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**Faculty Senate Minutes**  
**Monday, June 17, 1996**  
**2:30 p.m., Gregory Room, Bill Daniel Student Center**

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The Faculty Senate convened at 2:30 p.m. on Monday, June 17, 1996, in the Gregory Room, Bill Daniel Student Center, with Chair Kathy Hillman presiding.

**Present:** D. Adams, Baird, Barker, Basden, Buddo, Edwards, Farris, Fox, Garner, Gordon, Hillman, K. Johnson, P. Johnson, Longfellow, Massirer, Pippin, Robinson, Rolf, Stone, Thomas, Wallace, Whipple, Wiley, Elizabeth Davis for Willis, Youngdale

**Absent:** L. Adams, Conyers, Davis, Goforth, Jensen, Luper, McGee, Monk, Tipton

**I. Invocation**

The invocation was led by Michael Robinson

**II. Approval of Minutes, May Meetings**

The minutes of the May meetings were approved as corrected.

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

**Summer Employment Policy (BU-PPM 707)**

No date has been specified for the issuance of summer letters of appointment, but Dr. Schmeltekopf stated in the Council of Deans meeting that these letters would be issued as early in the fall semester as possible.

It was pointed out that the summer budget is not separate but a part of the total academic year budget for the fiscal year. Monetary amounts from either surplus or deficit should balance out the budget. There was much discussion as to the reasons for summer budget deficits, including suggestions they result from sources other than low class enrollments. A question arose concerning minimum class sizes for summer. Information provided indicated actual decisions about minimums will be worked out within each academic unit. Deans and Chairs will work together to reduce summer costs so the money being used to supplement summer classes can be utilized for other programs. The School of Education has already instituted higher minimum numbers for enrollment, 15 undergraduate and 7 graduate, compared to the stated University minimums of 10 and 5. It was also pointed out that the School of Education minimums were established by the unit's administration without faculty involvement.

A Senator from the committee to study summer school indicated criteria for establishing minimums are due in report form by October 1, 1996. Vice President Scott chairs the Committee.

## **Compensation and Evaluation Document (Merit Pay) Dates**

Dr. Schmeltkopf has indicated that the percentages for merit pay can be made available between Thanksgiving and December 1 each year so that units can adapt their procedures if the amount is less than 1% above cost of living. Evaluations must be done annually but may be simplified in case of little or no merit pay as set forth on page 7 of the document.

## **Regents' Request for a Review of the Operating Deficits of the School of Music and the School of Engineering and Computer Science**

An open meeting will be held Monday, July 8 at 2:00 p.m. in Room 109 of the Rogers Building. Senators are invited to attend. The School of Engineering and Computer Science will present a plan for eventually ending the unit's deficit. The School of Music, which will probably always run a deficit, will present a plan for reducing theirs.

## **Review of Academic Policy on Incompletes in Variable Hour, Thesis, and Honors Courses**

The Deans seemed to favor "dusting off" the current policy allowing for use of the "IP" or In Progress designation. Dianna Vitanza and an ad hoc committee will look at how the IP affects degree requirements.

The need for using the previously approved IP designation instead of an I or Incomplete for variable credit courses seems to exist. Due to special situations such as Aviation Science or Honors Program, the course may never be completed for a variety of reasons. When these special cases exist, the grade IP might remain on the transcript without academic credit or penalty. This seemed agreeable to the Senate.

## **Regents Approval of a BS/BA in Biochemistry and an MS for Family Nurse Practitioners**

### **Responses to SACS Recommendations**

These are due June 28 to Dr. Schmeltkopf and July 16 to SACS.

### **Calendar Survey**

The Calendar Committee will prepare a new recommendation for 1997-98 based on survey results. The survey clearly showed neither faculty nor staff prefers the current academic calendar.

## **IV. Committee/Liaison Reports**

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

**B. University Committee on Committees** - Lucille Brigham, Chair - The Committee met once over the final committee membership listing. The report will be submitted to President Sloan by July 1.

It was pointed out this report is a recommendation only, and the President can make changes except for those committees whose membership is mandated and the Senate appointments to the Tenure Committee.

**C. Physical Facilities** - Tom Goforth, Chair - No Report

**D. Enrollment Management** - Kathy Whipple, Chair

Senator Whipple presented a financial report provided by Vice President Schmeltekopf at the Dean's and Chair's Budget Workshop (copy attached to file copy of minutes). The report is unit and department specific and shows tuition revenue, expenditures, indirect costs, and final surplus or deficit. Several questions were raised concerning the indirect cost budget item. It was pointed out that this cost has increased from 18% to 35% in less than ten years.

Several asked what does indirect cost cover and who sets the amount? Knowing the answers would be valuable in controlling expenditures, monitoring budget overruns, and being better stewards. There was consensus that these questions have merit and are not meant to be intrusive. Other issues concerned the "Quasi Endowment" being used to balance the budget.

The issue of summer enrollment minimums was again raised. Vice President Scott, Chair of the Summer School Committee, has stated that better summer efficiency could yield better annual faculty raises and increased merit pay.

A question was raised concerning funding support for faculty members who conduct research. There appears to be little university level support for faculty research. The support seems to be unit specific.

Addressing the issue of lowering costs for summer, it was pointed out that if costs are lowered by reducing course offerings or eliminating courses, some faculty members may suffer financial loss. This will significantly hurt some faculty members, especially since summer salaries are designed to make up for salary differences that occur when Baylor is compared to other universities. Statements have been made by members of the administration that a flat 10% increase across the board could reduce the need for summer salaries to be used to achieve competitive overall levels.

A Senator indicated that many faculty teach low enrollment classes as overloads without compensation to help students and programs. A question was asked about compensation other than financial for this kind of dedication. The Senate agreed that the shared financial information covering the last four years was indeed beneficial and that the administration appears to be seeking faculty input and assistance in solving the financial difficulties.

Much discussion followed with Senators openly stating their willingness to work with the administration to both plan the budget and strive to stay within the

budget. All were encouraged to continually share their thoughts and ideas with Committee members, Administrators, Deans and Chairs.

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

**F. Faculty Involvement in the Budget Process** - Bill Thomas, Chair

A proposal for creating a Faculty Committee on the Budget was presented by Senator Thomas. A brief statement was made concerning previous budgets which were prepared and presented top-down. Questions were raised about the Baylor budget process since the current procedure seems to involve little faculty input. The proposal from the Committee is not intended to be intrusive but to assist in both the budget process and long range budget planning. The proposed committee would be a standing university committee, not just a Senate committee, although Senators could serve if appointed through the normal process.

The document was written following model documents from other universities and AAUP Guidelines. There was much discussion concerning the number of committee members and the representation of the various academic units. The proposal section of the report was amended to include the statement: The committee will be composed of 12 members with representation from each of the nine academic units. The report was passed as amended.

## **V. Baylor University Personnel Policy Manual/Faculty Handbook Revisions**

### **A. Faculty Handbook Material**

Subcommittee Chair Massirer reported the Faculty Handbook includes benefits information and recommended that that section be approved by the Senate. The Faculty Handbook deadline is July 1. The report passed.

### **B. Academic Freedom, Responsibility, and Environment** - Dan McGee, Chair

A printed report was provided to each Senator. Chair McGee had said that these items were modeled after AAUP statements.

There was much discussion about specific wording, word usage, clarification of intent and spirit of the documents. An observation was made that these statements are needed in the Handbook to comply with the SACS recommendations.

**1. Financial Exigency** - Policy and Procedure for Responding to Financial Exigency by Reducing Academic Programs passed.

**2. Reductions not Mandated by Financial Exigency** - Procedure for Discontinuance or Reduction of Academic Program not Mandated by Financial Exigency passed.

**3. Other recommendations** - Recommendation to Senate from Academic Freedom, Responsibility and Environment Committee.

This item included five specific recommendations which were voted on individually.

- a) Recommendation on Lecturers - Passed
- b) Compliance Between Faculty Handbook and BU-PPM - Passed
- c) Defining Disabilities - Passed
- d) Recording Communication - Passed
- e) Tenure Study Recommendation - Passed

A follow-up question was asked about **what goes into the evaluation for tenure and who decides this?**

The response was that it is the hope to make the criteria in the original employment document stating expectations of the employee prospect the same criteria used for annual evaluation documents as well as for tenure. This response was applauded and well received.

**C. Faculty Grievances** - Jim Wiley, Subcommittee Chair

Senator Wiley asked that the grievance report be evaluated and received in concept only with the wording still in need of editing and clarification.

After brief discussion, Subcommittee Chair Wiley agreed to submit a final draft to Senators via E-mail but also requested a vote due to the July 1 deadline. Senate Chair Hillman also stated a vote was important if input was desired prior to the deadline.

A vote was taken for the concept of the step process in the Faculty Grievance Procedure. The concept passed.

A vote was then taken on the final step of the process to ensure that a two step administrative process could occur. In other words, the grievance would go to the Provost before going to the President. This concept also passed.

## **VI. Other Items**

### **A. Memorial Resolution for Mark Measures**

Senator Farris submitted a Memorial Resolution for Mark Measures (copy attached). The resolution passed unanimously.

### **B. Senate Chair Elect Basden**

Senator Basden requested that Senators review their individual biographical data sheets and make changes or corrections and return them to him for developing the 1996-97 Senate membership roster. He also announced the next Senate meeting for Tuesday, September 17 at 3:30 p.m. He is awaiting confirmation of the specific location, but it will likely be in the Hankamer School of Business Blume Conference Center.

**C. Question** - Will the July 1 Deadline for the Faculty Handbook be met? Senate Chair Hillman responded yes that all items are very close to being finished. She again urged all Senators to encourage their faculty constituents to utilize this window of opportunity for input.

All business having been completed, Senate Chair Hillman declared the meeting adjourned at 4:38 p.m.

Rusty Pippin, Secretary

Kathy R. Hillman, Chair