

## **Faculty Senate Minutes 8 March 2013**

**Senators Present:** Alex, Ambrose, Anwar, Atchison, Bartlett, Dalton, De'Armond, Drumheller, Jafar, Johnson, Kuennen, Loftin, Pendleton, Rausch, Riney, Takacs, Vizzini, and Ward

**Senators Absent:** Crandall, Landram, Severn, and Vick

**Guest:** Alex Hunt (substitute for Severn)

**Call to Order:** President Ambrose called the meeting to order at 12:17 p.m. in Eternal Flame Room of the JBK.

**Approval of Minutes:** Vizzini made a motion seconded by Ward to accept as written the minutes of the 22 February 2013 Faculty Senate meeting. The motion passed unanimously by those present.

**Reports of Officers:** Ambrose announced he will meet with President O'Brien on 11 March. He will ask who is eligible to be nominated for Regents Professor. Ambrose said Drumheller agreed to be the Faculty Senate representative on the WT Learning Assessment Coordinator Search Committee.

Anwar discussed the **Texas Council of Faculty Senates** meeting on 28 February and 1 March in Austin. He said the meeting was well attended by representatives from most state universities. He said the main issue discussed was post-tenure review. The keynote speaker was the President of Pan American University that is being consolidated and merging.

**Evaluation of Faculty Instructional Responsibilities:** A Faculty Senate subcommittee of Ambrose, Anwar, Atchison, Pendleton, Riney, Severn, and Vizzini met and made changes to the Instructional Responsibilities part of the Annual Activity Evaluation Form. Ambrose said Dr. Shaffer hopes to announce during the spring faculty meeting that the new form will take effect in January 2014. There will be training for faculty to learn to do the items and training for department heads to learn to properly evaluate faculty on the additional measures faculty choose.

Jafar said we do not want to lower the bar for quality at WT and asked if doing only two items in Section B is mediocre. Riney said it is mediocre only if faculty do a mediocre job, but not if faculty are thorough. Riney said faculty can choose to do more than two items if they want. DeArmond asked why doing two items was selected. Ambrose said Dr. Shaffer said he probably would be happy if faculty do only one item. De'Armond asked if faculty will do more and more items from Section B. It was suggested to replace "select at least two", with "do two." Atchison said if faculty want to do more than two items, they can prepare course portfolios.

Anwar asked if there will be a template for a teaching portfolio; Drumheller said Amy Andersen said there will be. Drumheller said each item needs to be defined on the Web site; Amy Andersen's job is to prepare and explain the items on the Web site. Jafar suggested revising the item to be Teaching/Course Portfolio.

Jafar suggested samples of handouts, etc. should be grouped into one. Anwar said there are primary (exam) versus secondary (PowerPoint presentation) items. Rausch suggested listing what classroom assessment will provide; his exams are graded by computer. Riney said faculty can write narratives why they are better than last year. Vizzini said we want to avoid one-size fits all.

Bartlett asked if Peer Observation would be limited to observation by a person in the department. Ambrose said the only way for a person to know the course material would be if the observer was in the faculty member's department. Drumheller said outside people give an outside perspective. Atchison suggested changing the wording to just say "peer" observation, not "department". Jafar recommended a committee for peer observation, not an individual peer observer selected by the faculty member. Vizzini said peer observation was discussed at the Faculty Senate subcommittee meeting, but the subcommittee wanted the peer observer to be selected by the faculty member, not the department head. Rausch said there might be a problem with the department head needing to evaluate too many faculty in a department.

Jafar suggested adding another bullet "Other Method as Agreed upon by the Department Head and faculty member." Vizzini said it needs to be taken on faith that the department head will do his part. Jafar said not every answer is an A answer; the quality of the answer counts. He asked how to receive 30% credit. To receive an A, the faculty member needs to go out of his way. Vizzini said he reads the form as not everyone earns 30% but up to 30%. Dr. Hallmark thought the department heads were not reviewing anything but the CIEQ scores. Anwar said most people will submit 3-5 items. Rausch said faculty can do all of the items but receive no merit pay if no pay is available that year.

Drumheller asked why 20% was changed to 30% in Section B. Vizzini explained that some items were removed from other Sections that are now worth no more than 15%. The weight of Pedagogical Professionalism was reduced. Vizzini would rather see the bulk of points put on teaching, not recruiting. Anwar asked if departments or regular faculty should recruit students. Jafar said if faculty do not recruit students the number of students in the department decreases. Vizzini asked if faculty are expected to use their own vehicles and time to drive places to recruit students to "buy tenure." Vizzini said most faculty pay their own travel expenses to research conferences each year. Atchison said recruiting probably is not an instructional responsibility. Barlett said if anything, recruiting should be considered Service. Jafar said he would rather see recruiting listed under instructional responsibility because service counts only 10% total. Atchison said all of us should be motivated to recruit to bring in students so we keep our jobs. Jafar said faculty should already do "notification of the appropriate administrator when classes will be missed, etc." that is listed under Pedagogical Professionalism. Vizzini said that is listed there because some faculty do not keep office hours, etc. Drumheller said in the end the form is asking "are faculty doing their jobs?"

Vizzini asked if anyone had thoughts on Section F. Atchison said he is okay with 10% bonus, or else junior faculty will feel pressure to teach overloads.

Vizzini recommended making the minor changes already discussed. Atchison said he would like to see a cap on the number of items in Section B. Ward moved and Vizzini seconded to change Section B to "do two to four" items. Rausch made a motion

seconded by Drumheller to send the revised form to Provost Shaffer who will take it to the Deans. The motion passed unanimously by those present.

**Regents Professor:** Ward nominated Jim Rogers. Ambrose said President O'Brien thought the award is for people in the middle of their careers, not close to retirement. Faculty Senators will ask faculty first if they want to be nominated.

**Post-tenure Review:** Ambrose said the only thing Dr. O'Brien asked Faculty Senate to do is correct the language in the document to agree with the language in other WT tenure/promotion documents. Faculty Senate was not told to start changing things. The category names were not close to those in other documents. There is no "poor" but only "unsatisfactory" now. Atchison said WT now has associate deans, but not then. Drumheller asked why the paragraph on evaluation was removed, and was told all faculty now are required to be evaluated in every face-to-face course they teach during any semester. Alex was asked by a faculty member when post-tenure review starts (immediately, when faculty sign their evaluations for the year, at the end of the year, or at the start of the next academic year?). Jafar said the timelines are not clear and tenure/promotion committees would need to meet again for post-tenure reviews after doing tenure/promotion reviews. Alex asked about the method of notification for post-tenure review (do the committees that met to review inform faculty immediately or must faculty wait for a letter from the Provost, etc.?). Ambrose will ask Dr. O'Brien. Changing the dates and timelines probably will be sent to the Deans to correct.

Faculty reported concern to Rausch about **custodial staff being contracted out** and why WT faculty are not giving opinions on **concealed firearms**. Atchison said WT probably does not have any say about what the Texas legislature does. Jafar suggested inviting the WT Chief of Police to come to Faculty Senate to address the issue. Drumheller and Vizzini voted to invite Shawn Burns to the next Faculty Senate meeting to address concealed firearms and evacuation. Rausch asked if cost savings will have custodians work every other day, every third day, etc.? Drumheller said the outsourced organization needs to show they can save more than WT custodians who already operate efficiently. Rausch said outsourced custodians might no longer have much loyalty and donate money to I Am WT, etc.

Jafar asked if there is a By-laws Committee. Ambrose said the **Faculty Handbook Committee** of Jim Calvi, Bob DeOtte, Roy Issa, Dirk Nelson, Barbara Petty, and Pat Tyrer is supposed to approve all revisions to the Faculty Handbook. Faculty Senate appoints three members and administration appoints three. It was suggested that the past two Faculty Senate presidents be members of the Faculty Handbook Committee.

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

Respectfully submitted,



Bonnie B. Pendleton, Secretary

*These minutes as amended were approved at the 5 April meeting of Faculty Senate.*