

Faculty Assembly Meeting Minutes
Tuesday, September 18, 2018, 3:00-4:30 PM
Browning Hall Auditorium 160

- I. Meeting called to order by Faculty Senate President, Gary Renz.
- II. **Announcements:**
 - a. Terri Reilly reminded everyone of the faculty social beginning immediately following the Assembly meeting in FDC 421.
 - b. Mary Preuss informed the Assembly that if they will be performing any research involving human subjects, they would need to complete the required training by September 27, 2018. At an undetermined later date, there will be a different training method with different protocols that will have to be adhered to.
 - c. Gary Renz reminded all department chairs to complete the surveys the implementation teams are sending out. He also said that the “course scheduling efficiencies” implementation team hoped everyone understood the need to improve efficiency in scheduling because changes may impact what course they teach and when they teach courses.
 - d. Doug O’Bannon, on behalf of the Salary and Fringe Benefit Committee, informed the Assembly that the committee is concerned about the administration’s proposed cuts in the maximum University contribution to 403(b) retirement plans (i.e., reducing Webster’s maximum contribution rate from 9.5% to 8%) will be an issue again this year. O’Bannon said the committee wants to know if the faculty assembly members think the committee should be involved in any decision to cut retirement contribution rates, as opposed to being done unilaterally by the administration. Second, should the Salary and Fringe Benefits committee oppose reductions in the university’s maximum contribution rate to 403(b) retirement plans? Accordingly, D. O’Bannon asked the faculty assembly members who were present if they wanted questions about the proposed contribution rate cuts to be on the annual survey sent out by Salary and Fringe Benefits. The members present agreed informally by voice vote that the issue should be included in the survey.
 - e. Kelly-Kate Pease presented the schedule for the 2018 Fall Faculty Institute (see Attachment A).
 - f. John Orr invited the Assembly to the Midwest Academy of Management reception on Thursday, October 11, 2019 beginning at 6:00 p.m. at the Gateway Campus Gallery.
 - g. Erica Ellard from the Academic Resource Center (ARC) made a presentation describing issues, resources, and accommodations available to students with disabilities, including anxiety. They encourages faculty members to look at the ARC resources or call them if questions arise.
 - h. Senior Director of Information Security, Kevin Heuser, spoke to the Assembly about the implementation of an Information Security Training Program to be rolled out campus-wide starting in October 2018. The program consists of five online courses ranging from 8-12 minutes each.
 - i. Scott Jensen and Stephanie Mahfood spoke briefly concerning the Pillars of Advising and provided a handout (see Attachment B).
 - j. Carla Colletti spoke briefly about the Global Citizenship Program (GCP) and how the GCP Committee is working on a new, 3-year assessment cycle. There will be informational meetings in October concerning the new assessment process.
- III. **Administration Presentations**
 - a. Vice Provost Nancy Hellerud described the 2018 Higher Learning Commission (HLC) report granting Webster University reaffirmation, but requiring two interim reports in July 2020. One report will describe

improvements to Webster's program review and the other report will show that Webster has achieved a balanced budget by that date.

- b. Dr. Rob Parrent, Vice President for Enrollment Management and Student Affairs, discussed the 2018-2019 Freshman class. New student enrollment (freshman and transfer students) is at or above the budgeted headcounts. He said he did not know the total undergraduate enrollment numbers for Fall 2018 because the information had not been finalized. He said the discount rate is about 62%.
- c. Provost Julian Schuster discussed the implementation teams briefly. He also reported that the Fall 2018 graduate credit hours are lower than projected in the budget.
- d. Provost Schuster said it is difficult to predict at this time the financial impact of having lower than projected graduate credit hours and higher than projected undergraduate credit hours. He said graduate credit hours generate more revenue than undergraduate credit hours and there is no flat fee "window" for graduate credit hours, unlike undergraduate credit hours. However, he thought that Webster probably would not generate as much tuition revenue for the fall as budgeted.
- e. Dr. John Pyle, Chief Innovation Officer and Vice President for New Business was introduced by Provost Schuster. Dr. Pyle said that the University has many prospects and ways to attract more students.
- f. Provost Schuster was asked whether Webster would have a balanced budget by July 2020, as requested by the HLC, and what would happen if it reports to the HLC that it had not balanced its budget. Provost Schuster said Webster is unlikely to have a balanced budget by July 2020, but will have made significant progress towards reducing the budget deficit. He said Webster had sent a "rejoinder" to the HLC previously saying that Webster probably would not have a balanced budget by July 202. Provost Schuster also said Webster would not lose its accreditation or reaffirmation even if it does not balance its budget by July 2020.

MEETING ADJOURNED at 4:35 p.m.

Schedule of Events

Fall Faculty Institute

"Maintaining Academic Excellence and Faculty Morale
in the Current Administrative and Financial Environment"

October 12, 2018
Gateway Campus

2:30-3:00 Registration Note: Institute will start promptly at 3:00 (*Gallery, 1st Floor*)

Plenary Session (*Gateway Campus Auditorium, 1st Floor*)

3:00-3:10 Welcome and Framing of the Institute Kelly-Kate Pease

3:10-4:15 Faculty Reports from the Implementation Teams (With Q & A)

- o Jan Palmer, Team: Course Scheduling
- o Jenny Broeder, Team: New Curriculum, New Markets
- o Robin Assner-Alvey Team: Course/Program Duplication
- o Jim Curtis: Team: New and Growing Programs
- o Gary Renz: Team: Non-Credit Programs, Course load, Small Program Sustainability.

4:15-4:30 Intermission (*refreshments, Gateway Campus, 3rd floor*)

4:30-5:30 Breakout Sessions (*Gateway Campus, 3rd floor, classrooms Max 30 persons*)

Session 1: Maintaining Excellence in Teaching

- o Larry Baden

Session 2: Promoting Excellence in Advising

- o Scott Jenson and Liz Risik

Session 3: Faculty Research Grants

- o Jeff Carter

Session 4: Building Faculty Solidarity through Collective Action

- o Allan MacNeill

Session 5: Academic Program Review

- o Kelly-Kate Pease

Session 6: The Importance of Faculty Service to the University:

- o Bill Lynch

5:30-8:00 Cocktails /Dinner

End Institute

8:00-9:30 After-Institute Social Event (Open to Students and Public).

Attach. A

Exhibit *Freedom: American Hustle* Artists Talk and Faculty Panel-Artists John K. Blair, Vaughn Davis, Jr. with Professors John Chappell, Kathy Corley, and Gary Passanise.

PILLARS OF ADVISING

The Academic Advising Center recommends that advisors ground themselves in the high standards and best practices that have been identified by our professional organization, the National Association for Academic Advising (NACADA).

We too endorse these four documents as championing the *educational* role of academic advising in a diverse world. They form PILLARS OF ADVISING:

<https://www.nacada.ksu.edu/Resources/Pillars.aspx>

Taken separately, they project these elements

CONCEPT OF ADVISING <https://www.nacada.ksu.edu/Resources/Pillars/Concept.aspx>

Our view then is that advising is "integral to fulfilling the teaching and learning mission" of Webster University. It consists of these components "curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

THE CORE VALUES OF ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

Thus advisors share and advance these values: caring, commitment, empowerment, inclusivity, integrity, professionalism, and respect.

CORE COMPETENCIES FOR ACADEMIC ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>

These competencies do include information (policies, curricula, dead lines, forms), but advising is as much if not more driven by concepts and relationships. We need to develop competencies in these areas equally.

CAS STANDARDS FOR ACADEMIC ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CASstandards.aspx>

Advising too contributes to rigorous standards as part of the Council for the Advancement of Standards in Higher Education.

These four pillars should guide and strengthen our work with students to advance their learning, academic success, persistence, and retention.



Undergraduate Advising

Syllabus

"Advising is Not Registration"

Advisor	<p><i>For Majors in the Department of Biological Sciences:</i></p> <p>Name: Victoria Brown-Kennerly Phone: 314-246-8645 Email: vbrownkennerly64@webster.edu Office: Browning Hall, ISB 333 Hours: by appointment or drop in: <i>please email, call, flag me down, or stopby!</i></p>
Advising Center	<p><i>For Undecided Majors:</i></p> <p>Phone: 314-968-6972 or 1-800-982-3847 Website: http://www.webster.edu/advising/undergraduate-advising/students/ Email: advising@webster.edu Drop in: 568 Garden Avenue (between Public Safety & Bookstore) Hours: Monday-Thursday: 8:30 AM - 5:30PM and Friday: 8:30 AM - 4:30 PM</p>
Engaged Advising Description	<p>Academic advising is interactive. Your adviser will engage in discussions with you to help you develop an education plan that supports your career goals. An adviser can be your advocate, and help identify any support resources you need. An adviser is your consult to explore academic interests, think about career goals, navigate classes, find mentors, and connect to co/extra- curricular opportunities. Advisers routinely explain degree program requirements for majors, minors, the Global Citizenship Program (GCP), and can serve as a sounding board while you choose electives. Please connect with your advisor throughout your time here, including during registration each semester. Webster advisers aim to engage the "whole" student.</p>
Expectations	<p><u>For an Engaged Student:</u></p> <ul style="list-style-type: none">• Read about your major/minor and its required courses.• Log into <i>Connections</i> and get familiar with the links. Locate your adviser in <i>Connections</i> or <i>Starfish</i> or the www.webster.edu <i>Directory</i>.• Use your <i>webster.edu</i> email for all university communications. Alternatively, make arrangements in your WebsterU email to forward all messages to your preferred server. Check university email several times per week, and respond to emails from advisers, professors, registrar, or the financial aid office.• Email your adviser to make an advising appointments.<ul style="list-style-type: none">○ Keep the commitment, or alert adviser to any change by 24 hrs in advance.○ Discuss your interests, goals, challenges, with your adviser, and identify a desired degree.• With adviser guidance ... <u>Create a 4-year degree plan:</u><ul style="list-style-type: none">○ Identify required courses for your degree, and prerequisites.

	<ul style="list-style-type: none"> o Learn how to search/learn about electives; complete GCP Worksheet. o 128 credits to graduate means <i>average</i> of 16 credits per semester to graduate in 4 years. o Keep your 4-yr degree plan; refer to it often, but know that it can change as needed! o Talk to your adviser about life issues affecting your college schedule or performance/progress. o <i>Prior</i> to registration appointments, check Connections for any account 'hold' and resolve it. o Learn to search the Course Schedules on Hne, to know course sections available. <ul style="list-style-type: none"> • <u>Register for classes each semester:</u> <ul style="list-style-type: none"> o Check your 4-yr degree plan; what's next in your degree program? Review you major online. o Check your GCP Worksheet; strategically choose your electives to satisfy some component. o Draw out a M/T/W/R/F course plan for your proposed semester schedule . o Meet with your advisor to give her/him your status update, discuss any concerns. o Register for classes in Connections and verify the registration <i>via</i> the 'Student Schedule' tab. • Consider extra curricular activities: student clubs, sports, campus employment, campus events, volunteer opportunities, social events, study abroad, student government association, peer-tutoring. • Discuss with your adviser the crisis support locations: emergency kiosks, campus phone, campus public safety, student counseling, student health. • Be aware the Academic Resource Center for tutoring or to become a tutor. • Visit the Career Planning & Development Center early to explore different career paths.
Expectations	<p><u>For an Engaged Adviser:</u></p> <ul style="list-style-type: none"> • Reach out early to first year students, transfers, or new advisees. • Review status of continuing advisees in the Degree Audit. • Be accessible by phone, or email, and/or starfish to schedule appointments reply to student messages . • Provide a safe space for students to discuss questions. concerns. hopes and plans. Ask about any challenges to attending and/or participating in class. • Understand all major/minor curricula in the department and GCP policy & procedures. • Know dates for drop/add, withdrawal, late-withdraw. incomplete grade processes, and these effects on full-time status or years-to-graduation issues. Refer to financial if credits fall to <13 per term. • Be aware of forms and resources on the Academic Advising website and canvas site. <p>Complete Starfish course surveys, provide kudos and flags. and respond to cases that are assigned to you. Check the <i>webster.edu</i> email or forward the messages , and respond to student questions.</p>
Additional Resources	<p>The Office of Undergraduate Advising can provide support services regarding University policies and procedures, forms, major changes and graduate programs. If you need assistance with a difficult case or unfamiliar questions, general academic advisers are available to help . This may include AP or Dual Credit , CLEP testing , transfer credits, and Global Citizenship Program (GCP) policy, as well as academic probation, dismissal, complete withdrawal, leave of absence, and notification for re-admission.</p>
Title IX	<p>Title IX makes it clear that violence and harassment based on sex and gender is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or</p>

	assaulted, please contact campus advocate Phillip Storm: (800) 981-9804 or (314) 968-7030; or the 24-hour emergency line: (314) 422-4651.
ADA	If you feel you may have a barrier to learning that requires accommodations, please contact the Academic Resource Center to discuss options, learn about screening or available resources, or request a letter of accommodations.
During Orientation	<ul style="list-style-type: none"> o Login to Connectio;ns and review your transcript, check for accuracy: <ul style="list-style-type: none"> • A.t' credits, dual '?redits, associates degree, or transfer credits o Meet academic advisor (if available) <ul style="list-style-type: none"> • Find contact number in Starfish, locate office on campus, call or email introduction. o Complete class registration and print class schedule o Explore Campus - get a campus map <ul style="list-style-type: none"> • Student Union, Grant's Gymnasium & Aquatic .Facility, Library • Student Health and Student Counseling • Bookstore, Aca4emic Advising Office, Public Safety (ID, parking) • Snack Bar in the EAB (EAHL), Coral reef aquarium in ISB. • Marletto's Cafe Office of Financial Aid, Registrar's Office, Bursar/Cashier's window. • Blue safety phones kiosks on campus • Old Orchard shopping district (off campus) o Visit the online resources listed on cover page.
Freshmen 29 credits):	<ul style="list-style-type: none"> o Attend all class sessions; contact instructors to explain any absences. o Create a 4-month calendar; write down the deadlines for every quiz/exam/paper/project/final exam - from every course syllabus. o Meet with your advisor to discuss your academic interests, degree options, requirements and clarify any policy/procedure questions o Identify prerequisite courses for your chosen major or potential major/minor o Register for courses in a variety of subject areas - both Major and GCP o Learn about student organizations and clubs here: XXX . . Get involved! o Attend a sporting event, an invited speaker event, a campus movie, or a play. o Make appointment with the Career Planning and Development Center <ul style="list-style-type: none"> • Create a resume 1st draft • Attend the Career Fair on campus • Search for internship, volunteer, or research opportunity for summer o Make appointment with the Office of Study Abroad (Freshmen - Sophomores) <ul style="list-style-type: none"> • Locate the seven WebsterU international campuses on a map • Review courses offered at each potential study abroad campus



Undergraduate Timeline

Academic Advising Center

568 Garden Avenue

St. Louis, MO 63119

<http://www.webster.edu/advising/>

<https://www.facebook.com/WebsterAdvising>

Sophomores (30-S9 credits):

Sophomores:

- o Apply for and pursue an appropriate internship and/or participate in volunteer opportunities to gain professional experience
 - optimal in summers between Sophomore Junior year
 - certainly by summer between Junior- Senior year.
- o Continue reviewing GCP courses to choose electives
 - advisor cannot do that for you, but can discuss choices with you, and register you into them) and major classes.
 - Study Abroad: some many majors must 'save' GCP or gen ed courses to take abroad, talk to adviser: major core courses for some degrees may only be offered at WEBG.
- o Attend ***Fall Career and Internship Fair***
 - Look for campus announcements for other career events like this.
- o MedNet school: begin "shadowing" as sophomore, accumulate hours as a scribe (ScribeAmerica), connect with anY, doctors you know/see and ask about shadowing, contact local hospitals with websites for shadow registration.

Juniors (60-89 credit hours):

Juniors:

- o Meet with adviser in **Career Planning & Development** office.
 - Consider your post-grad goals or graduate school options
 - Review CV/ Resume and identify 'holes' to address
 - Research websites of potential employers:
 - Employment or career or opportunity or contacts tabs online
 - Research graduate school admissions requirements
 - Different colleges/universities have different pre-reqs.
- o Continue to organize for Study Abroad (Sophomores)
- o Study Abroad at one of Webster's international campuses (Juniors)
- o Return to WEBG, review your degree plan with your advisor
- o Identify your degree's required capstone:
 - Sr. thesis, or portfolio review, or senior seminar, or other per Dept.
- o Complete Keystone Seminar for GCP (Juniors or Seniors)

Seniors (96+ credit hours):

Seniors:

- o Plan to take MCAT prep course, and take MCAT (Juniors or Seniors)
 - Apply 1-yr prior to entry into MedNet School
 - Med school: ask for letters of recommendation through AMCAS
 - If you take a gap-year, then you can do this as Senior- Postgrad.
- o Plan to take GRE/LSAT/GMAT / apply for Grad Schools (Junior r - Seniors)
- o Refine our workin resume /cover letter

	<ul style="list-style-type: none"> o Execute your job search! (Seniors) o Request letters of recommendation for graduate school/employment o Complete graduate school applications o Submit Petition to Graduate form at the beginning of your final semester o Complete <i>Steps to Graduation</i> found on the Commencement website
<p>Resources</p>	<ul style="list-style-type: none"> •• Department of Biological Sciences http://www.webster.edu/arts-and-sciences/academics/biological-sciences/contact.html •• Student Survival Guide (for DBS Registration) http://sQark.adobe.com/12age/SZSgWslDeBogc/ •! Academic Resource Center http://www.webster.edu/academic-resource-center/faculty_resources/IO_facts_to_know.html •• Avoiding Plagiarism http://www.webster.edu/academic-resource-center/Plagiarism_12reventi2n/avoiding_Plagiarism.html •• Academic Advising Center https://www.facebook.com/WebsterAdvising •! Career Planning & Development Center http://www.webster.edu/career-services/about-career-services/ •• Office of Study Abroad http://www.webster.edu/study-abroad/resources/resources_for_students/ •• Counseling & Life Development http://www.webster.edu/student-counseling/ Emergency number: (314) 968-6911 , non-emergency number : 314-968-7030, counselingld@webster.edu •• Student Health: http://www.webster.edu/health/services.html •! Undergraduate Catalog: www.webster.edu/catalog/current/undergraduate-catalog/ <i>academic honesty/integrity URL</i> •! Dean of Students: Dr. John Buck http://www.webster.edu/campus-life/dean-of-students.html •• Registrar: http://www.webster.edu/academics/registrar.html •• Library- take a library tour, and explore the library website; http://www.webster.edu/faculty/faculty_resource_guide/Library/ibrar:resources-and-services.html

