

## MINUTES/FACULTY SENATE MEETING

October 25, 2012

The Senate met on Thursday, October 25, 2012 at the Alumni House

Ralph Olliges, Faculty Senate President, Presiding

**Members Present:** John Aleshunas, Jef Awada, Glen Bauer, Mary Bevel, Juraj Bohus, Carla Colletti, Paula Hanssen, Susan Heady, Scott Jensen, Don Conway-Long, Victoria McMullen, Stephanie Schroeder, J.P. Palmer-Schuyler, Marty Smith, Roy Tamashiro, Gwyneth Williams

### Approval of Minutes

A motion was made and seconded to approve the October 4<sup>th</sup> Faculty Senate meeting minutes as amended. All were in favor; motion carried.

### Announcements

The next Faculty Senate meeting is scheduled for November 1st.

To date, there have been 76 responses to the 2012 Fall Faculty Institute Survey. This far exceeds the roughly 30 responses via paper.

Academic Computing Representatives will be attending the Curriculum Committee and Graduate Council meetings. The representatives will attend acting on behalf of academic computing to gather information only. They will not have a vote.

- Christine Arteaga will attend the Undergraduate Curriculum Committee
- Terri Lucas will attend the Graduate Council meeting

### Information Technology

After the October 4<sup>th</sup> Faculty Senate meeting, Ralph received several emails from Ken Freeman about some of the issues that were brought up.

Ralph shared a list of East Academic Building classrooms that have now been set up to use VHS tapes.

Several IT issues were brought up by Senators:

- 1) It was mentioned that Webster is behind the power curve regarding software. The statement was made that IT should be inventorying software that is on faculty computers. Faculty have been told that they should not be upgrading software on their computers and that IT is supposed to do that yet, this is not being done.
- 2) The suggestion was also made to have an IT representative for each school/college.
- 3) One Senator mentioned that they were not present for the IT presentation, but has been trying to obtain approval for survey software licenses for over a year. This has still not been completed.
- 4) Another problem has been laptop replacement.
- 5) This is the 21<sup>st</sup> century and everything is happening online, but not at Webster University.

It was determined that a response from the Senate will be crafted to the emails from Ken Freeman with bulleted items addressing each issue.

### **Leave Deferral Language**

A handout was distributed detailing updated language added to the draft Proposal to Amend the University Handbook on Leaves and Sabbaticals. Discussion followed regarding clarity in the new language. Amendments will be made and brought back to the next Faculty Senate meeting.

### **Full-time Faculty Overload Guidelines (Informational)**

Full-time faculty overload guideline history was shared with those present. In the past, there was real abuse of overloads by some faculty. Some were being done with the best of intentions by departments that were understaffed and they were trying to cover all their classes. Some were not done with the best of intentions. Six years ago, Jim Staley came to the Faculty Senate and asked that faculty sign on to overloads rather than them being handed down from higher up. The Senate then crafted a proposal of general guidelines for overload and it was discussed at a fall institute, approved and sent forward to the administrative council. There was a change of administration and things got confusing. There was a misunderstanding of what this policy says and there was an attempt to try and interpret it.

The first sentence of the document is where confusion has taken place. The words “may be assigned” makes it sound like overload can be forced upon a faculty member who does not want to teach overload. This is not the case.

This document was shared for information purposes only so that the Senate is aware that administration cannot force overload upon faculty. The overload guidelines policy is attached below. (See Appendix A and B)

### **Accessibility Committee**

Documentation was shared and history was given regarding the Accessibility Committee. The committee has not met regularly over the last few years. When asked to reconvene, a change to the bylaws with regard to membership was suggested. Three members or their designee have been added: An ADA officer, Assistive Technology Coordinator, and Associate Vice President and Chief Human Resources Officer. The committee would like permission to move forward with this request.

A motion was made and seconded to approve the addition of three members to the Accessibility Committee. All were in favor; motion carried.

With no further business, the meeting adjourned at 2:25 p.m.

The Senate had a baby shower for Cynthia Pirkle, Administrative Assistant to the Faculty Senate.