

## **Minutes of Faculty Senate 12 September 2014**

**Present:** Ambrose, Blanton, Branson, Browning, Commissiong, Crandall, De'Armond, DeOtte, Diego-Medrano, Dursun-Kilic, Fiaud, Hindman, Klaehn, Lee, Osei-Hwere, Ottoson, Pendleton, Shao, Stuntz, and Takacs

**Absent:** Atchison and Hartin

**Guest:** Carole Harkins (substituting for Hartin)

**Call to Order:** Ambrose called the meeting to order at 12:19 p.m. in Room 14 (Eternal Flame) of the Jack B. Kelley Student Center.

**Approval of Minutes:** Stuntz made a motion seconded by Crandall to approve as amended by Dursun-Kilic the minutes of the 29 August 2014 meeting of Faculty Senate. The motion passed unanimously by the Senators present.

**Discussion with Provost Shaffer:** Shaffer said the Office of Academic Affairs has meetings every other week to prepare for SACs reaccreditation. A draft of the compliance report is due to Dr. O'Brien by 1 December, with the revised report due on 1 September 2015. SACs will visit WT in April 2016. WT will learn the status of reaccreditation at the December 2016 SACS meeting. WT will have three town hall meeting to discuss the QEP project. A vote will decide the best QEP project for WT.

Shaffer said Fall enrollment is 8,981 students. New faculty were hired to teach the number of students that increased by 1,000 in the past 2 years. Shaffer recommended to O'Brien that WT needs 10-12 new faculty members next year. The Coordinating Board approved guaranteed tuition. New WT Vice Presidents Sherri Bays for Business and Finance and Mike Knox for Student Affairs were approved.

Stuntz asked if faculty will receive extra pay because of increased student enrollment. Shaffer said last year the president allocated 1% increase, but enrollment was greater than expected, so the president gave 2%. This year, the president gave 3% merit increases. The initial round of market adjustments have been sent to associate professors because WT pays associate professors less than do other public institutions in Texas. The President plans to abandon the old funding model for faculty and staff where salary savings were calculated in the upcoming annual budget but pay for the position was dropped to the lowest amount when someone left. The President wants a zero-based model to not rely on recapturing salary savings when people leave.

Stuntz asked if faculty vitae online can be amended. Shaffer said he spoke to Jarvis Hampton who said the vitae are to satisfy legislative requirements. Shaffer will ask Jarvis to include all scholarly activity from the past five years.

Stuntz said she put together a group for adjuncts at WTClass. She said adjuncts asked about having office space, and she asked Shaffer if there could be one place on campus for adjuncts if they do not have office space in their departments. Shaffer said WT is running out of space but he will try to find space perhaps in the Classroom Center. Commissiong suggested the office needs Internet access.

Blanton asked if there is a WT policy about students needing to go through the chain of command from faculty, to direct supervisor, dean, etc. Blanton said in her area, students go directly to the dean without talking to faculty first. Diego-Medrano said it also has happened to her, but her department head had the faculty member and student meet together to resolve the problem. Commissioning said he knows of students who go first to the university president. Branson said she knew a nursing student whose parents wrote the President and the Board of Regents. Shaffer said both faculty and students should go through the chain of command. Students should go to faculty, then the direct supervisor, dean, and provost. Commissioning suggested that the procedure be described at new student orientation.

Fiaud asked how a student could have been given a grade in a class the student dropped. Shaffer said faculty are responsible for assigning X if a student drops after the deadline. If a student drops before the deadline, the student should not have a grade in the class. Shaffer said there is a 99% chance it was a glitch in the system or a 1% chance that the department head or dean changed the grade but the instructor should have been informed of the change. Shaffer advised contacting the Registrar's Office.

Dursun-Kilic asked how WT will transfer from Angel to Blackboard. Shaffer said a few faculty now are piloting a class in Blackboard. A second group of faculty will test Blackboard in the spring. WT IT is trying to ensure the integrity and stability of Blackboard. Webb asked O'Brien to push adoption of the system to spring 2016 and will contact Blackboard/Angel to see if WT can extend the deadline to January 2016. Otherwise, WT will not get technical support from the vendor. Dursun-Kilic said the system is not user-friendly. Branson said both systems are different and Blackboard is difficult for students in her online class because they are used to using Angel for other classes. She has not heard any real complaints from students. Crandall asked about importing data. Osei-Hwere said IT moves a faculty member's course from Angel to Blackboard. Stuntz said IT told her they will teach her how to move her class material. Branson said much cleaning up is needed of material transported to Blackboard. Osei-Hwere said it takes a long time to clean up videos, but text is easier. De'Armond asked if a staging area might be set up to get started before launching all at once in a 2-year period. Setting up during summer, not during the Christmas holiday, was suggested.

Shaffer said the new Faculty Handbook is on the Internet. He said he worked on the flow chart for suggesting changes to the Faculty Handbook. DeOtte said the Faculty Handbook Committee worked on the flow chart that originally was the idea of Dr. O'Brien. Takacs asked if there are plans to put current curriculum guides online. He said the curriculum guides are not online this year but were last year. He said curriculum guides would help with the changes in the core courses this year. Osei-Hwere said when she prints a degree checklist, the curriculum guide is at the end. She said Advising does not have a curriculum guide if the department did not submit it.

**Old Business:** Ambrose said he met with Dr. O'Brien about Hueston's proposal to extend the term of the Ombuds Officer. Ambrose said O'Brien was agreeable to having one additional two-year extension, or he suggested having two, three-year terms. O'Brien said some kind of evaluation is good to know whether to extend the term of the Ombuds Officer. Ambrose said O'Brien will write a proposal, and Faculty Senate can make a counter proposal.

Ambrose said the post-tenure review committee met and plans to meet again before submitting a proposal at the next Faculty Senate meeting. Senators then can provide input and suggestions.

Takacs said he looked at the International Association of Ombudsmen site and e-mailed the association about selection protocol and terms. He was put in touch with the ombuds person from the University of North Texas. Takacs found three paragraphs on the selection process, and that the CEO makes the final selection. He said some people occupy the position for a while. He found larger universities often have complete offices of several ombuds people, and most also serve students and staff. Many do lots of grade appeals. A sample evaluation form from the web site might be helpful to WT. Takacs will continue to investigate, especially the selection process and terms. Ambrose said he could not find where a best time frame for the term is listed.

**New Business:** De'Armond said he is serving on the QEP committee and working on goals for teaching enhancement. He said the QEP Committee has an executive committee and three or four subcommittees, each with a different task (teaching enhancement, service, etc.); different people from the university come together to provide guidance on subjects. De'Armond said knowing how to account for and measure enhancement is difficult, and he thinks faculty need support and help, not necessarily enhancement. He thinks different student classifications (freshmen, graduate, etc.) need to be dealt with differently. He suggested student workers to help faculty take roll, etc. Fiaud suggested student work could be tied to the department and to retention of students. Stuntz said WT needs more people to teach CORE courses. De'Armond said incentives were suggested to be given to faculty who do improvement. He said he wants faculty to be aware and to consider writing a QEP. He will update Senate at the next meeting or meeting after that.

Faculty from COB and ESS College were elected to fill vacancies on university standing committees. For ESS, Lisa Garza was selected for Curriculum, Yvette Castillo for Honors Council, Jovana Vukovic for Parking, and Mark Riney for the University Library Committee. Summer Cao was elected to fill the COB vacancy on the Honors Council.

Diego-Medrano announced Hispanic Heritage Week on 14-16 October. She said the purpose is to help retain first-generation students. She said there will be entertainment, and Cepeda will speak on empowerment. University-wide participation is encouraged.

The meeting of Faculty Senate adjourned at 1:29 p.m.

Respectfully submitted,



Bonnie B. Pendleton, Secretary

*These minutes as amended were approved at the 27 September 2014 meeting of Faculty Senate.*