

Faculty Senate Minutes

Thursday, November 16, 2017 at the Alumni House, 1:30 PM

I. Attendance

A. Geraghty-Rathert, G. Glasgow, T. Green, T. Reilly, G. Renz, E. Rhiney, E. Risik, B. Rodney, H. Singaravelu, J. Stulce, L. Teeter, P. Witkowski.

II. Approval of Minutes

Minutes of the November 7, 2017 Faculty Assembly meeting were unanimously approved upon motion by E. Rhiney, seconded by L. Risik.

Minutes of the November 2, 2017 Faculty Senate meeting were unanimously approved upon motion by P. Witkowski, seconded by E. Rhiney.

III. Old Business

A. Open seats on committees

1. Multicultural Studies At-Large seat: The Senate unanimously approved upon by motion by G. Renz, seconded by G. Glasgow, to appoint **Chris Parr** to the open At-Large seat vacated by Gad Guterman, with a term expiring in May, 2018.
2. Graduate Council Open SOE seat: There are no candidates at this time. P. Witkowski told the Senate she needs more time to identify a candidate.
3. Global Citizenship Committee Replacement SOE seat: There are no candidates at this time.
4. Committee to Review Faculty Replacement SOE seat: The Senate unanimously approved upon motion by G. Renz, seconded by A. Geraghty-Rathert, to appoint **Paula Witkowski** to replace J. Sencibaugh for the current academic year through May, 2018, at which time J. Sencibaugh shall return to his SOE seat on this committee.

B. Future faculty institutes' locations, formats, and dates

1. G. Renz discussed the 2017 Fall Faculty Institute Survey results. A key result is that 50% of the faculty favored having future institutes only on Friday afternoon and evening at a location within 25 miles of Webster Groves. Only 26% favored the past practice of having a Friday afternoon and evening plus a Saturday morning institute at a location more than 25 miles from Webster Groves (e.g., Pere Marquette) with the overnight hotel rooms paid for by Webster University. 11% favored a Friday afternoon and evening plus a Saturday morning institute at a location less than 25 miles from Webster Groves. 13% did not respond to the question. 82 people responded to the survey, which is roughly 40% of the faculty assembly voted. G Renz questioned whether 82 respondents were enough to represent the opinions and preferences of the faculty assembly. He offered to create another survey concerning preferences for locations of institutes and send it to the faculty assembly once again.
2. C. Guehring discussed the table she created showing the estimated costs of fall institutes. Based on her information from Pere Marquette, having the institute next fall at Pere Marquette would take the entire Senate budget for institutes,

leaving no money for the spring institute. Future overnight institutes may not be possible due to inflation unless the Senate's budget increases to cover addition expenses. (See Appendix A). Various cost saving measures such as not having an open bar and only partially subsidizing hotel room rates were discussed.

3. No decisions were made about future institutes' locations and length at this meeting.
4. After noting concerns raised by some faculty members, the Senate agreed that faculty institutes should take place on Fridays and/or Saturdays. Having them during the week would require more classes be cancelled and attendance would be low if institutes were held during school breaks.
5. J. Stulce would like to see the institutes be constructed in such a manner that the faculty do not have to work so hard to put them on, i.e. having speakers come in and give inspiring talks.

C. Voting Software

C. Guehring discussed her choice of ezVoteonline as an alternative to BallotBox to administer future elections and surveys. It is easier to use than BallotBox, help is more accessible, and it has better features such as needing only on administrator to unlock a ballot and being able to receive a voting receipt if the voter desires. ezVoteonline is only \$233.58 for annual unlimited elections for 250 voters as opposed to BallotBox's \$1,095 for the same membership. B. Rodney will look into Webster's Qualtrics program to see if it has the same voting features as other software. No decision was reached on voting software.

D. FDL and Tenure

G. Renz met with Rich Dippel and Provost Schuster to discuss changes to the University Handbook regarding moving from FDL to tenure and vice versa that had been proposed by Rich Dippel last spring. The Senate approved changes, but there were problems that could not be resolved. Dippel, Schuster, and Renz decided to not pursue the proposed changes further. The Senate did not object to this decision.

E. Retiree Ceremonies

G. Renz said that Betsy Schmutz told him the administration will be recognizing retirees at the breakfast after graduation, but there would be no other administrative events. The Senate decided that the colleges / schools and/or departments should hold any receptions for retirees.

F. Contingent faculty and Senate committees

1. G. Renz said concerns have been raised regarding contingent faculty on Senate committees.
 - a. First, should contingent faculty members be allowed to be chairs or co-chairs of Senate committees? The following committees require chairs to be status or status-track faculty members:

- Committee to Review Faculty: Membership is limited to faculty members with status and chair must be on the committee. (pp. 24-25)
 - Global Citizenship Program Committee: Chair must be a fulltime faculty member on the committee. (p. 25)
 - International Studies Committee: Chair must be a fulltime faculty member. (p. 27)
 - Undergraduate Curriculum Committee: Chair must be a full-time faculty member. (p.31)
 - Women, Gender and Sexuality Studies Committee: Chair must be a fulltime faculty member. (p. 33)
- b. A related issue is whether contingent faculty members should be members of curriculum-related committees, such as Graduate Council and Undergraduate Curriculum committees. The Higher Learning Commission seems to require that status / status-track faculty control the curricula. If true, contingent faculty members arguably should not be members of curriculum-related committees, such as the Undergraduate Curriculum Committee, Graduate Council, Global Citizenship Program Committee, Multicultural Studies Committee, International Studies Committee, and Women, Gender and Sexuality Studies Committee.
- c. No decision was reached on either issue and the matters were tabled. (Is this correct?)

G. Chairs of Senate committees

1. G. Renz recommended that the Senate change the University Handbook section on International Studies to require the committee chair to be an elected or assigned member of the committee. This is the only Senate committee that allows the committee to choose a person to be chair who is not already on the committee. (See table below.) This creates problems, including that the committee varies in size between 8 and 9 members depending on whether the chair is a member of the committee or not.
2. G. Renz recommended that the term limit of all committee chairs be one year. This would impact the International Studies and Women, Gender and Sexuality Studies committees which presently have 3-year terms. These are the only two committees with 3 year chair terms. His rationale was:
 - a. The University Handbook provision on committee chairs says they should be elected by members “each academic year.” (See the excerpt below). Thus, a 3-year committee chair term is inconsistent with the more general University Handbook requirement that chairs be elected annually.
 - b. A committee chair’s 3-year term might not match his or her term on the committee, resulting in confusion.
 - c. There are a few Senate committees that do not specify a term limit for the Chair, so this should be clarified.

Senate Committee chairs: Duration of term and membership on committee

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Committee	Duration of Chair Term	Does chair needs to be a committee member?
Academic Honors	No provision for chair	No provision for chair
Accessibility Committee	1 year	Yes
Committee to Review Faculty	1 year	Yes
Global Citizenship Program	1 year	Yes
Graduate Council	Does not give duration	Yes
International Studies	3 years	No, but can be a member
Multicultural Studies	1 year	Yes
Publications Board	1 year	Yes
Salary and Fringe Benefits	No provision for chair	No provision for chair
Speakers Committee	No provision for chair	No provision for chair
Undergraduate Curriculum	1 year	Yes
Women, Gender, and Sexuality Studies	3 years	Yes
Finance Advisory Committee	1 year, if not the President	Yes
Marketing Advisory Committee	1 year, if not the President	Yes

General Provision for Committee Chairs in University Handbook (p. 34 in 2017 version)

VIII. Faculty Senate Committee Composition, Duties, and Responsibilities

A. Chair

1. Election

Each senate committee should elect a chair for each academic year at or before the first meeting of the new academic year. Committee votes may be formal or informal, as long as they are consistent with committee process. The committee will notify the Faculty Senate of the name of the chair for the upcoming academic year.

H. Problems getting faculty members to serve on Senate committees

The Senate continued discussing why it is difficult to fill Senate committee seats and find committee chairs. The last two years not enough status / status-track faculty members ran for open committee seats. It is difficult to find faculty members to appoint to open seats, as reflected in the committee seats still open for this year. Making matters worse, faculty members quit committees after they get elected or take leaves, necessitating even more appointments.

1. B. Rodney said maybe the faculty are confused and/or overwhelmed with the number of the committees.
2. G. Renz asked if there were too many committees and/or too many members on some committees.
3. G. Renz wondered if university service being devalued at Webster in favor of professional development and/or department and school /college service? If so, this could cause status / status-track faculty members to avoid university service.

1. Revise the International Studies Committee section of the University Handbook

The Senate agreed with G. Renz’s recommendation that the Senate change the University Handbook regarding elections of members to the International Studies Committee to conform it to the general voting provision in the Handbook, which states: “All members of the Faculty Assembly with voting rights shall be allowed to vote for all candidates running for election to the Senate committees, both for at-large members and for representatives of specific schools and colleges, even if the Faculty Assembly member is not affiliated with that school or college.” (p. 35.) The current Handbook section on the International Studies Committee says that only the faculty in the schools or colleges can vote on their school or college representatives on the International Studies Committee. The International Studies Committee is the only committee with this type of voting restriction. G. Renz will amend the language for formal Senate approval.

Meeting adjourned: 3:38 p.m.

Appendix

Fall Faculty Institute Location Comparison

	2016	2017	2018
Pere Marquette	\$16,083		\$19,017
River City		\$15,277	
Holiday Inn Six Flags			\$17,857

- 2018 Pere Marquette amount is based on 130 guests for Friday and 90 guests for Saturday. I derived the number of guests from the 2016 attendance and the attendance from the 2017 River City Institute
- 2018 Holiday Inn amount is based on the Pere Marquette 2016 number of guests for both days.
- NEITHER OF THE 2018 FIGURES INCLUDE AV OR ANY ENTERTAINMENT COSTS.
- 2016 PM room cost was \$149 per room. 2018 PM room cost will be \$159 per room plus 11% tax
- 2018 HI room cost is \$134 plus 7.25% tax
- PM 3 hr. open bar in 2018 would be approx. \$2,860; HI 3 hr. open bar in 2018 would be approx.\$2,308
(a consumption bar may be more economical for both places)
- FS Budget for ALL professional development/entertainment is presently **\$19,728**