# Faculty Senate Minutes
## Thursday, February 28, 2019, Alumni House, 1:30 p.m.

**I.    Attendance**

K. Armbruster, K. Corley, G. Glasgow, T. Green, J. Haldeman, S. Jensen, D. MacCartney, Kelly-Kate Pease, T. Reilly, G. Renz, L. Risik, C. Sagovac, L. Teeter, P. Witkowski.

**II.    Old Business**

1. Upon motion by G. Renz, seconded by K.K. Pease, the Senate unanimously approved the minutes from the January 31, 2019 Faculty Senate meeting.
2. Upon motion by G. Renz, seconded by K.K. Pease, the Senate unanimously approved the minutes from the February 14, 2019 Faculty Senate meeting pursuant to the amended language in III. 9.
3. Upon motion by G. Renz, seconded by J. Haldeman, the Senate unanimously approved the minutes from the February 12, 2019 Faculty Assembly meeting.
4. C. Guehring reported on the progress of the Faculty Senate College/School ezVote ballot.  There is one candidate running in each College/School except the School of Education where both available seats are still open and the second open seat in the School of Communication is still available as well.  The ballot is currently short three candidates and the deadline to enter is midnight on Sunday, March 3, 2019.
5. K.K. Pease and T. Reilly gave an update on the Spring Institute to take place on March 22, 2019. They presented the Schedule of Events and topics for each breakout session.  She requested Senate volunteers to take notes of the sessions on Office 365 for use at the final plenary session.
6. K. K. Pease reported on the discontinued program proposal.  She said their last meeting with the Provost was cancelled but the task force is meeting with him the next day to discuss the proposal with him.

**III.    New Business**

1. D. MacCartney wanted to know if the Senate would purchase a Chronicle of Higher Education  publication entitled "Preparing for Tough Conversations."  The Senate unanimously agreed that the Senate should purchase one hard copy of the publication at $79.  C. Guehring will order the booklet.
2. S. Jensen presented proposed changes to the University's policy on issuing "Incompletes."  The proposed policy change would reduce the time to complete an incomplete grade from 3 semesters to 2 semesters.  He said that Nancy Hellerud would like this policy to take place for the fall 2019 catalog.  Given confusion about the definition of "semester" and other issues, G. Renz asked S. Jensen to revise the policy and bring it back to the Senate for review.
3. S. Jensen and the Global Advising Committee wanted to know if advising should be factored into the annual faculty review.  He wanted to know if new language they draft should come to the Faculty Senate for approval.  G. Renz told him that because the annual performance review affects compensation this matter should be discussed with the Salary and Fringe Benefits committee and be approved by the Faculty Assembly.

4. G. Renz told the Senate that he was informed this morning that IT is implementing a new policy on, inter alia, using non-Webster equipment and non-Webster email servers such as Google, Yahoo, etc. (see the Appendix) The Senate unanimously agreed that G. Renz would tell Provost Schuster that the Senate disapproves of this policy.
5. K. Armbruster presented the idea of restructuring the university by exploring its model of Colleges and Schools.  She suggested that the university may not need so many colleges and schools. She believes the Senate is the place to begin these discussions because the Provost had suggested the Senate discuss the possibility of restructuring.  After discussion, no decision was reached but the conversation will continue. G. Renz said he will let the Provost know that the Senate is beginning work on ideas to restructure Webster.

6. The Senate agreed that J. Haldeman would make a presentation to the Senate regarding something called Future Search, which involves large systems changes.

**Meeting Adjourned: 3:30 PM**

**Appendix**

Webster's Forthcoming IT Policy regarding email usage (from Greg Malone to Joe Roberts, 2/21/19)

"I have copied the email usage policy that will go into effect at the beginning of March. Please let me know how you plan to proceed."

**Acceptable Email Usage**

- It is strictly prohibited to forward information that contains confidential or proprietary information to any personal email accounts, servers, storage media, mobile devices and other electronic systems.  Confidential or proprietary information sent on behalf of Webster University to any third-party must follow Webster's privacy and security policies on the handling and transmission of protected information.

- Staff and full-time faculty may NOT forward their email to a non-Webster account. Staff and full-time faculty may forward their Webster email account to a third party email system that is operated by Webster University or is a part of the Webster University domain. For example, someone in Leiden may forward his/her @webster.edu email account to their @webster.nl account.

- Employees, staff, faculty and adjunct faculty are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct University business, to create or memorialize any binding transactions, or to store or retain email on behalf of the University. Such communications and transactions should be conducted through proper channels using University approved documentation.