

Faculty Senate Minutes
Thursday, April 16, 2020, Via WebEx 2:30 PM

I. Attendance

B. Lynch, K. Armbruster, J. Bohus, L. Cuille, P. Davis, G. Glasgow, S. Jensen, J. Lassetter, D. MacCartney, J. Palmer, KK Pease, T. Reilly, L. Risik, D. Smith, D. Stiles.

II. Approval of Minutes – All

Upon motion by S. Jensen, seconded by J. Bohus, the Senate unanimously approved the minutes of the April 2, 2020 Faculty Senate meeting.

III. President's Report –B. Lynch

A. Joint Administrative /President's Council Meeting: B. Lynch said that the meeting consisted mostly of reports of what the University was doing well during this challenging time. He did report to the members anecdotes from colleagues that were less positive. The group was preparing for the Board of Directors meeting that took place the morning of April 16, 2020.

B. Pres. Lynch reported that he attended the Board of Directors meeting on April 16, 2020. He said that the budget for the 2020-2021 year had been approved, which also included the Salary and Fringe Benefits Committee proposal. The proposal will be presented to the Faculty Assembly at the Tuesday, April 21, 2020 meeting.

The Board asked that Pres. Lynch pass on to the faculty how proud they were of how the faculty stepped up and were grateful at how they have kept the university afloat under the circumstances. The Board seems to be quite favorable to the faculty during these challenging times.

C. Rick Meyer has been appointed the official Chief Financial Officer for Webster University and is no longer the interim CFO.

D. Pres. Lynch said that he reported to the Board on things the Senate had accomplished such as the pass/fail resolution.

E. Pres. Lynch reported that President Schuster signed off on the 120 Credit Hour document (*Attachment A*) as well as the Spring 2020 Course Evaluation document (*Attachment B*).

F. Pres. Lynch said that he had been approached concerning some ad hoc issues that he believes should be discussed between the affected faculty member/s and their deans as opposed to creating institutional documents to address the problems. One in particular is the issue of those who wanted to be on sabbatical next semester and would be unable to carry out what they had planned on doing

for the sabbatical because of the Covid19 situation. Having the sabbatical may not be pertinent in these situations.

G. A Senator asked Pres. Lynch if he was provided any enrollment number and if possible layoffs were addressed at the President's meeting.

The Board said there was a hit on the Spring enrollments. However, Spring 2 is almost a net wash. Remote learning will continue through the summer. If the government lifts the stay-at-home order, staff may be moved back to the campus.

THE SENATE UNANIMOUSLY AGREED TO ADJOURN BEFORE COMPLETION OF THE MEETING DUE TO FAILURE OF WEBEX UPON MOTION BY D. MACCARTNEY, SECONDED BY K. ARMBRUSTER, AT 3:00 PM.

THE MEETING RESUMED ON MONDAY, APRIL 20, 2020 AT 4:00PM VIA WEBEX.

H. Pres. Lynch said that Commencement would take place through a virtual video of the main ceremony with a scrolling list of St. Louis campus graduates. Tentatively, the Schools and Colleges may have separate ceremonies on the Webster campus wherein graduates will be able to walk across the stage and obtain their diploma.

I. There will be no on campus Employee recognition breakfast this year. On May 12 there will be an online Employee recognition, but Cheryl Fritz is soliciting ideas on how this will happen. If anyone has ideas, please contact her.

IV. Old Business

A. Spring Institute - KK Pease

Those of us who have been working on the content of the Spring Institute would like to continue the Institute to the fall if we are allowed back on campus. Should we cancel if we are not allowed back on campus or should we have a contingency plan?

A Senator suggests that faculty block out time on a specific date that we could either meet in person or online from approximately 1:00PM to 5:00PM.

Upon motion by KK Pease, seconded by D. MacCartney, the Senate unanimously approved to announce to the Faculty Assembly that the 2020 Spring Institute has been postponed to Tuesday, August 18, 2020.

B. Assembly Meeting Tuesday, April 21, 2020 – Pres. Bill Lynch

Pres. Lynch would like to know if he should make an Agenda for the Assembly meeting or forego it for this meeting.

A Senator pointed out that everyone is aware that summer classes will take place online, that Commencement will be held virtually, and that plans for the fall are still unknown.

B. Lynch stated that the meeting will only include the Salary and Fringe Benefits Committee proposal that was approved by the Board on April 16, 2020.

KK Pease states that she will circulate the proposal to the Assembly following this Senate meeting (*Attachment C*). She stated that President Schuster, Rick Meyer and Cheryl Fritz may attend the meeting, but that SFB needs to be able to have time to talk and answer questions.

B. Lynch stated that he will hold a poll via WebEx for approval of the proposal.

B. Lynch will announce the plans for the 2020 Spring Institute at the beginning of the meeting.

Upon motion by S. Jensen, seconded by K. Armbruster, the Senate unanimously agreed to adjourn the Senate meeting at approximately 4:40PM.

Office of Academic Affairs

April 15, 2020

**Approval of 120 Credit Hours for Undergraduate Degrees
Effective Fall 2020 &
Outline of Transition Plan**

Following a proposal by the Undergraduate Curriculum Committee, approval by Faculty Senate, and approval by the Office of Academic Affairs and Office of the President, the minimum number of credit hours for a bachelor's degree will be 120 credit hours, effective Fall 2020. (The current minimum number of credit hours is 128.)

Below is additional information on the timeline of the decision, following by FAQs on the change and the transition plan.

Timeline

November 19, 2019: Undergraduate Curriculum Committee (UCC) voted unanimously to recommend to Faculty Senate that the minimum bachelor degree credit hour requirement be lowered from 128 to 120. UCC did not address effective date, leaving this question to Academic Affairs.

December 5, 2019: Faculty Senate approved a resolution approving the change. The Senate did not address effective date.

January 2020: Academic Affairs/Office of the President approved the change. After discussion with academic deans, Academic Advising, Admissions, and others, it was decided to make the transition effective Fall 2020. While the academic year and new catalog year is June 1 (Summer), the Fall semester has the largest intake of new undergraduate students (in addition to continuing students) and provides for the smoothest transition.

FAQs on the Change, the Effective Date, and the Implementation Plan

Question 1: What catalog changes were made?

Answer: Two changes were made. Under Baccalaureate Degree Requirements, the "128" changes to "120". Under Requirements for Transfer Credit, the "maximum of 98" changes to "90" to align with the new minimum and the residency requirement. See below for specifics and one Note related to the transfer policy.

Baccalaureate Degree Requirements

“To earn a bachelor's degree, students must:

- Complete at least 128 (change to 120) total credit hours
- At least 30 of the last 36 credit hours must be earned in residence at Webster University.
- Credit for assessment of prior learning or departmental credit by exam is considered in residence.”

Requirements for Transfer Credit

- “The University accepts a maximum of 98 (change to 90) credit hours of transfer work toward a bachelor's degree unless that work includes significant lower division work.

....
- Transfer credit hours do not count toward the University's residency requirement. The residency requirement is the completion of 30 credit hours of the last 36 credit hours prior to graduation.”
- *Note: Webster has a number of articulation agreements with community colleges that state the 98 credit hour transfer number. It will take time to revise those agreements, which our Transfer Admissions staff will manage. As noted above, the residency requirement remains at 30 of the last 36 credit hours.*

Question 2: Will there be changes to other baccalaureate degree requirements? Will there be reductions in the number of credit hours for the GCP? Will there be reductions in the number of credit hours for the majors?

Answers: No, for all three questions. All other degree requirements listed in the catalog (such as the need to complete GCP, declare a major, meet residency requirements, maintain a GPA) remain the same. Global Citizenship Program (GCP) requirements, including the requirement of 30 credit hours, remain the same. Majors remain at the total credit hours set by the department and published in the catalog. Credit hours for minors, certificates, and other curricular components remain as set by the department and published in the catalog.

Question 3: If there are no reductions in the credit hours for GPC or the major or other credentials, where will the reduction come from?

Answer: A student's degree is composed of general education + major + “other pursuits.” The reduction will come from “other pursuits.” For example, a student with a 50 credit hour major + 30 credit hours of GCP has 40 credit hours of “other pursuits” (previously, 48 credit hours).

Question 4: What about students who need more than 120 hours to complete their degree?

Answer: 120 credit hours is the new minimum. There are reasons that students will go over 120, as was the case with 128. Common reasons include: pursuing multiple credentials (e.g., dual majors); pursuing high-credit-hour majors; changed majors; transferred in many credit hours that are not usable.

Question 5: What is the effective date of the change?

Answer: This change is effective for the Fall 2020 Semester/Fall 1 Term. Webster confers undergraduate degrees three times per year: end of spring semester, end of summer semester, and end of fall semester. Thus, the first students to graduate under the 120 credit hour requirement will graduate in December 2020.

Question 6: How will this impact new undergraduate students in Fall 2020?

Answer: All new students, first-time freshmen and transfer students, will be required to complete a minimum of 120 credit hours for their undergraduate degree.

Question 7: What is the impact on continuing students?

Answer: Webster's practice is that students enrolled continuously may opt to move to the current catalog if degree requirements change and complete the revised curriculum. (This is specifically stated in the Graduate Catalog; it is not specifically stated in the Undergraduate Catalog, but this is Webster's practice.) In the case of changes to the major, students make the choice of which catalog to follow based on, for example, how far along they are in the degree and the attractiveness of the new curriculum.

In the case of the total credit hours, this will be overwhelmingly favorable to students.

Therefore, all continuing students will automatically be moved to the 120 credit hour requirement effective August 17, 2020. The Office of the Registrar will implement this change on students' degree audits.

If a continuing student wishes to stay at the 128 credit hour requirement, he/she will be able to do so by completing a form that will be available through the Academic Advising Center – Undergraduate Advising.

Question 8: Are there any special requirements for our international campuses? Extended sites with undergraduate students? Online?

Answer: We have seven international campuses with undergraduate programs. This is a positive change for those campuses for several reasons, including ease of translating credit hours to ECTS (European Credit Transfer and Accumulation System) and reducing "other pursuits" and thus increasing credit hours in the major. In some cases, international campuses will need to notify accreditors or other bodies. Any notifications needed for our locations in other states, on military bases, or online, will be handled.

Question 9: “What about a student who ... ?” Questions about specific situations.

Answer: We know there will be many questions based on students’ unique circumstances. In particular, students close to fulfilling requirements for graduation may have options to adjust their Fall schedules.

Academic Affairs, Academic Advising, Office of Institutional Effectiveness, and the Academic Resource Center are working to run data reports to help identify continuing students near completion in Fall 2020. This information will be shared with the schools and colleges as they advise students.

Question 10: Will the change impact students’ financial aid?

Answer: Federal financial aid programs are intended to help students cover costs of requirements for their chosen major (including majors high in credit hours) and degree (including general education courses). Financial aid programs generally are not intended to cover courses that are not needed for a student’s major requirements or degree requirements. Students’ financial aid awards are specific to their situations, and students with questions should consult with the Office of Financial Aid.

Office of Academic Affairs

April 16, 2020

Spring 2020 Course Evaluations

Our rapid but necessary move from face -to-face to remote teaching in Spring 2020 certainly impacted instructors and students, and the results of course and instructor evaluations may also be impacted. However, it is important that we capture our students' experiences. Therefore, course evaluations will be conducted and the results gathered at the end of the Spring 2020 semester and Spring 2 term.

Two primary questions have been raised, one regarding how to conduct course evaluations in courses that were face-to-face and did not use electronic means, and the second regarding the use of Spring 2020 results in evaluating faculty, including for purposes of promotion and status.

Delivering Course Evaluations for Previously Face-to-Face Classes: Course evaluations are decentralized at Webster. There is not a current inventory of which departments/programs already have an online solution in place, nor is there a list of the evaluation instruments that need to be moved online.

Staff in the FDC, OIE and the OLC can support ensuring course evaluations are delivered for those courses that moved to remote learning. The FDC and OIE are working with deans and department chairs to create an inventory of specific instruments that need to be moved online, the scope of courses that need to receive the instrument (e.g., all WEBG courses in department X), and the people to whom the results should be delivered. We know that some departments have taken the opportunity to rethink how they conduct, collect, and maintain course evaluations. While the first priority is to ensure that Spring 2020 course evaluations are conducted, staff will also assist departments in finding long-term solutions for their programs.

Use of Spring 2020 Course Evaluation Results: Results of Spring 2020 course evaluations will be collected and maintained as usual. While Spring 2020 will forever have a Covid-19 asterisk attached to it, there are reasons to collect and maintain course evaluations for this semester/term:

- As noted above, it is important to capture our students' learning experiences for this difficult semester/term.
- It is also important to capture our faculty members' experiences. Faculty members are encouraged to reflect on challenges faced and on how they worked to find solutions – a practice that is encouraged in any semester, but is of critical importance this Spring. The hard work faculty members undertook to adapt to synchronous (WebEx, Zoom) and asynchronous (Canvas) tools, to share tips and

resources, and to provide relevant faculty development to colleagues demonstrates continued commitment to student learning and should be captured.

- The colleges/schools, departments and programs may vary somewhat in how they use results for evaluating faculty annually and for purposes of promotion and status. Units may continue to follow their practices. However, the unique circumstances of Spring 2020 should be taken into account. Faculty members may “flag” Spring 2020 as a particularly challenging semester/term and their comments can be taken into consideration in future evaluations.

Thank you for your continued commitment to our students as we navigate this difficult Spring semester.

**Faculty Salary & Fringe Benefit Committee
Administration Proposal for Academic Year 2020-2021
Document**

Compensation

- Faculty salary increase of 2% for all full-time statused/status track faculty members who have achieved satisfactory performance according to the performance pay model.

Mercer Adjustments

- The Administration will make final payments to remaining faculty who were identified in the original Mercer analysis as candidates for an adjustment, but who have not been subsequently promoted or whose current compensation falls under the previous compensation target based on tenure and experience in rank. This will conclude the Mercer Adjustments.

Salary Benchmarking

- Salary adjustments will be given to those below the minimum of their range based on previously agreed upon methodology using Classification of Instruction (CIP) codes and the College and University Professional Association for Human Resources (CUPA-HR) data.
- The conclusion of the Mercer Adjustments necessitates that the faculty and administration develop a new salary benchmarking process. The Salary and Fringe Benefit Committee will work with the Administration to develop a new approach in the next academic year.

Professional Development/Travel & Research Grant Funds

- Maintain the Professional Development and Travel Funds (PDTF) at the level of \$3,100 per full-time statused/status track faculty member, recognizing that this funding is not an entitlement and subject to approval by Department Chairs and Deans.
- Maintain the Faculty Research and Special Projects Program funds at \$120,000.

Adjunct Compensation & Fringe Benefits

- The Administration will allocate \$50,000 to be distributed by the academic deans (in consultation with chairs and directors) to make a one-time payment to select adjunct faculty members in recognition of demonstrated outstanding teaching performance.
- Maintain the Adjunct Research and Professional Development fund at \$25,000.

Document Approved by:

President, Webster University

Date

President, Faculty Senate

Date

Chair, Salary and Fringe Benefits Committee

Date