

**Baylor University Faculty Senate Meeting**  
**October 9, 2018**  
**Draper 152♦ 3:30-5:00pm**

**Members Present:** Senators Bolen, Bradley; Cordon, Matt; Dodson, Derek; Sheffield, Jennings for Elkins, Nathan; Ellor, James; Farwell, Beth; Garner, Brian; Hansen, Christopher; Horace Jr., Maxile; Hultquist, Beth; Hurtt, Kathy; Korpi, Michael; Cassidy, Barbara for LeCompte, Karon; Leutholtz, Brian; Long, Mark; Long, Michael; McGlashan, Ann; Neilson, Bill; Nichols, Curt; Nuner, Joyce; Parrish, Maxey; Pittman, Coretta; Potts, Tom; Pounders, Steven; Raines, Brian; Robinson, Eric; Rodgers, Denyse; Schubert, Keith; Sielaff, Steven; Souza-Fuertes, Lizbeth; Parrish, Maxey for Stone, Sara; Strakos, Josh; Stroope, Mike; Supplee, Joan; Taylor, Mark; Umstead, Randall; Walden, Dan; Wilcox, Walter; Wilfong Jr., Stanley.

**Members absent:** Senators Flippo, Renee; Leidner, Dorothy; MacGregor, Jason; and Staff Council Representative Heather Guenat.

**I. Call to Order**

Senate Chair Randall Umstead called the meeting to order at 3:31pm.

**II. Invocation**

Senator James Ellor offered an invocation.

**III. Approval of Minutes: September 2018**

Senate Chair Umstead presented a modified attendance list as substitution for the September minutes draft. Senator Wilfong Jr. made a motion to approve the minutes with the new attendance list for the Senate meeting of May 8, 2018, with amended changes. The motion was seconded by Senator Supplee and the minutes were approved by the senate.

**IV. Guest Presentation: Huron Consulting Group/Purchasing, Travel, and Payment Review**

Vice President of Financial Operations, Susan Anz, stated that they are preparing for *Illuminate* and looking at implementing a full suite of financial and grants, and management and human resource systems that are cloud-based. The project is called *Ignite*. The goal is not to automate outdated processes, but to look at and transform and modernize business processes, human resources and grants processes, so faculty can focus on what we do.

One of the projects is to look at the entire system of procure-to-pay, travel and entertainment, and honorariums. Baylor has engaged Huron Consulting to do an analysis of our context and to help us look at strategic opportunities of how we can maximize these processes and to get

feedback from the Faculty Senate as the overall intention is that it be a collaboration across campus.

Invited guests from Huron Consulting, Derek Smith and Liz

Derek Smith mentioned they are looking at the whole procure-to-pay life cycle, contracting, making it easy to buy and pay, balancing it with the right level of controls, ease, end-user experience and hopefully save some money on the way. They are also looking at the travel and expense management life cycle.

Today they will focus on travel and expense. Many people when they travel know that they will be reimbursed, but there are many different kinds of travel-expense programs. He explained the travel and expense life cycle and program. For example, when people travel, they:

- Get approval for the trip;
- Book the trip, either online or through an agency;
- Take trip;
- Return flight gets cancelled;
- Use app to make modifications;
- Pay items during trip by personal or Baylor credit card;
- Upon return, gather receipts for expense submission. Some are photo receipts that can be uploaded;
- Traveler gets reimbursed.

Unexpected events can happen during travel, and if a person is abroad, Baylor would want to be able to locate him/her, given the concept of duty of care. This has become very important to most of the higher education industry, both for students and for faculty and staff.

There are also certain elements involved in travel: technology, online booking tool, mobile app, policies, risk management of duty of care, travel agency or travel management company (Baylor has five). Baylor has a travel office to help and that also processes the expense reports. There are opportunities to improve vendor pricing, such as the re-negotiated contract that Baylor recently signed with Enterprise and National. There are also opportunities to negotiate with other companies, such as American Airlines and hotel chains to help drive savings. Reporting in metrics can be a tool of support. There are credit card programs that offer different kinds of opportunities. Overall, any changes would require a reconciliation process and anything new coming in would need to have campus approval, training and communication involved.

The benefits involve the traveler experience, making it easy, efficient, and as automated and paperless as possible for him/her and the office on campus; making the decision of using a personal or Baylor's credit card; traveler safety (duty of care), manage fraud, write balance controls, save money for budgets to go further, and have good data. Mostly, the goal is to have a more managed program. That is why Huron Consulting wants the Faculty Senate feedback on what items are most important.

Ms. Liz:

Culturally, one of big elements is how much is done & how well is it received? It needs to be something we find valuable.

Regarding duty of care, it is important especially in emergencies. For example, one can be traveling and be caught in a city shooting or a flight can be cancelled, and it could be practical to have a dedicated management company or a mobile app that could help in these situations. A mobile app could facilitate the manner in which expense reports are done, through photos of receipts that are sent to the administration's office or by booking a ticket online and the receipt is tracked electronically.

What is most important to me? For example, being reimbursed quickly, having automated expense report population through an app, having the freedom to find travel information (price comparisons, discounts, one-stop shop) all in one place.

### Questions?

Q: Would it limit our options? In his experience, improvement seemed to limit to limit them as well, such as having to use certain carriers. It imposed on flexibility.

A: It can, but the Fly America Act changed that, allowing different kinds of options. An online tool might not work for a group trip to Africa, but it could work for more routine travel, such as booking a recruiting trip. Travel companies such as Travelocity and Expedia would be included, and other options as well. Within the booking tool you could have preferred airlines, but others would show as well.

Q: Right now, we only have the option of flying American Airlines from Waco, but for example, a less expensive flight through Love Field arriving at 9:00pm is not saving any money because it is not safe to drive two hours at night.

A: These options are not meant for people to save small quantities, such as \$100-\$150 and the point is not to micro-choose. The goal is to offer aggregate options at the lowest prices.

Ms. Liz then covered the topic of transparency of who is traveling. Would we want somebody to reach out to help while we are traveling? Faculty responded mostly no, and it was pointed out that for international travel it is already procedure. She gave the example of the Travel Authorization Form (TAF) that faculty and staff fill out and receive approval before traveling. If this form or something similar could be used to inform the different offices across campus about one's travel, it would make it quicker and easier to accomplish what we need (such as register international travel).

Ms. Liz asked about the use a Purchasing Card, but it was pointed out that it is not very practical for traveling to a conference, as only certain items can be charged. Most faculty use their personal credit cards and are reimbursed upon return. She explained how at least three different kinds of cards or purchase are made—Purchasing Card, Travel Management Companies (travel agencies, Baylor uses five), and/or personal card.

## Questions?

Q: If this one-place source is implemented, would we still be able to use our own cards?

A: In general, that is the practice in higher education. If it saves time and is efficient, that is better, but it would not be a mandate.

One senator commented that most faculty do not have access to a P-Card. Ms. Liz explained that there are two cards, the P-Card and a Travel Card. The latter is individually billed and individually paid, Baylor sponsors it, and it could be more efficient than paying on a personal credit card.

Q: There is a process of getting an advance and he hopes it stays in place.

A: There are always needs in higher education for cash advances, but they believe it is the least secure method of transferring funds to someone. It would be better to put it on a card, where there is less risk. Overall, cash advances have not gone away in higher education.

Ms. Liz gave another example regarding mobile applications: e.g., you arrive at DFW at 5:00pm, the Waco flight is delayed, and you want to get a car and drive home. It would be convenient to be able to use an app, book the car, and be on your way to pick it up and go. Rates through National could start at \$39.00. Another person commented that Uber integrates a mobile app and receipt into system.

Q: Does the app have automatic rules for automatic approval, making changes to travel, e.g.?

A: It depends on the level of the pre-trip approval limits. It compares to an expense report, but it is not rigid. We need to be flexible and be able to make changes.

Mr. Smith reiterated that this is not a program rollout, no decisions have been made yet, and no recommendations have been made. Their purpose today was to get feedback from the Faculty Senate and to see what might possibly be done.

## Question

Q: You mentioned that one of the benefits was reduction in fraud. Is fraud on travel reports a big issue at Baylor?

A: Ms. Liz believes it is a big issue at any institution that does not have a managed program. Statistically TNE is a way for people to find a way get paid back what they feel they are owed. It is one of the highest places in any organization where you will find fraud at the individual level. All fraud impacts the university from a reputation and a financial standpoint.

Vice President of Financial Operations Susan Anz mentioned that if anybody had any feedback, to write or call her. She is happy to listen to and appreciates feedback.

## **V. Reports**

Chair Umstead explained that we will be having reports from the different Faculty Senate committees at each meeting. Today a new BUPP will be proposed, to line out committee

policies, including the goal of strengthening the role of these standing faculty committees in the governance of the university and one way to accomplish this is to communicate their work to the Faculty Senate. He has asked those who have Faculty Senate representation to submit reports monthly whenever possible. Some will not have a report as some only meet when a specific issue arises (such as Academic Freedom) and others do not meet before the actual Faculty Senate meeting. When he does receive written reports, they will be distributed to faculty senators through Box prior to the Faculty Senate meeting in order to allow further discussions during the meeting when needed.

a) Provost Meeting Report, formerly Council of Deans (Randy Umstead)

Chair Umstead reported that this meeting takes place monthly and involves the provost, vice provosts, the Council of Deans, and the chair of Faculty Senate. They heard a presentation on minors on campus and slight revisions to policy, but it does not represent much direct impact.

They also talked about the Provost search, the Arts and Sciences core revisions and its current status.

Chair Umstead gave a brief report at the meeting (and to President Livingstone on another occasion) concerning a matter that came up in recent media reports regarding the issues from 2014-2016 at Baylor, as Ms. Patty Crawford made reference to a group of faculty in her deposition who were opposed to Title IX policies. Chair Umstead wanted to convey to them that it was not a position ever held by the Faculty Senate. There are groups of faculty, including some in our current Faculty Senate, who do have concerns about Title IX and Title IX training, but the Faculty Senate itself never took a position on this issue. When the Pepper and Hamilton recommendations came down, the Faculty Senate had some specific concerns about academic freedom and due process for accused faculty as the Title IX policy itself was developed. For example, will a professor be in jeopardy if they are teaching a course on human sexuality and a student raises a complaint about it, and the evidence standard for responsibility is “more likely than not”? Or, what will due process rights be for faculty who are accused? At that time, the Academic Freedom Committee engaged with the administration and all those issues were addressed and resolved in the policy itself. The Faculty Senate has not been asked to speak to it since then.

b) Executive Committee Report.

The issues covered in the meeting blend with the Provost Meeting report.

c) Illuminate Steering Committee (Brian Raines)

There has not yet been an official announcement of the existence of the Illuminate Steering Committee.

Members of the committee are:

- Leah Jackson Teague (Chair, Law School)
- Monique Ingalls (Music)
- Alan Jacobs (Honors College)
- Diane Loeb (Communication Sciences and Disorders)
- Larry Lyon (Graduate School)
- Danielle Parrish (Social Work)
- Brian Raines (Mathematics)
- Cindy Riemenschneider (Business)
- Tanya Sudia (Nursing)
- Annette von Jouanne (Engineering)
- John Wood (Chemistry)

The reason why Vice Provost for Graduate Professional Education and Professor of Management Gary Carini has not yet announced the committee is because they are working on a charge. Vice Provost Carini asked Senator Raines to reiterate to the Faculty Senate that the process is going to be simple, rigorous, transparent, and dynamic. Senator Raines mentioned they have met twice, and they plan on having the charge ready by Tuesday, October 16. He believes the direction of the charge will be to consider all 31 proposals from last year, with a heavy focus on Research-1 (R-1) metrics. All committee members are research oriented. Furthermore, there are 35-40 names of faculty to be distributed on the five subcommittees, one for each of the signature initiatives in *Illuminate*, and he understands that those people will be invited to participate relatively soon. The names on the subcommittees' list were nominated by the faculty to the Faculty Senate as well as names given by the Deans.

### Questions

Q: Is there a timeline?

A: Senator Raines' impression is that the *Illuminate* Steering Committee will continue to exist, with members rotating on and off over the years. At this moment, they have small money for seed funding, but they are also meant to work on strategic hiring over the next five to ten years and designing institutes and centers as well. One of the signature initiatives is Material Science and it represents a proposal with the School of Engineering and the College of Arts and Sciences put together and the plan is for that to come before the *Illuminate* Steering Committee in order for faculty to study and approve it before going through the process of official approval.

Q: One senator stated he knew there were 31 proposals, some big, some small, and he wanted to know if, for example, a year from now, there would be room for new proposals.

A: Senator Raines said that yes, there is room for new proposals. The 31 proposals are more of a backlog. The idea is not only to go back to the proposals, but to the original proponents and ask them to resubmit through a uniform proposal template, with a budget, with ROI estimates, and use that information to help inform of the committee's work. He believes it would start in one of the five subcommittees. For example, the Data Sciences proposal would start in the corresponding subcommittee and, once reviewed there, it would go to the *Illuminate* Steering Committee.

Q: So, the subcommittee is the first step in the process?

A: Yes, he believes that is the process, that the subcommittee would give its endorsement first and the Illuminate Steering Committee would then give its endorsement. This would help in the Provost's office to know that the faculty are working towards achieving R-1.

Q: Is there any anxiety about moving forward when we do not have a provost in place yet for guidance?

A: Senator Raines has asked about this in two different venues: first through Vice Provosts Carini and Mortenson, while they were talking about their work in the Illuminate Steering Committee, and secondly, at the time when they met with the representatives of the AGB search firm. In the latter case, both representatives had been provosts themselves. When the Executive Committee met with them, they asked what they would do about designing a strategic plan when there is no provost in place, that is, a provost would be hired to implement a strategic plan, but he or she was not part of the design. Both representatives responded that it was what provosts do—they implement the strategic plan of the President.

What Senator Raines sees is that they are working towards building what the President has in mind for Baylor's future. What he has seen is that wherever President Livingstone goes, she refers to R-1 on a regular basis and he hopes we can put pieces in place to move us closer to this goal.

#### d) Provost Search Committee (Randy Umstead)

Senator Raines and Chair Umstead have taken turns on the reports for the Provost Search Committee, but they continue not to have much information to offer precisely because one of the conversations they had at their first meeting with the search firm, the search committee, and President Livingstone was about the critical importance of confidentiality in the process. What Chair Umstead suggested if that anybody interested should go to the Provost Search page, where there will be periodic releases of information, similar to the email all faculty received from President Livingstone last week. The page will post generalized updates of where we are on the timeline. While Senator Raines and Chair Umstead are not in a position to talk much for now, they most certainly are in a position to listen. If there are thoughts, observations, concerns, candidates, etc., please contact them. They will direct any potential candidate communication through the search firm, which is a change from last year. The Executive Committee met with the search firm recently and had a productive conversation with them.

#### e) Student Course Evaluation Task Force (Brian Raines).

Chair Umstead and Senator Raines spoke with Vice Provost for Undergraduate Education and Institutional Effectiveness Wes Null, and they suggested some names for the Student Evaluation Task Force, as did Vice Provost Null and the Executive Committee. The task force has been formed and will meet later this week. The chair is Lisa Shaver and other members include Lenore Wright, JoAnn Tsang, ... (?), Hannah Causey (Student Body President), Laine Scales,

Kathleen Morley, and Blaine McCormick. Their task is to look at the student course evaluation instrument and suggest changes. Chair Umstead commented that the action of the Faculty Senate in the last meeting was to empower the Executive Committee to come up with a list of potential names.

f) Academic Freedom and Responsibility (Michael Korpi)

There was no report.

g) Admissions Committee (Beth Hultquist)

There was no report.

h) Faculty Athletic Council (Jason MacGregor)

Jason MacGregor was unable to attend today's meeting, but he submitted a summary to Chair Umstead who explained that the committee met and at that meeting they divided into subcommittees and talked about how much more involved they will be than in past years; they discussed the role of social media in assessing potential recruits.

Chair Umstead commented that the Faculty Athletic Council also studies issues such as when a student athlete wants to transfer and that transfer is denied by the coach, then the appeal process goes to a three-member panel from the Faculty Athletic Council, and they can either uphold the coach's decision or overturn it or modify it, and then if a student asks for permission to be able to play immediately and the coach denies that, they can appeal it to the committee as well. From the NCAA's perspective, the three-person panel is the final authority.

i) Council on Global Engagement (Joan Supplee/Brad Bolen)

Senator Supplee mentioned they met a month ago. There has been a lot of turnover in the office. The census numbers for international students has been down for the past two years, but they have recovered some, apparently even more than some of our peer institutions, which is good news.

In terms of directors of study abroad, they have already selected the Maastricht Directors for this year and they are working on the Saint Andrews Director for 2020; they have moved up the new program deadline for submissions and changed the deadline for older programs; this year they are processing 49 study-abroad programs, which is an 11% growth over previous years; one decision that was not made by the Council but from the administration was that they are eliminating study abroad minimesters starting 2019 because of the time limits for vetting students and financial settlement. If your program goes early in the minimester, you can submit an exemption, but she believes the two-week programs have been eliminated.

They officially launched the Quality Enhancement Program (QEP) which started this year, which allows students to get a Global Engagement Certificate at the end of their time at Baylor, if they

fulfill the classes they need to take, study abroad programs, attend movies, extra-credit events, and speakers, this will all demonstrate that they have been globally engaged.

They are also working on six new partnerships with universities abroad.

### Questions

Q: Has anything been said about the Baylor in Thailand program, whether it will continue?

A: It did not come up in meeting.

Q: Were there very many minimester programs? Will it impact study abroad?

A: Not very many, but what bothered her was that they did not want any program to leave before the start of the first summer session.

Q: Is there a profile of the new programs where we are trying to take students?

A: No, it is not the new programs that recovered; it is the number of international students that Baylor is receiving.

Q: Could you explain the proposals for new programs?

A: She explained that they moved the deadlines both for renewal and new programs, and they have moved them earlier so that new programs can get their hearing, get approved, and start recruiting, so they are ready to go.

Q: Which area/areas are the new proposals coming from?

A: Senator Supplee explained that they are expanding in Asia, Latin America, and there is a new program in Hawaii (which is not a study-abroad program, but falls under the Council of Global Engagement Committee).

#### j. Faculty Dismissal (Denyse Rodgers)

There was no report.

#### k. Human Resources Advisory Committee (Kathy Hurtt)

There was no report.

#### l. Libraries/ITS Advisory Committee (Horace Maxile)

Senator Maxile mentioned the committee met last week in a space that opened last June with nine screens and it can be reserved. The Ignite Committee will roll out on June 1, 2020. The new library system will be in place June 3, 2019, will roll out through Alma Primo.

Senator Umstead mentioned that Ignite will not change our student information systems. It will replace TRAX and all other systems, approximately twelve different systems and the idea is that this will be considerably more integrated.

### Question

Q: Will it replace Bearquest?

A: It will not replace it, but it might have a different name. However, it will function in the same manner.

m. Student Life and Services Committee (Coretta Pittman/Sara Stone)

There was no report.

n. Staff Council (Brian Raines)

There was no report.

o. Enrollment Management Committee (Brian Raines)

There was no report.

A motion was made by Senator Wilfong that we accept these reports. It was seconded by Senator McGlashan and approved unanimously.

## **VI. Old Business:**

a. Proposed BUPP on University Committees (Matt Cordon)

Senator Cordon explained that at the last meeting the Faculty Senate addressed the BUPP of the Committee on Committees. The one part that he added, which is a summary of what was talked about, was the codification of some informal processes which we have followed for several years. What was added from the last meeting was a specific statement saying that the Faculty Senate and the Provost's office have joint responsibility for continued oversight over committees. Senator Cordon did not want to be more specific about procedures because he did not believe it would improve the process. It is a matter of working with the Provost's office to resolve disputes and he does not believe that specific procedures in this policy would make it better. Therefore, he made it more general regarding the shared governance between the Faculty Senate and the Provost's office, but with ongoing responsibility. Any issues that come up either with faculty-only committees or with university-governance committees would go through the same process. It would also give the ability to go to the President's office through the Provost, because we do share joint responsibility. That was the change from last time.

Senator Cordon spoke with Vice Provost for Academic Affairs and Policy James Bennighof and he accepted it.

## Questions

Q: How do you envision it?

A: Much of it is just dispute resolution; it could be anything from appointments of a committee; selection of a chair of a committee; description of a committee; and basically, working with the committee and any concerns raised by it, trying to resolve the different disputes. As mentioned, he does not think that having a specific procedure would help matters; it is more a dispute resolution between what is going on. He believes that having conversations and trying to resolve matters will work better than having a specific procedure. A good example would be the selection of a chair and trying to figure out if they can find a better person? Will this person step down? Or do we need to replace that person? There is not an easy route to take, but usually just through conversations they are able to resolve it informally.

Chair Umstead mentioned that what we need is a motion from the Faculty Senate to endorse this proposed policy and have it delivered to the Provost's office.

Senator Cordon stated that the next step after that would be to present it to the Council of Deans and to the Executive Committee. Then Vice Provost Bennighof would take this and approve it through the BUPPs. It will be a new faculty policy in the 700-series of the BUPPs.

Senator Robinson moved to endorse this proposed policy and deliver it to the Provost's office. Senator Farwell seconded, and the motion carried.

### b. Proposed change to Senate Constitution, Article I, Section 2.

Chair Umstead explained that in the May 2018 meeting, the Faculty Senate had had a robust discussion about changing this part of our Constitution. The Faculty Senate endorsed it at the time, but our bylaws require that we notify the faculty of any change two weeks in advance of the Faculty Senate voting on the change. Since we were unable to do it at that time, he is re-introducing it today since there are several new senators. It is not necessary to take any action today, because the Faculty Senate already acted on it in the Spring.

Last year, questions emerged as to what constituted faculty for the purposes of representation in the Faculty Senate and who could vote in the Senate elections. It was described as "full-time permanent faculty", but we are not able to use the term "permanent" anymore. What we are trying to exclude from counting towards representation in voting are people who can not serve on the Faculty Senate, such as temporary faculty member or a one-semester hire, you do not count for apportionment and you are not able to vote or serve because you could not serve a full term. So the proposed wording is to change item b), where the word "'continuing' appointments".

### c. Dean Evaluations

Chair Umstead received multiple questions about Dean evaluations. Last Spring, he and then Chair MacGlashan, at the request of the Faculty Senate, met with President Livingstone and

Interim Provost McLendon to advocate for the return of Dean evaluations. They have worked in the Provost's office to get them back on schedule. This Fall, Deans Lee Nordt and Todd Still will be evaluated through an online tool. In the Spring of 2019, the dean evaluations for the Schools of Nursing and Engineering will take place; in Fall 2019, the School of Music; in Spring 2020, the School of Social Work, Graduate School, and Law School, and in Fall 2020 and Spring 2021, the deans in Health and Human Sciences and the Honors College will be evaluated.

### Questions

Q: Is this evaluation only for deans? It does not include associate deans?

A: Yes, that is correct. There are continuing conversations on how others will be evaluated. Some deans have pushed back on the notion of Associate Deans being evaluated.

Q: What is the rule being used to figure out when people go in sequence?

A: It is supposed to be every three years.

Q: Is that written somewhere? He is in favor of having this in writing.

A: Chair Umstead agreed. Another senator stated he thought it was not in writing, that there is no written policy, but that it was more oral history.

Q: Does the Faculty Senate want to get behind moving this forward, as our initiative?

A: One senator mentioned that there was a task force that looked at this under Provost Jones, and then it on hold under Interim Provost McLendon, and there was a subcommittee which included Cindy Riemenschneider, Gary Mortenson, Jim Patton and Eric Robinson. They did not want to wait another year on this and the hope was to get it to the permanent provost. Hopefully it will get moving again even with the interim provosts and it will address the issue of associate deans, directors of institutes and directors, that is, from department chairs up to vice provost levels.

Q: Will it be placed into BUPP?

A: A senator mentioned he was not sure. There has been discussion on how to develop leaders internally, and evaluation is just one component of the process.

Q: One senator mentioned that the Spring 2016 to Spring 2021 schedule does not work. They are not being evaluated every three years in this case.

A: One senator said it seemed like two deans were being evaluated per semester. Chair Umstead stated that the list he had was the most recent one, but it is possible that it is more complete at the beginning of the list and not as much moving forward. One senator noticed the School of Education was not on there and Chair Umstead said he would follow up.

Q: Are the evaluations electronic? Are they confidential?

A: Chair Umstead believes they are highly confidential. The provost would prepare a summary of the evaluation to help protect confidentiality.

## **VII. New Business**

One senator stated we could update on the open dean searches periodically as we find out information.

Chair Umstead mentioned he spoke with Vice Provost Mortenson about this because some faculty were worried about hiring a dean when there was no provost and last time we did that resulted in varied outcomes. He said that for now they are on hold.

A senator mentioned that Graduate Dean Lyon will be the chair of the Libraries' dean search, that Libraries and ITS will be splitting, which not everybody knew about. There is a lot to do to carry out the split. They did hire a search firm which has now been paid twice without any action. Important to write a job description that matches what the unit looks like.

Another senator mentioned that in the School of Education has not heard about a search. It would be worth inquiring.

Q: One senator stated that some faculty in her department had asked about the retirement plan, and how long will it roll out? That is, will it continue to reset every year?

A: Another senator said that he asked this question and that it will happen for those retiring in 2020 and 2021, but it would be up to the new provost to see if it would continue after that. There is not commitment beyond that. Also, if a faculty member has a summer school appointment, it does not affect it.

## **VIII. Adjournment**

A motion to adjourn the meeting was made by Senator Hansen. The motion was seconded by Senator Supplee and approved. The meeting was adjourned at 4:54pm.

Respectfully submitted,  
Lizbeth Souza-Fuertes  
Recording Secretary