

## **MINUTES**

### **FACULTY SENATE**

**September 16, 1997**

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

Present: D. Adams, L. Adams, Baird, Basden, Beckner, Bowery, Buddo, Carini, Chinn, Livingstone for C. Davis, E. Davis, Genrich, Gordon, Hillman, Jensen, K. Johnson, P. Johnson, Johnston, Longfellow, Losey, McGee, Rolf, Supplee, Stone, Weaver, Wiley, Willis, Yelderman, Youngdale

Absent: Conyers, Farris

Guest: Dianna Vitanza

#### **I. Invocation**

The invocation was led by Jeter Basden.

#### **II. Welcome to New Senators**

Senate Chair Buddo welcomed new senators Weldon Beckner, Anne Bowery, Gary Carini, Sandra Genrich, Deborah Johnston, Joan Supplee, and Charles Weaver.

#### **III. Approval of May 13 Minutes**

The minutes of the May 13, 1997 meeting were approved as distributed.

#### **IV. Guest: Dianna Vitanza, Vice Provost for Academic Affairs**

##### **A. Proposed Faculty Workload Policy**

Dr. Vitanza summarized for the Senate the document entitled "Proposed Faculty Workload Policy." (A copy of the document had been distributed to senators electronically prior to the Senate meeting; a copy of the document is attached to the file copy of the minutes.) She indicated that the proposed policy seeks to reflect more accurately the reality of faculty workloads. A distinction is now made between "teaching load" and "workload", with the latter term being broader in that it includes non-teaching as well as teaching responsibilities. The proposed policy also addresses the issues of team teaching and overloads.

The "Proposed Faculty Workload Policy" includes reference to a Faculty Workload Report. Dr. Vitanza provided to each senator a sample copy of this

report. (A copy is attached to the file copy of the minutes.) She also explained that each year, during a faculty member's annual performance review, the faculty member and the department chair will discuss the faculty member's workload.

During a period of discussion following Dr. Vitanza's comments, questions were raised regarding how the recently released "Statement on Scholarly Expectations at Baylor University" would fit into the proposed faculty workload policy. Concerns were expressed that if faculty are expected to be more productive in research but teaching loads are not reduced, then there will be increases in the overall workload for many faculty members. Dr. Vitanza responded that chairs and departments must decide whether teaching loads will be reduced to allow faculty members to do research. She indicated that the proposed policy allows more flexibility to reduce teaching loads to allow more time for research. After further discussion, during which various senators continued to express concern about what they perceived as incompatibilities between the statement on scholarly expectations and the proposed faculty workload policy, Dr. Vitanza indicated that she would welcome suggestions regarding revisions to the workload policy. At the conclusion of this discussion, Dr. Vitanza departed.

The Senate continued to discuss the need for revising the "Proposed Faculty Workload Policy" to take into account the impact of the scholarly expectations statement. In the course of the discussion, the following motion was made:

The Faculty Senate requests that the Council of Deans take a second look at the "Proposed Faculty Workload Policy" in light of the recently-adopted "Statement on Scholarly Expectations" in an effort to bring the two documents into harmony.

The motion carried. Chair Buddo will present this motion to the Council of Deans.

In further discussion, questions were raised about how the scholarly expectations statement will affect tenure-track faculty members. It was also stated that in the process of hiring new faculty members, expectations regarding scholarly activity need to be made clear when the persons are hired and not changed afterwards. As a result of this discussion, the Senate asked that the Faculty Committee on Academic Freedom, Responsibility, and Environment look at the question of how to mesh tenure issues and scholarly expectations and that the committee bring a report back to the Senate.

## **B. Update on the Faculty Handbook**

Chair Buddo stated that in May the Senate asked to review the Faculty Handbook before its distribution. Over the summer the Senate Executive Committee reviewed the handbook, made comments, and received responses. The handbook is now being finalized.

A senator asked whether the handbook can be changed at any time, as is the case with the Personnel Policy Manual. In response, Buddo stated that he would represent the Senate's position as being that the Senate would wish to review any proposed changes to the Faculty Handbook before they are made.

## **V. Report on Senate Vacancies**

Acting Senate Secretary K. Johnson reported that two Senate vacancies occurred during the summer and had been filled as follows:

(1) A School of Education seat became vacant upon the departure of Duane Knudson. The Senate Constitution states that if a vacancy occurs, the Secretary shall contact the runner-up in the previous election for that academic unit to determine whether that person would be willing to serve. In the Spring 1997 Senate election in the School of Education, there was a tie for the runner-up position. Since the constitution contains no guidelines for dealing with a tie, the Secretary, in consultation with the Chair, conducted a run-off election in the School of Education, with the result that Dr. Weldon Beckner was elected to fill the vacant seat and complete the unexpired term.

(2) A Hankamer School of Business seat became vacant upon the resignation of Chet Miller, who is on leave of absence from the university. Once again, there was a tie for the runner-up position. However, one of the two persons indicated that he did not wish to serve, so the other person, Dr. James Tipton, was invited to fill the vacant seat and complete the unexpired term.

### **A. Committee to Study Senate Bylaws**

Chair Buddo stated that in view of the fact that the Senate Constitution and Bylaws do not provide guidance regarding situations in which an elected senator takes an extended leave of absence, he has appointed a committee to review the issue and propose possible changes to address this issue. The committee members are Longfellow, K. Johnson (chair), Wiley, Youngdale, Gordon, Genrich, Hillman, Conyers, and Farris.

## **VI. Election of Senate Secretary**

Chair Buddo stated that the departure of Duane Knudson, who had been elected secretary of the Senate for the 1997-98 year, required that the Senate elect a new secretary. The Senate Executive Committee, acting as the Nominating Committee, nominated Beth Youngdale for the position. The Senate elected Youngdale.

## **VII. Faculty Dismissal Policy**

Buddo provided a summary of some of the events that have occurred since the recent dismissal from the university of a tenured faculty member: A meeting was held between

Buddo, Basden, McGee, and University Senior Counsel Underwood on August 22 to discuss the university's dismissal policy and how it is implemented.

Buddo stated that the administration has indicated its continuing willingness to discuss these matters. Conversations continue regarding the possibility of transferring the responsibility of hearing dismissal cases from the Tenure Committee to the Hearings Committee, as has been recommended by the Senate. Further discussions would be needed regarding the composition of the Hearings Committee if such a change is made. Other meetings have been held with various faculty members from throughout the university, at the invitation of Provost Schmeltekopf, to provide information about the dismissal policy and procedures.

In response to a letter written by a faculty member raising questions and concerns regarding the responsibilities of faculty members in overseas programs, Provost Schmeltekopf, in consultation with Chair Buddo, asked the Council on International Programs to address these questions and concerns. Dr. James Vardaman, with input from the Senate Chair and Provost, appointed a subcommittee of the Council on International Programs made up of David Hendon, Kent Gilbreath, Linda Adams, Dan Valahu, and Phillip Johnson to study the issues.

In response to numerous questions and statements of concern regarding the dismissal issue, Buddo indicated that with the Senate's approval he would invite Provost Schmeltekopf to attend the October meeting of the Senate to discuss the university's faculty dismissal policy and procedures.

## **VIII. Items from Council of Deans/Provost Schmeltekopf**

### **A. Dean Searches**

Buddo stated that there is currently a search underway for a Dean of the School of Education. A search committee is being formed to begin a search for a Dean of the Graduate School.

### **B. Academic Summit**

Buddo announced that an academic summit was held July 14-15, consisting of a gathering of department chairs, deans, and university administrators. The guest speaker was Dr. Carol Schneider, Executive Vice President of the Association of American Colleges and Universities. The participants dealt with case studies of other universities as well as Baylor. Buddo distributed to the Senate a report that summarizes the ideas and priorities that came out of the meeting. (A copy of the report is attached to the file copy of the minutes.)

### **C. Academic Benchmarks**

Buddo directed the attention of the Senate to a document entitled "Academic Benchmarks for Baylor", which came from Provost Schmeltekopf and which had been distributed to the senators at the beginning of the meeting. (A copy of the document is attached to the file copy of the minutes.)

#### **D. Statement on Scholarly Expectations**

Buddo indicated that at the beginning of the meeting each senator had received a copy of a document entitled "Statement on Scholarly Expectations at Baylor University". (A copy of the document is attached to the file copy of the minutes.) Buddo noted that this statement has been approved by the Council of Deans and by President Sloan.

### **IX. Items from Executive Committee Meeting with Provost Schmeltekopf**

(On June 20, 1997, the Senate Executive Committee met with Provost Schmeltekopf and Dan McGee, chair of the Faculty Committee on Academic Freedom, Responsibility, and Environment. Various matters were discussed. Throughout the summer, the Executive Committee also reviewed several matters related to university committees. The following is a report on the discussions held and actions taken on these matters during the summer.)

#### **A. Faculty Development Committee**

Senator Basden brought a recommendation to the Senate from the Executive Committee that the description of the Faculty Development Committee be revised. (A list of recommendations from the Executive Committee, including this revised description, is attached to the file copy of the minutes.)

#### **B. Continuing Education Committee**

Basden brought a recommendation to the Senate from the Executive Committee that the Continuing Education Committee be established. (A description of this committee is included in the list of recommendations attached to the file copy of the minutes.)

**C. Sunsetting of the International Programs Committee** Basden brought a recommendation to the Senate from the Executive Committee that the Senate sunset the International Programs Committee.

Basden, on behalf of the Executive Committee, asked the Senate to affirm the Executive Committee's recommendations. The Senate voted to affirm the recommendations.

#### **D. Response of Administration to Faculty Senate Resolutions**

##### **1. Substitution of Required Readings**

(At its May meeting, the Senate adopted a resolution expressing concern regarding substitution of assigned readings and requesting a conversation between the Executive Committee and the Administration on this issue.)

At the June 20 meeting, Provost Schmeltekopf stated to the Executive Committee that future situations and concerns involving students requesting substitution of assigned readings would be referred to the chairs of the departments involved. The chairs should then direct the students to the Academic Appeals Committee as the appropriate body to address such matters.

## **2. Administrator Evaluations**

(At its May meeting, the Senate adopted a resolution commending the Administration for the recently-conducted evaluation of administrators and recommending that the Executive Committee and the Administration discuss the procedures followed and the use of the evaluations.)

At the June 20 meeting, Provost Schmeltekopf indicated that President Sloan had received the results of the evaluation and that the president would decide with whom they would be shared. It is unclear whether administrator evaluations will continue to be conducted in the future.

## **3. Chair Searches**

(At its May meeting, the Senate adopted a resolution expressing concern regarding recent administrative actions that reduce the effective voice of the faculty in the selection of departmental chairs and requesting that the Executive Committee and the Administration discuss the process by which chairs are sought, named, and renewed.)The matter of chair searches was discussed in the Council of Deans, which reached the conclusion that the chair search procedures are not clear or consistent. The Provost appointed a subcommittee of the Council of Deans to develop a chair search procedure policy. A report from this subcommittee is forthcoming.

## **X. Committee/Liaison Reports**

### **A. Faculty Committee on Academic Freedom, Responsibility, and Environment - Dan McGee, Chair**

No report.

### **B. Faculty Committee on Enrollment Management - Howard Rolf, Chair**

Rolf reported the following: The number of new freshmen and transfer students this fall is about 100 less than last fall. However, overall enrollment is higher this fall by about 60 students compared to last fall. There are 251 students in the Challenge Program this fall, compared to 369 last fall.

**C. Faculty Committee on Physical Facilities - Joe Yelderman, Chair**

Yelderman reported the following: The plan for constructing a new Environmental Studies building has been modified. A new plan calls for the Environmental Studies facilities to be incorporated into the new Biology building. Regarding construction of a new Strecker Museum building, it has been decided that rather than trying to obtain funding for the entire building prior to its construction, a "modulized" approach will be used so that construction can take place in phases.

**D. Faculty Committee on Student Life and Services - Gary Carini, Chair**

Carini reported that the Student Congress Academic Affairs Committee has asked the Senate and the Faculty Committee on Student Life and Services to endorse the idea of faculty placing their course syllabi on the internet, thus allowing prospective students to make better selection of courses. (Copies of a memo from Mark Freeman, the Student Body Internal Vice President, explaining the idea, were distributed to the senators at the beginning of the meeting. A copy of the memo is attached to the file copy of the minutes.) Faculty participation would be voluntary. The Faculty Committee on Student Life and Services has endorsed the idea. Carini asked for the Senate's reaction. Following a period of discussion, it was concluded that it was the sense of the meeting that the Senate agrees with the idea.

**E. Staff Council Liaison - Linda Adams**

No report.

**XI. Other Items or Announcements**

At the request of Provost Schmeltkopf, Chair Buddo announced to the Senate the dates of the upcoming Pruitt Memorial Symposium, to be held on November 13 and 14.

All business having been completed, Senate Chair Buddo declared the meeting adjourned at 5:28 p.m.

Respectfully submitted,

Karen Johnson, Acting Secretary