

## **MINUTES**

### **FACULTY SENATE**

**May 13, 1997**

The Faculty Senate convened at 3:30 p.m. in the Conference Room, Blume Conference Center, Hankamer School of Business, with Chair Jeter Basden presiding.

Present: D. Adams, L. Adams, Baird, Barker, Basden, Buddo, Chinn, Conyers, Davis, Edwards, Farris, Genrich for Garner, Hillman, K. Johnson, P. Johnson, Knudson, Longfellow, Losey, McGee, Livingstone for Miller, Pippin, Robinson, Rolf, Stone, Wallace, Wiley, Dorsett for Willis, Yelderman

Absent: Fox, Gordon, Jensen, Youngdale

Guests: John Wilson, Greg Benesh, Anne Bowery, Charles Davis, Deborah Johnston, Joan Supplee

#### **I. Invocation**

The invocation was led by Kathy Hillman.

#### **II. Introduction of New Senators**

Senate Chair Basden welcomed new senators Anne Bowery, Charles Davis, Sandra Genrich, Deborah Johnston, and Joan Supplee, who will each serve a three-year term beginning in the fall of 1997.

#### **III. Approval of April 15 Minutes**

The minutes of the April 15 meeting were approved as distributed.

#### **IV. Items from Council of Deans/Provost Schmeltekopf**

##### **A. Faculty Handbook Update**

Basden reported that University Senior Counsel Underwood has indicated that his goal is to have the handbook ready to distribute by the Fall 1997 general faculty meeting. All policies that have been adopted and approved by the Senate will be included in the handbook. For policies that are still under review, it is likely that the policies which are currently in effect will be included, with a notation that those sections will be updated at a future time.

A motion was made and seconded that the entire handbook document be returned to the Senate for review before it is distributed. During a period of discussion, concerns were raised about the need to allow adequate time for such a review to occur. It was suggested that the Senate request a period of thirty days to review the handbook before its distribution. The motion carried.

##### **B. Faculty Workload Policy**

(At the April meeting, Senator Buddo reported that he had spoken before the Council of Deans regarding the report prepared by the Faculty Workload Task Force. The Council of Deans asked Dianna Vitanza, Vice Provost for Academic

Affairs, to correlate the task force report with the material currently in the Personnel Policy Manual and produce an edited policy to serve as a guideline for workload issues for the deans of each academic unit.)

Basden reported that the Council of Deans has discussed the faculty workload policy. The Senate will have an opportunity to look over the policy before it is adopted.

#### C. Departmental Final Exams Schedule

The University Calendar Committee has made the recommendation that departmental final exams be moved to later in the final exam schedule. The rationale is that seniors are less likely to be taking courses in which departmental final exams are given, and thus seniors would be able to finish their final exams earlier, making it easier to complete the certification process in order to have a certified graduation in December. This matter is still under review.

#### D. Report of Committee to Study Student Evaluations of Faculty

Senator Buddo reported that the committee has completed and submitted its report to the Council of Deans. The report contained several recommendations, the primary recommendation being that there be a standing body to oversee student evaluations of faculty. The committee determined that a procedure is needed to review the evaluation document and expressed concern about the integrity of the evaluation process. The Council of Deans wants to use the Faculty Development Committee to oversee the evaluation process.

During a period of discussion, questions were raised about whether the description of the Faculty Development Committee would need to be revised if that committee is to be given a new responsibility related to student evaluations of faculty.

A motion was made and seconded that the Senate recommend reviewing and if necessary changing the description of the Faculty Development Committee to include oversight of the faculty evaluation process. The motion carried. The Senate Executive Committee will seek a discussion with the Administration about this issue.

#### E. Report of Recommendations from Faculty Committee on Enrollment Management

(At the March 25 meeting, the Faculty Committee on Enrollment Management [FCEM] brought three recommendations, which the Senate endorsed and subsequently conveyed to the Administration.)

(1) (FCEM recommended that transfer work be limited to fifteen hours after matriculation at Baylor and that further limits be placed on the number of hours of required courses in a field that may be transferred.) Basden reported that a new committee has been named by Provost Schmeltekopf to review this

recommendation and study the implications of limiting transfer credits to fifteen hours. The committee members are Terry Maness (chair), Ben Pierce, Chris Buddo, and James Bargainer. They are to work with Dr. Tom Bohannon to conduct an impact analysis.

(2) (FCEM recommended that a change be made to a flat rate tuition per semester for full-time undergraduate students with a twelve to seventeen hour course load.) Basden reported that this recommendation has been sent to Harold Cunningham's office and is under active review.

(3) (FCEM recommended that short terms proximate to the spring and/or fall semesters be added to increase summer school tuition income.) Basden reported that this matter has been left up to each academic unit to act upon as each unit deems appropriate.

## **V. Election of Officers for 1997-98**

The Nominating Committee presented a slate of nominees for Senate officers for 1997-98 (copy of report attached to file copy of minutes). The Senate elected the following officers for 1997-98:

Chair: Chris Buddo

Chair-Elect: Dan McGee

Secretary: Duane Knudson Publicity Officer: Jay Losey

## **VI. Faculty Senate Appointments for 1997-98**

(A copy of the report of the Senate Nominating Committee for 1997-98 assignments, containing the slate of officers, faculty committee assignments, and assignments of senators, is attached to the file copy of the minutes.)

The Senate voted to recommend to the Administration the following faculty committee assignments:

University Committee on Committees

Linda Cox, School of Education

Bill McBride, School of Engineering and Computer Science

Sara Stone, College of Arts and Sciences

Dennis Myers, College of Arts and Sciences

John Wilson, chair

Tenure Committee

Joe Cox, School of Business

The Senate voted on the following assignments of senators for 1997-98:

Faculty Committee on Academic Freedom, Responsibility, and Environment  
Chair: Dan McGee  
Member: Bob Baird

Faculty Committee on Enrollment Management  
Chair: Howard Rolf  
Member: Deborah Johnston

Faculty Committee on Physical Facilities  
Chair: Joe Yelderman  
Member: Jerry Gordon

Faculty Committee on Student Life and Services  
Chair: Gary Carini  
Member: Joan Supplee

Senate Representative on Athletic Council:  
Phillip Johnson

Senate Representative on Compensation, Benefits, and Personnel Committee  
David Longfellow

Staff Council Liaison: Linda Adams

**VII. Report from University Committee on Committees -- John Wilson, Chair**

Wilson presented the report of the University Committee on Committees for the Academic Year 1997-98. (A file copy of the report is attached to the file copy of the minutes.) The Senate voted to accept the report as presented. The report will be forwarded to the administration with the Senate's recommendation to accept the report.

**VIII. Report from Tenure Policy Review Task Force - Greg Benesh, Chair**

(The Tenure Policy Review Task Force was composed of Benesh (chair), Dovalee Dorsett, Kathy Hillman, Jay Losey, and Dan McGee. The task force was set up in the fall of 1996 to review the university's tenure policy and recommend any needed revisions.)

Benesh presented to the Senate the report of the Tenure Policy Review Task Force (copy of report e-mailed to Senators prior to the meeting; copy attached to file copy of minutes). He reviewed the document, pointing out changes and additions to the policy. Benesh asked that the Senate endorse the document in principle, although some reservations and concerns were expressed by various

senators during discussion of the document. A motion was made and seconded that the Senate endorse the document in principle. The motion carried.

Benesh indicated that he will submit the report to the Administration, accompanied by a cover letter stating that the Senate has taken the above action.

## **IX. Committee/Liaison Reports**

A. Faculty Committee on Academic Freedom, Responsibility, and Environment - Dan McGee, Chair  
Committee Chair McGee presented three resolutions to the Senate.

(1) The first resolution read as follows:

### Resolution on B.U. Evaluation of Administrators

The Faculty Senate commends the Baylor Administration for the recent evaluation of administrators. We recommend that such evaluations be done annually and that the Executive Committee of the Faculty Senate have an opportunity for conversation with the Administration regarding the procedures followed and the use of the evaluations.

The Senate voted to adopt the resolution as presented and forward it to the Administration.

(2) The second resolution was amended in the course of discussion, and in its final form read as follows:

### Resolution on Substitution of Assigned Readings

The Faculty Senate expresses deep concern regarding the recent substitution of a self-help book for an assigned reading in English 2304, "American Literature: Masterpieces" under pressure from a student who objected to the assigned reading. We request, at the earliest convenience, a conversation between the Executive Committee of the Faculty Senate and the Administration regarding the rationale for and the procedures followed in this decision. Our purpose is to avoid any violation of academic integrity at Baylor.

Further, we commend the Faculty of the English Department for the example set by their action in establishing a departmental policy that allows for "no exceptions on assigned readings."

The Senate voted to adopt the resolution as amended and forward it to the Administration.

(3) The third resolution was amended in the course of discussion, and in its final form read as follows:

## Resolution on Faculty Participation in Selection of Departmental Chairs

Since the chair of a department is the chief representative of the department within the university, departmental faculty should play the primary role in the chair selection.

The Faculty Senate expresses its concern regarding recent administrative actions that reduce the effective voice of the faculty in the selection of their departmental chairs. Any procedures that restrict the faculty role at the departmental level in the selection of a search committee, or in the recommendations that go to the Administration regarding candidates, are unwarranted and unnecessary.

Faculties should be free to choose their own chair search committees, to prioritize candidates, and to state fully their opinions on the suitability of any particular candidate for a chair position.

We request that the Executive Committee of the Faculty Senate have an opportunity for conversation with the Administration regarding the process by which chairs are sought, named, and renewed.

The Senate voted to adopt the resolution as amended and forward it to the Administration.

B. Faculty Committee on Enrollment Management - Howard Rolf, Chair  
Rolf reported the following:

The committee has met with representatives from Noel-Levitz to discuss ways to improve recruitment.

The committee has sent a letter to Provost Schmeltekopf regarding the Presidential Scholarships, suggesting that the amounts of the scholarships be increased in view of rising tuition. Schmeltekopf indicated that the suggestion is being reviewed by the Administration.

The committee is looking into the possibility of requiring Challenge students to take a specific sequence of courses to avoid the possibility that students might choose only "easy" courses.

Applications for admission are up by 300 for the fall of 1997. The university has admitted about 170 more students for this fall than for last year. Approximately 2,600 students have paid their general deposit.

The number of Challenge students accepted is down to 545. These students must maintain a 2.25 GPA through their first year at Baylor.

C. Faculty Committee on Physical Facilities - Joe Yelderman, Chair  
No report

D. Faculty Committee on Student Life and Services - Patricia Wallace, Chair  
Wallace reported that the committee is still awaiting the results of a recent student poll regarding the need for increased university-owned student housing.

E. Staff Council Liaison - Rusty Pippin  
Pippin reported that the Staff Council wished to thank the Senate for its participation in the council's recent service project benefiting Meals on Wheels and Caritas.

#### **X. Other Items or Announcements**

Basden announced that two corrections had been made to the Faculty Senate Bylaws under Article II, Section 3. A copy of the page showing these corrections was distributed to senators prior to the meeting and a copy is attached to the file copy of the minutes.

#### **XI. Recognition of Retiring Senators**

Senate Publicity Officer Losey presented a certificate of appreciation to retiring senators. Those retiring from the Senate are Lewis Barker, Don Edwards, John Fox, Linda Garner, Rusty Pippin, Michael Robinson, and Pat Wallace.

Senator Buddo expressed the Senate's appreciation to outgoing chair Jeter Basden for his service to the Senate and presented him with a plaque.

All business having been completed, Senate Chair Basden declared the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Karen Johnson, Secretary