made to all applicants as needed.

-Only 57 cents is available for word processing costs if only freshmen and transfers are to be written, but written contact is made to all applicants.

-The Admission's office spends seventy-five percent of its printing budget on three major mailings per year.

-The money from application fees goes to the General University Fund, not to the Admissions Office. (She stated receiving only fifty percent of this income would yield greater efficiency and greater success in the number of applicants actually enrolling).

In addition to the problems with a limited staff and a limited budget, Ramey noted that the office had experienced significant computer problems during the most critical two months of the 1995 admissions year.

On a more positive note, Ramey listed improvement goals for the Admission Office and explained that some were beginning to be realized. These included:

- Earlier notification to student applicants
- Earlier departmental involvement

- Plans to integrate Admissions and Recruitment activities
- Putting application information on the WEB-Baylor Home Page
- On-going student contact
- Development and use of telephone banks

She also stated a new facility that would allow very close proximity of Admissions, Recruitment, Financial Aid and other related offices would solve many existing problems and contribute to President Sloan's enrollment priorities.

Senate Comments and Questions-

- Can the Admissions Office coordinate/work with Financial Aid?
- Has thought been given to earlier contact with students-junior high or youth organizations, such as Boy Scouts?
- Can the Financial Aid package be mailed out faster?
- Can the Financial Aid decision and Award be made faster?
- Why are these offices and functions located administratively in Student rather than Academic Affairs?

Senate Chair Hillman thanked Ramey for her extensive report and her candid comments. Ramey responded by inviting Senators to visit the offices and/or call with ideas, concerns or helpful information. (The printed report is attached to these minutes.)

E. Student Life and Services

There was no Student Life and Services Committee report. Chair Barker announced the Committee would meet in February.

F. Academic Freedom, Responsibility, and Environment

Committee Chair McGee reported the group of administrators and faculty to develop a hiring procedure would meet on January 17 at 4:00pm. Members are Cannon, Chesser, Green, McGee, Schmeltekopf, Thomson, Toben and Williams. Schmeltekopf and McGee co-chair.

The process should:

- Stress the academic environment concerns and capabilities

- Encourage that specific employment related materials be mailed in a timely manner but to only those candidates on the "short" list.
- Recognize the diversity of the search process from school to school, school to department, and department to department.

McGee will bring a follow-up report to the February Senate meeting.

G. Constitution and Bylaws Committee

On behalf of the Committee, Chair Phillip Johnson submitted a two page written recommendation for revisions to the Faculty Senate Constitution and Bylaws.

Senate Chair Hillman asked for discussion and advised that a vote on the submitted changes would occur at the next Senate meeting. She also stated the recommendations simply eliminate existing conflicts concerning terms of office.

H. Calendar Committee

Senator Buddo, liaison with the Calendar Committee stated the calendar changes reported in the Lariat were premature. The changes suggested were too late to be implemented in the Fall due to printing of documents. The suggested changes were taken under advisement and quite possibly will be considered in future calendars. No changes would be made in the 1996-1997 academic calendar.

V. Miscellaneous Reports or Issues

A. Student evaluations

Senate Chair Hillman explained that there have been complaints of abuse of the student evaluation system by both students and faculty. While these abuses are probably not wide spread, their occurrence evokes concern. Examples include students grouping together to negatively influence an evaluation; professors screening out negative evaluations by intimidating the student administrator of the evaluations to let him or her (the professor) see the forms before they are sent for processing; and seeming indifference to the evaluation process by some students who do not give thoughtful consideration to the evaluations.

This issue has been discussed with Provost Schmeltekopf who will work with Cindy Dougherty to develop a process that will encourage improving the integrity of the evaluation process. Any suggestions or concerns should be given to Senate Chair Hillman, Dougherty or Schmeltekopf.

B. Faculty Conflict of Interest Policy

The development of a faculty conflict of interest policy has been strongly encouraged by both the administration and the General Counsel. Since a large proportion of the

University Regents are business persons, there is strong indication there will be an expectation by the Regents for a statement of this type. Acting before the fact will allow the faculty to develop its own statement rather than have one imposed.

Senate Chair Hillman appointed Senators Gordon, Thomas, Rolf, Wallace, Wiley and non-Senate member Pat Wilson from the Law School to a committee to develop a conflict of interest statement. Thomas will chair the committee.

C. Other

1. Senator Don Farris presented a Senate resolution honoring the late Dr. James Henry Nolen, Professor of Computer Science, for his distinguished and dedicated work at Baylor.

The resolution passed unanimously and will be attached to the minutes to be filed in the Texas Collection. Secretary Pippin was asked to send copies to the family.

2. Senate minutes once approved can and should be on the WEB- Baylor Home Page. John Thorburn, substituting for Senator Davis, volunteered to work with Senator Massirer, Senate Publicity Chair, to do this.

3. Many questions and or issues such as the University Hiring Policy, Conflict of Interest Statement and others develop. Each senator has both the authority and responsibility to bring this issue to the attention of the Senate. Issues can be submitted to the entire Senate or to a committee of the Senate following appropriate protocol.

4. A question was asked about establishing a collection box or point for time cards on the main campus due to the distance, traffic and location of the Robinson Tower. Senator Robinson will work jointly with the Staff Council in addressing this concern.

VI. Announcements

A. Senate Chair Hillman reported a co-curricular transcript is now available for students through the Office of Student Activities. This will officially document student involvement in any and all officially recognized University organizations.

B. Senate Chair Hillman reported that a 15-passenger van will begin running between the library and women's dorms from 9:00pm until 1:00am., Sunday through Thursday. Student Congress was a strong force in developing this service which will provide enhanced personal safety.

C. The Senate election process will begin this month following the procedure established by the Senate Constitution. The Secretary of the Senate conducts the election.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Rusty Pippin, Secretary

Kathy R. Hillman, Chair