

WESTERN ILLINOIS UNIVERSITY
FACULTY SENATE
Regular Meeting, 29 November 2016, 4:00 p.m.
Capitol Rooms - University Union

A C T I O N M I N U T E S

SENATORS PRESENT: M. Allison, V. Boynton, J. Brown, G. Delany-Barmann, D. DeVolder, D. Halverson, R. Hironimus-Wendt, K. Kapale, C. Keist, N. Lino, B. Locke, S. Macchi, H. McIlvaine-Newsad, J. McNabb, K. Pawelko, J. Plos, C. Pynes, T. Roberts, M. Sajewski, D. Sandage, S. Szyjka, C. Tarrant
Ex-officio: Kathy Neumann, Interim Provost; Janna Deitz, Parliamentarian

SENATORS ABSENT: T. Sadler

GUESTS: Matt Bierman, Lee Brice, Katrina Daytner, Steve Frazier, Eric Gurzell, Anita Hardeman, Kristy Keefe, Angela Lynn, George Mangalaraj, Sue Martinelli-Fernandez, Seth Miner, Russ Morgan, Jill Myers, Nancy Parsons, Steve Rock, Bill Thompson, Dan Yoder

I. Consideration of Minutes

A. 8 November 2016

MINUTES APPROVED AS DISTRIBUTED

II. Announcements

Chairperson Pynes announced that the Board of Trustees (BOT) will meet on December 16 in the Union Capitol Rooms. He also announced that a post-election panel, sponsored by the Department of Political Science and including as a panelist Parliamentarian Deitz, who specializes in campaigns and elections, will be held tomorrow (November 30).

A. Approvals from the Provost

1. Request for Change of Option
 - a) History – Teacher Education
2. Request for Inclusion in General Education
 - a) ANTH 210, Medical Anthropology, 3 s.h.

B. Provost's Report

President Thomas and Interim Provost Neumann have been holding town hall meetings with the academic colleges and the Library. The final meeting will be held later this week with the College of Arts and Sciences. Interim Provost Neumann stated that questions and discussions have been very good so far across the board.

Interim Provost Neumann announced the following upcoming events:

- The Festival of Choirs will be held on Saturday, December 3 at St. Paul's Church.
- A University-wide meeting with WIU Arab students will be held from 4-6 p.m. Monday, December 5 in the Multicultural Center.
- There will be many music recitals during the next couple of weeks.
- Discover Western goes to Chicago on December 7.
- Following the BOT meeting on Friday, December 16, graduation activities for fall 2016 will begin and continue through the weekend.

Interim Provost Neumann observed that there are a number of WIU students who have not yet registered for the spring 2017 semester. Some of these students have no encumbrances, and there is no apparent reason why they have not yet registered. She asked senators to encourage their students to register if they have not done so and make sure that they know they can register as soon as their encumbrances are cleared.

UPI President Bill Thompson said he would like for the Interim Provost to dispel a rumor he has heard that departments are allotted a certain amount of money to offer summer courses and cannot go beyond that amount. Dr. Thompson had heard in recent years that if courses can “make,” then they can be offered, but that is not what is generally believed. Interim Provost Neumann responded that as long as she has been Provost, her office receives a set amount of money to budget for the June and July summer sessions. The initial amount given to colleges is based upon past student enrollments; deans work with department chairs to determine the first round of course offerings. Interim Provost Neumann stated that there is no reason additional classes cannot be offered beyond that first round if the numbers are available to meet the threshold for enrollment. She related that when she was department chair, she was sometimes asked to add another summer section if the first one filled and there was a substantial waiting list, so that has been a practice for a long time. Dr. Thompson remarked that money is a negative feedback loop because those departments with the least money will continue to get the least every year. Interim Provost Neumann responded that this is not necessarily so because if departments can offer courses that will “make,” then this affects that factor. Dr. Thompson agreed that this is a way that departments can get out of that rut.

C. Student Government Association (SGA) Report – None

D. Other Announcements

1. Budget Update

(Matt Bierman, Budget Director and Interim Vice President for Administrative Services)

Chairperson Pynes explained that a faculty member requested that Faculty Senate invite Mr. Bierman to a meeting to discuss the current budget situation and answer questions that senators may have gathered from colleagues in their departments. Mr. Bierman told senators the University received the authorization from the Illinois Board of Higher Education (IBHE) on Wednesday, November 23 indicating that WIU is to receive a disbursement of approximately \$8.4 million. He explained that on June 30, when the second stop-gap measure was passed, there was \$20 million set aside for the IBHE to disburse to institutions of higher education for essential operations. Mr. Bierman believes the reason the additional money was not disbursed immediately was because the legislature did not want to give any university a great deal more than the others. He related that over the past several months the money has been caught up in some legal issues, and WIU representatives have been working with the IBHE and inquiring about its status. Mr. Bierman stated the authorization came together quickly in the last ten days; the amount to be allocated was based on payroll needs and student enrollment. Along with WIU, Chicago State and Eastern Illinois University will also receive disbursements, and \$3 million will be distributed to community colleges based on feedback from the Illinois Community College Board. Mr. Bierman does not know when WIU will receive the funds; the voucher has been sent to the State Comptroller but there is no word on when it will be distributed. He hopes that WIU will receive at least part of the funding in December.

Mr. Bierman told senators that, as of October 30, WIU had about \$20 million in unrestricted funds. The University has received five of its six appropriations that were passed, and he expects the final appropriation will be received in December. With that \$5 million allocation, Mr. Bierman says the University will have no issue reaching January, at which time tuition will move the institution well into the spring semester without any concerns. He stated that the WIU administration will continue to monitor the situation

throughout the spring semester. Mr. Bierman told senators the conversation about when money might run out given spending patterns is a very fluid one, but that is being monitored.

Mr. Bierman announced that there are no plans for more cuts or layoffs at this point. He stated that the plan is to continue to focus on getting funding and doing what is appropriate to manage the institution moving forward. Mr. Bierman is hopeful that the state understands WIU's needs because they have been articulated very well over the past 18 months to legislators, the IBHE, the Governor, and other officials. He added that WIU is not alone in this conversation; all institutions of higher education in the state are spending a lot of time and energy in continuing the efforts of last year to encourage legislators to pass a budget.

Regarding the emergency funding release from the IBHE, Parliamentarian Deitz asked if WIU appealed to the IBHE for a specific amount or what metrics were used to determine the funding levels. Mr. Bierman responded that there was no specific dollar amount requested, and the IBHE never asked for one. He did not know the dollar amount to be allocated until about ten days ago. He added that, based on language determined in June, the University had to demonstrate need, so about three to four days before the determination WIU officials had to provide documentation about cash flow to the IBHE. Mr. Bierman said the April 2016 Board of Trustees resolution authorizing use of restricted funds became very important for this process. WIU, Chicago State, and Eastern had all passed board resolutions of some kind indicating they were in a situation where they had run out of resources, and Chicago State had declared exigency. He added that conversations surrounded monthly payroll amounts and average payrolls over the last several months.

Dr. Thompson asked if Mr. Bierman finds it troubling that the IBHE was the body that appropriated the funds since it is not an elected body but an appointed board. He would hate to see the IBHE growing in its influence over university budgets because the board is comprised of unelected, political appointees, and he asked if this could become a slippery slope. He stated that while it is good that the IBHE was given \$20 million to disburse and that WIU received \$8.4 of that amount, it is at the same time concerning that legislators did not appropriate those dollars themselves, which is what they are elected to do. Dr. Thompson related a friend who is interested in local politics pointed out to him that a fundamental legislative obligation and duty is being transferred to an appointed body, which may not bode well if the legislature keeps dodging its responsibilities. Chairperson Pynes asked if this is the first time the IBHE has been given money to disburse to universities. Mr. Bierman responded, to his knowledge, this is the first time the IBHE has been given funding in this way; the IBHE is given grant dollars by legislators to distribute for specific initiatives or programs but not for primarily budget uses. Chairperson Pynes observed that for most persons who are not aware of normal budget processes, this may not seem like something new, but it is. He stated that anyone who wants to know more about the WIU budget report should attend the BOT meeting on December 16.

2. Recruitment, Enrollment, and Opportunities for Faculty Involvement
(Seth Miner, Admissions Director)

Chairperson Pynes told senators that Mr. Miner is traveling back from Quincy and asked that his presentation be postponed until his arrival.

3. IT Strategic Plan
(Steve Frazier, Executive Director/CIO, University Technology)

Mr. Frazier related that he was charged four years ago to write an IT Strategic Plan. He stated that since he was new to the campus at that time, it was a daunting task, and over the first three months he was at WIU he interviewed 150 individuals and took copious

notes. He stated that the plan was well received because the people who shared their thoughts with him really understood the University. Mr. Frazier has tried to do the same thing with the 2017-2022 update and has gotten input from individuals throughout the University.

Mr. Frazier related that the original plan was from 2013-2018 and was to be reviewed every year. About two years ago, the University Technology Advisory Group began looking at the existing plan and removing things that had already been accomplished. About six months ago, Mr. Frazier began searching the internet to read all the IT plans he could find from colleges and universities and considering what may be offered in technology in 2017-2020, which involved reading hundreds of pages of material. He told senators that University Technology on their website has a blog post that discusses the revolutionary future of technology. Mr. Frazier began adding things to the current plan and then shared it with University Technology directors, staff, the Senate Council for Instructional Technology (CIT), and other groups. He said he appreciates their thoughtful input into the updated plan. The IT Strategic Plan has started to be shared on social media with a request for input, and anonymous comments have been made there. The Plan will be presented to President Thomas and his leadership team in mid-January. Once it is approved by the President, it will go on to the Board of Trustees.

Senator Hironimus-Wendt thanked Mr. Frazier for the updated plan, stating that he finds it to be a good one. He appreciates that the plan discusses educational technology from pp. 12-16, adding that he has already seen a lot of it being implemented. Senator Hironimus-Wendt noted that the document discusses re-hosting the mainframe, assuming Administrative Information Management Services and the Registrar's Office are online with that initiative, and he thinks that is probably a good thing. He observed that p. 8 says "Sensitive information must not be relegated to the cloud (or SaaS) without approval of the IT Governance Council." Senator Hironimus-Wendt stated that he would like to see another University council associated with this decision as well so that it is not all made by one council. Mr. Frazier responded that the University needs to determine a cloud policy.

Senator Hironimus-Wendt observed that pp. 12-13 discuss desktop virtualization (VDI) leading to Bring-Your-Own Device (BYOD). Senator Hironimus-Wendt likes where this is going, but he would hope that as WIU evolves toward a BYOD campus there will be explicit statements developed indicating that students will not be priced out of an education. He noted that half of WIU students are first generation, and most do not have enough money for a data plan or a good device. He would like to see some statement acknowledging this and indicating that the University will work with those students who cannot afford a data plan or device to make that happen for them. He believes that otherwise WIU could price itself out of its core essence as a campus, which is WIU's service of first-generation students. Mr. Frazier stated that this is a great suggestion, adding that there was a proposal before IT Governance at one time to provide devices to students for personal use, so they are well aware of this need.

Mr. Frazier stated that the immediate need is for individuals who interface with enterprise resource planning (ERP) software or business processes to be able to use their own devices. He noted more and more individuals purchase devices and expect them to work when they bring them to campus, but that does not mean everyone must do that. Senator Hironimus-Wendt thinks the University will be able to find a way to make that happen, but he wants to make sure that WIU takes care of its students and makes sure they can continue to enroll. Mr. Frazier noted that with increasing numbers of individuals bringing devices to interface with WIU and sometimes working with sensitive information, the University needs to be able to figure out how to protect that information because the data is moving out of WIU's hands. Senator Hironimus-Wendt observed that on pp. 28-29 the IT Strategic Plan discusses BYOD generating a culture of cyber security. He said that while he generally agrees, it sounds as though an individual may bring to campus a device

that he or she uses at home and at work, and University Technology will have a mechanism in place to access those devices. He noted that p. 29 says that in case a personal device is lost or stolen, University Technology wants to be able to scrub the information on it. Senator Hironimus-Wendt stated that University Technology having total access to personal devices is a privacy issue that will likely concern a lot of faculty, so this needs to be better spelled out to include what University Technology will be able to access and what they cannot. He stated that while he appreciates the need to protect sensitive information, he would like to see the privacy rights of the owner spelled out in the IT Strategic Plan. Mr. Frazier stated that while this is a guideline, a lot of work needs to be done in this area so that if devices are being used for both business and personal usage, only the business side can be scrubbed.

Dr. Thompson asked if WIU is moving to the cloud for the mainframe. Mr. Frazier responded that an enterprise task force has been meeting for the past year and a half, and they are now at the point where it looks like WIU will be moving to the cloud. Dr. Thompson asked how this will affect all of the COBOL programmers in Administrative Information Management Services. Mr. Frazier responded that they will be needed just as much as previously. Dr. Thompson asked if Mr. Frazier anticipates any business loss at all. Mr. Frazier responded that the individuals who are willing to learn a new system will not have any business loss. He added that there may be some positions lost due to attrition if individuals do not think this is the type of work they want to do.

Chairperson Pynes told senators that if they have additional questions they can send them to Mr. Frazier. He encouraged senators to tell their colleagues to look over the Strategic Plan, adding that he saw on Facebook a notice about the Plan being available for input.

2. Recruitment, Enrollment, and Opportunities for Faculty Involvement (*Reordered*)
(Seth Miner, Admissions Director)

Mr. Miner reported that admissions counselors are finishing up fall travel. He stated that this is a busy time of the year between high school visits during the day and recruitment fairs in the evenings. Now the push will be on getting applications in and working with students and guidance counselors. Mr. Miner stated that the Admissions Office is playing catch-up with the number of applications that are coming in, although they are slightly under where applications were at this point last year.

When Mr. Miner researched the Admissions Director position before taking it, he noted that WIU does a very good job converting applications to admits and enrollment, which is where faculty play a huge role. He said that Admissions is seeing an increasing number of students and parents wanting to hear from current students and faculty. He said the notes that went out to potential students last year from senators and other faculty were great. Mr. Miner would like the Admissions Office to focus this year on increasing admitted student enrollment by one to two percent.

Mr. Miner related that moving the opening date for FAFSA filings back from January 1 to October 15 required some adjustments to the Admissions Office communications plan. Admissions has historically had a three-tier focus:

- February: Visiting campus. Students that visit campus are more likely to enroll.
- March: Promoting affordability utilizing admissions counselors and ambassadors.
- April: Getting students to commit.

Mr. Miner stated that Admissions, in conjunction with Financial Aid, is this year looking at switching the first two phases. He believes the University needs to promote its affordability and capitalize on its academic programs to generate enthusiasm throughout the entire process. He stated that at about the time WIU was beginning Phase 1, other schools were mailing their financial aid award letters. Mr. Miner stated that in talking with other institutions, WIU is the only one making changes to the timing of its award letters as

a result of changes to the FAFSA filing dates. Admissions is mailing award letters on November 3 with the next batch going out in late December, but most schools send their award letters out in January, February, and March. He said Admissions is making adjustments to how and when it communicates WIU's message of value, academics, and affordability.

Senator Macchi remarked that Mr. Miner has said the number of applications compared to this time last year is down and asked how that fits with the Admissions Office's new communications plan. She asked if this means the new communications plan is not working as well or how the two facets match up. Mr. Miner stated that while this has been referred to as a communications plan, it is really a communications campaign. He believes there are areas of opportunity that the University can address, including taking a much more pro-active approach to recruitment. He stated that one of his sayings is that Admissions does not just serve students, it recruits students, so every time that students call in with a question it is an opportunity for recruitment. Mr. Miner stated that Admissions needs to give students a greater sense of urgency and incorporate that into its communications plan. He believes that, once admitted, Admissions has an awesome plan to get students to visit, apply, and take the next steps. Mr. Miner added that his office has seen a spike in applications since incorporating the new approach.

Senator McNabb noted that one Discover Western program was poorly attended, probably due to the Cubs World Series race. She asked if there are plans to offer different kinds of visits or additional Discover Western programs. Mr. Miner responded that this question was raised at the Principals' Summit he attended today; they asked about types of visiting formats and plans to meet the needs of students. He admitted that one Discover Western was not well attended and told senators that since that time Admissions has stepped up its confirmation process. Admissions currently has students already signed up for the February Discover Western program. Admissions has in the past communicated with students to remind them to put the date on their calendars, but Mr. Miner does not think that effort has been at the level it needed to be. He stated that now student workers in Admissions contact students the day after they register for a Discover Western to make sure they have everything they need, and there are different touch points built into when potential students register and attend the program. Mr. Miner said he likes Discover Western, but he doesn't like WIU's show rate, although the last Discover Western had a better show rate than the previous two. Mr. Miner added that he attended a Discover Western before beginning his employment at WIU. He stated that currently the Admissions Office offers weekday visits, Experience Western for accepted students, Western Express, and Discover Western, all of which usually yield a high return, with Western Express having a 50 percent yield. Mr. Miner stated that his office is considering how to make something that is working well work even better. Mr. Miner related that at today's Principals' Summit he was asked about high school recruitment visits and events, and the Admissions Office is following up to see what kinds of things high schools are looking for. He stated that STEM is a hot topic right now, and the Admissions Office is considering how to make what is being done currently more robust. He told senators that high school students want to be able to interact with current students that are focusing on certain areas of knowledge.

Senator McNabb stated that after the first Discover Western, department chairs received information on students that expressed interest in their areas, but that information was only shared after the first Discover Western and not subsequent ones. As Chair of the Department of History, Senator McNabb sent postcards to students who did not attend the first Discover Western encouraging them to come to a subsequent one, and she would like to be able to continue to do this in future. She asked if this practice was changed on purpose or fell by the wayside. She encouraged Mr. Miner to continue this type of follow-through because it gives academic programs the opportunity to step in and offer some additional encouragement to potential students. She added that if potential students

express interest in a program, some might be able to be reeled back to the campus to become enrolled WIU students.

Regarding prospective students wanting to hear from current students, Senator McNabb related that department chairs were asked to submit names of individuals that might be willing to host an overnight stay. She asked if it might be helpful to have a larger campuswide effort to identify student admissions assistants from every department in order to develop an active roster that could be tapped if prospective students have questions or request some level of student-to-student contact. Mr. Miner stated that he does not know if Admissions collects that kind of data; they currently just tap Admissions student workers or work with SGA, who reached out and wanted to work with Admissions in whatever way they can. He thinks such a roster would be beneficial because prospective students want to be able to picture themselves attending the University, and there is no better way to facilitate that than speaking with a current student.

Senator McNabb asked what the most effective way is to communicate with or reach potential students. She wonders what method will get faculty more face-to-face time. Mr. Miner responded that it depends on the message. Social media such as Twitter and Instagram seem to be effective to promote fun stuff, such as events being sponsored by WIU. Senator McNabb asked where information for prospective students should be funneled, such as a WIU Admissions Office social media site. Mr. Miner stated that the Admissions Office has its own Instagram and Twitter accounts which they use to constantly promote the University. If the Admissions Office sees an event on a departmental website, they will promote the event on their social media sites as well, or they are willing to take a more pro-active role and work directly with departments to promote information to prospective students. Mr. Miner stated that text messages are found to be the best way to communicate with potential students, but email is also making a comeback. He stated that 90 percent of students researching colleges will do so on a mobile device and will interact with faculty, staff, and students on that device. Mr. Miner also mentioned Snapchat as a good communication tool. Admissions lets potential students take over their Snapchat account during Discover Western.

Senator Macchi asked how faculty can work together with Admissions to become part of the process earlier rather than after students apply since prospective students have indicated that they want to get to know current students and faculty. She would like to see faculty have more opportunities to interact and talk with students when they first arrive on campus and asked Mr. Miner how faculty can get involved at an earlier stage. Mr. Miner believes WIU does a good job of getting faculty in front of prospective students; he was impressed at the first Discover Western how many faculty participated even though it was held on a Saturday. He stated that faculty can let the Admissions Office know if they want to follow up with a student that they had a great conversation with or with a student that was expected but did not show up to Discover Western, and Admissions will provide that contact information. Senator Macchi observed that there are not a lot of average faculty at Discover Western; generally only department chairs attend. Mr. Miner plans to reconsider the individual visits that Admissions facilitates during the work week and how these are scheduled – whether these are meeting the needs of prospective students or if Admissions is missing the boat. He wonders if there is more that Admissions could do to set up appointments with students that express interest, such as planning individualized, personal tours which could be beneficial early in the process. He thinks this could get students hooked prior to completing an application so that they may even want to complete an application while they are at WIU.

Chairperson Pynes observed that historically the Office of Admissions has had a target number for new freshmen admission and asked whether that has been set. Mr. Miner stated that currently the goal is 1,600 incoming freshmen and 1,100 incoming transfer students, which is included in the recruitment plan that he will be discussing with the Board of Trustees, but he prefers to look at three- and five-year averages Mr. Miner is

working with Interim Vice President for Student Services Ron Williams to take snapshots of the past three and five years to see how enrollment might be able to be increased given Western's specific circumstances.

Chairperson Pynes stated that he likes Mr. Miner's enthusiasm regarding sending letters out early to prospective students because WIU is the only institution that is ahead of the curve with the earlier FAFSA date, but warned that WIU probably has only about one year before other schools quickly catch up. He hopes that WIU's advantage this year results in a high yield. He encouraged Mr. Miner if he has particular ideas about how faculty can be involved to bring them to Faculty Senate. Chairperson Pynes suggested that perhaps departments should follow Admissions on Twitter and Instagram, and vice versa, for example. He also thinks departments should provide more dynamic faculty content on their webpages since there is a focus on web-based material. He observed that sometimes it is difficult to find information about faculty, and this could be improved University-wide.

Senator Allison agrees that average faculty are not generally involved in Discover Western but only chairs or their designees. She stated that prospective students used to be brought to her classroom to observe but that never occurs anymore; now potential students follow a tour guide down the sidewalk. She does not feel that her talents are being used for student recruitment.

Senator Roberts does not think the Admissions Office completely sees faculty as allies or as collaborators in the recruitment process. He suspects there is the impression that faculty would be too intimidating or that high school students would not understand or be interested in faculty research, but perhaps those impressions can be changed. He suggested that perhaps faculty could have meetings with Admissions representatives or create a working committee. Senator Roberts would suggest that faculty interested in meeting high school students could be put on retainer with the Admissions Office and be contacted to talk to potential students for 15 minutes in Sherman Hall, for example, so that students wouldn't have to walk to the other end of campus. Senator Roberts would be glad to do that and believes he could get students excited about applying to WIU. He would like to invite Admissions to think more strategically about how faculty can really be more partners in this process rather than outsiders. Mr. Miner said he has been impressed with WIU's Admissions Office so far and related that he left his interview feeling that recruitment is a campuswide priority, which is not the case at all institutions. He wants to provide the means for faculty to become more involved and will be scheduling meetings to that effect to determine how faculty can become a greater part of the process. He worked in the past at an institution where faculty members gave tours and made phone calls.

Mr. Miner stated that WIU has about a year of being unique with its outreach efforts, and Admissions needs to look at this advantage year to think about how to step things up. He believes there are ways to incorporate faculty into the process, such as a specific event for a major, and there needs to be more targeted next steps before students arrive at WIU. He told senators that if they are willing to give him names of faculty who would be willing to help with this effort, he will follow up.

Senator McNabb related that when doing research on the website of a peer institution, a dialogue box popped up that asked if she was interested in a particular area and offered to answer any questions. She suggested that Admissions might be able to certify faculty to man a similar dialogue box for WIU websites and tap into faculty resources in that way. Mr. Miner replied that he participated in a trial of this when he worked at a previous institution. He stated that faculty participated but it was used as an advising tool rather than as a recruitment tool. He related that the problem he ran into was that parents ask questions during regular office hours but students tended to get on the website after 11 p.m.; sometimes faculty would find themselves answering questions at 2 a.m., and they had mixed feelings about that.

Chairperson Pynes believes that WIU is missing the boat by focusing on having students recruit students and faculty recruit students separately. He thinks potential students need to see faculty-student interactions. He suggested that four to five students could come to a faculty member's office hours to talk about a discipline so that potential students could see that good interaction and talk about concerns with current faculty and students. He believes student access to faculty and student-faculty interaction are big selling points for WIU, and being able to show this would really provide a different level of interaction for prospective students. He thinks Admissions needs to think beyond students manning phone banks and Discover Western where potential students meet chairs and also have opportunities for students and faculty to interact together in the recruiting effort.

Senator Boynton related that in the past current History majors and faculty would attend Discover Western, and potential students and their parents would comment on how comfortably current students and faculty interacted together. She believes that when you have the right student and faculty ambassadors, this can really work well. Mr. Miner stated that Admissions is trying to do this at some level; for instance, the Department of Broadcasting and Journalism takes students to the news desk and shows faculty and students interacting, so it is almost like they offer a program after the Discover Western program. Mr. Miner said this is something the Admissions Office would like to build on.

Senator Szyjka asked if Admissions has considered taking the show on the road and having faculty and students pair up to travel to high schools for recruiting efforts. Mr. Miner responded that this was also a suggestion at today's Principals' Summit and is something Admissions is considering. He believes popular programs such as Ag would be effective presenting to high school classrooms the kinds of things that WIU's Agriculture programs can offer and what students could research at WIU. He sees these types of programs as becoming an increasing priority since high school seniors are now considering educational outcomes, a discussion which has sky rocketed in popularity. Mr. Miner added that he used to take faculty members with him to college fairs in a position he held five years ago. Senator Macchi believes Admissions would be able to find a fair number of faculty that would be willing to participate in such an event if it is planned well in advance. She stated that it would be a great thing to see faculty engaged and taking the time to talk with potential students about the cool things being done within their programs. Mr. Miner agrees that Admissions needs to get creative with these types of efforts. He noted, however, that Admissions is only allowed into high schools once in the fall and once in the spring semesters, so their recruitment time is limited. He added that one way around this is to have faculty speak to classrooms about relevant topics. Senator Macchi asked if Admissions has thought about incorporating alumni teachers by having faculty visit their classrooms. Mr. Miner replied that Admissions counselors try to make connections with WIU alumni when they are recruiting in their areas, and Mr. Miner is trying to figure out what other efforts can be made.

Mr. Miner said he has been asked about the postcards that senators mailed to prospective students during spring 2016. He has been able to determine the yield rate from those efforts was about two percent better overall than the normal yield rate. The yield rate for students who received postcards from Faculty Senators was 28 percent, and the normal overall yield rate is 25-26 percent. Mr. Miner reiterated that he really likes the faculty involvement at WIU, and appreciates the senators' efforts toward recruitment last year, adding that any time faculty can communicate with a prospective student it makes a big impact. Mr. Miner stated that handwritten notes are returning to popularity because the value of the amount of time the sender is taking is more appreciated.

III. Reports of Committees and Councils

A. Council on Curricular Programs and Instruction (CCPI) (Anita Hardeman, Chair)

1. Curricular Requests from the Department of Dietetics, Fashion Merchandising, and Hospitality

a) Request for Change of Major

(1) Hospitality Management

CHANGE OF MAJOR APPROVED

2. Curricular Requests from the Department of Recreation, Park and Tourism Administration

a) Request for New Course

(1) RPTA 476, Special Topics, 3 s.h., repeatable for different topics to 9 s.h.

NEW COURSE APPROVED

B. Senate Nominating Committee
(Ginny Boynton, Chair)

SENATE COUNCILS AND COMMITTEES:

Council for International Education

Carol Webb, Educ Studies	replacing	Georg Gunzenhauser	Spr 17-Fall 18	E&HS
Christina Norton, Library	replacing	Jeff Hancks	Fall 2017	Library

UNIVERSITY COUNCILS AND COMMITTEES:

Benefits Committee

Jongnam Choi, Geography	replacing	Jeff Hancks	Fall 2017	At-large
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Bureau of Cultural Affairs

Barb Harroun, English	replacing	Christopher Morrow	Fall 2017	At-large
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Council on Talent Grants and Tuition Waivers – Quad Cities

Padmaja Pillutla, Acct/Fin	replacing	Georg Gunzenhauser	Spr 17-Fall 18	WIUQC
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SEARCH COMMITTEES:

Vice President, Administrative Services

Ken Clontz, Law Enforcement and Justice Administration

Vice President, Student Services

Richard Hughey, Music

There were no further nominations, and the slate of candidates was declared elected.

IV. Old Business – None

V. New Business

A. BOT Meeting Action Items Consent Agenda Discussion

Chairperson Pynes related that the Faculty Chair and the chairs of the three other governing groups are asked to write a consent agenda for the Board of Trustees action items for each meeting. He stated that historically Senate Chairs have indicated no objections to any of the action items, but in

June 2016 the Faculty Senate was not okay with some of the items, which led to a change to the way things happen: a new committee, which includes Senator Roberts and Parliamentarian Deitz, is working with Vice President Rives to revise the Strategic Plan that was not approved as a consent agenda item by the Faculty Senate for the June BOT meeting.

Chairperson Pynes asked the BOT to provide its action items for the December 16 BOT meeting in advance of today's Senate meeting so that senators could indicate their consent to them, but he was told that this information is only provided to the public 14 days in advance of each meeting. Chairperson Pynes pointed out to them that releasing the information to governance groups that must provide consent is different than releasing it to the public.

Motion: That Faculty Senate cannot consent to things that it cannot see (Allison/Boynton)

Senator Szyjka asked what has typically been done in these cases and why this is an issue now. Chairperson Pynes explained that what has happened in the past is that chairs of the various governance groups often just indicate that their groups like all of the agenda items and appreciate what the BOT and administrators are doing. Chairperson Pynes stated that he did this the first time he appeared before the BOT, but then things appeared on the agenda that he did not think he could consent to on behalf of the entire body of Faculty Senate. He believes that if the governing body is consenting to items, that body ought to see them. Chairperson Pynes stated that in good times, the process becomes lax and things tend to become pro forma, so he is not faulting past chairs or the BOT. He thinks the BOT needs to talk about their consent items in general because at the last BOT meeting the chairs were not even asked to read their consents. Chairperson Pynes said what has essentially happened is that things have gotten lax, and he would like for that to change. He suggested that Faculty Senate could hold a meeting the day before the BOT meeting because governing bodies get 48 hours to consent to the action items, and the BOT agenda will come out on Friday, December 2. Chairperson Pynes requested to receive the information yesterday, but at this time he has no idea what is on the BOT agenda. He suspects the agenda is close to being complete, so he did not think his request to receive the information early was unreasonable.

Senator Boynton asked what the possibility would be of having a brief Faculty Senate meeting on Tuesday, December 13. Chairperson Pynes replied that if senators wanted to do that, they could vote down the motion on the floor. He explained that special meetings of the Faculty Senate can be called by the chair, by the President, or by a two-thirds vote of the body to convene, but the Senate chair would not call a special meeting without first checking the BOT agenda. Chairperson Pynes stated that if Faculty Senate wants to meet two weeks from today, senators would vote down the current motion and then make a motion to have a meeting two weeks hence, which would require a two-thirds vote to approve.

Senator Delany-Barmann observed that if Faculty Senate votes down the non-consent motion, it will catch no one's attention, and the point of having the vote is to bring the situation to the attention of the BOT. Chairperson Pynes replied that senators can be assured he will bring the situation to the attention of the BOT.

Interim Provost Neumann stated that, as someone who must pay attention to the BOT meeting deadlines, which occur at every step leading up to the meeting, items for the agenda are due 14 days in advance, which also backs up the Provost's office deadlines two to three weeks prior to that date. She stated that if release of the BOT agenda is backed up another week or two, it backs up everyone else's deadlines that have to provide information to the BOT. She stated that relevant information may not be available that much in advance or things may not yet have happened which should be included in reports to the BOT. She pointed out that the BOT packet needs to be as complete as possible, and she would not want to see new items or updates walked into the BOT meeting because there was not enough time to meet the earlier deadlines. Chairperson Pynes related that he told the BOT that the agenda could be provided to Faculty Senate as a draft since the Senate only consents to the action items. He added that if the BOT wants input from the four governance groups, they must give those groups the opportunity to go over the information, adding that it is a time crunch for all involved.

Senator DeVolder asked what would be sufficient time for the Senate to receive the agenda if two weeks in advance is not sufficient. He does not think the BOT should have to research the meeting schedules of every governance body and make sure that each receives the BOT agenda two weeks in advance of their final meetings for the semester. He believes that if Faculty Senate gets the BOT agenda two weeks in advance of their meeting, the agenda can be circulated among senators or Faculty Senate can meet if necessary. Senator DeVolder stated that for the three years he was Senate Chair, the most exciting things on the BOT agenda were whether to put up or tear down a building or items of deferred maintenance, mainly common sense issues, but that has not been the case recently. Senator DeVolder stated that as he thought about this issue today, based on his past experience, he wondered why the Senate Executive Committee could not look at the BOT agenda when it comes out and determine if it is an innocuous list of maintenance items or if there is something that warrants a Senate meeting. He added that, relative to the motion to non-consent because the Senate did not receive the agenda when it wanted to, if senators or ExCo have two weeks to look at the agenda that should be enough time.

Senator Allison stated that when reading Chairperson Pynes's email exchange requesting the BOT agenda, the request seemed to be reasonable. Senator Allison said she is not in favor of kicking the decision just to the Executive Committee. She pointed out that Faculty Senate is a representative body of the faculty, and she does not think she can represent faculty on something she has not seen. Senator Allison pointed out that it is crunch time during finals, so she does not think it is a reasonable solution to say that Faculty Senate should have an extra meeting that week because the BOT could not get the agenda to senators five days early. She thought the request for the draft agenda early was a reasonable one, and she does not see any reason to consent to something the Senate has not seen.

Senator Boynton asked if there is an Executive Committee meeting scheduled for next Tuesday, December 6. Chairperson Pynes responded that there is no ExCo meeting scheduled, but they could schedule one. Senator Boynton stated that she likes Senator DeVolder's idea to let the Senate ExCo make the determination about the BOT agenda items, or she would be fine with adding a Senate meeting next Tuesday to look at the agenda, which would avoid the finals week problem.

Senator Brown pointed out that since this is not something Faculty Senate has to vote on at this time, he wonders if senators could give feedback to Chairperson Pynes after seeing the BOT agenda since that seems to be what is being sought. Chairperson Pynes responded that he likes that idea, but business cannot really be conducted via email since Senate discussions need to be held in open session. Senator Brown responded that he is not really suggesting that the Senate do business via email; senators would not have to vote even if they met in person unless it was to vote non-consent because in the past the Chair has not had to have a vote from senators before consenting to the BOT action items. Chairperson Pynes thinks the idea of having ExCo look at the BOT agenda and decide if a meeting is necessary is not a bad one. Senator Brown agreed, noting that senators can see the agenda before ExCo meets on Tuesday, December 7 since the BOT agenda will be posted on Friday, December 2.

Senator Roberts asked how long ago it was known that the BOT agenda would not be released until Friday, December 2. Chairperson Pynes responded that he has known for quite awhile, which is why he sent his email before Thanksgiving asking for the agenda early. Senator Roberts suggested that next year's final Senate meeting of the semester could be held the week prior to the final BOT meeting in order to receive their agenda in time if the two-week publication date is firm. Chairperson Pynes stated that the BOT has a 48-hour legal requirement that works into the two-week window.

Senator McNabb observed that if senators approve the non-consent motion, they are done; however, if the motion is voted down, it opens up other possibilities, such as having ExCo look at the BOT agenda next week. Chairperson Pynes agreed, and added that additional possibilities could be considered as well.

Senator Allison asked if she could rescind her motion; Chairperson Pynes responded that she can. Senator Allison asked if it is more effective to rescind the motion and not draw that line in the sand or to draw the line. Senator McNabb responded that the motion may be a little more aggressive than Faculty Senate needs to be at this point. She believes the issue is one of scheduling more than anything else. Senator McNabb stated it is good that Faculty Senate is having the discussion, and she would not want to perpetuate the idea that Faculty Senate is not taking seriously its rights and privileges, but Senator Roberts's suggestion regarding future scheduling or the potential for a contingent meeting might be used to address the issue in future. She pointed out that, now that senators are aware of the problem, it can be addressed without breaking trust or causing more of a ruckus than may be needed.

Chairperson Pynes stressed that his new view of making sure the body of the Senate has an opportunity to review the BOT agenda is not a criticism of former Senate Chairs. He stated it really is about taking ownership of the Senate's own processes and governances so that individuals know what is going on. He likes the idea of continuing to have these discussions and perhaps scheduling Senate meetings so that they can be within the two-week BOT publication window because the BOT schedules their meetings well in advance and the public is notified of those dates.

SENATOR ALLISON RESCINDED THE MOTION

Motion: That the Executive Committee look at the BOT agenda, and if they think there is something exciting that they call a special meeting of the Senate (Allison/DeVolder)

Chairperson Pynes promised that if ExCo deems it necessary to call a special meeting of the Senate, they will do it. Senator DeVolder suggested that the BOT agenda be distributed to senators when it is received by Chairperson Pynes on Friday, December 2. Chairperson Pynes responded that it will be posted on the University website. Senator DeVolder stated that he thinks it would be better to send it out than to have senators have to look for it. Chairperson Pynes replied that he will have Annette send it out.

MOTION APPROVED 19 YES – 0 NO – 0 AB

Senator McNabb announced that Wednesday, December 7 will be the final installment of #Shakespeare400, hosted by the Departments of History and English. A viewing and discussion of "Hamlet" will be featured, starring Dave Tennant in the title role.

Motion: To adjourn (McNabb)

The Faculty Senate adjourned at 5:32 p.m.

Heather McIlvaine-Newsad, Senate Secretary

Annette Hamm, Faculty Senate Recording Secretary