

Faculty Senate Minutes 13 September 2013

Senators Present: Alex, Ambrose, Anwar, Blanton, Clark, Crandall, De'Armond, Diego-Medrano, Drumheller, Jacobsen, Jafar, Johnson, Kelly, Kuennen, Landram, Loftin, Pendleton, Takacs, and Ward

Senators Absent: Atchison, Fiaud, and Rausch

Guest: Robert DeOtte

Call to Order: President Ambrose called the meeting to order at 12:18 p.m. in the Eternal Flame Room of the JBK.

Approval of Minutes: Jacobsen made a motion seconded by Takacs to approve as amended by De'Armond and Jafar the minutes of the 30 August 2013 meeting of Faculty Senate. The motion passed unanimously by the Faculty Senators present.

Faculty Handbook Committee:

Ambrose said Faculty Senate should forward to the Faculty Handbook Committee information to be considered for changes in the Faculty Handbook. Bob DeOtte, Chair of the Faculty Handbook Committee, passed out a handout. Serving on the Faculty Handbook Committee are DeOtte, Issa, and Pendleton, all of whom were selected by Faculty Senate, and Calvi, Kahler, and Petty, selected by the President and Provost. All but Petty have three-year terms. President O'Brien recently approved a seventh faculty member to be decided by the Faculty Handbook Committee. The Faculty Handbook Committee is a Presidential committee. The first Faculty Handbook Committee meeting of the year must be convened by the WT President by 1 October. DeOtte said Dr. O'Brien did not convene the Committee, so it did not meet last year.

Faculty should solicit ideas to consider for changes to the Faculty Handbook. DeOtte recommended past Faculty Senate presidents meet to decide what is missing from the Handbook. The Faculty Handbook needs to be compliant with System policies and the Board of Regents and Chancellor. Revisions to the Faculty Handbook involve the Faculty Handbook Committee drafting items to simultaneously send to Faculty Senate and the WT President for review. After Faculty Senate reviews the items, the Faculty Senate President forwards suggestions to the WT President. The WT President returns items he edits or changes to Faculty Senate. After review, the Faculty Handbook Committee posts changes in the Handbook and on the website. DeOtte said the Faculty Handbook should reflect joint governance. Jafar suggested and Anwar agreed that a representative for the Provost should be on the Faculty Handbook Committee and review recommendations. DeOtte will suggest to the Faculty Handbook Committee that a representative for the Provost should be an official member of the Committee.

Ambrose said changes suggested last year by Faculty Senate such as in tenure and promotion were not put into effect because the Faculty Handbook Committee did not meet. He said recommendations by Faculty Senate last year will be forwarded to

the Faculty Handbook Committee this year. Anwar said the handbook sections on selection of tenure and promotion committee members should be reviewed. DeOtte said weighting of teaching, research, and service does not add up correctly to be fair for all faculty on campus. Anwar said all departments should do the APS evaluation process the same way to be standardized.

Jafar suggested Faculty Senate should have a subcommittee to gather, review, and forward items to the Faculty Handbook Committee. Ambrose asked Jafar to chair the subcommittee, and Jafar agreed. Crandall and Pendleton volunteered to serve with Jafar on the subcommittee. Jafar said he is concerned especially with the tenure and promotion process and asked if Associate Deans are eligible to serve on tenure and promotion committees. There also might be conflict of interest if someone applying for full professor that year serves on the tenure and promotion committee of another College.

Items on which Faculty Senate Might Work: Suggestions for items on which Faculty Senate might work include having someone come to Senate to provide an update on what Lean Six Sigma is working.

Jafar discussed the ethics hotline where anyone including anonymous individuals can report anything. Jafar said if a faculty member is reprimanded, the police are involved, and Faculty Senate needs to have a Faculty Senate representative assist accused faculty from the beginning. Ambrose suggested that Faculty Senate should be involved from the beginning when faculty are accused of something wrong. Anwar said Byrd asked the TAMUS Chief Council when he came to WT about faculty protection.

Rausch would like to review the WT policy on granting incompletes to students. Jacobsen discussed the letter from Eddleman on 4 September about her office writing letters for student absences (pages 3-4 of the Code of Student Life) and asked if Faculty Senate should have an opinion on the matter. Jacobsen said that faculty in his department hope to sustain the service, especially for freshmen and new students. Drumheller said Eddleman's office still will work with students who have extended absences and need incompletes. Faculty Senate would like to request that Eddleman clarify the process when she visits Senate.

Drumheller said Trudy Hanson is concerned about closure for the probation process. Hanson sends contracts through, but does not know the outcomes unless the names of the students are again on the next probation list. Hanson plans to bring this up at the QEP meeting.

Anwar said results of evaluations of department heads and deans at Texas Tech and many other universities are online. He suggested posting results of WT evaluation of administrators on the G drive. Ambrose was able to download administration evaluations posted online at Texas Tech. Jafar asked about the Faculty Senate resolution about weights from the faculty evaluation of administrators. Ambrose said he was told that department heads allocate 90% of the money, and Deans and the Provost each have 5% that can be used to correct what they think are inequities in salaries. The Provost said he used but was not sure if Deans followed the Faculty Senate guidelines on merit for department heads. Anwar asked about raises for faculty this year. Ambrose said he understood there might be some money for raises but he was not sure

how the money would be divided. Anwar commended WT administrators for giving raises when other universities have not recently granted raises.

Report on Task Force on Student Success: De'Armond said the Task Force on Student Success met on 6 September. He said the Task Force looked at student processes and wants WT to do things as well as possible to help students. He said many offices on campus have very limited resources. For example, transcripts for all transfer students who apply to WT are evaluated by only one FTE person or split between two people, and 640 transcripts were in the queue the day De'Armond visited. He said transcripts vary greatly because some students come with high school or junior college credit, etc. Some transcripts can be evaluated quickly, but some are incredibly difficult to evaluate. He said the interface for evaluation on DataTel is not well synchronized with systems at other universities. Drumheller said the rest of The TAMU System uses computer programs other than DataTel. De'Armond requested that all information gathered by the Task Force be available on the G drive to be viewed by faculty.

All Senators but Jafar were in favor of having Jeff Babb from the College of Business replace Chris Furner on the WT Information Technology Committee.

Drumheller said Jarvis Hampton already put results of the CIEQ evaluations for online classes online and included the sample sizes of the classes.

Ambrose said Shaffer will meet with Faculty Senate on 27 September. Ambrose asked Senators to think of questions to ask Shaffer when he comes to Faculty Senate. Shaffer is looking for software to make sure WT syllabi are ADA compliant. He said that syllabi need to be ADA compliant, but not all syllabi need to be in the form of a particular template.

Ambrose said President O'Brien will tentatively attend Faculty Senate on 8 November, which is the soonest he has time. Ambrose will ask Dr. Eddleman to attend Senate.

The Faculty Senate meeting was adjourned at 1:28 p.m.

Respectfully submitted,



Bonnie B. Pendleton, Secretary

These minutes were approved at the 27 September meeting of Faculty Senate.