

**Minutes, Baylor University Faculty Senate  
12 February 2013 • 3:30 p.m. • Cashion 110**

Member Absent: Mary-Margaret Shoaf.

Substitute Members: Ed Taylor (for Tim McKinney)

- I. Call to Order at 3:32 by Chair Todd Still
- II. Invocation (Senator Debra Burluson)
- III. Approval of Minutes from the 22 January 2013 Meeting: One addition: Rick Duhrkopf was a substitute for Mark Taylor.
- IV. Announcement Regarding Relay for Life (Aakash Bhuta): A junior from Pflugerville, Mr. Bhuta spoke to the Senate on behalf of the Relay, asking for faculty support for the event. He encouraged the faculty to form a competitive team for the purposes of taking part in the activities of the evening and overnight.
- V. Visit with Dr. Elizabeth Davis (Provost) and Dr. Karla Leeper (Chief of Staff to the President).
  - A. Dr. Davis opened, introducing Michelle Berry, Director of Finance and Business Operations, Office of the Provost, who works closely with Reagan Ramsower, and who came to introduce electronic delivery of faculty contracts. Ms. Berry presented a handout with a model of the email notification to faculty members of the availability of their electronic contracts and a model of the contract form which will be transmitted to faculty. She noted that, in her opinion, this new form is not only ecologically sound, but more secure than using a paper contract. She added that one can still ask to have one's contract RE-submitted to oneself, if one thinks of a necessary addendum, or if one realizes one has mistakenly filled out the form.

(For handout, see addendum at the end of the minutes.)

Ms. Berry added that there will be demonstrations of the process for faculty members (and any other contract personnel affected by the changed process), and added that she would be happy to bring the demonstration to other bodies if necessary.
  - B. Dr. Davis then addressed the Senate, first discussing the thinking behind the addition of student and faculty regents to the Regent Board. When the process was first being contemplated, it seemed clearly a good idea to invite the Chair of the Faculty Senate and the President of the Student Government to be the first faculty and student regents. Todd Still and Kelly Rapp went to the July meeting of the Regent Board, developing relationships with the Regents and as it were testing the waters.

Each of the two is, in future, to be selected by the Regents, based on four names of faculty submitted by Dr. Davis, and four names of students submitted by Vice-President Kevin Jackson. A faculty or student Regent will have a one-year term, but may succeed him/herself.

Karla Leeper discussed the selection process, detailing the nomination process and the questions asked of the nominees by the Regents. The overall process parallels the process by which the Regents select new Regents.

Dr. Davis added remarks applauding the way that Dr. Todd Still and student Kelly Rapp have initiated the Faculty and Student Regent positions.

Dr. Still will serve another term as Faculty Regent, Dr. Davis informed the Senate. She added that she will work with the Faculty Senate in future nominations of faculty members to this position; it is “unlikely” that future Chairs of the Faculty Senate will become the Faculty Regent in future.

In a Q&A session, Dr. Davis addressed the questions of safety on Third Street, a parking sign which blocks sightlines for Edgefield residents, and the issue of bicycles and motor-driven vehicles using sidewalks, especially between the BDSC and Moody Library.

A senator raised the issue of the Alumni Association property and requirements for access to the new football stadium.

Another senator asked about the continuing escalation of summer school tuition charges and how that affects summer travel programs; his department’s summer programs are being priced out of the market, he said, as students take part in other programs and transfer the credit to Baylor.

Another Senator asked about “Summer@Baylor,” asking the goals of the program, which Dr. Davis addressed: the program is attempting to fill summer courses, some of which currently do not draw enough students to justify offering the course(s).

Dr. Davis asked if there were other issues or questions, and bade us farewell at 4:25 p.m.

- VI. Presentation on the Electronic Delivery of Faculty Contracts (Michelle Berry, Director of Finance and Business Operations, Office of the Provost): See above.
- VII. Updates
  - A. Electronic Course Evaluations: Eric Baker sent us the information, which appears at the end of this set of minutes. He noted that faculty reaction

seems to indicate that the faculty are nonplussed, and that students seem to be happy with the process.

On this issue, David Hurtt noted that the data show a 70% response rate for tenure-track evaluations when taken electronically, but an over-90% response rate when paper forms are used. Another Senator said that she had gotten noticeably fewer written responses on the electronic responses.

Discussion followed. Other Senators suggested that the response rate had dropped precipitately for electronic evaluations. Another suggested that the issue be brought to the attention of Provost Davis. One Senator, a Lecturer, noted that student evaluations are especially important to Lecturers.

Chair Still said that he would speak to the Provost.

- B. Senate Elections: Tom Hanks reported the progress of the nomination process, with thanks to Lori Baker, who set up the process last year.
- C. Final Exam Schedule: Janelle Walter raised the issue two-three months preceding today's meeting; Dr. Still said that the issue is being considered now, and will come to the Faculty Senate soon.

#### VIII. Reports

- A. Chair Report (Still): Dr. Still reported a minor downfall at the latest banquet. Subdued laughter followed.
- B. Student Life (Wood): no report.
- C. Enrollment Management/Staff Council (Patton): Senator Patton reported on enrollment, endowment level, residence hall renovation, and cost of seats for football games (an increase). He added that Representative Birdwell's proposed legislation to authorize carrying handguns on Texas campuses is probably going to pass. He explained some of the provisions of the proposed bill.

Senator Patton added a report on our progress toward a non-smoking campus, a project soon to fructify.

- D. Athletic Council (Neubert): No report.
- E. Admissions (Burlison): Dr. Burlison had sent documents to Senators before today's meeting (attached below).

She added that students will receive their acceptances by March 15, and gave a précis of the material in her report. Senator Patton reported that the target number is 3200 new admissions. He added a brief report on the early-admission program.

F. Global Education Task Force (Spies): The subcommittee is still meeting; in April, they will have another meeting which should lead to further decisions.

IX. Other Matters Arising: Senator Mary Ann Jordan noted that Dr. Wes Noll is assembling a team to implement the new plus/minus grades for Baylor.

Another Senator suggested that Dr. Still invite Dr. Reagan Ramsower to come to the Faculty Senate for the May meeting to report on “The [Financial] State of the University.” Dr. Still took the sense of the meeting, and said he would invite Vice-President Ramsower to visit with us.

Another Senator raised the issue of the troubled relationship of the Regents, the Administration, and the Alumni Association. The suggestion was made to invite Jeff Kilgore, Executive Vice-President and CEO of the Baylor Alumni Association, to the next meeting of the Senate Executive Board, and to the April meeting of the full Senate.

X. On the Horizon—A Conversation Regarding Online Education. Chair Still noted the work of a committee which is exploring this issue. That committee will report to the Faculty Senate in April, asking for input.

XI. Adjournment moved by Rosalie Beck, seconded by Lori Baker, passed by general exodus.

Submitted by Tom Hanks  
Secretary, Faculty Senate

***Next Faculty Senate Meeting—April 9<sup>th</sup> 3:30, Cashion 110 (No March Meeting Due to Spring Break)***

## Model of Electronic Contract Notification

**Berry, Michelle V.**

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**From:** Faculty\_Services  
**Sent:** Tuesday, January 15, 2013 9:42 AM  
**To:** Berry, Michelle V.  
**Subject:** Annual 2012-2013 Contract

Dear Ms. Berry,

Your annual Letter of Appointment is ready to view and accept. By accepting this electronic contract, you are agreeing to fulfill the terms of the appointment, and you are also confirming your acceptance of all applicable university policies as well as the specific policy that pertains to your rank.

To access your electronic contract, please [CLICK HERE](#). You will need to use your Bear ID and password to log in and view your contract. (When entering your Bear ID, make sure that the "@baylor.edu" extension is not included.)

Please review and submit your Electronic Contract by Tuesday, April 30, 2012. After you complete your contract, it will be accessible to you at any point in time after April 30, 2012 through Bear Web.

If you would prefer a paper contract as opposed to the electronic version, please contact me directly.

If you receive a 10 month contract, you have the ability to elect the 12 Month Pay Option. To do so, please fill out [THIS FORM](#) and return it to the payroll office on or before August 10, 2013. Please note that once you sign this agreement, you are not able to revoke it until the next academic year. The 12 month pay option will remain in effect until such time as you revoke it.

Be aware that during peak periods of usage, you could experience a delay in signing on to the website. If this occurs, please be patient and try again. If you have difficulties with your password, please contact the HELP Desk at extension 4357.

If you have any other questions, please contact Human Resources by sending an email to [Amy\\_Tomlinson@baylor.edu](mailto:Amy_Tomlinson@baylor.edu) or calling extension 7725.

Thank you,

**Amy Tomlinson**  
Faculty Services Specialist  
Compensation & Benefits Office  
One Bear Place # 97053  
Waco, TX 76798-7053  
(o) 254.710.7725  
(f) 254.710.8258  
[amy\\_tomlinson@baylor.edu](mailto:amy_tomlinson@baylor.edu)



Contract forms: old form followed by new

old



BAYLOR  
UNIVERSITY

April 1, 2012

Ms. Michelle V. Berry  
Department of Budget  
One Bear Place #97014  
CAMPUS

Dear Ms. Berry:

On behalf of Baylor University (Baylor), I am pleased to offer you as a tenured faculty member of Baylor this letter of appointment for the Fall 2012 and Spring 2013 Semesters with the rank of Professor and the title of holder of the Budget Endowed Chair. Your duties may include administrator duties as Graduate Program Director, and may also include teaching, research/creative activity, university and community service, direction of students and other related duties, as may be prescribed or agreed to by Baylor. However, there is neither tenure nor other contractual right to the administrator duties or the title.

Baylor will employ you full time beginning on August 8, 2012 through the May 2013 Commencement, as published in the 2012 - 2013 Undergraduate Catalog, and pay you therefore the sum of \$30,600, payable in ten (or twelve if you so elect) equal monthly installments, beginning August 31, 2012, less withholding for federal income tax, Social Security and any items you may authorize. As long as you serve as Graduate Program Director, Baylor will pay you an additional sum of \$200, also payable in equal monthly installments for a total sum of \$30,800. If you accept this letter of appointment, your complete contract with Baylor consists of this letter of appointment and the applicable provisions of the Baylor University Personnel Policy Manual, which Baylor may change from time to time.

This appointment does not include summer employment, which is offered by Baylor only as needed by Baylor. If offered to you, Baylor will provide you a separate letter of appointment for the specific summer term or terms during which you will be asked to teach or provide other duties.

Only the Provost and I are authorized by the Board of Regents to make any commitments to you in regard to your employment at Baylor. Your signature below acknowledges this fact as well as the fact that neither the Provost nor I have made any representations, or offered any inducements, promises or agreements to you, orally or otherwise, that are not contained in this letter of appointment. The terms and conditions of this letter of appointment cannot be changed unless you and the Provost or I sign a written document in which the change is specified.

I look forward to working with you to fulfill Baylor's mission to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Sincerely,

Ken Starr  
President

I accept this appointment, am ready, willing and able to perform my duties, and agree to abide by the terms and conditions of this letter of appointment.

\_\_\_\_\_  
Date

Please sign, date and return the original letter of appointment to Human Resources, Baylor University, One Bear Place #97053, Waco, Texas 76798-7053 or in person to the Clifton Robinson Tower, 2<sup>nd</sup> floor, Suite 200 by April 30, 2012.

OFFICE OF THE PRESIDENT

One Bear Place #97096 • Waco, TX 76798-7096 • (254) 710-3555 • FAX (254) 710-3557

New



## Faculty Terms of Appointment

[History](#)

Date: April 1, 2013  
Name: Michelle Berry  
Department: Department of Budget

BU-ID: 889331303

Baylor University offers you this appointment to the faculty for the period and terms stated below. Your duties may include teaching, research/creative activity, university and community service, administration, direction of students and other related duties as may be prescribed or agreed to by Baylor. If you accept these terms of appointment, your complete contract with Baylor consists of this appointment and the applicable provisions of the Baylor University Personnel Policy Manual, which Baylor may change from time to time.

Only the Provost or the President is authorized by the Board of Regents to make any commitments to you regarding your employment at Baylor. Your acceptance below acknowledges this fact as well as the fact that neither the Provost nor the President has made any representations, or offered any inducements, promises or agreements to you, orally or otherwise, that are not contained in this appointment. The terms and conditions of this appointment cannot be changed unless you and the Provost or President signs a written document in which the change is specified.

Contract Period:	August 8, 2012 - May 2013 Commencement	Gross Base Salary:	\$30,600.00
Rank:	Professor	Gross Stipend Amount:	\$200.00
Tenure Status:	Tenured	Total Gross Salary:	\$30,800.00
Title:	holder of the Budget Endowed Chair		
**Note:	There is neither tenure nor contractual right to the title.		
Administrative Duties:	Graduate Program Director		
**Note:	There is neither tenure nor contractual right to the administrative duties.		

I have read and understand the BU-PP which relates to my rank and classification.  
Relevant Policy # BU-PP: 704 [Click HERE to review Baylor Personnel Policies](#)

I accept this appointment, am ready, willing and able to perform my duties, and agree to abide by the terms and conditions of this appointment.

I decline.

## Benefits of Moving to Electronic Course Evaluations

- **Quicker results** – An electronic course evaluation process enables us to get instantaneous results once the evaluations have been closed. Each semester, IRT currently spends hundreds of hours scanning 60,000 forms, performing data audits, and compiling results. With the electronic process, results can be released as soon as the grade submission process has been closed for the semester.
- **No class time needed for electronic evaluations** – All electronic course evaluations can be completed outside of class. However, individual faculty can schedule a class meeting in a computer lab or ask the students to complete evaluations from their phones or electronic devices while in class.
- **Better security** – We will no longer be relying on student proctors to return packets to drop boxes on campus. With the paper process, IRT often receives packets weeks into the next semester after students have failed to turn in a packet but found it later. Also, each semester IRT learns of instances in which a faculty member says that the evaluations were completed in class, yet the packet never showed up in IRT.
- **Ability to customize the evaluation instrument** – The current paper instrument has been in place without any changes for more than 20 years. By using an electronic process, we can retain our set of 15 core questions that are asked of every course. Beyond those 15 questions however, an electronic instrument can be customized to fit a specific type of course (an Art studio course, for example, is much different than a clinical Nursing course). We also can customize some additional questions at the school/college, departmental, and individual faculty levels.
- **Increased accuracy** – The current paper system uses a scanner to process results. If the evaluation form is not marked exactly as the directions indicate, the scanner will scan incorrect information. Although the directions are highly specific regarding how the forms should be completed, students often do not follow the directions. In addition, the scanner requires constant maintenance to ensure that it is calibrated accurately.
- **Better written comments** – In researching other schools that have moved to an electronic process, the majority of universities indicate that they receive more comments and that those comments are more substantive than what is received in the paper format.
- **Reduces paper usage** – Electronic evaluations support the University's green initiative. They significantly reduce the amount of paper utilized in the course evaluation process. During a typical semester, the University currently uses approximately 60,000 sheets of paper to complete paper evaluations.



**Dr. Debra Burleson's Admissions Report for Feb 2013 meeting, Faculty Senate**

**Update from Admissions Committee, 02/08/2013**

**FRESHMEN**

**TRANSFERS**

<b>Year</b>	<b>Completed Applications</b>	<b>Acceptances</b>	<b>Net Deposits</b>
<b>2013</b>	1504	263	67
<b>2012</b>	1635	249	56
<b>2011</b>	1426	186	42

  

<b>Year</b>	<b>Accepted Mean GPA</b>	<b>Net Deposit Mean GPA</b>
<b>2013</b>	3.41	3.42
<b>2012</b>	3.41	3.4
<b>2011</b>	3.34	3.13

Attached you will find the current application statistics as of last Friday, February 8. As a reminder, the transfer recruitment process kicks into gear in the spring semester. *So, you will see that activity growing over the next few months and therefore, it is too early for some of the tracking statistics.* As far as the freshman recruitment process, we will be finalizing our plans for the wait list. Students will need to be notified by March 15. We are pleased to report we have far more admissible freshman applicants than we did last year and therefore anticipate the wait list to be much larger as well.