

**ENMU Faculty Senate**  
**Thursday, February 18, 2021**  
**3:33 to 4:56 pm**  
**ZOOM meeting**

1. Meeting called to order by Vice President Sweeten at 3:33pm
2. **Roll Call:**  
Present—Beinlich, Bramlett, Brust, Camarillo, Crockett, Duarte, Duni, Flores, Guerra, Lingnau, Petrone, Pollock, Shuler, Stanley, Stone, Sweeten, Tigue, Tollett, Wall, Wallace, Zhang  
Absent— Czacki (Senn served as stand in), Finley, Shepardson (Rutland served as stand in), Tian, Representative Carrillo
3. **Approval of the Agenda:**  
Motion to move President’s Report to before Faculty Senate Reports made by Bramlett and seconded by Tollett  
Opposed—none  
Abstain—none  
Motion passed
4. **Approval of Minutes:**  
Motion to approve Minutes from 2/4/21 made by Duni, seconded by Duarte  
Opposed—none  
Abstentions—Rutland, Senn, Tollett  
Motion passed to approve Minutes from 2/4/21 Meeting
5. **Administrator’s Report:**  
President’s Report, Chancellor Patrice Caldwell—
  1. Response to Questions Regarding Fobs and Keycards—Fobs were given out to see if the system would work, not going past a limited number for testing purposes. Chancellor Caldwell thinks the new card system will work very well and shared that this should allow for safe and secure access.
  2. Weather Issues—Chancellor Caldwell thanked those working with Public Safety and the Physical Plant. These individuals walked campus and entered every building every eight hours to check on concerns that might arise due to recent weather. Issues that did occur due to weather were a broken pipe in the basement of the Administration Building, which activated a sump pump so there was no damage, and a failure of a heating unit on the second floor of the library, which was quickly caught and space heaters were used so there was no damage. ENMU was able to handle all situations that arose from the weather.
  3. Questions—In response to a question about if keyless entry to buildings would work in case of a power outage, Chancellor Caldwell shared that some, but not all, buildings are equipped with backup generators. A backup power supply may be used, but a specific door will need to be selected for entry. She will follow up on this. Regarding a question about access to the racquetball courts and gym spaces, Chancellor Caldwell has spoken with Matt Billings about availability of facilities in Greyhound Arena. Currently, students that use these spaces are being tested and there is a concern about the impact on student health and the current monitoring system. Options are being explored.

Vice President for Academic Affairs, Dr. Jamie Laurenz—

  1. VPAA Laurenz thanked faculty for serving students in the various formats of classes being used this semester.
  2. Update on Consulting with RNL—Noel Levitz Recruitment is slated to help with online recruiting to support traditional and online programs. A contract was finalized, and a kickoff meeting is

scheduled for tomorrow. The meeting will layout specifics of the project, timelines, data needs, and other items.

3. Questions—In response to a question of if VPAA will have suggestions or thoughts on the topic of FEC Membership presented at the last meeting, VPAA Laurenz stated that his intent was for awareness but not state changes. When asked if there is a possibility to bring in a tenured faculty member from a different program to serve on an FEC Committee, VPAA shared that the Faculty Handbook states that faculty in a department can elect outside faculty. In response to a question of if a Department Chair can be part of a recruitment team, VPAA Laurenz said that he was not aware of any limits in a Chair making suggestions for an FEC Committee, but the program faculty are the ones that elect the representatives.

6. **Special Guest, Brendan Hennessey, Institutional Research:**

1. Faculty expressed numerous concerns and had the opportunity to ask Hennessey questions. The following topics were covered with information provided by Hennessey.
  - a. New Evaluation Questions—Will new evaluation questions make it difficult to determine progress for faculty previously evaluated under the previous system? Hennessey believes it will be possible to equate previous questions with new questions.
  - b. Unavailability of Paper Evaluations—Hennessey shared the new evaluations are not able to be formatted into a paper version. Due to software being used and different arrangement of information on the page, there are spacing constraints. If the evaluation is turned into more than one page, there could be issues with correctly collating evaluations, also losing efficiency and integrity. Handwritten response questions would be separated from base responses, introducing fallibility. Using paper evaluations also depends on a proctor to administer, collect, and then return responses. Hennessey stated this delays the process typically by three weeks.
  - c. Faculty Not Receiving Student Course Evaluations—If a course has less than six students, the course is not evaluated. There are also issues that arise in areas where many courses are cross listed. When cross listed, the software is in some ways unpredictable. Hennessey has been working with Kathy Frazee in the College of Fine Arts to explore cross listings as this has been an issue with Art and Music classes. In response to why this has not been an issue before, Hennessey responded that there was a confluence of unfortunate events in the recent fall term that impacted this. If a student was enrolled in a section code of 001 that was then changed to v01, no messages on Student Course Evaluations would show up for the student. Hennessey shared that Blackboard had an update that left the need to resync and reintegrate. Also, there was whitelisting of email addresses with some students not receiving any messages or seeing notices in Blackboard. A number of courses were shadowed in Blackboard and Canvas, and it is suspected this informed glitches across the evaluation system. Hennessey hopes that the way courses were listed for the spring term and watching for similar defects will result in preventing these glitches.
  - d. Lack of Evaluations for FEC Files—In response to faculty concern about lack of evaluations for their FEC files, President Beinlich shared that VPAA Laurenz has noted that faculty should include that they did not receive evaluations in their file, and faculty will not be held accountable for not having evaluations due to these concerns.
  - e. Missing Evaluations—In the past, a paper note was provided for faculty to include in their FEC file when evaluations were not available. Now that there are no hard copy envelopes going to faculty with evaluations, a pdf file would need to be generated. Hennessey stated this would close the gap.
  - f. Standardizing Language and Timing of Emails to Students—During the Fall 2020 semester, one day prior to the closing of Student Course Evaluations, there was only a 49% response rate. Typically, there is above a 60% response rate at that time. Hennessey approached Deans about an extension for this process, which was approved. Regarding language in an

email sent to students, Hennessey believes it was an engaging and balanced message that brought an additional 800 responses. Senators expressed appreciation in getting the increased responses, but questioned the language and validity of responses, and communicated an appreciation for standardized language. Hennessey shared that response means were not negatively affected across the system.

- g. Time Frame for Receiving Evaluations—Hennessey stated that his office is not aware of who the new faculty are and that they would need a list of new faculty that need evaluations for FEC files. Hennessey also shared that final individual reports were delivered two to three weeks sooner than last year. He has spoken with VPAA about giving permission to faculty to look at reports quickly, but the issue is getting faculty trained in the system.

## 7. **Faculty Senate Reports:**

**Treasurer's Report**—There is no change to the budget.

**Curriculum Committee**—No report

**Distance Learning Committee**—No report

**Elections Committee**—Included in the President's Report

**Faculty Grievance Committee**—No report

**Faculty Personnel & Handbook Committee**—Committee has finished handbook changes. This was approved by the Senate and is passed to President Beinlich to send to Chancellor Caldwell, who will present to the Board.

**Faculty Research & Instructional Development Committee**—No report

**General Education Committee**—No report

**Program Review Committee**—Programs have received feedback and can request a meeting with the Committee.

**Undergraduate Admissions and Standards Committee**—No report

**Ad Hoc Student Evaluation Committee**—A survey instrument was sent to the faculty body. If there are shared areas of concern, the Committee will revisit those areas. Senators were asked to remind constituents to take the survey. Depending on the results, the Committee can continue with modifications.

**Ad Hoc Re-Opening Committee**—No report

**Ad Hoc MLK Holiday Committee**—No report

**University Standing Committees**

**Assessment**—No report

**Budget & Planning**—No report

**University Council**—No report

## 8. **President's Report:**

1. Student Evaluations—President Beinlich shared information from VPAA Laurenz that dates and a timeline have been established regarding student evaluations. There will not be a future option of an extension in the timeline. Future messages and emails will be passed through AA before dissemination. Options for accessing Student Evaluations will be discussed.
2. Dean and Chair LMS Course Access—VPAA Laurenz is open to creating clear guidelines regarding when shells will be accessed, and notice will be given to faculty. Academic Affairs has plans to work on this.
3. Elections—Elections will close soon. Faculty should get in touch with President Beinlich if they have not received notification. Senators were also asked to consider nomination or self-nomination for the Faculty Senate Executive Board.
4. Updated Meeting Guidelines—President Beinlich shared reminders of meeting procedures and updated meeting guidelines. Senators should announce to Vice President Sweeten if they need to leave a meeting. All Senators have the right to make a motion, but are not required to do this. Motions can also be made to end discussion. There will also be a ten-minute limit on discussion of

old and new business. After ten minutes, a motion can be entertained to continue discussion, form a subcommittee, or vote.

9. **Old Business:**

1. Committee Membership, University Council response—Moved to next meeting

10. **New Business:**

1. Discussion of FEC Committee Membership as presented by VPAA Laurenz—Moved to next meeting
2. Announcements—
  - a. The Voice Area is producing a radio opera this semester. KENW will air the production on March 20<sup>th</sup> at 11am.
  - b. Faculty is encouraged to share information on the SRCC with students
  - c. The Department of Languages and Literature is accepting submissions for their Spring Journal. Photography and art submissions are also being accepted. ENMU students can enter with the possibility of prizes for submissions, but anyone is encouraged to submit.
  - d. Entries are being accepted for the University Juried Art Exhibit and K through ENMU.

Motion to adjourn meeting made by Senn, seconded by Duni

Opposed—none

Abstain—none

Meeting adjourned at 4:56pm

Respectfully submitted by Pamela Shuler, Secretary