

Minutes FACULTY SENATE May 1996

The Faculty Senate convened at 3:30 p.m. on Tuesday, May 7, 1996, in the Barfield Drawing Room, Bill Daniel Student Center, with Chair Kathy Hillman presiding.

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

Absent: Conyers

Guests: New Senators: Chinn, Davis, E., Knudson, Losey, and Yelderman

Miller was unable to attend

Lucille Brigham, Chair - University Committee on Committees

Agenda

I. Invocation

The invocation was led by Senator Rolf.

II. Approval of Minutes, April Meeting

The minutes of the April meeting were approved as submitted.

III. Introduction incoming Senators in attendance.

Hillman introduced Nancy Chinn, Elizabeth Davis, Duane Knudson, Jay Losey, and Joe Yelderman.

IV. Items from Dr. Donald Schmeltekopf or the Council of Deans

The commencement procedure beginning with the May 11, 1996, commencement will be modified. The Deans will not present the candidates for degree conferral. All bachelors candidates will be presented together by the Provost and Vice President for Academic Affairs. The Deans will read the names as in the past. All 4.0 gpa graduates will be given the Alpha Chi Medallion. Senator Dawn Adams, a member of the Public Exercises Committee, indicated these changes are intended to increase the involvement of the Provost in the degree conferral ceremony and also to decrease the time of the total

commencement program.

Senator Barker requested that the issue be a future Senate agenda item. He stated departure from usual procedure should include Faculty Senate input. It was agreed that this will be on a future Senate agenda.

V. Committee/Liaison Reports

A. Staff Council - Michael Robinson, Liaison - No Report

B. University Committee on Committees - Lucille Brigham, Chair

presented copies of the printed report nominating 1996-97 committee members. The Museum Committee recommended changing the composition of the committee to include all museum collections, not just Strecker. The change would enhance the function of the committee and prevent errors and oversights such as the loss of the Burlison Bed. The recommendation has been approved by the administration. It was noted that this year's Presidential appointments to the Tenure committee were indicated by an asterisk. Information concerning those appointments for previous years was not available.

It was pointed out that on page 17 of the report, Carol Blackburn is no longer at Baylor. Brigham will correct this and asked that any oversight or error be indicated to her as quickly as possible. She added that the report is still in flux. Additions and/or changes will be sent to Senators via Quick Mail.

Question: Is there a chair of the Tenure Committee?

Senate Chair Hillman responded, not officially until the beginning of the academic year when the committee will elect its own chair.

The vote to accept the report passed with no opposition and 1 abstention. Senate Chair Hillman thanked Brigham and the Committee for their hours of work.

C. Physical Facilities - Tom Goforth, Chair - reported receiving a letter from faculty member Elizabeth McEntire indicating that many campus buildings, including the Bill Daniel Student Center, are not in compliance with Federal ADA standards. The Committee may work on this issue this summer and bring a report early in the Fall.

D. Enrollment Management - Kathy Whipple, Chair reported that telephone registration is being conducted and had eliminated some advisement issues.

E. Student Life and Services - Lewis Barker, Chair - No Report

F. Academic Freedom, Responsibility, and Environment - Dan McGee, Chair
Hiring Policy -The committee appointed to deal with the issue had eight members, four faculty and four Presidential appointees. All met and presented documents regarding the faculty search process to President Sloan that all members had agreed to. Changes were made, so the four faculty members met with the President to discuss the changes. Modifications were made, and all

agreed. Committee Chair McGee presented the final documents to the Senate for information. These documents were mailed to all faculty with a cover letter initialed by Donald D. Schmeltekopf, Provost and Vice President for Academic Affairs; Kathy R. Hillman, Chair, Faculty Senate; and Daniel B. McGee, Chair, Faculty Committee on Academic Freedom, Responsibility, and Environment.

The documents included: "Faculty Search Procedures", "Baylor University in Perspective" and, "Faculty Prospect Interview".

Committee Chair McGee pointed out and explained changes that had occurred. Much discussion ensued involving religious boundaries. The question was raised if these hiring issues would become tenure issues. Questions apparently have been asked tenure candidates concerning their church involvement as recently as this academic year.

Question: Has the criteria for tenure changed?

Response: The intent is for hiring, annual review, pre-tenure, tenure and merit pay criteria to be the same. This concept seems to be strongly supported by the administration as well as the Senate.

Senate Chair Hillman stated that the current Tenure Committee had been asked by the Provost to review the tenure policy and procedures. Committee Chair Sandra Genrich reported to Hillman that several meetings have been held but a policy statement has not yet been issued. Hillman stated if the Committee brings a report this summer a called Senate meeting will be held.

Questions were asked about the Faculty Prospect Interview with the Provost only discussing religious questions, (Item 4-Faculty Search Procedures) during the 30 minute interview. The Provost has indicated in the future the interview will be approximately 15 minutes concerning religious issues and 15 minutes regarding academic issues.

Question: What is the status of the denominational list?

Response by Committee Chair McGee: The list was removed by the administration. It was noted that the denominational priority is still a Board of Regents policy.

A Senator commented that positive strides have been made in establishing and fine tuning these issues and commented that the committee should be commended for their good work and final product.

Letter Concerning Tenure: Senate Chair Hillman reported receiving a letter signed by 10 to 12 faculty members concerning denial of tenure issues. She referred the letter to the Committee on Academic Freedom, Responsibility, and Environment.

Another Senator expressed concern over the "lateness" of all notification of tenure decisions.

Response: The administration was new in dealing with this process. Being now aware of the time involved in the process, they will handle the situation in a more timely manner in the future. The Faculty Senate has also received copies of a revised tenure denial letter for comment.

Policy and Procedure for Responding to Financial Exigency by Reducing Academic Programs (Draft 4) The Committee is actively meeting. Many issues are extremely sensitive and need further discussion. The consensus of the Senate was this must be done carefully and correctly and enough time should be taken to insure a well formulated policy.

It was suggested that if reduction is necessary, a separate and specific committee be assigned this task. The committee should be mostly faculty, not mostly administration. For example, a committee of seven should be composed of five faculty and two administrators.

Questions to be answered include: Can the issue be addressed by reducing or eliminating non-academic enterprises? That should be done before reducing academic programs. If an academic unit is selected to be reduced, Who goes?; Which faculty? Non-tenured before tenured?; How will the needs of students be considered?

A Senator stated that "A Reduction Report" had been previously sent to President Reynolds and included option plans, buy-outs etc. The Committee agreed to obtain and consider the document.

McGee indicated the Committee will also work on a parallel policy for the elimination of programs for other than financial reasons.

BU-PPM 707 Evening Courses and Summer Teaching: Concerns were expressed about summer teaching. Discussion included such issues as student needs; course enrollment minimums; timeliness of summer school letters of appointment; late cancellation decisions; and the concern that reduction in summer school courses would not reduce fixed costs such as plant operations and maintenance.

It was noted that the percent of salary paid for summer is still at the same level as in the past. Some faculty and administrators favor a one time 10% across the board increase to bring Baylor salaries more in line with other similar institutions. If this were done, then summer school letters of appointment would not be such a critical issue. It appears that the administration is responding to faculty concerns, however much work remains.

A motion was made by Baird, seconded by Wallace, expressing appreciation for

responsiveness but communicating the following:

*Affirm this document as an interim document for one year only.

*Commend the administration for responding to the concerns raised by the faculty as indicated by this interim document.

*Express that the Senate is looking forward to on-going discussion of these matters.

*Request the receipt of timely summer letters of appointment, perhaps within two weeks of the summer schedule deadline.

The motion passed unanimously. Senate Chair Hillman agreed to convey the Senate action to the administration.

G. Faculty Workload Task Force - Joe Cox, Chair - Senator Buddo reported for Joe Cox. After much discussion, several amendments were made.

In Section B, after sentence one, add the sentence: Each year, the department chair is to review the workload assignment with each faculty member and recommend any necessary adjustments.

Amend Section C as follows. (Bold type indicates changes; italics indicate deletions.) Departments will assign teaching loads based on the number of "contact hours" each faculty member has with each student . Contact hours include credit hours and may include, additionally, independent study, thesis or dissertation supervision, advising hours, class size, laboratory supervision, student supervision (student teachers, internships, clinical experiences, etc.), unusually heavy preparation time (more than three preparations per semester number of preparations and/or new or substantially...

Change Section F to incorporate the basic wording of sentence two of the Grievance Draft 5/7/96. If any member of the faculty believes he or she has been denied fair and just treatment regarding course load or course assignment, he or she may initiate the grievance procedure. (See BU-PPM 712, Faculty Grievances)

The recommendation of the Committee as amended passed unanimously.

H. Faculty Involvement in the Budget Process - Bill Thomas, Chair Dawn Adams reporting for the Committee encouraged Senators to poll their constituents and become actively involved in this process. It was noted the 1997-98 budget process begins in July. The committee will be meeting in June to make recommendations.

VI. Election of Senate Officers (Nominees from the Executive Committee which served as the Nominating Committee)

Chair - Jeter Basden, Arts & Sciences

Vice Chair/Chair Elect - Chris Buddo, Music
Secretary - Karen Johnson, Business
Publicity - Jay Losey, Arts & Sciences

There were no nominations from the floor, and all were elected unanimously.

VII. Miscellaneous Reports or Issues

A senator expressed concern with the lack of timely announcement of some tenure decisions. There was also concern expressed about the lateness of letters of appointment for one-year lecturers. Senate Chair Hillman responded that this concern has been addressed with President Sloan. In the future, the notification process should be more timely and the denial of tenure handled with a kinder, more human touch.

A question concerning English as a Second Language was asked. Senate Chair Hillman responded that this issue had been addressed earlier with the ESLI program and modified standards.

Senate Chair Hillman recessed the meeting at 5:30 p.m. to resume Thursday, May 9 at 9:30 a.m. in the Barfield Drawing Room of the Bill Daniel Student Center.

The Faculty Senate reconvened on Thursday, May 9, at 9:30 a.m. in the Barfield Drawing Room of the Bill Daniel Student Center. Chair Kathy Hillman presided.

Present: D. Adams, Nancy Chinn for L. Adams, Baird, Barker, Basden, Buddo, Randy Todd for Davis, Edwards, Farris, Garner, Goforth, Gordon, Hillman, K. Johnson, P. Johnson, Longfellow, Massirer, McGee, Robinson, Rolf, Stone, Tipton, Wallace, Whipple, Wiley, Willis, Youngdale.

Absent: Conyers, Fox, Jensen, Luper, Monk, Pippin, Thomas

Guest: Jay Losey (incoming Senator)

VII. Miscellaneous Reports or Issues

A. Baylor University Personnel Policy Manual Revisions

1. Cover Letter, Synopsis of Changes, Policy Manual Cover, Table of Contents (Garner, D. Adams, Farris)

Discussion centered around the following points: Which document will take precedence--the Personnel Policy Manual or the Faculty Handbook? Should "employees" be separated into "faculty and employees" in the opening sentence of the PPM cover? Why are proposed changes to the PPM not coming from the Compensation, Benefits, and Personnel Committee so that it can function as the policy-making body? The committee recommended changes in phrasing in the Cover Letter (Document 2). After discussion of the Policy Manual Cover (Document 4), Senator Rolf moved, and Senator Wallace seconded, that "faculty

and" be inserted into the first sentence of the cover so that it would read: "The policies and procedures set forth in the Baylor University Personnel Policy Manual provide guidelines for faculty and employees and the University during employment." After further discussion, the phrase was changed to "faculty, staff, and administration." The motion passed. Documents 2 and 4 were accepted as revised.

2. Employment Policies (BU-PP 002) (Basden, McGee, Monk)

Because of the changes to the Cover made earlier, the suggestion was made to change A.3 so that the phrasing is the same in both documents. A9 was amended to read: Smoking is banned in all University facilities. Much discussion centered around A.10 concerning tape-recording meetings or conversations. Questions included the following: Does the policy extend to electronic monitoring of Internet messages and phone calls and to videotaping? Should "unauthorized" be changed to "clandestine"? What are the A.A.U.P. guidelines concerning such matters? Should we have a separate policy, expanded beyond what we have now? Senator Tipton moved, and Senator Rolf seconded, that we remove A.10 and refer it to Senator McGee's committee. The motion passed. BU-PP 002 was approved as amended, including the correction of the typographical/grammatical errors, as noted.

3. Personnel Benefits (BU-PP 400-450) (Massirer, L. Adams, Davis)

Because of the legal nature of the phrasing, the committee recommended no major changes--only that gender-specific language be removed from this section and all other sections of the Manual. The recommendation passed by consent.

4. Dismissal (BU-PP 705) (K. Johnson, Edwards, P. Johnson) The committee recommended that all dismissal cases go before the University Hearings Committee, whether the involved faculty member is tenured or not. The section titled Dismissal for Other Reasons has been included at the request of the General Counsel but raised many questions. The consensus was that matters of dismissal are too serious to be rushed, but we are facing the deadline of the Faculty Handbook, which should be available by September 1.

Senator Baird moved to amend statement A. under Dismissal for Other Reasons to read "Bona fide financial exigency of Baylor University according to procedures outlined in the Policy and Procedure for Responding to Financial Exigency" and to amend statement B. to read "Bona fide formal discontinuance of a program or department of instruction according to procedures outlined in the Procedure for Discontinuance or Reduction of Academic Programs not Mandated by Financial Exigency" and to make a change in the final sentence of that section so that it would read, "If the faculty member chooses to seek review of the decision based on financial exigency or discontinuance of a program or department, the faculty member shall follow the procedures outlined in the

"Policy and Procedure for Responding to Financial Exigency" or the "Procedure for Discontinuance or Reduction of Academic Programs not Mandated by Financial Exigency". Senator Robinson seconded the motion. Discussion involved whether to move statement C. concerning medical reasons for dismissal. To bring the phrasing more nearly into accord with other changes, it was suggested that the words "as determined by the President or the Board of Regents" be removed from the first sentence under Dismissal for Other Reasons.

Senator Baird moved, and Senator D. Adams seconded, that the word "Baptist" be changed to "Christian" in I. D. The motion passed. Also in section I.D., a question was raised about omitting the references to illicit drugs and "intemperance in the use of alcoholic beverages." By consensus, the group decided to keep the reference to illicit drugs, and by a vote decided to keep the reference to alcoholic beverages. The entire policy (705) was accepted as changed. The Faculty Committee on Academic Freedom, Responsibility, and Environment will examine further statement C concerning dismissal for medical reasons.

5. Faculty Development (BU-PP 708) (Buddo, Luper, Gordon) Only changes in obsolete terminology were recommended and accepted.

6. Faculty Grievances (BU-PP 712) (Wiley, Baird, Robinson) Senator Wiley showed a series of transparencies illustrating the changes his committee recommends. The recommended grievance procedure is divided into six steps, from informal attempts at resolution to formal procedures moving from the chair, to the dean, to the Grievance Committee, to the Provost and Vice-President for Academic Affairs, and to the President. Questions included the following: What if a faculty member has a grievance against someone who is not part of the academic line of authority? That grievance would go directly to the Grievance Committee. What happens if a dean functions also as a department chair? It should not be necessary to invoke a formal grievance process if the faculty, the dean, and the provost can settle the matter.

Because of the lateness of the hour, Chair Hillman postponed completion of the agenda until a meeting could be called for June.

VIII. Recognition of Outgoing Senators

Senator Massirer recognized each retiring senator with a certificate of appreciation. Those retiring this year are Senators Davis, Goforth, Luper, Massirer, Monk, Thomas, Tipton, and Whipple.

IX. Other Items or Announcements

Senator Basden presented Chair Hillman with a plaque recognizing her hard work and long hours as Senate chair this year. He announced to returning senators that the first meeting of the fall semester will be held on September 17.

The meeting was adjourned at 11:35 a.m.

Respectfully submitted, Part 1,

Rusty Pippin, Secretary

Respectfully submitted, Part 2,

Mary Massirer, Acting Secretary for Rusty Pippin

Kathy R. Hillman, Chair