

Faculty Assembly Meeting Minutes

Tuesday, November 29, 2016

EAB 253/262 3:00-4:30 PM

G. Renz, Faculty Senate President, called the meeting to order at 3:00 PM

I. Announcements

G. Renz welcomed the faculty members and directed their attention to the survey handed out with the agenda. The survey requested faculty identify the top two or three issues at Webster University that the faculty should work on over the next year. Faculty members may also email them to G. Renz.

II. Office 365 – Greg Malone

G. Malone gave a quick update to faculty about Office 365 and how the transition to this new platform will effect Webster University.

- Email is moving over from Connections to Office 365
- Shared Calendar
- Cloud Storage
- Office Pro Plus with online access. Gives access to all Microsoft products up to 15 devices per account.

The changes will roll out in phases. Currently, during Phase 1, faculty members are requested to set up their Office 365 accounts. Upon account activation, faculty will have immediate access to Cloud storage and online versions of Microsoft products.

All faculty must create their accounts by January 9th, 2017.

If you have questions please email office365@webster.edu or visit: Webster.edu/technology/365 to review tutorials and FAQ.

III. Announcements

- A. RAD conference takes place next week in the EAB all day starting Friday, December 9th to Saturday, December 10th. For more information visit: Webster.edu/RAD. All faculty is welcome to attend and invite their students, whether they be graduate or undergraduate.
- B. A Faculty Research Symposium will take place next week as well.
- C. The CRF requests that review for faculty with continuing status be sent to the CRF or Rich Dippel (EAB 349) in addition to the Provost and school's Dean.
- D. CFO Ana Karaman will discuss Webster's finances and answer questions at a special meeting for faculty members on December 12th, 2016, at 3:00 PM in EAB 253/262. Updates on enrollments may also be discussed by the administration.

IV. Grading and Incompletes – Bill Lynch

Bill Lynch made a presentation regarding issuing incomplete grades. He reported that a high percentage of incomplete grades are defaulting to ZF status (counts as a failing grade). ZF grades create administrative problems and negatively impact

students who could have successfully passed a course. The high percentage of incomplete grades has an impact on completion rates and retention. If you have a student you must issue an Incomplete for, you should be going through the Connections portal to fill out an Incomplete Grade form. This form sets a deadline for the student and informs them of what assignments are due in order to complete the course. The form also includes a field for what grade the student would receive should they not complete the assignments by the due date agreed upon with the instructor. Guidelines can be found at www.webster.edu/documents/advising/advisor_resources/incompletes-grades.docx

V. Webster's Crisis Response Plan – Rick Gerger

Rick Gerger, Director of Public Safety, presented information on Webster's Active Shooter plans. Public Safety is currently working to improve its crisis response plan. R. Gerger requests that faculty please contact him with their requests of resources faculty need. He can be contacted at:

- Work Phone: 314-246- 8708
- Mobile Phone: 636-485-5197
- Email: rickgerger06@webster.edu

VI. Global Marketing and Communications – Rick Rockwell

Rick Rockwell, Vice President and Chief Communication Officer for Global Marketing and Communications, discussed GMC functions, staffing, and plans. He reported the Webster University website received 4.7 million visits last year, however, this includes faculty, students, and staff visiting the page to gain access the Connections portal. Webster's website received 42% of its clicks via "organic search" (up 2% from last year), 1% from paid, and 1% from social media. GMC is working on:

- New design for Webster Today
- Onsite reviews of market conditions
- Program specific advertisements and the Blues ad package
- Emphasize Webster Voice project
- Working on a new overarching message for the university

With no further business, the meeting adjourned at 4:30 PM.