

Baylor University Faculty Senate Minutes

7 May 2019

Draper 147 ♦ 2:00pm-5:00pm

Members Present: Senators Steely, Kathryn for Bolen, Bradley; Cordon, Matt; Dodson, Derek; Elkins, Nathan; Ellor, James; Farwell, Beth; Garner, Brian; Hansen, Christopher; Horace Jr., Maxile; Hultquist, Beth; Hurtt, Kathy; Korpi, Michael; Purdum-Cassidy, Barbara for LeCompte, Karon; Michael; Long, Mark; Long, Michael; MacGregor, Jason; McGlashan, Ann; Neilson, Bill; Nichols, Curt; Weems, Suzy for Nuner, Joyce; Parrish, Maxey; Pittman, Coretta; Joyner, Ryan for Pounders, Steven; Raines, Brian; Robinson, Eric; Rodgers, Denyse; Schubert, Keith; Sielaff, Steven; Souza-Fuertes, Lizbeth; Strakos, Josh; Stroope, Mike; Supplee, Joan; Taylor, Mark; Umstead, Randall; Walden, Dan; Yoo, Jay for Wilfong Jr., Stanley.

Members absent: Senators Flipppo, Renee; Leidner, Dorothy; Leutholtz, Brian; Potts, Tom; and Staff Council Representative Heather Guenat.

I. Call to Order

Senate Chair Umstead called the meeting to order at 2:00pm. He welcomed the new incoming senators as guests: Sara Alexander, Cassy Burleson, Barbara Purdum-Cassidy, Holly Collins, Kristi Humphreys, Kara Long, Jennings Sheffield, Kathryn Steely, Lynn Tatum, and Anzhong Wang.

II. Invocation—2:02pm

Senator Walter Wilcox offered an invocation.

III. Approval of Minutes: 16 April 2019—2:03pm

Senator Jason MacGregor made a motion to approve the minutes for the Senate meeting of April 16, 2019. The motion was seconded by Senator Eric Robinson and the minutes were approved by the senate.

IV. Guest Presentation—Susan Anz—Vice President for Finance—2:06pm

Vice President of Finance Anz gave an introduction on *Ignite*, which is the implementation of a full enterprise resource planning (ERP) system for Baylor's Human Resources and Finance processes. It undergirds *Illuminate*, and the intention is to step back at what we are doing and why we are doing it. As President Livingstone mentioned in the last Faculty Senate meeting, one of the goals of *Illuminate* is to improve processes and technology that will allow our faculty and staff to spend more time on focusing on what matters with students.

The goal today is to make the Faculty Senate aware of some of the changes that are being made in relation to payroll processes. Baylor currently has eleven different payrolls, so there are opportunities to streamline.

Objectives and Guiding Principles

1. Be a good steward of Baylor's resources

- Use our resources to the best advantage of the university. Also, provide consistent and predictable income for our employees that is accurate and timely. We want to set up processes that are for the future, that help us respond to changes.
- There is an email, improve@baylor.edu, for any questions, concerns, or feedback anybody might have.

2. Setting up processes for the future

- The main change will be to replace payment methods for transactional types of activities. Effective August 1, 2019, our Baylor ID cards will no longer be used as a payment method for dining, bookstore, pharmacy, theater tickets, copy center, and others. Instead, personal credit or debit cards will be used. All employee discounts stay the same, so the change is only in the payment method for faculty and staff, not students. Overall, this will simplify transactions.
- The payroll deduction for KWBU, health benefits and retirement deductions, gifts to the university, and regulatory deductions will all continue.
- A time for Questions and Answers followed.

3. Leveling Deductions

- Effective Aug. 2, hourly and bi-weekly employees will have even deductions for all 26 pay periods. Currently, the first check of the month is high because there are no insurance or transactional deductions, which come out of the second check. This makes it difficult for planning. Going forward, the deductions will be the same on each paycheck.
- There will be only two pay cycles, one bi-weekly and one monthly. Student pay will be consistent with staff payrolls.

4. Scope

- We will be communicating these changes through talking with you, the Faculty Senate; Payroll will assist departments and vendors to ensure a smooth transition; there will be campus-wide announcements, targeted correspondence, training with the teams that will be processing these changes and help to answer any concerns.
- For the bi-weekly employees, they may have scheduled several payments at the beginning of the month, so in anticipation of that, Baylor will provide a letter for their financial institution explaining the changes and asking the institution to work with them.

- Baylor offers a significant amount of resources through the EAP (Employee Assistance Program) via TIAA and Captrust, to help for budgeting for changes of this kind. And we are also creating a tool so people can see what their paycheck will look like.
- A time for Questions and Answers followed.

V. Guest Presentation: Provost Nancy Brickhouse—2:28pm

- Chair Umstead introduced Baylor's new provost, Nancy Brickhouse, on her fifth day of work at Baylor.
- Provost Brickhouse began with a personal account of her background: she was born into a southern Baptist family in Kilgore, TX. She decided to study at Baylor largely because it was a Baptist university and she received a bachelor's degree in chemistry. She then worked as a teacher in Van, TX for a couple of years and discovered that she had found her calling, in education. Later, she went to graduate school at Purdue University and was happy that there was education within the Chemistry Department, and it was focused on the teaching of chemistry. Provost Brickhouse also met her husband, Mark Brickhouse, at Purdue. He is a Ph.D. analytical chemist. Initially, she had planned on going just for a master's degree, but realized she enjoyed doing research and went on for a Ph.D. Afterwards, she and her husband moved to the east coast, where she took a job at the University of Delaware. Her interest was in the research but also in the preparation of teachers. She believed that teaching was where she could make an impact. She and her husband were there for 27 years and raised two children. During that time, Provost Brickhouse became an administrator and she commented on how she likes the bird's-eye view of the university and learning about faculty work from another perspective. She worked as chair, dean, interim provost, and knew the institution very well.
- After the University of Delaware, she began to work at St. Louis University as provost and thought the contrast between working at a public university versus a private Jesuit university was unique. The mission of St. Louis University was very attractive to her, working at a faith-based institution. The Jesuits did not live cloistered lives; they were out in the world and were often pioneers. When they created Jesuit universities, they were in the middle of urban centers quite intentionally, because they wanted to be a part of the community as well as have an impact. She found this aspect most appealing—the university presence in the middle of a great city, and the opportunity to be with the people of the city, and to be there to address some of the most challenging problems of our urban centers.
- Nevertheless, when the opportunity opened at Baylor, it was a sign that it was time to go back to her roots. It feels like a homecoming to her in many respects. Baylor was a strong formative experience for her during her college years, where she learned that faith and reason must work together in the discovery of truth; this is the mission that we are called to live. She finds this incredibly powerful and it is what she wants to work on with us, to help Baylor accomplish that mission. She is very excited to be here and has met amazing

people in the last five days, which reaffirms that this was the right decision at this particular time, and she believes Baylor is in a position now to have an even greater impact on the world.

- Provost Brickhouse then explained some of her priorities: *Illuminate* provides a vast map for what the next few years are going to look like, so much of her work will be focused on the implementation of *Illuminate*. It is written at a very high level and in many respects, she sees the next steps of making it more specific in terms of how we expect to reach those goals. Another aspect will be working with the deans and other vice presidents in the next few months in terms of harnessing our resources in support of what it is we say we are going to do; for example, how we hire people, the way in which we allocate space, and other kinds of resources. These will be high priorities over the next few years. Furthermore, there are four dean searches next year: in the school of Business, the School of Education, University Libraries, and the Honors College. It will be very important to make good decisions in terms of future leadership in those academic areas. She looks forward to working with us and seeking our input.
- A period of Questions and Answers ensued.

VI. Reports—3:09pm

a) Provost's Office Meeting (Randall Umstead)

- Chair Umstead explained that it has been only three weeks since the senate last met. The meeting was moved up a week so that faculty would be able to attend during finals as well as grade papers and exams in a timely manner.
- At the March meeting, the senate made the decision to have the Executive Committee (EC) write a letter in support of a childcare taskforce, to be delivered to the president by May 1. The EC has written the letter and Chair Umstead handed it to the leader of Baylor Women's Colloquium so they could put it together with the other three letters and deliver all four at the same time to the president. The four letters are from the Faculty Senate, Staff Council, Diversity Council, and the Women's Colloquium.
- Next week Chair Umstead will have the final quarterly meeting with the Academic Affairs Committee of the Board of Regents. He is not aware of any new issues. He will introduce Chair-Elect Brian Raines as he will be doing this work next year.
- He also mentioned that Interfolio for job searches will be replaced by a campus-wide tool. The in-house system is more user-friendly and there will be training. For departments who are paying to use Interfolio, the University will take up that expense, so it is conceivable the funds will remain within the unit. Interfolio has a tenure and annual reporting and promotion credentialing service as well, that could conceivably be linked to faculty who have applied for a job and it might be able to be connected to our tenure

and promotion process. Chair Umstead asked the provost's office to investigate this matter.

- The proposed BUPP on Committees did not get a chance to be on the Provost's Office meeting agenda, but it will be pursued over the summer. In the meantime, the Committee on Committees is operating as if that were policy.
 - Chair Umstead also stated that it has been a tremendous pleasure to work with us all on the Faculty Senate. He has a great appreciation for the sacrifice we all make to read items at the last minute, childcare sacrifices, and for all the work we do.
- b) Academic Freedom and Responsibility (no report)
- c) Admissions Committee (Beth Hultquist)
- d) Faculty Athletic Council (no report)
- e) Council on Global Engagement (Joan Supplee/Brad Bolen)
- Senator Supplee mentioned that the first Start Abroad program will take place this year. They have started recruiting first-semester Baylor students who will be studying their first semester abroad in Dublin. The goal is to have 50 students, with 25 for the first year.
 - The Pathway Program, in which Baylor brings in English as a Second Language students, has received certification. We have three new international students coming this summer and 14 in the Fall. Three students who were already in the program will be starting classes at Baylor as regular students in the Fall.
 - Baylor has 48 Study Abroad programs with 510 students signed up, and the programs that did not have enough students this year (Hawaii, Shanghai, Brazil, Italy), is due in part to the fact that we have so many programs and it is sometimes hard to get new programs running.
 - Global Baylor, our Quality Enhancement Program (QEP), continues to grow. All the students who are going abroad are enrolled this summer in the intermediate course for the QEP. All Study Abroad Directors will be the faculty of record so students do not pay. It is also part of the Global Certificate program, which rolled out last Fall. The target was to have 40 students and we now have 83 students enrolled in that program, and it continues to grow.
 - We are doing reviews for the applications for director of the Maastricht and Saint Andrews programs for 2020-2021.
 - The New Programs committee has put together a system whereby the review process is much more equitable and transparent.

- f) Faculty Dismissal (no report)
- g) Human Resources Advisory Committee (no report)
- h) Libraries/ITS Advisory Committee (Horace Maxile)
 - Senator Maxile explained that the University Libraries will be rolling out a new system, early to mid-June. The search interface might look different, but all functionality will remain the same.
- i) Student Life and Services Committee (Coretta Pittman)
 - Senator Pittman attended the Student Life meeting and one of the main items on the agenda was a conversation about Pi [Beta] Phi, which is a majority white sorority on campus. Earlier in the semester, they were having a campus event, and students were playing music. They recorded themselves at the meeting, singing along to a particular popular song (rap music). She explained that sometimes this type of song can be racially charged. Instead of skipping over some lyrics, these young women were reported to be singing along with this song. The recording was uploaded to social media and other students, including students of color, found out about it. It upset some members on campus who are not a part of the sorority. Student Life became involved and did an investigation to see if the Pi Phi students had broken the conduct code, and they had. Student Life wanted to help the young women understand what they had done and had them attend a cultural community workshop. One of the Pi Phi leaders wished there were more resources on campus to deal with racial issues. While she was able to contact some staff members for assistance, it became clear that we do not have the resources for student group members to learn how to have those conversations with other student groups, and she asked for this to be taken into consideration.
 - One issue that was discussed was whether all students who come to campus should have a cultural community competence workshop, with the possibility of it taking place during Welcome Week.
 - Student leaders sometimes feel overwhelmed, precisely in cases as the one mentioned above, and they would like some additional help.
 - Another topic discussed at the meeting was the Matt Walsh invitation and speaker. Student Life received several phone calls from students and parents wondering why this young man was allowed to come to campus, while other students and parents called and said they wanted this person on campus. It seemed to put Student Life in an awkward position. Questions arose, such as: in the future, how are we going to handle these kinds of situations on campus? How do we reconcile the LGBT and conservative conversation on campus? How do we advertise appropriately without offending?

- In the Question and Answer period that followed during the meeting, one of the questions was if it is time for the Faculty Senate to get involved in terms of helping student groups on campus to have their voice heard.
 - They were pleased with the outcome of Díadeloso, with much fewer incidents this year.
- j) Staff Council (no report)
- k) Enrollment Management Committee (no report)
- l) Executive Committee Report (no report)
- Chair Umstead gave a ten-minute break and we reconvened at 3:42pm.

VII. Old Business—3:42pm

b) Student Course Evaluation Task Force

Chair Umstead asked if it would be possible to reverse the order on the agenda of the Faculty Workload Task Force with the Student Course Evaluation (SCE) Task Force, given that members of the latter were present at the meeting. All agreed.

He placed the report from the SCE Task Force on the screen and introduced Dr. Lisa Shaver and Dr. Blaine McCormick. They came to the meeting to answer any questions regarding the SCE Task Force report. One of the recommendations was to reduce the list of questions on the SCEs to nine.

A period of Questions and Answers followed, and Chair-Elect Brian Raines moved to endorse the recommendations of the Student Course Evaluation task force. Senator Michael Long seconded and the motion carried with no opposition.

a) Faculty Workload Task Force

Chair Umstead asked Senators Jason MacGregor and Nathan Elkins to answer questions related to the task force report. After several questions and an overall discussion, Past Chair Ann McGlashan made a motion to endorse the Faculty Workload document and it was seconded by Senator Kathy Hurtt. The motion carried with no opposition and one abstention.

VIII. New Business—4:04pm

a) Faculty Senate Officer Elections

Chair Umstead explained that the Faculty Senate does not elect a Chair because, by our bylaws, the Chair-Elect becomes Chair. In our current case, Chair-Elect Brian Raines will become the new Chair for 2019-2020 because he was elected last year to that position.

The Nominating Committee met and put forward a slate of officer nominees as a motion:

Chair-Elect:	Matt Cordon
Secretary:	Michael Long
Publicity Officer:	Denyse Rodgers

Chair Umstead asked if there were any nominations from the floor, and Senator Chris Hansen was nominated for Chair-Elect. There were no other nominations. The next step was to elect one of the two nominees for Chair-Elect. There were short speeches in favor of the two candidates and the senators voted by paper ballot. Matt Cordon was elected as Chair-Elect.

Senator Jason MacGregor made a motion to accept the remaining slate as presented by the Nominating Committee and Senator Joan Supplee seconded. The motion carried with no opposition.

b) Recommendations for Benefits Committee Membership (4:16pm)

Chair Umstead mentioned that one of the items Faculty Senate dealt with last month were the charters for Health Insurance and Retirement Benefits Committees. One of the outgrowths of that is every year, except for this one, we will be tasked with putting forward one name for the Health Insurance Committee and one name for the Retirement Benefits Committee. Since the membership of those committees is growing, and because some people rotate off on a regular basis, we will need to put forward two names for each committee this time, hopefully with staggered terms. There are several stipulations regarding the qualifications a person must have to serve on each of these committees. For example, they must be a member of a BGCT affiliated Church and be a member of the plan themselves, among other stipulations. In conversation with Human Resources, Chair Umstead said they concluded that the presentation of names could be done through the Faculty Senate Nominating Committee, which is a standing committee. This year will be irregular because of the growth in size of the committees but going forward the Faculty Senate should recommend two names each year (instead of four), one for the Retirement Benefits Committee and one for the Health Insurance Committee.

Senator Steven Pounders made a motion that the Faculty Senate Nominating Committee put forward four names, two for the Health Insurance Committee and two for the Retirement Benefits Committee. Senator Bill Neilson seconded, and the motion carried with no opposition.

c) Proposed Committee Description Changes for Libraries/ITS Committee (4:24pm)

Chair Umstead explained that last month a proposal from the Committee on Committees (CoC) and from Faculty Senate was approved to send to the Provost's office; it was related to University Committees. The CoC is already operating under the assumption that the principles in the proposal should be followed, and they sent some recommendations for changes to the University Libraries and ITS Advisory Committee to Chair Umstead. He met with Faculty Regent Andrea Dixon, Acting Vice Provost for Administration Gary Carini, and Vice Provost for Graduate Professional Education Gary Mortenson to discuss these recommendations. The Executive Committee has also discussed them, and the next step was to present it to the senate.

Senator Matt Cordon also explained that there was a previous Libraries Committee, which consisted of a standard 12-person committee. Around 2008, the Libraries adopted a new ITS Advisory Committee that had 25 members. The deans picked some of the members, and the CoC and the senate chose others, but it was cumbersome and difficult to appoint so many people. This proposal is to streamline these issues and make it more consistent with all the other committees. Since the CoC appoints the rotating members, there are certain staff people in both ITS and the University Libraries who would be ex-officio members. Students will be more standard in their appointments (previously there were three different levels in appointing students). The function is the same, but the appointment of the different members and representatives was confusing and unwieldy to follow.

The Executive Committee made a motion in favor of endorsing this change in the committee composition. There was no need for a second, and the motion was approved by the senate.

d) Matters Referred by Committee on Committees (4:36pm)

Chair Umstead stated that there are certain entities that have university-wide committees; there were three of them: National and International Scholarships, URSA, and the Office of Career and Professional Services. They are being moved from centralized reporting structures to the College or School level. The committees are still universal, but the housing and reporting structure are being moved into specific locations. This was a concern to the Committee on Committees. While the senate cannot work on this now, Chair Umstead will talk to the new provost about this topic.

Secondly, there are several university committees with presidential appointments. The CoC has a concern about this from a shared governance perspective and thought the time might be right for the senate to begin advocating for making those faculty appointments. There are some appointments which cannot be changed, such as the Health Insurance and the Retirement committees which, by law, must be appointed by the president on behalf of the Board of Regents, so we are making a recommendation. However, appointments for the Tenure Committee, according to AAUP guidelines, should be made by the faculty alone. Chair Umstead asked if this is something the senate would like to pursue, and the overall sense was positive. Any action would need to wait until the next academic year. According to

the CoC, under the current administration, when they need to make presidential appointments, our faculty are generally making a recommendation and the Chief of Staff approves. It basically functions correctly even if it is not labeled appropriately.

e) Discussion: Faculty Status for Senate Service (4:49pm)

Chair Umstead mentioned that a faculty member asked to add this item to the agenda: whether or not people with administrative workload (department chairs and associate deans), should be eligible to serve on the Faculty Senate. He then opened it for discussion and several faculty gave input.

f) Recognition of Senate Service (4:55pm)

Outgoing senators were presented plaques in recognition for their service on Faculty Senate: Brad Bolen, Eric Robinson, Dan Walden, Beth Farwell, Sara Stone, Joan Supplee, Walter Wilcox, Mark Long, Steven Pounders, Lilly Souza-Fuertes, and Ann McGlashan.

Chair-Elect Brian Raines offered a plaque of recognition to Chair Randall Umstead.

IX. Announcements

There were no announcements.

X. Adjournment

A motion to adjourn the meeting was made by Senator Steven Pounders. The motion was seconded by Senator Dan Walden and approved by the senate. The meeting was adjourned at 5:03pm.

Respectfully submitted,
Lizbeth Souza-Fuertes
Recording Secretary