

**MINUTES  
FACULTY SENATE MEETING  
TUESDAY, DECEMBER 16, 1997**

The Faculty Senate convened at 3:30 p.m. in Cashion room 303 with Chair Chris Buddo presiding.

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

Absent: D. Adams, L. Adams, Carini, Conyers, Tipton

**I. Invocation**

James Wiley gave the invocation.

**II. Approval of November 18 Minutes**

The minutes of the November 18, 1997 meeting were approved as distributed.

**III. Updates**

**A. Dismissal Policy**

McGee reported that he had been in conversation with Bill Underwood about a draft of the Dismissal Policy that will be presented to the Faculty Committee on Academic Freedom, Responsibility, and Environment and then finalized. As McGee and Underwood have looked at the policies from other institutions, they have spotted several issues that need to be addressed.

1. Distinction between dismissal and termination. These are two separate situations, and there should be two separate sets of policies and procedures for the two situations.
2. Identifying causes for dismissal. How exact should the policy be? Should the policy provide a list of causes or should there be general guidelines?
3. Adding a pre-dismissal hearing to the process. After a complaint has been filed, investigation has been done into the legitimacy of the complaint, and a decision has been made to continue the process, there should be a pre-dismissal hearing. This would essentially be a mediation between the administration and the faculty member where there would be

an attempt to come to a "meeting of the minds." If an agreement could not be reached, then the process would move to the more formal procedures.

4. Type and composition of the committee that will hear the complaint. Is the committee standing or ad hoc? How is the committee selected?

5. Committee procedures. How should faculty members notified of a hearing? In what format should the decision be?

6. Final decision maker. At some institutions, if the final decision maker decides to disregard the committee's recommendation, he or she must give an explanation in writing for the decision and allow the committee to respond.

Additional issues raised by the Senate were:

1. The President's ability to alter procedure at will.
2. Alteration of charges late in the process.
3. Responsibility of both parties to share evidence.
4. Procedures to prevent pressure being placed on students.

## **B. Grievance Policy**

Wiley reported on the meeting of his Committee with Bill Underwood. There was recognition of a need to consolidate some committees. Underwood's earlier concern about some of the language in the policy was easily resolved.

## **C. Lecturer ad hoc committee**

Basden reported that the Committee's report had been completed and submitted to Schmeltekopf on Dec. 10. The Committee will meet with Schmeltekopf to interpret the document and suggest how to proceed. After that meeting, the document will probably go to the Senate and the Council of Deans. The Committee made 14 recommendations covering a wide variety of topics such as rank, salary, benefits, and academic freedom.

## **D. Tenure Policy**

Buddo presented the letter he had been asked to draft thanking the administration for their help on formulating the tenure policy. The Executive Committee had suggested that the letter focus on thanking the administration rather than the concerns that had been raised

at the previous Senate meeting. Issues that had been voiced might be better presented in another venue. It was suggested that any perceived problems might be best dealt with by contacting the Tenure Committee or Bill Underwood. A suggestion was made that a copy of the thank you letter also be sent to Bill Underwood for his help. Another issue raised was notification to faculty of the new policy. A newsletter has already been sent to all faculty from the President concerning the new tenure policy. It was suggested that, in addition, Losey put a notice in the newsletter about the new tenure policy and where to find it.

### **E. Honors College**

Buddo reported that the Executive Committee has asked the chair of the Honors Program Study Task Force, Steve Green, to come speak to the Senate about the proposal in January. The latest word on funding is that it will be external for program support and not physical facilities at this point.

### **F. Sabbatical review**

Buddo received a request that the Senate look into making sabbaticals more accessible for faculty. When presented with this request, Schmeltekopf seemed to favor re-examining the entire sabbatical system (including summer sabbaticals), looking into not just the number of sabbaticals available, but also length of the sabbatical and the procedures for granting of sabbaticals. It seemed logical to the Executive Committee to have the Committee on Faculty Development look into this. Buddo has a call into the chair of that committee (Don Parker).

### **G. Honorary Degrees Committee recommendation**

The Honorary Degrees Committee has recommended Governor George W. Bush for an honorary degree and asked for the approval of the Senate. McGee moved for approval, Hillman seconded. There was a call for a secret ballot. The motion carried.

### **H. Scheduling issue**

The date scheduled for the next President's Faculty Forum (Feb. 5) is in conflict with the Regent's meeting. The President has asked to reschedule the Forum. There was a general discussion as to whether or not there should be two Faculty Forums each semester considering the low attendance and few questions asked of the President at the last forum. It was suggested that perhaps a change in format might stimulate more interest in the forum. It was decided that one way to promote interest and attendance would be to ask for questions prior to the meeting. Someone will sift through the presented questions, make a list of those to ask the

President, inform the President of the topics of interest and then a moderator at the forum will ask the questions. Buddo will ask that the forum be rescheduled for February 19th in order to allow time for changing the format. If the President agrees to the new format, questions will be solicited by means of a flyer to the faculty.

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

##### **A. Transfer credit update**

Losey reported that the order in which classes are taken was addressed by the curriculum committee. The Curriculum Committee's report suggested that there be sequencing requirements for certain classes. An example would be that certain English or Math classes should be completed in the first 30 hours.

##### **B. Task Force on Diversity**

Charge to the committee--

1) to review the current and projected (up to the year 2020) demographic situation for the State of Texas in general and the recruiting base of Baylor in particular; 2) to consider the implications of this demographic picture for Baylor in relation to the profile of our student body, our faculty, and our staff, including administrators; 3) to reflect on the issues and concerns affecting the campus culture of Baylor as a result of the projected demographic changes; and, 4) to make recommendations concerning actions to be taken to meet the challenges and opportunities our demographic situation presents, both now and in the future.

The final report is to be submitted to Dr. Schmeltekopf by June 1, 1998.

The committee will make suggestions as to student members of the committee.

##### **C. Thanksgiving break follow up**

The History and English departments have been asked to do survey on attendance during the two days before the break. In general, Senate members had had good attendance during those two days, but recognized that the numbers declined as the break got closer. There was also recognition of the need to monitor attendance next year now that students are fully aware of the change.

#### **V. Committee/Liaison Reports**

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

Baird reported on the status of the scholarly expectations document. The revision that was sent to the Administration was sent back to Baird with additional revisions. The document will now go to the Committee and, from there, to the Senate for discussion.

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

The committee met with Stan Madden, who is hoping for 2700 freshman next fall. This goal has met with a concern about absorbing an additional 300 students with current faculty, housing, etc. A general discussion of the report raised several additional concerns. How will this fit into the situation with faculty workload, scholarly expectation, and problems with facilities? Should the departments respond to this proposed increase? Hillman moved that the committee draft a response to the incoming freshman goal, and make department chairs aware of this goal. Wiley seconded the motion. The motion passed unanimously.

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

No report.

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

No report. Buddo raised the issue of certain problems due to the presence of students on committees. There are situations where students cannot have access to materials because of legal concerns. Buddo is going to ask the Committee on Committees to draft a statement to cover situations like this.

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

No report.

**VI. Other Items or Announcements**

The Senate decided to continue meeting in Cashion 303 to make use of the distance learning equipment.

All business having been completed, Senate Chair Buddo declared the meeting adjourned at 5:16 p.m.

Respectfully submitted,

Beth Youngdale