



22 Feb 2018

## Faculty Senate Minutes Feb. 22, 2018

Missouri University of Science and Technology Faculty Senate

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**Volume XI, Number 7**  
**Minutes of the Faculty Senate Meeting**  
**February 22, 2018**

**I. Call to Order and Roll Call**

The meeting was called to order by President Sahra Sedigh Sarvestani. Roll was called by Secretary Steven Corns. Those whose names are **grayed** out below were absent.

**Brent Unger**, (Jerry Cohen for) Audra Merfeld-Langston, **Mark Mullin**, David Westenberg, Craig Claybaugh, Fui-Hoon Nah, **Parthasakha Neogi**, **Jee Ching Wang**, Jeffrey Winiarz, Klaus Woelk, Mark Fitch, Jianmin Wang; Wei Jiang, (Michael Gosnell for) Chaman Sabharwal, Michael Davis, Levent Acar, (Ali Hurson for) James Drewniak, Kurt Kosbar, Maciej Zawodniok, Steven Corns, Steve Raper, **Trent Brown**, K. C. Dolan, Norbert Maerz, David Wronkiewicz, Kathleen Sheppard, Wayne Huebner, David Van Aken, (John Singler for) Akim Adekpedjou, Martin Bohner, S.N. Balakrishnan, Umit Koylu, Ashok Midha, Gearoid MacSithigh, **Otis Register**, **Shoab Usman**, **Paul Worsey**, (Dan Waddill for) Barbara Hale, **Ulrich Jentschura**, Amber Henslee

**II. Approval of Minutes**

Professor Sahra Sedigh Sarvestani reported that the amended minutes of the December 7, 2017 meeting were distributed prior to the meeting. No further revisions were requested. A **motion** was made and seconded to approve the December 7, 2017 minutes, as modified.  
*The motion passed.*

She asked if there were any revisions to the draft minutes of the January 25, 2018 that were distributed prior to the meeting. Professor Michael Gosnell requested that in the section pertaining to the minutes of the December 7, 2017 meeting, the word “tabled” be removed and replaced with “deferred.”

A **motion** was made to approve the January 25, 2018 minutes as corrected. *The corrected minutes were approved.*

**III. Campus Reports**

**A. Staff Council**

Mr. John Cook reported that the Activities Analysis Survey launched on Monday and that an open forum will be held on March 6, after the survey closes, as a follow-up discussion regarding the survey. He stated that another forum will be held on March 16 to review the proposed bylaws revision and to allow time for staff to voice concerns or ask general questions. He also announced that Ms. Sylvia Dees will step down as Staff Council Chair on March 1 and he will fill that position for the remainder of the year.

**B. Student Council**

- No Report

**C. Council of Graduate Students**

Mr. Bader Almutairi gave a brief update on ongoing projects of the Council of Graduate Students, reporting that applications for summer research fellowships are being accepted and travel grants will be announced soon. He said that registrations are being taken for a badminton tournament and a soccer tournament is being discussed. Plans to invite graduate students to visit S&T's high-tech facilities are still being discussed but will most likely not be completed this semester. Mr. Almutairi said that the Language Class will begin soon. He concluded his report by summarizing the plans that have been made for the Research Proposal Write-Up Boot Camp, which is scheduled for March 20-21, 2018.

Professor Corns requested that the boot camp announcement be sent to faculty members so they can share it with their graduate students.

The report is available at the following link:

[CGS.2.22.18](#)

**IV. President's Report**

Professor Sedigh Sarvestani reported that in UM System news, as reported by Mr. Cook, the Activities Analysis Survey is underway; she added that in addition to Mr. Cook, Professor Hurson represents our campus on the committee. She gave a brief update from the February 1-2 Board of Curators meeting, at which Distance Learning and Collaboration was discussed. She added that S&T fared very well in comparison to system campuses and our peer institutions.

She said that Intercampus Faculty Council (IFC) discussions of policies related to non-tenure track faculty are ongoing, with the current focus being transition assistance. IFC is being asked for feedback on some proposed models. In the review of procedures related to teaching evaluations a white paper is planned for delivery to IFC in May. Course sharing continues to be a source of concern for some campuses, primarily due to a lack of interoperability between platforms. She added that a side issue associated with that issue is sharing of Library resources.

Professor Sedigh Sarvestani reported that IFC met with the Board of Curators on February 1 and the focus of the discussion was on intercampus collaboration. Some of the issues impacting intercampus collaboration is time and awareness of research happening at the other campuses. Assistance from System in this area may improve collaboration. She added that the next Board meeting is on our campus in April.

In campus news, she mentioned that the second draft of the Strategic Plan is nearly complete, which will be discussed at two open forums planned for March 6. She went on to say that the search for the Vice Chancellor for Research and Dean of Graduate Studies is well underway. She called on Dean Wlezien, who said that airport interviews are scheduled for the following weekend and a slate of candidates should be identified soon for campus visits.

In Faculty Senate news, Professor Sedigh Sarvestani mentioned that review of the faculty bylaws will begin in the near future. The ad-hoc committee for creation and realignment of academic departments has met and their work is underway. She stated that a referral has been made to the Information Technology and Computing Committee about privacy concerns as related to third-party applications, such as Google apps, that require authentication with Single Sign On username and password. She commented that the Public Occasions Committee is still discussing the addition of the fall break before Thanksgiving. She concluded by explaining that the Student Affairs Committee is reviewing the Disability Support policies and practices. She asked if Dr. Levent Acar had anything to add; he responded that the committee has made the inquiry and is waiting for the data. He said that two concerns that had been mentioned are that some practices that had been recommendations in the past are now mandatory and that some of the proposed remedies violate the rights of the faculty instructors. The committee hopes to clarify how the remedies are assigned, who determines remedies for specific conditions, and finally, to obtain a list of remedies and conditions. He commented that faculty have noticed a substantial increase in the number of accommodations in recent years.

Professor Gearoid MacSithigh asked if there is any further news about the Academic Program Review process. Professor Sedigh Sarvestani recognized Chancellor Maples, who reported on behalf of Provost Marley that as far as he is aware, a committee has been formed and there is an aggressive timeline meant to go along with the Strategic Planning deadlines, but it will probably get pushed back some. In response to a question regarding Provost Marley's involvement in the process, Chancellor Maples replied that the Provost will be at least somewhat involved in that a report related to the academic portion of the review will be provided to him. He added that Cuba Plain will receive a report to the facilities-related, non-academic aspect of the review.

Dr. Sedigh Sarvestani commented that in discussions with her counterparts from the other campuses, their reviews seem to be well ahead of ours. She added that she had been asked for a list of nominees for the committee, which she provided, but was not aware if anyone had been contacted about serving.

Details of the report are available at the following link:  
[PresidentReport.2.22.18](#)

## **V. Parliamentary Report**

Professor Sedigh Sarvestani said that concerns had been expressed about confusion regarding the rules of order, especially following the special meeting on Tenure Policy issues. She then introduced Professor Richard Dawes, Senate Parliamentarian, to give a brief summary of Roberts Rules for Order.

Professor Dawes began his presentation by stating that while he prefers small, informal meetings whenever possible, the necessity of conducting business and sharing information in the Faculty Senate setting makes following procedural rules unavoidable. He then outlined the basic points of Roberts' Rules, adding that we seem to follow the general procedures without strict adherence to the more formal rules, such as standing to be recognized, etc.

He suggested that two main points should be kept in mind:

1. Everyone who wants to speak should be allowed to speak on an issue, but no one should speak twice until all those who wish to speak have been heard.
2. All remarks should be directed to the chair - in this case, President – not towards other members.

To clarify the procedures for voting, once a motion is made and seconded, after being recognized to speak, members can debate the motion, but the comments should be limited to the merits of the motion. If the chair asks if the members are ready for the question and no one seeks to claim the floor, then the Chair proceeds to take the vote. He added that during the discussion, the person who made the motion can ask to withdraw the motion.

He explained that tabling a motion is meant to briefly set aside a motion to deal with something that has come up during the discussion; it is not meant to postpone the issue indefinitely. Tabling a motion requires a second and a majority vote. Then, if the motion is not taken from the table at the next meeting, that motion dies. Conversely, un-tabling a motion similarly requires a motion, second and a majority vote.

Professor S. N. Balakrishnan asked if it is possible to table a motion and un-table it for consideration within the same meeting. Professor Dawes responded that it is allowed.

Dr. Sedigh Sarvestani commented that one area that elicited questions following the special meeting was Call the Question. She explained that Call the Question is a motion to end the discussion, it requires a second and then, if it is approved, a vote is taken on the original motion being discussed. Professor Mark Fitch pointed out that Call the Question is not a debatable motion.

## **VI. Reports of Standing Committees**

### **A. Rules, Procedures and Agenda**

Professor Schuman reported that the Faculty Bylaws Review and Revision Ad Hoc Committee has been populated with eight members (including an ex-officio member). He said that an additional member, Professor Levent Acar, has been nominated from RP&A and nominees will be accepted from the floor.

Professor MacSithigh asked if membership on ad-hoc committees is included in the limit per faculty member. Dr. Schuman responded by explaining that only membership in Faculty Senate Standing committees are included in the limit.

There were no nominees from the floor.

**Motion:** RP&A moves to add Levent Acar as the fourth CEC faculty member on the Faculty Bylaws Review and Revision Ad Hoc Committee. *The motion passed.*

## **B. Curricula**

Professor Schuman then presented the Curricula Committee report, stating that the committee met on February 7 to review one degree change request and thirty-one course change requests.

**Motion:** The Curricula Committee moves for Faculty Senate to approve the DC and CC form actions.

*The motion passed.*

Professor Schuman then brought a new policy discussed and approved by the Curriculum Committee for Senate consideration.

**Motion:** The Curricula Committee moves for Faculty Senate to approve a policy that a course number cannot be reused for another course within a ten-year period from which it was deactivated. Upon the end of the ten-year period, the primary department must justify the reactivation of a course number before it is approved.

He explained that currently, once a course number is deactivated, it can never be reactivated and used again. The ten-year period is meant to decrease the likelihood that students who may have taken a course under one number might take a new course under the same number. He added that the proposal was made with the Registrar's input.

*The motion passed.*

Details of the report are available at the following link:

[CCC.Report.2.22.18](#)

[FS.Slides.2.22.18](#)

## **C. Budgetary Affairs**

Professor Mark Fitch briefly reviewed the list of issues or referrals currently under consideration by the Budgetary Affairs Committee. He presented a table illustrating revenue, expenditures and internal transfers of dollars for FY17. He pointed out that F&A is part of Operations but the money that is spent on those contracts is part of Grants and

Contracts. Concerning transfers on the table, he explained that Operations receives money from Services (such as distance education services), money from Auxiliary Services goes to the plant fund (residence halls, etc.), and Gifts largely go to grow the corpus of the endowment. He added that S&T's endowment totals approximately \$160M of the total endowment for all of System. Further, he said that transfers from Grants is mostly fixed-price close-outs to Operations or perhaps Plant.

Professor Fitch then presented a slide showing revenues for FY17, FY18, and FY19 broken out by source. He pointed out that the governor's proposal is to drop state allocations for the current fiscal year by another \$5.3M. He then discussed anticipated changes for FY19, estimating cuts totaling \$4.92M.

Chancellor Maples commented that almost 80% of our expenditures are in salaries, so if we did an across the board 3% cut, salaries would be cut by 3%. Since, that is not the intention, we have to find somewhere else to take the cut.

Professor Wayne Huebner referred to a study from some years ago regarding a sensitivity analysis of our discount rate and what it impact it would have on our enrollment numbers. He asked Tim Albers, Vice Provost and Dean for Enrollment Management, where our rate currently stands and if that analysis has been revisited. Mr. Tim Albers explained that at our institution, the discount rate mostly refers to money that comes from tuition that goes toward discounting student expenses. He added that while different units may calculate that rate slightly differently, it would be fair to say that overall, it is around 25%.

The discussion continued in regard to enrollment goals in the current strategic planning effort, Preview Registration and Orientation (PRO), and related enrollment efforts. Chancellor Maples commented that we need to increase communication between the units conducting graduate, undergraduate, and distance education recruiting for a combined enrollment management effort.

Details of the report are available at the following link:  
[BAC.Report.2.22.18](#)

#### **D. Information Technology and Computing**

Mr. John Singler gave an update to his report from the previous Faculty Senate meeting regarding the allegation that some faculty members are able to read every faculty member's email. During that discussion questions came up concerning whether the individual in question could possibly have access to some other faculty email (but not all) and whether they could have access through some other way besides his or her user account. Mr. Singler responded that the audit performed by the Information Security Officer showed that only IT information security staff, system administrators and security analysts have access to any faculty email, and even then, only after a records access request has been approved. He also stated that the analyzer tool confirmed that the user in question does not have access to any faculty email. He went on to say that while the audit does not exclude the possibility that the individual in question has access through some

other means, that was effectively ruled out by the initial report to the Senate that access was purported to be granted to the individual due to a research project.

Details of the report are available at the following link:

[ITCC.2.22.18](#)

#### **E. Facilities Planning**

Professor Maciej Zawodniok reported that the Facilities Planning Committee received a referral related to consolidation of room scheduling. Professor Zawodniok stated that a space utilization study conducted as part of the Campus Master Plan concluded that some resources are under-utilized. As a result of the study, the mechanism used for scheduling is being changed. The committee voted to endorse the effort to centralize scheduling of meeting rooms, classrooms, and Computer Learning Centers and will work with the Space Committee to review forthcoming policies and processes for the campus-wide scheduler. He added that an additional incentive for improving space utilization is to improve our chances of having Capital Project Requests funded under the new process.

Details of the report are available at the following link:

[FP.2.22.18](#)

#### **F. Effective Teaching**

Professor Devin Burns reported that the Outstanding Teaching Awards Committee (OTA) had referred a number of questions to the Committee for Effective Teaching regarding the criteria used to select the award recipients. The first concerned whether capstone courses should be considered the same as lectures. He explained that the policy currently stipulates that only lecture courses are evaluated in consideration of outstanding teaching awards. He added that since capstone courses differ from department to department, the capstone course counts only if it is recognized as a lecture course. The CET committee does not plan to change that.

Professor Burns said that the CET discussed ways to increase the student response rate. The committee is currently weighing the options of implementing some sort of an incentive policy that aligns with current best practices and can be universally and uniformly applied throughout the campus. He added that the CET also discussed implementing mid-semester evaluations, they recognize their value and will raise awareness and visibility of the evaluations and make them available to those who want to use them.

Professor Burns said that the committee also discussed the order of the questions on the evaluation survey and agreed that it would be a good idea to move the question regarding the overall effectiveness of an instructor from the end of the survey to the beginning.



He said there was a question about who is granted administrator privileges to the Outstanding Teaching Awards application. IT will be instructed to update the list of users on a yearly basis, in the beginning of the fall semester.

With regard to eligibility for outstanding teaching awards in small graduate classes, he stated that the current policy requires a minimum of 13 enrolled students per semester with at least eight submitted evaluations in order to qualify for the OTA. He said the CET decided to change the requirements for faculty teaching at least one 6000 level course to ten students minimum with five responses. He added that the CET recognized the fact that those with high teaching scores who would have received awards had they not been eligible still receive an official letter from the Provost recognizing their achievement in teaching.

Professor Burns said that the CTE was also asked by the Faculty Senate to address abusive CET comments that have been received by some faculty members. He said that the committee takes the matter very seriously but is concerned about devising a university-driven mechanism by which anonymity of comments can be reversed. He added that the CET is referring the matter of Title IX and/or law enforcement, especially in the case of threatening comments. He said that the committee will include a civility statement on the “front page” of the students’ evaluation form for instructors, the draft of which states, “The faculty of Missouri S&T appreciates your feedback on the quality of instruction you receive here at the university. In order to best reflect your evaluations of our teaching, we request honest, professional, and civil responses.”

Details of the report are available at the following link:  
[CET.2.22.18](#)

G. Public Occasions

Professor Sedigh Sarvestani presented the academic calendar for the 2019-2020 academic year.

**Motion:** The Public Occasions Committee moves that the following academic calendar be adopted for the 2019-2020 academic year.

Fall Semester 2019

International Student Orientation	August 6, Tuesday
Freshman Orientation Begins	August 11, Sunday
Transfer Transitions	August 15, Thursday
Open Registration Ends	August 18, Sunday
Fall semester opens 8:00 a.m.	August 19, Monday
Classwork begins 8:00 a.m.	August 19, Monday
Labor Day Holiday	September 2, Monday
Mid-Semester	October 12, Saturday
Thanksgiving vacation begins 8:00 a.m.	November 24, Sunday
Thanksgiving vacation ends 8:00 a.m.	December 1, Monday
Last Class Day	December 6, Friday
Final Examinations begin 7:30 a.m.	December 9, Monday

Final Examinations end 5:00 p.m.	December 13, Friday
Commencement- 10 a.m.	December 14, Saturday
Commencement – 3:30 p.m.	December 14, Saturday

Spring Semester 2020

International Student Orientation	January 6, Monday
Open Registration Ends	January 20, Monday
Martin Luther King, Jr. Recognition Holiday	January 20, Monday
Spring semester opens 8:00 a.m.	January 21, Tuesday
Classwork begins 8:00 a.m.	January 21, Tuesday
Spring Recess begins 8:00 a.m.	March 12, Thursday
Mid-Semester	March 14, Saturday
Spring Recess ends 8:00 a.m.	March 16, Monday
Spring Break begins 8:00 a.m.	March 23, Sunday
Spring Break ends 8:00 a.m.	March 30, Monday
Last Class Day	May 8, Friday
Final Examinations begin 7:30 a.m.	May 11, Monday
Final Examinations end 5:00 p.m.	May 15, Friday
Spring Semester closes 6:00 p.m.	May 15, Friday
Commencement- 10 a.m.	May 16, Saturday
Commencement – 3:30 p.m.	May 16, Saturday

Summer Semester 2020

Open Registration Ends	June 7, Sunday
Summer session opens 8:00 a.m.	June 8, Monday
Classwork begins 8:00 a.m.	June 8, Monday
Independence Day Holiday (observed)	July 3, Friday
Final Examinations begin 8:00 a.m.	July 30, Thursday
Final Examinations end 12:30 p.m.	July 31, Friday
Summer Sessions closes 12:30 p.m.	July 31, Friday

Schedule shows the regular eight-week Summer Session.  
Other special four-week course sessions may be scheduled.

*The motion passed.*

Details of the report are available at the following link:

[POC.2.22.18](#)

## VI. Administrative Reports

### A. Chancellor’s Report

Chancellor Christopher Maples opened his report by reminding everyone to come to the Strategic Planning Open Forum on March 5, adding that this is a change from the original schedule.

Chancellor Maples presented a request from the Missouri Department of Higher Education (MDHE) that we change our status to “Highly Selective.” He explained that we are

currently listed as “Selective” along with all the other campuses in the University of Missouri System and Missouri State University. He said that in Missouri, “Highly Selective” is a combination of high school percentile rank, plus an ACT percentile rank that is greater than or equal to 140 points. He pointed out that the status as applied by US News or other college ranking organizations depends on your admission rate based upon the number of applications received. He added that the “Highly Selective” status more accurately represents our current situation, and that we can expect enhanced recognition in enrollment in terms of potential non-residents, as well as from higher-performing students. He said that the MDHE’s academic affairs committee meets on March 7, the Board will receive status recommendations in June, and we would begin recruiting as a highly selective university in Fall 2019. He presented data comparing our national rank based on ACT percentile with those of our peer institutions.

Chancellor Maples reported that several Collected Rules and Regulations (CRR) are currently under review by his office. He asked that Ms. Sarah Kent be recognized to discuss some of those reviews, adding that she will be working temporarily out of the Chancellor’s Office to assist with Faculty Senate CRR and bylaws revision.

Ms. Kent briefly discussed CRR 280.040 Student Medical Leave and CRR 300.030 Faculty Bylaws, which she indicated are under internal review. She stated that her draft of a new CRR regarding weapons possession on University of Missouri property is currently being reviewed by the Office of General Counsel (OGC). She reported that she is reviewing CRR 400, which covers animal research on university property, specifically with regard to adding language to include invertebrate animals. She indicated that the Faculty Senate President will receive a draft for review upon approval by the OGC. Ms. Kent added that in addition to these, CRR 320.090 regarding Emeritus designation, is being reviewed with input and recommendations from the Senate President.

Chancellor Maples continued his report saying that the Activity Analysis Survey is underway, that the open forum was well attended, and that there are lots of helpful resources available. He said that two questions that surfaced dealt with two main categories: 1) How will exceptions in a specific area be handled, and 2) How will the data be used. He said there has been no clear indication of where or how this data will be applied, other than to say that in a time of budget decreases, we need to understand where we can be more efficient and where targeted expansions or improvements should be made.

Professor Mark Fitch asked if the Activity Analysis is not related to the Price Waterhouse Cooper (PWC) study of three areas and the number of people at System doing it. Chancellor Maples replied that PWC, who is handling the Analysis, is looking at overlap of activities and efficiency and also areas that might not be covered. He added that his goal is to take the data and use it to show all of the things that people are doing to accomplish what we were hired to do, which is to educate the student body.

Details of the report are available at the following link:

[Chancellor.Report.2.22.18](#)

**B. Provost's Report  
- NO REPORT**

**VII. New Business**

Professor Ali Hurson reminded the Senate that the Administrative Surveys open the week of March 26.

**VIII. Adjourn**

The meeting adjourned at 3:24 PM.

Respectfully submitted,  
Steven Corns, Secretary