# Baylor University Faculty Senate Minutes
## 15 March 2016
## Law School Room 236 • 3:30 p.m.

**Members Present:** Senators Allman, Dwight; Baker, Lori; Baldridge, R.S.; Beal, Ron; Burgess, Cynthia; Burleson, Debra; Coker, Joe; Cook, Garrett; Dixon, Andrea; Edwards, Elise; Ellor, James; Faucher, Mary Ann; Gardner, Kevin; Hurtt, Kathy; Johnston, Hope W.; Jordan, Mary Ann; Macgregor, Jason; McGlashan, Ann; Mencken, Kimberly; Morgan, Ron; Neilson, Bill; Newberry, Byron; Ostlund, Sandor; Parrish, Michael; Pounders, Steven; Raines, Brian; Souza-Fuertes, Lilly; Stroope, Michael; Tsang, Jo-Ann; Umstead, Randall; Wood, Randy M.; Wooddy, Margaret, and Staff Council Representative Will Telfer

**Members Absent:** Senator Walter, Janelle

## I.      Call to Order

Senate Chair Beal called the meeting to order at 3:32.

## II.     Invocation

Senator Morgan offered an invocation.

## III.    Presentation by Registrar Jonathan Helm and Vice Provost for Undergraduate Education Wes Null

Vice Provost Wes Null introduced Registrar Jonathan Helm and briefly talked about a new process for attendance reporting. Currently we receive an email from the Vice Provost, asking professors to check attendance and report students who are attending but not on the roll or students who are on the roll but not attending. A new procedure to make this more efficient is currently under development.

Registrar Helm continued with a slide presentation, demonstrating the new system. In addition to the procedures that professors take to confirm attendance, the Registrar's office and the Financial Aid office follow many other attendance procedures. The new procedure will streamline activities for these offices as well as for faculty.

With the new procedure, faculty will receive an email linking to a web page on which they can log in, review rolls, and report students attending or not attending using point-and-click instructions. To report a student on the roll who is not attending, faculty will simply uncheck a box that states "Student Has Attended". Faculty can also add attending students that are not on the roll using their ID number or name. The system will automatically generate

appropriate emails to the professors and students. This system will be additionally useful to the offices of the Registrar and Financial Aid, because it will allow quick attendance confirmations and real-time reports on the current status of attendance throughout the university. Some suggestions are still being implemented, such as segmenting the classes in the menu system to clearly indicate those in which there are students attending who are not enrolled.

A senator asked about courses that had only met three times by the 12th day of class (such as a large MW class); the teacher may not have had time to develop a seating chart by that date. The Registrar assured the Senate that his office can continue to be flexible, and that the new program would be left open and available even after the 12th class day, though reporting by the 12th day of class would still be the preference, when possible.

Another senator brought up emails that faculty receive at the end of the semester related to attendance and financial aid: can the new system record attendance throughout the semester to streamline these emails? The Registrar answered that the system will help with some but not all of the questions that Financial Aid will have. The Vice Provost pointed out instances in which some students enroll at two institutions and receive financial aid from both, requiring the university to act promptly.

A senator asked whether faculty would receive an email acknowledgement each time they add students through the system. The Registrar was unsure of each instance in which an email would be prompted by the system, but he did note that faculty can always check this information by logging onto the website. He added that, as the system is implemented, he would appreciate faculty feedback regarding the number of emails generated.

Some discussion followed in which senators discussed the frequency of situations in which student rolls do not match student attendance. For one senator, such situations never occur; for another senator, they are frequent, often because of financial aid problems. Both senators asked if the new process could be electronically tied to Canvas rolls in order to reduce the duplication of faculty effort. The Vice Provost and the Registrar responded that the new system would provide quick and specific information regarding students dropped or added to courses because of financial aid resolutions. The Registrar did not know if a Canvas link to the new process would be possible, but he was willing to investigate.

A senator asked about the emails that faculty receive regarding the attendance of student athletes:  could this be tied into the same process? The Registrar noted that such emails come from athletics offices rather than the Registrar's office, though he can imagine ways in which such information

could be shared. There would be questions to resolve about the access to student information.

A senator asked if adding a student through the new system would officially add the student to the course. The Registrar answered that submitting the online report does not directly drop or add students, but the system does start email communications to students prompting them to take action.

A senator asked if every faculty member would be required to utilize the new system for every class every semester. The Registrar responded affirmatively and acknowledged that it might mean a little more time for faculty who already know if there are attendance issues without checking; but for any faculty who would need to check their roles online anyway, the new system would hardly require more time at all, and possibly less.

## IV.     Approval of Minutes: February 2016

Senator McGlashan made a motion to approve the minutes for the Senate meeting of February 2016; Senator Baldridge seconded. The minutes were approved unanimously.

## V.     New Business

### A. Nomination of Steven Sielaff: Academic Affairs

Senate Chair Beal explained a recent request for a senate representative from Academic Affairs. There were no nominations submitted for the nonvoting senate representative for Academic Affairs during the nomination period of the recent Senate elections. However, just before the election Professor Steven Sielaff, Senior Editor & Collection Manager for the Baylor University Institute for Oral History, asked if he could nominate himself late. The Senate Executive Committee discussed this possibility, and decided to recommend a one-year appointment for Professor Sielaff based on the following provision in the senate constitution:

> "If a Senatorial vacancy occurs, the Secretary shall contact the runner-up in the previous election ... When no one on the ballot of the previous election is willing to serve, the Chair, in consultation with the Senators from the academic unit where the vacancy exists, shall nominate a candidate to the Faculty Senate to serve until the next annual election. The candidate must be confirmed by a majority vote of the Faculty Senate.  At the annual election, a Senator elected by the academic unit shall fill the balance of the unexpired term of the vacated seat."

Some senators asked for more information about Professor Sielaff, and his title and job description were looked up and shared with the senate. The Senate then voted on a motion for one-year appointment to the faculty senate for Professor Sielaff as a nonvoting representative from Academic Affairs. The motion passed unanimously.

A senator asked if the nomination process included a way for each academic unit to reduce the number of candidates before the election. The response from the chair was that such a process did not exist, but that more often the challenge was generating enough candidates for each academic unit before the election.

## B. Update on Academic Citizenship

Chair Beal reported that the Executive Vice President and Provost Todd Still has been working on a solution to the issue of fairly crediting Academic Citizenship in the faculty review process. The Provost will present a proposal on Academic Citizenship to the Faculty Senate at the next meeting, April 19th. The Chair noted that the next senate meeting would be delayed one week because of the scheduling of Diadelos on April 12th.

## VI.    Committee Reports

Senator Pounders reported on the conclusion of the Faculty Senate elections with thanks to the others on the election commission, Senators Ron Morgan and Margaret Wooddy, to Adrienne Conradt who assisted in the Provost's office, and to staff members assisting in the ITS department, Randy Woodruff, Jerry Knight, and Becky King. Senator Pounders also noted the accidental exclusion of two nominations from the Nursing School, which was resolved by running a new election for the Nursing School in the week following spring break.

Chair Beal reported the appointment of a nominating committee to nominate Faculty Senate officers for next year.

Senator Jordan related highlights of the 13th Annual National Meeting of the Coalition on Intercollegiate Athletics (COIA), which she attended in Indianapolis, Indiana in February. The senator shared some remarks given by Oliver Luck, the NCAA Executive Vice President for Regulatory Affairs, who specifically addressed issues such as the possibility of penalties for schools or directors who incorrectly send transfer papers for student athletes. Vice President Luck stated that this is something for faculty senates to handle. Newly hired NCAA Chief Medical Officer Brian Hainline brought attention to the problem of concussions in student athletics and suggested the screening of the film *Concussion* at every college in America. Senator

Jordan suggested such a screening for Baylor University. She concluded by noting the need for a Baylor COIA representative for next year.

Senator Newberry reported on the Staff Council meeting. For a number of years the Staff Council has been trying propose an ombudsperson for the staff. The Council's proposal a full time staff member to be appointed Ombudsperson was first tabled by Baylor administration, then rejected. Staff Council representative Will Telfer added that a full-time ombudsperson was preferred to a part-time hire, because of the general inflexibility of staff working hours. He also stated that the only feedback received with the rejection of the proposal was that it was not a good use of student dollars. Some discussion followed about alternatives such as having the faculty ombudsperson handling staff issues as well. A senator noted that the current faculty ombudsperson was not in favor of the idea and that the faculty ombudsperson was only getting busier.

Senator Baker made a motion that the Faculty Senate support or recommend that the staff have an ombudsperson. The motion was seconded by Senator Baldridge.  In discussion of the motion, a senator suggested a joint faculty/staff task force to study the issue. Senator Baker noted that there has already been quite a bit of study on the need for a staff ombudsperson. Another senator suggested consulting with the Staff Council about how they would like senate support. Another senator expressed willingness to review the situation with staff, but was hesitant to support the position without more information, citing the difficulty in approving new positions across the university. Senator Baker withdrew the motion for the time being, to explore other avenues.

A senator remarked on a recent email from Vice Provost for Institutional Effectiveness Michal Matier providing instructions for Dean Lyon's anonymous online evaluation. The senator added that such an instrument was being worked on by the College of Arts and Sciences for chairs, and asked if the Provost's office could be persuaded to adopt a similar process. Senate Chair Beal replied that at the last meeting of the Council of Deans, all the deans indicated that this process would eventually be adopted throughout the university, but that there was no specific timeline.

A number of senators briefly discussed recent rape cases in fraternities and other student groups. Senators expressed concerns that Baylor might not be doing enough or that consequences for incidents were inconsistent. Other senators cited reports that students lack confidence in the administration's ability to handle such issues. A suggestion was made to invite Title IX Coordinator Patty Crawford to speak to the senate. A senator added that Baylor is, in some ways, leading the nation in the employ of Title IX infrastructure. Senate Chair Beal offered to follow up with an invitation to Coordinator Crawford.

**VII.    Adjournment**

A motion to adjourn the meeting was made by Senator Baldridge and seconded by Senator Burleson. The motion passed.

The meeting was adjourned at 4:52.


Respectfully submitted,

Steven Pounders
Recording Secretary