

**Faculty Senate Minutes**  
**Thursday, February 14, 2019, Alumni House, 1:30 p.m.**

**I. Attendance**

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

**II. New Business**

1. B. Russell and Provost J. Schuster discussed the changes to the Drop/Add Policy. She presented a document showing drops by segment and explained that most drops were occurring for online courses. She also said the deadline for adding classes will be changed from two weeks to one week like the drop policy.

There was some concern among Senators that that this change in policy is just a grab for money. Provost Schuster explained that this is not motivated by increased tuition revenues. Instead, Webster does not want to again violate Federal government policies regarding federal financial aid being paid even if a student drops a class. This gives a more secure window of time to determine whether a student will be dropping a class. There was also a discussion about who besides the students need to know about this change in policy including, parents, employers, and officers.

The Senate decided there was no need for a formal vote approving the Drop/Add policy change. However, the Senate informally approved the proposed change to the Drop/Add policy.

2. S. Jensen is part of a movement that would like to change the amount of time a student has to complete an incomplete grade. The group proposes that students have two (2) semesters following the incomplete grade to complete the grade. He did not know if this topic should be brought to the Senate or the Curriculum Committee. G. Renz said that they could get input from other committees, but the Senate ultimately needs to actually work on this proposal as it concerns a change in academic policy. S. Jensen is going to discuss with the group and it will be brought to the next Senate meeting.
3. C. Guehring gave an update on the vote for At-Large Faculty Senators for next year. At the time of the Senate meeting, 71 out of 198 voters had cast votes.

**III. Old Business**

4. The Senate once again discussed the issue of how to pay for hotel rooms for faculty members who want to stay overnight at Pere Marquette during Fall Faculty Institutes because the Senate budget is not large enough to pay for the overnight stay. Provost Schuster said he cannot justify giving extra money to the Senate to pay for hotel rooms at the Fall Faculty Institutes when other units and people also want more money in their budgets. He said the Senate needs to find other funds to pay for overnight stays at the institutes if the Senate budget is not large enough. S. Jensen suggested that everyone pay a small amount for his or her rooms at Pere Marquette.
5. K. Pease proposed that the Senate should prepay as much as possible this academic year to fund the 2019 Fall Faculty Institute at Pere Marquette. The Senate unanimously approved a motion by J. Palmer, seconded by S. Jensen, to prepay the costs of the 2019

Fall Institute at Pere Marquette up to \$5,000 from any Senate funds remaining after paying for the 2019 Spring Faculty Institute and other Senate expenses. E. Risik abstained.

6. G. Renz noted that prepaying some of the cost of next fall's Faculty Institute will help pay for next year's institute. But the surplus in this year's Senate budget only exists because the 2018 Fall Faculty Institute was held at the Arcade Building so there was no charge for the conference space and the Senate did not pay for any hotel rooms for an overnight stay. There will not be any surplus in the future to prepay Fall Institutes if the Senate pays for rooms for overnight stays during future Fall Faculty Institutes. In fact, if the Fall Institutes are expensive then the Senate may not have enough money left to pay for food and drinks at Spring Institutes. G. Renz suggested that the Senate discuss whether a Spring Institute is necessary if the Senate cannot afford to cater it. Another alternative is to have an overnight stay every other year.
7. K. Pease said the idea of the fall institute needs to be redefined. D. MacCartney concurred and volunteered to lead a group in redefining the fall and spring institutes. Incoming Senate President, Bill Lynch, stated that the institutes need to accomplish some outcome to justify the money spent on the institutes. He suggested that this year's Spring Faculty Institute may be an appropriate forum to discuss the desired outcomes from conducting institutes. If not, then all of the Senate's professional development funds could be spent solely on the fall institutes.
8. K. Pease gave an update on the 2019 spring institute. She said that David Robinson or another AAUP representative would be acting as a mediator. She said there will be a plenary gathering and then breakout topics such as teaching, professional development, service, getting grades in on time. She stated that nothing had been set in stone.
9. K. Armbruster would like the Senate to discuss the possibility of restructuring the university. For example, Webster may not need five schools and colleges. G. Renz stated that Provost Schuster has discussed possible restructuring with him and G. Renz will put this on the agenda for the next Senate meeting.

**Meeting Adjourned: 3:25 p.m.**