

**Baylor University Faculty Senate Meeting Agenda**  
**VIRTUAL MEETING: Zoom**  
**May 5th, 2020**  
**2:00 pm-5:00pm**

**Present:** Sara Alexander, Cassy Burleson, Holly Collins, Matt Cordon, Derek Dodson, Nathan Elkins, Jim Ellor, Renee Flippo, Brian Garner, Donna Haberman, Christopher Hansen, Beth Hultquist, Kristi Humphreys, Kathy Hurtt, Karen LeCompte, Dorothy Leidner, Michael Long, Jason MacGregor, Horace Maxile, Curt Nichols, Bill Nielson, Maxey Parrish, Coretta Pittman, Tom Potts, Barbara Purdum-Cassidy, Brian Raines, Denyse Rodgers, Keith Schubert, Carol Schuetz, Jennings Sheffield, Ann Shoemaker, Steven Sielaff, Kathryn Steely, Josh Strakos, Michael Stroope, Mark Taylor, Lynn Tatum, Randy Umstead, Anzhong Wang,

**Senators elect present:** Gia Chevis, Tisha Emerson, Christy Gantt, Elissa Madden, Sam Perry, Angela Reed, Ann Theriot

- I. Call to Order—Chair Brian Raines
- II. Invocation—Holly Collins
- III. Presentation and Q&A: Response to COVID-19 (President Livingstone and Provost Brickhouse)
  - Livingstone (L): Expressed Chair Raines and the Faculty Senate, who have been wonderful collaborative partners in what we've been through; thanks for questions and input—valuable and helpful; Budget: presenting the budget to Board of Regents next week; still a proposed budget; everyone predicting across the country 10-20% drop in enrollment; BU calculated for a 10% decline in enrollment, plus the impact on housing, meal plans, etc.
  - Brickhouse (B): Expressed gratitude to those to whom President Livingston has already expressed thanks; grateful to the changes the faculty have made to deliver education for students, library staff for their development support; Thanks for partnership, the faculty and the Faculty Senate have been terrific partners, on the special Pass/Fail decision especially. Fall planning: important to consider planning for not just the fall but beyond, predictions are up to 18 months or longer; aim to put together a program that reflects BU values but one that can be sustained; strategy for fall—reduce density of people across campus; in order to reduce density—not only in classrooms, but hallways, restrooms, etc., putting in place strategic use of online teaching; first step for faculty who are at “high risk”, to self-identify; looking at high enrollment classes to be taught online, to open up space, to put smaller numbers into larger classrooms; courses with multiple sections—to offer at least one section online—to accommodate some students

who for health reasons may not be able to return to campus; in person classes—put smaller numbers into larger classrooms, extending times into late afternoon, evening, also on Saturdays; hybrid models also possible—meet smaller groups of students on different days of the week (see Brian Raines); moving ahead to get technology into all the classrooms, provide ways for students to quarantine—provide “lecture capture” in certain classrooms; wants to hear faculty’s great ideas; expressed thanks again for opportunity to be with Senate today

Q1: Classroom safety: is there a plan for testing faculty and students, face mask requirements, plans for disinfecting classrooms: L: Task Force A24 (AUG 24-first day of class), in process of identifying as many issues as possible, those mentioned in the question—answer whose task is which; no final decisions made at this time; also learning from other universities; Provost Brickhouse and Chris Holmes chairing the A24 Task Force. B: Classroom safety is incredibly important, faculty are more susceptible to COVID than students; the task force is paying a lot of attention to safety. Testing is High on list of priorities, as well as contact tracing, the task force is working with the community health department and BU health specialists; BU has a lot of high quality masks, working on increasing the number of masks, masks will be important; cleaning of classrooms on the priority list; please let the task force know if there are other things that would be useful or helpful; L: Also working on how we might isolate students if they test positive, the task force is also looking at this issue, what is the mechanism for isolation either on or off campus.

Q2: What protective measures are in place for the cleaning staff? Will cleaning staff have paid sick leave should they become ill. All cleaning staff as well as food service staff are employees of Aramark, not BU; Aramark did put in place pretty strict cleaning protocols; President Livingstone does not know how their benefits package addresses this question. BU is working closely with Aramark.

Q3: Can you tell us about non-educational cost-cutting measures being put in place? L: the primary impact on the academy was the deferral of merit pay increases, reduction in retirement contributions, and in not filling open faculty positions. In student life, etc., also not filling vacancies and reducing retirement contributions; BU will receive \$5 mil + from the government, some BU debt will be refinanced, saving approx. \$9mil per year, procurement is renegotiating large contracts with providers and vendors; athletics is also reviewing budgets depending on whether sports activities are allowed to proceed; deferring construction except for projects where donor money is already in place.

Q4: Budget cuts to online program managers. B: there aren’t any budget cuts, but there are many OPMs on campus, every program had a different arrangement—60/40, 25/75—split between college and Provost’s Office; B has worked with deans to create a single model for the campus; want to get rid of OPMs, getting half of revenue from the programs, BU wants to work out a mechanism for BU to retain the revenue rather than giving 60-75% to OPMs. L: reinforcing B’s points, those programs are critical to BU in supporting Illuminate and also are helping the campus in this current situation and want them to be successful

Q4a: Would upper Admin be willing to have discussions about how this process moves along.  
B: Absolutely.

Q5: Graduation—what is realistic thinking about how we would have graduation in August? L: does not know for sure about August; when decision made about May commencement, August seemed viable; looking at an alternative for August, under review; open to creative suggestions; BU wants to do something for the graduates, but does not know what this will look like at this time.

Q6: When will there be more specific guidance about student caps, etc.? When will we start getting information? B: in the next 2 weeks, more specific information is coming; using a layered approach; we do not want Freshmen to have all their courses online; no answers today, but should know by Memorial Day.

Q7: Is it possible that medical benefit contracts are being reevaluated for cost-cutting? Is hardship, e.g. single parents, parents caring for sick children, being considered? L: BU renegotiates medical benefits annually, on a calendar year basis. B: Yes, we have thought about an answer to second question, but have not determined specific guidelines; obviously persons who cannot have face2face contact, will be prioritized; for persons in other related categories, will rely on wisdom and experience of chairs to determine how best to address those situations, perhaps adding those classes online; hoping that Chairs will handle these cases on the ground level, B does not want to be in the middle of that.

Q8: Are you contemplating upper caps for online sections? How large a section should faculty be responsible for? B: online does not necessarily mean larger, higher caps. Asks to be given time to put on to-do list. Understands the concern.

Q9: Clinical faculty—increasing numbers of students for sections, changes in workload percentages per section. Are these changes to the workload permanent? B: does not feel she has enough information to answer completely. Goal for the fall is to create something that is sustainable. There is no university workload policy. A course should count the same percentage all across the university, unless there are special characteristics unknown to the Provost.

Q10: How does the Provost's Office plan to work with faculty in the high risk category, who are also likely not to be proficient in online teaching technology? B: this is something people can learn; the university has great resources; Gary Carini is setting up a program for proficient faculty to assist those faculty who are less proficient; the aim is to deliver Baylor-quality; BU focusing on professional development over the summer; students expect quality.

Q11: Can faculty who have high risk family members living in the household teach online? What level of disclosure are faculty who are high risk subject to? B: At this point, not requiring a high level of disclosure; asking faculty to inform Chairs that they have risk factors and request an online assignment; does not need more detail.

Q12: What about the cleaning of buildings outside of the BU campus? Campuses in Dallas, Houston, Austin, are not under direct control of cleaning crews at Baylor? B: this is an issue for A24 task force.

Q13: Is there any plan for delaying class start? L: Friday announcement about return to work for summer. Process begin mid-May to June 1, so that campus is prepared for Fall classes. B: Planning now is focused on having an on-campus experience and creating the capability of offering the full educational curriculum with a lot of mitigation of potential for risk. Planning for what is the hardest scenario first—offering curriculum with 6-ft distancing in place, is the most challenging. If the situation lightens up, moving to less restrictive environment can take place relatively easily; also planning for offering full semester online; to some degree we have to be flexible. Does not want to see opening and closing, opening and closing; wants conservative measures in place so that outbreaks on campus can be minimized.

Q14: Promotion—will promotions be allowed to move forward? Will Lecturers promoted to Senior Lecturer receive raises in amounts equal to previous years? B: Yes and Yes.

Q15: Is it possible to push move-out from Tidwell back from May 21 deadline? B: Brett Dalton is working on a plan to make move out safe; administration is well aware of safety concerns; will have a plan in place.

Q16: Some constituents concerned that decisions being made without faculty present in the room? Would you consider allowing faculty to be present and provide input when these decisions are discussed and decided? B: COVID-19 TF team has faculty representation, including FS Chair Raines. L: There are faculty that are consulting with A24 TF. The administration will try to be sensitive to the question and will rely on expertise of the faculty related to various issues.

Q17: Are there funds available to support online teaching, software, etc., and to provide experiment packages to students to perform lab experiments remotely? B: The Provost's Office has set aside some resources specifically for those purposes.

Q18: Is there a plan to dip into the endowment if the budget crisis worsens? L: Plan now is to protect the endowment; the primary goal is to grow the endowment over time. It would be a very very last resort effort. Using the endowment for such purposes has negative implications in the long run. It is an available tool, but hope is that situation will not become that desperate.

Q19: Has decision been made on study abroad in Fall? Is there a timeframe under discussion? B: working closely with Jeff Hamilton; obviously the desire is there to continue study abroad in the fall and spring; certain programs are less risky than others; those decisions made on case by case basis determined by circumstances on the ground; fine to plan for Summer 21, we don't know what the circumstance will be. L: Cannot praise faculty and staff enough, who were in the position of having to bring student groups home when COVID crisis began. B: not only abroad programs, but BU in Washington, for example; study abroad approval on case by case basis.

Q20: Any consideration given to not requiring faculty evaluations next spring, since faculty do not know what expectations are in these circumstances? B: hears the concerns; evaluations can be very important; Chairs certainly know the circumstances in which faculty are performing; evaluations still have added value, provide an opportunity to have conversations about goals, etc.

Q21: Face masks and soc distancing hinder lip reading for hearing impaired. What accommodations are being considered? B: faculty need to convey information to their sChairs.

Q22: Is there a plan on attendance? And will Pass/Fail be in place? B: Attendance policy will need to be reviewed, perhaps relaxed. Pass/Fail for fall? Provost's Office not "there yet," happy to have conversation about Pass/Fil in Fall 2020.

Q23: What is BU doing in dorms, living situation to prevent infection? L: A24 TF is looking at different options, some residence halls more amenable to distancing than others, dining facilities as well; one challenge is that BU has no control of what students do off campus, students tend not to observe social distancing; BU will do what it can control to protect everyone as much as possible.

Q25: Will deferred merit raises for this year be rolled into raises for the following year, or will they be replaced by new merit raise? L: BU has no answer for that; related to uncertainty of financial situation relative to COVID and how it progresses.

Q26: In two years, will the default position for restoring retirement benefits be on the faculty or on the admin? L: does not think about a default position but hopes for a collaborative process in coming to an agreement about what the best direction will be; absolutely will work with faculty to determine how best to move forward.

Q27: Is there a defined plan for closing campus should there be a COVID breakout? B: A24 TF is working on a scorecard to provide guidance for that type of situation. L: Also working with community health officials to decide what best steps will be should that situation occur.

Q28: Any plans for creating smaller terms, mini-mesters, etc.? B: believes the model has merits; but to plan those changes at this point seems like "a bridge to far"; not only is curriculum affected, it's much more complicated, financial packages, for example. L: Summer 2020—experiencing greater success than anticipated; but creative ideas for the longer run are welcome, opportunity to rethink how we do certain things.

Q29: Are we continuing to hire post-docs while we are releasing adjuncts and temporary lecturers? Senator Raines clarifies two programs: OVPR for research, and Grad School program for post-docs, teaching post-docs. B: both post-doc programs are in place; many are already hired; whether 20 more will be hired next year is to be determined.

Q30: How do we balance the reduction in adjunct faculty with the need to create more sections?  
B: need to work that out on case by case basis; if depts are doing the right things in terms of assigning courses, the Provost's Office is willing to meet depts half-way.

Q31: Should we assume that grant-funded projects are not compatible with social distancing, can they be extended? B: have to deal with those situations on case by case basis; faculty should approach the OVPR.

Chair Raines declared 5 min recess: Resume at 3:35

IV. Approval of minutes—11 Feb; 17, 31 March; 14, 21 April  
Sen LeCompte moved to approve Mins from March and April meetings; Mike Stroope seconded. Motion passed. Minutes adopted.

V. Recognition of Outgoing Senators—Senators Cordon and Raines

Chair Raines presented plaques to each outgoing Senator: Jim Ellor, Kathy Hurtt, Dorothy Leidner, Jason MacGregor, Curt Nichols, Bill Nielson Randy Umstead, Stanley Wilfong

Senator Cordon, Chair-Elect, presented plaque to Chair Raines for chairing the senate during a time of crisis not faced by anyone before.

VI. Welcome New Senators—Senator Cordon  
Dwight Allman, Gia Chevis, Gerald Cleaver, Tisha Emerson, Christy Gantt Julie Holcomb, Elissa Madden, Lourenco Paz, Sam Perry, Angela Reed, Ann Shoemaker, Ann Theriot

VII. Reports

a. Provost's Office Meeting—Chair Raines

Sens have a good understanding of meetings from the Q&A; have been meeting weekly; Fall 2020 is high on the agenda: schedule will have to be rebuilt, likely from 8:00am-10pm; classroom capacity at 25%; 20 classrooms can handle the redistribution; Registrar's Office is working with each dean, deans working with Chairs; aim to redesign the schedule by Memorial Day. Step One: identifying faculty in the high risk category and moving those classes online. Planning 36 sq. ft. per person; in certain labs, distancing even greater.

Changes to tenure policy: Reviews reduced to years 2 and 4. Adopted. Colleges can continue to have reviews in years 1, 3, 5. The Provost's Office is working with Deans to determine "years" relative to stopped tenure clocks.

b. Nominating Committee—Senator Hurtt

Motion to adopt slate of nominees to Faculty Senate officer positions, does not require a second:

- Coretta Pittman, Chair-Elect
- Michael Long, Secretary
- Denyse Rodgers, Publicity

Chair Raines asked nominees to leave the meeting during the discussion. Sen MacGregor created a Qualtrics ballot for the vote. Motion passed.

VIII. New Business

a. Recognition of retiring faculty—Senator MacGregor

Senator MacGregor presented a motion recognizing the contributions of retiring Baylor faculty members. Senator Elkins seconded. Motion passed.

IX. Adjournment: Senator MacGregor made the motion to adjourn. Motion passed. 4:24pm.