Baylor University Faculty Senate Meeting Agenda
Cashion 501

December 12, 2023
3:30pm-5:00pm

Present: Gia Chevis, Sarah Ford, Michael Long, Bradley Bolen, Matthew Laube, Sara Alexander, Ann McGlashan, Erica Ancira, Matthea Williams, Lotte Bostick, Sinai Wood, Hope Johnston, Elesha Coffman, Bruce Evans, Rizalia Klausmeyer, Bridget Fuselier, Matthew Piech, Tamara Hodges, Holly Collins, Jenny Robins, Lauren Weber, Kevin Tankersley, Joel Weaver, Jeffrey Olafsen, Stanton Greer, Jill Klentzman, Scott Kozier, Elissa Madden, Christy Gantt, Sam Perry, Jessica Peck, Erin Killingworth, Adrianne Duval, Kayla Collins, Ron Morgan, Eric Swan, Jeremy Counseller, Lynn Tatum, Derek Dodson, Matthew Piech, Emily Hunter

Absent: Haylee Beard, Rebecca Thornton, LesLee Funderburk, George Cobb, Bob Kane

I. Call to Order: 3:30 p.m.
II. Invocation: (Senator Klausmeyer) 3:32 p.m.
III. Approval of November Minutes (Senator Malavanti): 3:35 p.m.
   a. Peck, Klausmeyer, unanimously approved
IV. Guests: 3:38 p.m.
   a. New Senator -- Matthew Laube, School of Music (vote on approval)
      • Unanimously approved
   b. Jon Allen, Associate Vice President, Chief Information Officer, and Chief Information Security Officer
      • His role ensures networks are operational and makes sure our data are secure; Presented an update with slides, which will be sent out via Senate Chair Chevis
         1. Research Technology (RT)
            a. Inaugural assistant VP of RT was hired and is charged with assessing current catalog and build the front door for research software necessary for research
            b. Agreement in place to enable Redcap; First RT Analyst hired; Involved in the Cara pipeline to consult during proposals; Finalizing Baylor's hosted environment for controlled classified information (CUI)
         2. Network History
            a. F/S dependence on networks have increased since the pandemic started. Average network equipment age >7 years. Average unique devices on our network per day over 70K. New 5-year budget plan included network infrastructure roadmap. Funding was based on an 8-year cycle.

b. Implementation of Roadmap (network infrastructure): Developing strategic map and key performance indicators (KPI); mapping criteria to campus facilities. Plan to publish information publicly.

c. Governance of Resources: Right now, focusing on overarching network. What is next: constituent group polarization (F, S, student, public); usage prioritization (teaching and learning, research, etc)

d. Senator question about different types of classroom formats such as investment in technology for online teaching.

   i. Answer: Studio in Moody is being built which should help with online recording; investment from Provost's Office.

   ii. Wes Null, VP Undergraduate Education and Academic Affairs. Step 1: Utilize the spaces we have efficiently. Step 2. Identify classrooms that need significant work and make the case for renovation. Send recommendations to him. Will send report by March or April.

3. Security Operations Center (SOC) update

   a. 24/7/365 operation center required by January 2024 for cybersecurity reasons; it will be active by then

4. Educational Software

   a. 2 categories of review:

      i. Cybersecurity /IT review: Meeting compliance with FERPA and other regulations, Feasibility with Baylor's IT infrastructure

         1. Venders must agree to comply with FERPA if they are collecting identifiable information, or agree to full cybersecurity review with insurance and responsibility if a breach were to occur

      ii. Costing Review (Provost Office): Focus on cost of attendance at the national level (if > $25); incremental costs

         1. Perhaps should have been included in lab fees? Is only 1 section using it and driving the cost higher for 1 instructor's section only

            a. Ask A&S Budget managers: how are lab fee funds transferred, and make

the requests for needed software or classroom technology

b. Senator question: Software approved but is now asking for SSO approval. Answer: Contact RT office with SSO (single sign-on) request for approved

c. Senator asking for list of approved list of software (software catalog). Answer: We have a software catalog in PowerBI. There are some classifications and caveats for approved usage. The challenge is keeping the list current. Link will be sent to Senate Chair !

2. VP Null is working with several colleagues like Brad Leal, Marcie Moenke to develop a "Guidelines document"

V.   Reports: 4:15 p.m.

a. Executive Committee Meeting (Senate Chair)
- EC met to set the agenda for the Provost/EC Meeting

b. Provost/EC Meeting (Senate Chair)
- Bylaws:
  1. 75% of bylaws have been sent to Provost Office; Provost Office has not approved any bylaws yet
     a. Concern: 1 department's bylaws had been returned from Dean's Office. "Wait and see" process from VPFA. Dean's Offices were supposed to simply collect bylaws and send to Provost Office. Provost Office review is to ensure with university and college level policy. Then the Provost Office would approve or send back for corrections if needed
     b. Senate Chair is asking for input on the process
        i. Process is that bylaws are being sent to Dean's Office and they would be sent back with comments
        ii. Some colleges: never explained that the bylaws would go passed the Dean's Office to the Provost
        iii. Some departments are still in revision to send to Dean's Office
        iv. Another school is that the Dean's Office is trying to find consistency across college before they move on. Bylaws sent back to department.

          v. Another school: no updates.
          vi. Some colleges: Deans would send to Provost
         vii. Comment: Bylaws should be decided upon by the faculty
        viii. Senator question: Why didn't these go straight to the Provost Office if they were meant to go straight there?

- Teaching Professor promotion guidelines
    1. Provost and VPFA are trying to get the message out that departments should be drafting criteria (not procedures/process/dates, which VPFA is working on)
        a. Submit by end of May 2024. VPFA has pledged to review and approve by August.
    2. VPFA is coming up with high-level guidance to help departments work on these guidelines.
    3. VPFA does not have set date for when senior lecturers would be able to apply for teaching professor, since procedures document has not been completed yet.
        a. Senator question about interim process for application for teaching professor for first cohort
            i. Senate Chair will ahs
        b. Senator question: If a department gets their guidelines complete, will those faculty be eligible for promotion, even if other departments have not yet completed their guidelines?
            i. Senate Chair asked. We get the sense that it depends on the procedures document
- Student Body President Nick M. has met with Provost Office for areas of mutual concern between students and faculty. Discussed approved messaging to students on constructive, helpful feedback on Student Evaluations of Teaching. Will send this at the beginning of the evaluation period.
- Discussed remote faculty feelings of belonging (included attending New Faculty Orientation in-person, at departmental cost) and bylaws committee
- Strategic Planning: Meetings ongoing to digest the information from white papers, listening sessions, and surveys. The current Pillars of Illuminate will remain but the language would be updated and refreshed, i.e., no language of AI, affordability, or graduate education.

  c. Election Commission (Senator Malavanti)

- Voted to approve Senator Long and Senator Perry as election commission members

VI. Unfinished Business: 4:25 p.m.

   a. Workload distribution for clinical faculty
- Please send feedback to Senate Chair.
- So far: Variation among units. Some clinical time is not included in workload (class release time) unless it is scholarly. Additional level of clinical or scholarly work needs to be clarified.
- Senator Outside Activities and Interests Committee
    1. Slate discussion from this committee mostly focused on clinical work—No policies or guidelines right now.
    2. What departments have the most clinicals or have had them the longest?
        a. Nursing, since 2014 at least
        b. Robbins has 2 entire programs staffed by clinicals, since 2012
        c. Business
        d. Engineering probably one of the first
        e. Some departments like Theatre have senior lecturers that are functioning like clinicals.
        f. Questions about scholarly clinicals versus professional clinicals that could be clarified. Not consistent across units.

   b. Public Senate meetings – discussion
- Senate bylaws: Chair may invite a member of public to a meeting, or a member of the public may email a Senator to bring comments to Senate meeting
- Pros and Cons
    1. Only Senators can participate.
    2. Members of the public would be observers.
    3. When did this change?
    4. Bylaws do allow for people to come once they ask.
    5. Senators need to feel they can be as open as possible.
    6. State Universities have their Senate meetings be open.
    7. Senate Chair used to send out the agenda to all faculty, perhaps this could help faculty feel as if they know what is going on in Senate
    8. Senators represent faculty, and would perhaps be okay with faculty could observe (perhaps could ask first)

a. How would we define faculty member? Could Associate Dean attend. Perhaps faculty to be defined as any faculty eligible to serve as Senator.
    b. Timing for bylaws: March reading and April
  9. Perhaps not comfortable with students or members of the public, provost office representative,
  10. We can always attend executive session, which are closed meetings.
  c. Program director summer compensation – update: A&S UPD and GPDs would receive stipend for summer work
VII. New Business: 4:51 p.m.
  a. Reporting colleagues and students of concern and student microaggressions – discussion and suggestions
    - Report students to Care Team and Student Success Center
    - Care Team does not know how we are supposed to report 'Colleagues of concern' either
    - Baylor has Report It, and EthicsPoint. But no true option of remaining anonymous.
    - University Ombudsperson for interpersonal conflict. What if a colleague is about to have a mental break?
    - No faculty Care Team equivalent.
    - What are the consequences of reporting students of concern. Faculty have witnessed aggression from students to faculty. How are students held accountable for their actions? Honor code? VPFA says there is a Conduct Policy, but we need better enforcement and process. Additionally, there is a judicial affairs office for students. Title IX is supposed to educate, and there is no conclusion or follow-up. Is BMIST still functioning?
    - Please send other comments and questions to Senate Chair
  b. Items from the floor
VIII. Announcements: 4:59 p.m.
  a. ATL Director Search – Applications open until January. Encourage inspiring people to apply.
  b. Guests in January: Holly Collins COACHE survey; Kevin Chambliss, OVPR
IX. Adjourn: 5:00 p.m.