

Faculty Senate Minutes
November 9, 2010 • Room 203, Cashion
3:30 p.m.

Members Present: Senators Baker, Erich; Baker, Lori; Baldrige, R. S.; Beal, Ron; Beard, DeAnna Toten; Beck, Rosalie; Blackwell, Frieda; Cannon, Raymond; Claybrook, Doug; Cunningham, Scott; Duhrkopf, Richard; Hanks, Tom; Harvey, Barry; Hurtt, David; Johns, Carol for John Paschal; Johnsen, Susan; Jordan, Mary Ann; Long, Michael; Longfellow, David; Losey, Jay; McKinney, Tim; Madden, Stan; Myers, Dennis; Nunley, Patricia; Odegard, Tom; Patton, Jim; Paschal, John; Patteson, Rita; Shoaf, Mary Margaret; Spain, Rufus; Still, Todd; Stone, Sara; Supplee, Joan

Members Absent: Senators Beckwith, Frank; Sharp, Pat; Walter, Janelle

I. Call to Order

Chair-Elect Beck, moderating for Chair Cannon, called the meeting to order at 3:33 p.m.

II. Invocation

Senator Jordan offered an invocation.

III. Approval of Minutes

Senator Duhrkopf moved that the minutes of October 12, 2010 meeting of the Faculty Senate be approved as distributed. Senator Hanks seconded this motion. The Senate unanimously approved the motion.

IV. Old Business

A. Election Rule Change

Chair-Elect Beck directed Senators' attention to the following recommended changes to the Senate's Constitution (see Article 2. Section 2). (N.B. The recommended changes are underlined in the text below and were introduced at earlier meetings of the Senate.)

BYLAWS

ARTICLE 1. ELECTIONS, OFFICERS, AND DUTIES

Section 1. Each Faculty shall elect its own representative(s), and each representative so elected shall serve for a term of three years unless specifically chosen to complete the remainder of an unexpired term or to serve a shorter initial term to ensure that senatorial terms are evenly staggered. A Senator shall be eligible for reelection to a second three-year term unless the Senator's initial term was less than three years, in which case the Senator would be eligible for up to two three-year terms upon completing the initial one. After serving two full consecutive terms, a Senator shall not be eligible for reelection until one year has passed. Terms shall commence at the conclusion of the Fall Faculty Meeting and end at the conclusion of the succeeding Fall Faculty Meeting. Membership on the Senate does not insure continued faculty employment for "tenure-track" faculty or lecturers.

Elections shall be completed by the Friday preceding Spring Break in the Academic Calendar. In January the Secretary of the Senate shall contact Senators eligible for reelection to determine if they wish their names to be placed on the ballot. Any Senator who wishes to stand for reelection may do so by notifying the Secretary. Also in January, the full Senate shall elect two Senators (the Secretary of the Senate serves ex officio) to form a Senate Election Commission to assist the Secretary of the Senate in arranging and running the election. No two Commission members may be from the same academic unit.

For the purpose of Faculty Senate elections, full-time faculty includes tenured and non-tenured faculty, lecturers and senior lecturers below the position of academic dean. All full-time faculty are eligible to vote. Full-time faculty members with appointments in more than one academic unit vote in that unit in which they are tenured or on tenure-track. It is the duty of the Secretary in conjunction with the Faculty Senate administrative assistant to compile appropriate lists of eligible faculty members every January, to be completed before the nomination process. These lists may be generated from academic unit, departmental lists or lists obtained from the Information Technology Department. Lecturers and senior lecturers with split appointments vote in the unit they consider their primary home.

An electronic voting website will be constructed at the level of the academic unit, with voter authentication compared against the Secretary's official eligible faculty list. No faculty member may vote more than once. Five weeks before Spring Break, the Secretary shall announce in writing and by e-mail to the full-time faculty of each academic unit the number of positions on the Senate to be elected by that faculty for the following academic year and the names of the Senators eligible for reelection who have indicated a desire to run for the office again. The Secretary shall call for other nominations to be returned to him or her within two weeks. Nominations may be in writing and returned to the Faculty Senate Secretary via the Faculty Senate office or by email to the Faculty Senate email address. Each full-time faculty member may nominate herself/himself or one other colleague. On a rolling basis, the Secretary shall confirm that nominees agree to serve if elected. At this point, nominees become candidates and their names shall be placed in an appropriate area on the Faculty Senate website.

Electronic elections shall take place, commencing at 8:00 am on Tuesday and continuing through Wednesday, in the week preceding Spring Break. During these days, links to the electronic voting site shall be available from the Faculty Senate homepage. The Secretary shall provide each eligible voting faculty member an electronic reminder via email with appropriate directions or links to the faculty voting website. At midnight Wednesday, electronic voting will cease to accept ballots and the results will be tabulated by IT and delivered electronically to the Secretary of the Faculty Senate. At no time during the election process shall faculty names or identifiable information be collected other than to verify voting eligibility. Information collected will be limited to whom the candidate voted for and the time of the vote. In the event that an eligible faculty member will not have access to the Internet resources, the Secretary shall make provisions for casting absentee ballots. In the event of a tie, the Secretary will seek to mediate an outcome with the candidates in question. If no clear winner can be determined, a special run-off election will be held to determine the winner.

If a Senatorial vacancy occurs, the Secretary shall contact the runner-up in the previous election for that academic unit to determine the willingness of that faculty member to serve. If willing, that faculty member shall be invited to complete the unexpired term. If that person does not wish to serve, the Secretary shall contact the next runner-up in like fashion. Special elections for vacancies will be called when there is a tie for a runner-up position and all candidates are eligible. 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.

Senator Harvey moved that the following sentence (*Lecturers and senior lecturers with split appointments vote in the unit they consider their primary home.*) be amended to read: Lecturers and senior lecturers with split appointments are to vote in the unit in which they have their primary appointment. Senator Hurtt seconded this motion.

Chair Cannon suggested that the sentence be approved as is, moved from the Constitution to the Bylaws, and taken up at the next meeting.

Senator Hanks' suggested that full-time faculty members with appointments in more than one academic unit vote in that unit in which they are tenured or on tenure-track. This matter will also be addressed at the December meeting of the Senate.

Senator Harvey withdrew his motion. Senator Hurtt withdrew his second.

Senator Baldrige moved that the Article 1. Section 1 of the Constitution be approved as printed above and moved to the Bylaws. Senator Beal seconded this motion. The Senate unanimously approved the motion.

B. Promotion Policy (Beck)

Senator Beck met with Provost Davis and Vice Provost Bennighof to seek clarification on the Alternative Treatment Policy from Associate Professors to Full Professor. A summary of this meeting, which is also posted on the Senate's webpage, appears below:

Alternative Treatment Policy

Present at the Meeting: Elizabeth Davis; Jim Bennighof; Rosalie Beck

Purpose: Gain clarification of the Provision for Alternative Treatment of External Letters in the Promotion Process

Conclusions:

The Alternative Treatment Policy [ATP] only amends the 2006 promotion policy

requirement for external letters of recommendation from recognized scholars in the applicant's field. Apart from this adjustment, the promotion policy of 2006 is the administrative document by which these requests for promotion will be evaluated.

Who can be promoted?

Faculty members who meet the promotion requirements of the 2006 policy, with the understanding that the expectation for achievement in research and/or creative work may be lower than the expectation expressed in that policy because of the expectations and circumstances under which they have worked toward promotion.

Who can qualify for alternative treatment of external letters?

Faculty members who were not eligible for promotion under the 2000 policy (that is, faculty who were not eligible for promotion before about 2004) and began working toward promotion under expectations and circumstances that would not be consistent with external letters that focus narrowly on high-level research and/or creative work.

What is the process?

The faculty member seeking promotion must request alternate treatment of the requirement for external letters, and the department, as represented by the chair and the full professors, must support this request in a recommendation to the dean. Then the faculty member must make the case that they deserve promotion to full professor.

External letters relating to teaching, service, and so forth, will enhance the faculty member's application. Such letters, and those relating to research, may come from persons at schools with programs similar to those at Baylor if alternate treatment of the promotion application is being followed. If a faculty member has been approved to seek promotion under the Alternative Policy and use letters from such persons, the chair, in consultation with the department's full professors, will determine who the appropriate persons would be.

Information:

The ATP will not be extended beyond this academic year.

The role of full professors in a department is crucial for the implementation of this policy.

C. Online Course Transfer Credit (Cannon)

Chair Cannon reported that he initially thought the online course transfer policy was a source of concern for only a few departments within the university. He has subsequently discovered that the issue is far more complex and concern is far more pervasive than it first appeared.

Senator Hanks moved that the Senate table the issue of online course transfer credit until Chair Cannon is able to bring back a substantive report to the Senate. Chair

Cannon seconded the motion. The Senate was unanimous in its support of the motion.

D. Lecturer Policy

Chair-Elect Beck commended Ann McGlashan and the committee she chaired for their work on a lecturer policy. A document produced by a committee composed of faculty and academic administrators will soon come to the Senate for consideration.

V. **Committee/Liaison Reports:**

A. Undergraduate Curriculum Committee (Myers)

Senator Myers reported that the committee was taking action on new course proposals and noted that the sheer volume of proposals made the work of the committee difficult at times. Nonetheless, Senator Myers indicated that he thought the system was working well. He also noted that the committee was reviewing existing courses and was interested in how other universities conducted curriculum review.

B. Academic Freedom (Longfellow)—No report

C. Enrollment Management (Beck)

Chair-Elect Beck reported that the Enrollment Management Committee, which meets four times yearly, had completed its work for the calendar year. Senator Beck also informed the Senate that documents regarding retention of undergraduate students at Baylor were now available online at the Senate's webpage. (See <http://www.baylor.edu/facultysenate/index.php?id=78348>.) Senator Beck emphasized the importance, yet the complexity, of student retention. She also indicated, in response to a Senator's question, that the previous study on student retention at Baylor by Noel-Levitz was not as helpful as anticipated. Senator Beck did highlight, however, the good work of the Foster Success Center.

D. Student Life (Stone)

Senator Stone noted that on-campus housing was presently at 103% occupancy. Resultantly, overcrowding in dining halls, bathrooms, and parking lots has been an ongoing challenge and concern this fall.

Senator Stone also reported that the University Regents will vote at their February 2011 meeting whether or not to proceed with an "East Village Residential Community."

Senator Stone also informed the Senate that student visits to the Health Center were down, as were reported cases of drug and alcohol (ab)use. There has been, however, an increase in (crisis) counseling appointments for students.

Senator Stone indicated that the Student Life Committee was encouraged by the success of Baylor Line Camp. In July and August of 2010, 40% of the incoming

freshman class attended one of the camps. The goal is for 70% involvement. Judge Starr wants all freshmen to be involved and is in favor of supplementing the program, if necessary.

Senator Neubert asked what faculty members were meant to do when dealing with students in crisis. Senator Stone noted that the Student Life website addresses such matters. Staff Council Representative Paulette Edwards indicated that she had produced a handout with pertinent contact information for assisting students in crisis and had sent it to Chair Cannon so that it might be posted on the Senate website.

Senator Hanks suggested that the Senate further consider this matter. Chair-Elect Beck indicated that the Executive Committee would do so and would report back to the Senate.

Lastly, Senator Stone reported that Student Life sponsored meetings to encourage civil discourse regarding the proposed building of a mosque near ground zero and the threatened Quran burning in Florida.

E. Liaison Reports

i. Council of Deans (Beck)

Chair-Elect Beck reported that the Deans were engaged in conversations regarding strategic planning. Judge Starr wants a sense where Baylor is going, a “view from 30,000 feet.” Senator Beck encouraged Senators to offer feedback and to be supportive of this strategic planning effort in their departments/academic units. Senator Beck reported that Judge Starr is committed to a “bottom up” approach. She also stressed that this strategic planning effort should not be equated with Baylor 2012. Chair Cannon also encouraged the Senators to speak up.

ii. Athletic Council-(Blackwell)—No meeting.

iii. Personnel, Benefits, Compensation (Madden)—No meeting.

iv. Personnel Policies (Nunley/Beal)

Senators Nunley and Beal reported that their committee was working through staff policies one at a time and were now down to twelve documents. When finished, they will submit their suggested revisions to the Provost, who will in turn submit recommendations to the President, who will then report to and request action from the Regents.

v. Admission (Jordan/Harvey)

Senator Jordan reported that Admissions now recognizes they admitted too many Chinese students with too little English this fall. In the future, they will admit fewer Chinese students at a time and will require higher English proficiency.

vi. Staff Council (Patton)

Paulette Edwards reported that updates regarding benefits are now available online (http://www.baylor.edu/hr_services/index.php?id=164). Ms. Edwards also informed the Senate that Staff were presently considering the prospects of having an ombudsman. She also noted the ongoing need for the funding of a staff scholarship and announced the upcoming STEPP luncheon in February.

VI. Presentation

Pattie Orr, Vice President for Information Technology and Dean of Libraries, and Jon Allen, Information Security Officer, came to visit with the Senate regarding information security. In particular, they wanted to alert the Senate of the proactive steps being taken to protect computer users at the university from malware. To combat malware, the university has employed Websense. Websense screens malware and “pornographic sites.” In the not too distant future, Websense will be activated for faculty, as it has already been for students. The goal is not to “block people from going where they need to go.” Rather, the intent is to keep malicious materials off computers. Faculty who need to access web materials blocked by Websense may contact the Provost to request an exception.

VII. New Business

Strategic Planning Initiative (Beck)—Chair-Elect Beck encouraged the Senate to begin contemplating its involvement in strategic planning.

VIII. Adjournment

The meeting was adjourned at 5:15 p.m.