Minutes of Faculty Senate
17 February 2012

Call to order: President Byrd called the meeting to order at 12:22 p.m. in 11 JBK.

Senators present: Alex, Ambrose, Anwar, Bartlett, Byrd, Castillo, Drumheller, Jafar, Johnson, Kuennen, Loftin, Pendleton, Rausch, Rosa, Severn, Vizzini, and Ward

Senators absent: Landram, Parr-Scanlin, and Wilson

Substitute: John Landon for Crandall and Susan Nix for Bigham

Approval of minutes: Anwar moved and Vizzini seconded the motion to accept the minutes of the 3 February 2012 Faculty Senate meeting as amended by Anwar. The motion passed unanimously.

Assisting student athletes academically:

Rausch, WT faculty athletic representative, introduced Courtney Lee, the WT Director of Student-Athlete Services for all sports and a former player on the Lady Buffs basketball team. Courtney's job is to try to ensure student athletes succeed in the classroom. In Fall 2011, the 514 student athletes at WT averaged a 2.79 GPA. More than 50% had 3.5 grade-point averages, but 80-100 of the athletes had problems academically. One of the main problems is students not attending class. Faculty can use the Early Alert system. In Fall 2012, WT Athletics will implement an attendance policy such that students missing classes consecutively, will not play that week.

Faculty Senators wanted a list of the student athletes so faculty can monitor to be sure students attend class. Courtney has a list of all athletes in all classes and could e-mail the list from Barbara Petty but faculty would like the list divided by class and faculty member. It was suggested that student athletes be designated as such in Datatel or Buff Advisor. Rausch will call the Registrar and see if student athletes can be separated by courses.

Jafar asked if athletes are provided tutors. Courtney said athletes quickly are provided tutors; athletes need to communicate with Courtney about problems with coursework. Alex works as a faculty advisor at the advising center and suggested athletes arrive early to campus to obtain books and be ready for classes to start each semester. New student athletes now are going to need to attend New Student Orientation. Courtney said this year some athletes did not enroll until two weeks after courses started or did not obtain textbooks. Anwar asked if textbooks are provided to athletes. Some athletes have scholarships for books from the WT Bookstore, but the athlete must return the book at the end of the semester. If WT Athletics pays for textbooks, athletes receive the books early and automatically, but if a student must pay for books, the student or coach needs to find a way for the student to obtain textbooks.

Alex said some students do not have local telephone or contact information. Rausch said there are programs that can be used to send notices to a students' telephone, e-mail, Facebook page, etc. If a student athlete has only a long-distance telephone number, contact Courtney or the coach to contact the athlete.

Lean Six Sigma:

Severn said President O'Brien championed bringing Lean Six Sigma to WT. Lean Six Sigma is a business-management strategy that improves the quality and efficiency of an organization's services while also improving financial performance. Dr. O'Brien wants to maximize resources, including time. The goal is to create an institution always looking at how to make things better (unless legal reasons do not allow certain improvements). Severn believes WT will be a much better institution if the program is used. Harvey Hudspeth, Denese Skinner, and Bryan Glenn are the points of contact, with Bryan Glenn being in charge.

The Lean Six Sigma concepts that date to the 1950s are simple. The way organizations do business is reviewed and improved by using data-driven analysis. Six Sigma focuses on process quality. Lean focuses on process speed and efficiency. The Lean Six Sigma process asks which process works best, and the process is tracked to see how many steps are involved. Operations such as stapling receipts to forms or getting students into a class are made more efficient. Travel, budgeting at the university level, purchasing, student advising, and the scholarship application process take much effort and time for processing. Lean Six Sigma might ask how well a travel claim gets processed and how efficiently it was processed. Currently, the Social Security number of a person being hired at WT is verified four times. WT should not use the excuse that "this is the way we always do things" when a process does not make sense or wastes time or resources.

Lean Six Sigma involves the customer – the customer does not have to be the student. For example, during the advising process, the student is the customer, but faculty would be the customer when trying to obtain supplies for classes.

Faculty Senators suggested checking how others have been using the Lean Six Sigma process. The University of Houston uses this.

Jafar asked if there is a roadmap as to what WT expects two to three years from now. Jafar said Lean Six Sigma usually goes vertically and does not involve many components. WT needs to ask "How much was saved?" "Is it a long-term commitment?" The process and efficiencies and inefficiencies need to be defined.

In discussing the basic ideas of Lean Six Sigma, some examples were offered by Anwar: 1) the gym should be free to staff members (and perhaps faculty); 2) to save money and gasoline, the Physical Plant staff need to be on bicycles.

Deans and Department Heads will be trained, at least Green Belt training. Rosa asked if training will be online for Green and Black belts. Anwar asked if a Web site will be used to prepare faculty and staff to be ready. Faculty and staff will receive some basics during a series of lunches. Severn asked Faculty Senators to be present at the lunch meetings. Senators are to assure faculty the curriculum is not involved.

Problems with Dropbox.com and IT service:

Drumheller reported that in July, IT closed dropbox.com because of a breach. It again was available, but James Webb shut it down without notice on 10 February. IT said some people were loading secure items onto dropbox. The problem was resolved and dropbox.com now is available. It seems IT is paranoid about security and took administrative privileges without consulting faculty or considering faculty needs. Computer security needs to be balanced with needs of faculty and students, and IT

should understand that what they do has consequences for teaching and research. Drumheller suggested IT should fix user problem situations, not service problems. Drumheller recommended IT send a message saying documents with secure items be put only onto the G-drive.

Jafar said IT pushes initiatives onto faculty, but WT needs an IT committee. WT has two IT committees. Rausch is on both WT IT committees and was not consulted.

Rausch said many e-mail messages cannot be sent because IT said they contain Social Security numbers which are not Social Security or credit card numbers but only a series of nine numbers or a hyphen. IT treats everyone at WT the same, but faculty, staff, etc. have different software needs, etc. The choices IT makes do not reflect what faculty members need to do to help students succeed in the workplace. For example, IT does not allow Alex to use software he needs for teaching, so he told the students in his courses to buy their own computers. IT pushes WebX, but does not use Skype. There was no discussion about Cloud before putting it into place at WT.

Byrd said Faculty Senate might take action to attempt to make IT mindful of the need to check with faculty (unless an emergency) before making a change that affects faculty. Faculty Senators want to prevent similar situations, if possible, and suggest using the IT committees already in place at WT. Anwar suggested inviting James Webb to Faculty Senate. Drumheller suggested providing James Webb with questions.

WT Committees: Ambrose is gathering information on faculty vacancies on WT Committees. He reported a greater than normal percentage of vacancies this year. Ambrose will give Faculty Senators a list of vacancies including whose term is ending and which Colleges have vacancies. Most committee memberships are for 3-year terms. Some committees require more time than others. Faculty Senators will check with faculty wanting to serve on a committee. Faculty to fill the vacancies will be selected during the 23 March Faculty Senate meeting.

Core Curriculum Revision Committee:
Byrd received a CC to an e-mail message when Dr. Hallmark appointed a Core Curriculum Revision Committee. The new committee is reported to be in response to the Higher Education Coordinating Board about revising course assessments, etc. Committee members are Royal Brantley (Chair), Doug Bingham, Mo Cuevas, Monica Hart, Musa Jafar, Pam Lockwood-Cooke, Dave Rausch, Heidi Taylor, Cindy Barnes (non-voting), and Barbara Petty (non-voting). The e-mailed memo said the "Dean recommended these people." Dr. Hallmark did not contact Faculty Senate, but just appointed the Committee. WT already has a Core Curriculum Committee with Marietta Branson, Paul Clark, Mary Jane Cruz, Melodie Frick, Scott Frish, Nabarun Ghosh, Matt Jackson, Marcus Melton, Rex Pjesky, Dave Rausch, Wade Shaffer, Marc Sollosy, Jean Stuntz, Theresa Trela, and three students.

Rausch said the Core is being revised to no more than 42 hours. The current nine hours of English/Communication is being reduced to only six hours of courses. Suggested were only six hours for sciences, which is difficult with the extra course hours needed for laboratories. Sciences might use a Code 90, but only so many Code 90s are allowed per student. The Higher Education Coordinating Board set up competency areas and Core courses need to show how they fit into competency areas.

Rausch said the Core Curriculum Revision Committee might be a task force to collect data before it is sent to the other WT Core Curriculum Committee.

Severn moved for Byrd to ask Dr. Hallmark to provide more and written justification for establishing the Core Curriculum Revision Committee. Rosa seconded the motion, and the motion approved unanimously by the Faculty Senators present.

Supplementing the CIEQ to evaluate teaching: Byrd will poll different academic areas about different kinds of things being done to supplement the CIEQ for evaluating faculty instructional responsibility. Ideas will be put into the Faculty Newsletter.

Sedona: Byrd suggested Sedona is a good candidate for Lean Six Sigma. He thinks Sedona was adopted to make it easier for the previous Provost to compile reports. Byrd thinks Sedona is a relational database poorly fitted to a university situation. He wants Sedona to be better fitted to WT needs or a competitor found that does a better job than Sedona. For example, some items uploaded into Sedona do not appear in the reports. Everyone recognizes a weakness with Sedona but nothing changes. Anwar suggested finding what other universities are doing and using. Faculty Senators are to discuss with faculty and obtain their opinions of Sedona.

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Bonnie B Pendleton

Bonnie B. Pendleton, Ph.D.
Faculty Senate Secretary

These minutes were approved on 2 March 2012.