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2012

## Lindenwood University Faculty Meeting Minutes, 2012-2013

Lindenwood University

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## Faculty Meeting

10/03/2012

Welcome: J Horstmeier, Faculty Council representative, convened the meeting at 3:04 p.m. and noted that the agenda has been changed to reflect that M Abbott and B Patzius will be speaking about new policies in Dr. Weitzel's absence.

Faculty Address: President Evans updated the Faculty on the recent purchase of the Barat Academy building, which will become the School of Nursing for Lindenwood University and possibly also for St. Charles Community College. The program will start next fall, and recruitment and preparation for the launch will take place this spring and summer. We will offer a degree completion program and eventually other health science degrees.

President Evans noted that day enrollments for the St. Charles campus are at slightly more than 3,800 resident students, which is at capacity. Of that amount, 3,700 are undergraduates. Full-time day commuter students total approximately 1,300 to 1,350. This totals approximately 5,000 day students, which is about the same as last year. At Belleville, day enrollment has increased from around 500 last fall to 840 this fall. Belleville is offering several new majors, including acting and biology. Communications emphases are being offered, including broadcast communications, which utilizes a campus radio station via the internet. A traditional radio station and a fully-equipped television station will eventually be available. Lindenwood University is still a liberal arts institution but is no longer the small liberal arts college we once were; Belleville is now closer to that small liberal arts college model. Belleville will have an ACBSP visit tomorrow to assess their readiness to be accredited by that organization. On Friday, LCIE business programs will be evaluated by ACBSP. Special recognition goes to Angela Holden for all of her work preparing for this visit.

President Evans often hears high praise for the teaching prowess of our Faculty, but he also hears praise that Faculty members take the time to listen and guide the students they advise. Many transfer students say that is something they did not receive at their previous institutions. President Evans thanked the Faculty for their good work and for their kind attention today.

Faculty Awards: Dr. Boyle echoed how well the Faculty takes care of our students. He invited Faculty members to stop by the stage after the meeting and take a cube of sticky notes printed with the University's mission statement. Dr. Boyle then presented the Faculty Awards to this year's recipients, commending them on their outstanding work in the classroom, as well as their work outside of the classroom that enhances their teaching. Those recognized for outstanding achievements in the 2011-2012 academic year were:

- Lindenwood Service Award: Jo Ellen Kerksiek
- Scholar of the Year Award: John Crawford
- President's Scholar-Teacher Award: Patrick O'Banion
- Emerson Award for Teaching Excellence: Mira Ezvan
- Adjunct Teaching Award: Mark Theissen

Dr. Boyle noted that there are many Faculty members who are deserving of recognition, and he encouraged Faculty to submit nominations when Faculty Council requests them for next year's awards.

David Matthias, President of the LSGA, presented the award for Professor of the Year to Frank Thouvenot.

Update on New Policies: M Abbott announced that there is now a standing committee for review of study abroad proposals. Faculty who wish to propose a study abroad course should first present it to this committee. Any questions should be addressed to Jo Ellen Kerksiek.

M Abbott noted that the policy currently in the catalog regarding student recordings in the classroom will be adjusted for the new catalog. The statement noting that permission is required from the instructor will now state that *written* permission is necessary. Additionally, the recording cannot be used by anyone who is not in the class or is not the subject of the recording. Any questions can be directed to your Dean or to Dr. Abbott.

B Patzius, Chair of the Educational Policies Committee, announced four new policies:

- The GPA of graduate student coursework must be based on the major or relevant to the field.

- Extra credit will be prohibited at the graduate level next year and is strongly discouraged now.
- If extra credit is given at the undergraduate level, all students must have access to that right.
- Professors may at their discretion add required elements to their courses.
  - Faculty should note on the syllabus that the professor has the right to make changes as needed.
  - Faculty should make an effort to alert the students of the addition as early as possible.
  - Faculty should understand that not all students may be able to attend a meeting or event outside of regularly scheduled class time, so alternate assignments should be made available and should not be punitive (papers are discouraged).

These policy changes are listed on the J drive in the EPC folder. Please review the details and refer adjuncts to them.

United Way: J Turner discussed information related to the United Way campaign. Emails have been sent out to Faculty. Any donated amount is appreciated. Questions can be directed to R Lamp or E King. The final date for donations is October 14.

Honors College: R Douchant reported that benefits have been added for Honors College members to help attract and retain these students. One important benefit is early registration for Honors College students. Registrar will ensure that students have a 3.3 GPA and have taken or are taking at least one honors course. The Honors designation will appear under Sports in the advisor's portal to inform Faculty which advisees are allowed to register early. The committee is streamlining policies and trying to communicate to professors what the standards should be for honors coursework. There are two options: one is an honors class, capped at 20 students, and expectations include a challenging syllabus, writing assignments, and class discussion as appropriate for the course; the second is the option for any course to be taken for honors credit if the Faculty member approves the student's request. Please refer to the committee's handout for detailed information, including a new student contract which may help students have a greater sense of commitment to complete their work for honors credit.

Faculty are encouraged to mention to their students that the class can be offered for honors credit. R Douchant noted that teaching an honors section of a course can be very inspiring and rejuvenating. If multiple sections of a class are offered, an honors section can usually be offered.

Writing Across the Curriculum: H Brown-Hudson reported on the progress of the Writing Across the Curriculum task force. Membership in the task force has more than doubled. Brown-Hudson introduced the new members and thanked them for volunteering their time. The next step for the task force is to review the survey results; 85 Faculty members responded and 263 courses were identified in which writing is assigned frequently and in a varied way. Thorough results of the survey will be sent out to Faculty. A proposal is being revised and will be sent to the Deans' Council again. The goal of the task force is to ensure that writing takes place and is offered in a varied way across the academic community.

Faculty Council Update: J Lively updated the Faculty on some issues that were listed as concerns on the survey given after Faculty Workshops. Faculty Council is trying to communicate with Faculty in a more effective way. A Reporter has been assigned to send a summary of each meeting to Faculty Council members, and the members will email the report to the Faculty in their Schools each week. Each meeting's agenda, minutes, and Faculty Concerns list is posted on the J drive.

- Cost of Health Care: The University pays a portion of health care costs for individuals and families. Faculty Council will have representatives included in the review process with health care providers, but it is inevitable that some cost increase will occur.
- Electronic Paystubs: These will be available soon. Training for portal access will take place in about a month.
- Multi-Year Contracts: The Board did not accept this proposal, but another proposal can be presented in the future.
- Research Task Force: The final document was sent out last November, and the policy will be detailed in the Guidebook. Those who wish to do research as part of their deployment should present a proposal to the subcommittee of your School. If it is approved by the subcommittee, it will be presented to your Dean.

- Advising Center: The proposal was not accepted but steps have been taken to increase the number of advisors in Schools with the largest advisee loads.
- Fall Break: The proposal was not approved by the Board at this time, but it can be presented again in the future.
- Lunch during summer: Free lunches are not available during the summer, but a meal plan can be purchased if desired.
- Dress Codes: Deans will determine the appropriate dress code for their Schools.
- Graduation Ceremonies: The Board has approved a separate Belleville ceremony. The suggestion for smaller ceremonies did not advance when presented to the Board. The suggestion for a December ceremony may be revisited in the future.
- Administrative rights: The suggestion for Faculty to have administrative rights on their computers was not approved. If Faculty members need something installed on their computers, they should call IT.
- Carrying out food from Spellmann cafeteria: This is not allowed. Options for carrying out food include Grab & Go, Evans Commons, and the coffee shot next to Spellmann cafeteria.
- Faculty Handbook: The Handbook will be included as an appendix to the Faculty Guidebook to keep all information in a single document.
- Graduate Assistantships: Enrollment for graduate students has dropped across the campus; therefore, the amount of graduate assistantships has also dropped. This issue is currently on the Faculty Concerns document and the allocation of graduate assistants for future years will be reviewed.
- Computer Use Policy: A new document has been drafted by the Technology Committee; further concerns by Faculty Council members are being addressed, and a final document will be presented again to Faculty Council. It will then go to the Deans for final approval.
- 10-minute screensaver: This has been changed to 15 minutes. In classrooms, Faculty should use the classroom login to avoid interruptions by the screensaver.
- Tuition Exchange Program: This is offered through the CIC. Information about this program will be added to the Guidebook.

J Lively concluded by noting that more details will be given at the November 21 meeting. If any Faculty members are not receiving the weekly Faculty Council report, they should contact their representative. Any new Faculty concerns can be submitted using the form available on the J drive.

Executive Session: Administrators were dismissed for an Executive Session of the Faculty Council with the Faculty members.

The meeting was adjourned at 4:09 p.m.

B Mead

Faculty Council Executive Session

Faculty Meeting

10/3/2012

Faculty Council held a Question and Answer session with the Faculty.

Question: What was the rationale for the Advising Center proposal not being approved?

Answer: Administration wants Faculty to continue to interact with students and develop a relationship; this is something that transfer students have said they did not have at other institutions. It is recognized that Education and LCIE have very large advising loads; Faculty are currently being hired to bring down those numbers. In the future, another proposal may be submitted with a slightly different strategy. A Faculty member noted that at other institutions, Faculty advise for the major, while an advising center advises for general education requirements, and that is what could be proposed at Lindenwood in the future.

Suggestion: Lindenwood should name the various streets on campus (i.e., Mary Sibley Blvd.) to help identify them and to assist with assigning emergency shelters and evacuation routes. This will be added to the Faculty Concerns document.

Question: Will our new health plan include flex spending?

Answer: Yes. This should begin in January. It will allow out-of-pocket expenses (co-pays, etc.) to be paid with pre-tax dollars.

Concern: The AAUP sanction regarding shared governance still remains, and an example of how shared governance could be improved further is that communication was a problem in the decision to discontinue the Christian Ministries program, as well as the subsequent decision to wait a year to revisit the issue. It is felt that Religion and Philosophy Faculty should have had a say in these decisions. Faculty Council will follow up on this issue.



Question: What can we do to improve the capacity for data storage on our network?

Answer: Faculty Council has been discussing technology-related issues for the past three weeks. Other concerns include slow connection speed and Faculty losing everything when their hard drives crashed. More reports of problems need to be submitted to IT so they are aware of the issues and concerns. The Faculty Council Chair will meet with the President to discuss these concerns. It was noted that an Electronic Content Management proposal will be submitted soon.

Concern: Our buildings without elevators pose accessibility problems. Apparently some issues also exist with the elevators in Evans Commons. There are also concerns about crowded stairwells in Roemer. Faculty Council reported that the Board is looking into accessibility solutions now.

Question: Can a single document be created that lists the dates of all meetings for Faculty Council and the Deans' Council?

Answer: Yes. The Council will follow up on this.

Concern: If the University is paying \$797 per family monthly, the health care cost seems too high compared to open market costs.

After further discussion regarding health care concerns, the session concluded.

## Faculty Meeting

11/21/2012

### Executive Session

The Faculty Council held a Q&A session. Topics discussed included:

- Will a Christmas Walk be held this year?
  - Yes.
- Will we ever have Faculty representation on the Board?
  - That topic is in the Strategic Plan.
- How did the AAUP conference go?
  - The presentation went well and is available at [phishstix.com](http://phishstix.com). Any updates that are received from AAUP will be announced to Faculty.
- Will HR ever be separated from the Dean of Faculty position?
  - That topic is in the Faculty Concerns document and will be addressed.
- Do we have a Faculty Constitution?
  - Not at this time. It can be looked into. It should be determined if/how this would differ from the Faculty Guidebook.
- Is it typical for a Board to have so much control over a university?
  - Yes, from the AAUP conference, it seems to be typical.
- A research standing committee should be created. We have been told there is university support for research, but more money and resources, including grant writing support, should be made available.
  - This topic can be added again to the Faculty Concerns document. There is support shown through the undergraduate research symposium, which includes prize money. The President's Challenge committee is also working on similar topics. The Professional Development committee will meet once per month and will share their discussions with Faculty.
- What are the policies for Graduate Assistantships?

- Graduate enrollment is down, so assistantships are down. Contact your Dean and/or the VP of Human Resources if you feel a GA should be appointed. Work is being done to make the assignment of GAs more transparent.
- Can we survey parents to see if they truly do feel J-Term is an important incentive?
  - That's a good idea that can be looked into. The ASPC is working on J-Term concerns and the length of the Spring term; they are hoping to collaborate with the General Education committee. J-Term is not tied to athletics.

The session concluded.

## Faculty Meeting

11/21/2012

Faculty were welcomed to the meeting. J Weitzel presented a brief HLC update and reported on new information regarding graduation; Belleville will have a separate ceremony, and a December graduation ceremony will be held next year (details forthcoming).

R Guffey presented a report on his Fulbright trip to Thailand.

A Smith gave a talk on Educating the Digital Natives, explaining the culture of technology for our current students.

J Mueller discussed the Red Flag policy and began training for the Faculty regarding identity theft issues.

L MacDonald demonstrated the updated library website.

G Hickenlooper, A Schnellmann, H Brown-Hudson, K Hammond, A Balogh, S Coker, and B Kania-Gosche gave examples of their best practices for avoiding student cheating and plagiarism.

The Faculty Council held a Q&A session. After discussion regarding Faculty concerns, the meeting was adjourned.

B Mead

## FULL FACULTY MEETING

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3-7-2013  
MINUTES

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Dr. Boyle spoke to the faculty to request approval of the graduation speakers; Douglas Greenlaw and Crosby Sanct. Both speakers were unanimously approved.

Dr. Boyle also mentioned that he will be retiring effective August 31, 2013.

Sibley Day Thank You – Frank Thouvenot and Andrew Smith thanked the faculty for their support and participation in the day.

HLC Updates- Jann Weitzel spoke about the upcoming visit and gave some detail about the mission statement and the mission of the university.

Upcoming speaking events – Paul Huffman spoke about the Speaker Series and mentioned that the committee can approve bringing in a speaker for a stipend of \$1000 or less.

Nursing Program- Peggy Ellis clarified the program as a RN to BSN program. The students have to already have a license in order to begin the program here at LU.

President's Challenge – Andy Thomason led the discussion having the faculty break out into departments to answer three questions

- What is your department currently doing to ensure that students are intellectually and academically challenged?
- Under perfect conditions, what would you and your department do to ensure that students are intellectually and academically challenged?
- What barriers are preventing you from doing what you would like to do if you had all the necessary means?

The responses were collected and will be summarized by the President's Challenge committee.

The Dean's were asked to leave so the Faculty Council could begin the executive session – Jason Lively went over some of the items on the faculty concerns document. The following were highlighted.

- Tobacco-free campus
- Faculty council involvement in hiring administrators
- GA hiring process
- Faculty Council by-laws and faculty constitutions
- Promotion in rank guidelines

Meeting concluded

KB-Ulrich

## Faculty Meeting of May 1, 2013

### Minutes

The Meeting was held in the AB Leadership Room of the Spellmann Center and called to order at 3:02 p.m. by Kim Brickler-Ulrich and Mira Ezvan.

An addition to the Agenda was proposed by Kim Brickler-Ulrich that was a presentation by Carla Mueller and Christie Rodgers concerning student and faculty mental health protocol.

President James Evans spoke on four items (the last item was not discussed because of time limits):

1. Perspective on Institutional Ties
  - a. Dr. Evans discussed Lindenwood University's enrollments in relation to other colleges and universities in the area. He said that his data was from Ingrams (sp) magazine and that Lindenwood University rank 5/25 schools for enrollment. He also stated that 90% of the LU students are full time students.
2. President's perspective of societal push for individuals to have a college degree.
  - a. The USA has fallen to the second tier of countries in the percentage of individuals with a college degree.
  - b. The Department of Education Audits seek to raise the number of students in colleges in the USA, that is the number who we degree.
  - c. Dr. Evans discussed the growth of "Mooccs" (sp) and online classes including the Western Governors University of which Missouri is now a member.
  - d. Dr. Evans posed the question of whether or not we want to join this movement.
3. Dr. Evans thanked the faculty and congratulated them for bringing the students to a memorable higher education year of study and to graduation. He then shared the number of students who will be graduating this Spring.

Carla Mueller and Christie Rodgers shared a handout, "Student with a mental health concern is identified by faculty". They then discussed the protocol that faculty members must follow should a student come to them expressing a mental health concern.

1. A question was asked by a faculty member about confidentiality when a student comes to a faculty member with a concern that could lead to injury to himself/herself or others. Carla Mueller said that the student must be told that the procedure must be followed if what he or she shares could injure themselves or others.

Barry Finnegan spoke about the upcoming Commencement Ceremonies:

1. Dr. Rick Boyle made a motion that the list of graduate and undergraduates which was sent to the faculty be approved for graduation. The motion was seconded by a faculty member. The proposal was voted on and approved by the faculty members present.
2. Barry Finnegan discussed graduation expectations for faculty members.

- a. Faculty members are asked to carpool to the Family Arena on both Friday evening and Saturday morning.
- b. Faculty members are to enter the Family Arena via Entrance #4 then proceed to the service elevator.
  1. Faculty members must be checked in on Friday evening by 6:15 p.m.
  2. Faculty members must be checked in on Saturday morning by 9:15 a.m.
- c. Faculty members must check in at the Faculty Check In table both on Friday evening and Saturday morning to receive a card.
- d. Faculty member line up will be assisted this year by four members of the Faculty Council.
- e. If unable to attend either or both of the Commencement Ceremonies, faculty members must contact Dr. Rick Boyle.
- f. If a faculty member knows of an adjunct professor who would like to attend the Commencement Ceremony, he/she should have the adjunct instructor contact Dr. Rick Boyle.
- g. Seating for faculty members will be the same as last year.
- h. The procession in will be the same as last year but there will be no 'clapping out' by faculty members for the graduates.
- i. Rented regalia must be returned to the School Spirit Shop no later than the Wednesday after Commencement Ceremonies. There will not be a drop off for rented regalia at the Family Arena. Faculty members must sign a sheet in the School Spirit Shop when they return their rented regalia.

Jann Weitzel is discussed the requirements for class syllabi for the Summer and Fall semesters:

1. There is a folder on the J-Drive entitled Syllabus Components that contains the items that must be included in syllabi.
2. Faculty members must place the date and time of the final in their syllabus.
3. The expectation for student work is that students must have 2 hours of out of classroom work for each hour of classroom time. That is a class that meets for three hours in one week should have 6 hours of out of class work assigned. This must be reflected in the syllabus by having an out of class assignment for each class session equal to the two hours out of class time for each hour in class.
4. The general education and School SLOs must be included in the syllabus.
5. The question was asked about having the required items to be included in syllabi standardized into a template. Dr. Weitzel said that because the Faculty Council had voted so that this could not be university wide as it would interpreted as a restriction on academic freedom. She did say however that faculty members in specific Schools could decide to do this if they chose.
6. Dr. Weitzel reminded us of the Retirement Party for faculty and staff members on May 10, 2013, in the VIP Room of the Hyland Arena beginning at 4:00 p.m.

7. Dr. Weitzel reminded faculty members of the deadline to read the HLC report and provide suggestions being June 1- 15, 2013. This report is in the J-Drive under the heading of HLC.
8. Dr. Weitzel also thanked the faculty members for their hard work this year.

Renee Porter modeled and lead a discussion on completing the Digital Measures assignment. Dr. Porter gave the faculty present a handout concerning how to complete the Digital Measures. She also told the faculty members that she will be a resource if they have problems completing the assignment.

1. The HLC will use the Digital Measures reports to check the faculty credentials.
2. The Digital Measures assignment was be completed by May 31, 2013.
3. The reports of the Digital Measures program can be used for other accreditation purposes.
4. Some schools may require additional fields to be completed by their faculty members.
5. There was a question from a faculty member about how to enter the data if you were not the first author on a piece of work. Dr. Porter said that she would work through this with the individuals who faced this problem.

Eric Stuhler encouraged the faculty members to attend the Faculty Picnic on July 24<sup>th</sup> beginning at 5:00 p.m. He distributed a handout concerning the event.

Jason Lively presented an update on the Faculty Concerns Document and out current work in the Faculty Council.

1. Christopher Johnston asked to meet with the Student and Faculty Scholarship Committee members right after the Faculty Meeting.

4:05 p.m. The Faculty Meeting was moved into closed session to hear faculty member concerns.