

FACULTY SENATE EXECUTIVE COMMITTEE MEETING MINUTES

The Faculty Senate Executive Committee met on September 21, 2022 at 3 p.m. in Ekstrom W210 and online on the TEAMS platform, Vice Chair Robert Detmering presiding.

VOTING MEMBERS PRESENT

Robert Cohn, Robert Detmering, Jose Fernandez, Roy Fuller, Karen Hadley, Patrick Harris, Eugene Mueller, Chin Ng, David Schultz, Enid Trucios-Haynes, Sherri Wallace

ALSO ATTENDING

Michael Cunningham, Cherie Dawson, Dan Durbin, Lisa Ennis, Colleen Martin, Sally Molsberger, David Parrott, Brian Williams

CALL TO ORDER

ACTION ITEM: APPROVAL OF THE MINUTES - DETMERING

The August minutes were rescheduled for next week's meeting.

INTRODUCTIONS - DETMERING

Introductions were made for new members and guests.

DISCUSSION ITEMS

Bookstore Changes/CFO Update – Durbin, Ennis, Molsberger

At the recent Faculty Senate meeting, a concern with the bookstore was brought up. Mr. Dan Durbin, the university's chief financial officer was invited to provide background information on the issue. Ms. Ennis and Ms. Molsberger attended as they are the key people on the ground with the bookstore from either a contractual or operational basis. Mr. Durbin provided answers to questions previously sent from this committee.

Question: Why were faculty informed only through a single email in mid-July that the bookstore would no longer carry physical books on campus? Our understanding is that the administration was also surprised by this. Is the administration working to ensure that decisions of this nature cannot be made unilaterally by the bookstore and at the last minute?

Reply: This was not a last minute change that was dropped on us by the bookstore. This provision has been part of the contract since 2016, though UofL was slow to adopt the change. The change will allow more space in the SAC and bookstore and bring UofL into the same practice at other universities across the country. These systems will minimize provider costs and that will ultimately lower textbook costs. Notification of the physical stock strategy was conveyed in several ways ranging from an information sheet given to all incoming freshmen during orientation; a notice in Students News (an email to students and faculty) on August 29th and yard signs posted throughout campus.

Question: The bookstore's approach to communication with students regarding physical stock and redemption codes for digital courseware appears to have been haphazard and confusing. We are concerned about the negative impact on student success.

Reply: As noted above, we attempted to communicate through multiple channels and as simplistically as possible. As for the redemption codes, we conveyed that message as follows.

- If material has been adopted and it is a physical access code or book-
 - The student places the order and will receive an email notification
 - The student will receive a second notification when course materials are ready for pick up.

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- If it is a physical access code, the item will be placed in an envelope with the course marked on a neon sticker or highlighted to alert the student this is an access code for a course and to not throw it away.
- If material has been adopted and, rather than ordering a book, the student selects the digital version from Brytewave (which appears alongside of the book) –
 - The students places the order and will receive an email confirming their order and the code is provided within the email.

Question: What can you tell us about bookstore's outsourcing of digital courseware to Brytewave? Was there communication surrounding this?

Reply: Brytewave is Follett's preferred digital adoption platform. If course materials are available digitally, but the professor has chosen a physical book, we mark the digital materials as available. If the student prefers digital it includes access to text and code, if needed. When a student registers for the class, the professor sets up the course the student receives an email from Brytewave letting them know how to retrieve/log in to their materials. All Brytewave materials will be loaded on the student's shelf once logged into their Brytewave account.

Question: Is there a recordkeeping system where when a student puts in a request it keeps track of the mean date to fulfillment?

Reply (Ennis): Some access codes were supposedly delivered and did not make it here. The bookstore was very responsive and are giving access codes on the spot.

Question: Has Counsel's Office reviewed the bookstore contract to ensure all terms are being met, including book stock, services, etc.? Additionally, we have been told in the past that Follett is expected to contribute to UofL scholarships as part of the contract. Has this occurred? How do we obtain an accounting of this?

Reply: Contract Administration and Procurement Services does review the terms of the contract are being met. The following contributions are part of the contract:

- Provide \$20K in annual textbook scholarships to students administered through UofL Financial Aid Office.
- Provide up to \$5K annually, in donated books and school supplies, to support local K-12 school partners through the UofL Community Engagement Office.

Mr. Durbin asked that the Faculty Senate help with textbook adoptions. In the brief discussion that followed this request, the point was made that one of the issues with that is that publisher's do not release new editions until August and many faculty have to wait until then for fall orders. Also, there are zero textbook adoptions that count as not being adopted, so it appears the faculty member is not complying. There should be an option to easily opt out of the system. Though there is a link that the faculty member can follow to opt out of the ordering process, few seldom do.

The discussion turned to the enrollment questions provided to Mr. Durbin.

Question: Are we meeting our target enrollment numbers in relation to state funding?

Reply: As the university performed better than the sector averages every year so far, the answer is yes. However, that may not be the case in the future as credit hour production is decreasing. If those decreases exceed the decreases in the sector, UofL will lose money in the funding

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model. UofL contacted CPE to ask it to lobby for a change in that formula where institutions are awarded on their own merit and not against the sector.

Question: We are interested in data on year-to-year enrollment for first-year students (last five to ten years), and how this compares to other universities in the state, particular UK's enrollment of new students.

Reply: Mr. Durbin provided the following statistics.

- The ten-year change for all Kentucky four year public institutions is -1782 FT or -9.6%.
- UofL's ten-year change is -208 or -7.7%.
- UK ten-year change is -10 or -0.0%.

A discussion took place on the many variables that impact enrollment and the ups and downs of credit hours. The solution to the loss of undergraduate credit hours lies in student retention.

Mr. Durbin then answered the questions he received on the budget model.

Questions: What has been the reaction of Deans to the new budget model? Is there widespread satisfaction or dissatisfaction? Are any adjustments to the model being considered?

Reply: Three years ago, every dean supported the transition to the new budget model to help incentivize colleges to increase their budgets through increased enrollment. That unanimous position followed months of conversations and dialog that included recommendations made by deans to the president and her leadership team. Every year, a budget committee with representatives from across campus has been charged to review and update the model. In 2021/2022 expense sharing mechanisms were approved by the committee and no structural changes to the budget model were recommended. In October, a new committee will be charged for 2022/2023.

The budget model was complemented by other college-friendly budget strategies, such as the gain share and savings programs. All are designed to reward colleges for managing their resources in a prudent manner, maintaining a clear line of sight into their revenues and the costs to produce them, and pushed budgetary decision-making to the college level (as opposed to competing with other colleges for funding).

During the first two years of the new budget model, academic unit general fund budgets grew by \$16M. By comparison, those same budgets only increased by \$1.6M over the two-year period prior to the new budget model. The share of general fund dollars allocated to academic units also increased at a much greater proportion than non-academic units.

In this, the third year of the new budget model, a few minor adjustments have been made, but the main structure remains intact. It is important to have a stable and consistent budget model. A continuously shifting set of rules does not help anyone plan better and, in fact, can be quite detrimental. While minor adjustments to improve process or transparency can and will be made from time to time, substantive structural changes, if there are any, should only occur every handful of years, or so.

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Senate Jurisdiction/REDBOOK – Detmering

This discussion will take place at next week's meeting.

ADA/Disability Resource Center – Martin/Parrott

Ms. Martin and Mr. Parrott met with the committee to discuss its concerns regarding compliance in terms of the physical buildings and student success issues pertaining to students with disabilities. Mr. Dave Parrott introduced himself as the Title IX and ADA coordinator for UofL. Ms. Colleen Martin is the Director of the Student Disability Resource Center (DRC). The ADA Office exists as a guide to keep the institution in compliance with federal laws. Mr. Parrott said that the most common questions he gets from across the university are about facilities. To begin a conversation on facilities it is important to know that those built before 1990 do not fall under ADA requirements unless they are renovated. If the building is extensively renovated, then it comes under ADA accessibility requirements. Accessibility to a particular place is also often asked. There are students, faculty and staff in wheelchairs who cannot open some of the big heavy doors. In that case, the tension on the doors was changed to make them easier to open. The ADA office has a zero budget, so it is always looking to collaborate to improve things. Ms. Martin said the DRC is the mechanism the university has for accommodating students with disabilities. Over the twelve years she has worked at the DRC, its student population has more than doubled. The past several years there have been more students connecting with the office with mental health issues. Even before the pandemic and the current world-wide mental health crisis, there were increases. Stigma is a big concern for students to even visit the office. For students to know there are faculty that are welcoming and open to that conversation is definitely something that benefits students. The DRC made a recent change in how students are assigned a coordinator. Assignments had been made based on the nature of the student's disability. Now, they are based on their academic area. That change happened because a new coordinator was hired for the HSC campus. The DRC has never had a physical presence on that campus, which has not been the best way to serve those students.

Question: Regarding online courses, are we meeting the legal requirements to make sure it's accessible?

Reply (Martin): We have students that we know may have some accessibility issues in an online course, if they are going to use a screen reader or need captioning on videos, those sorts of things. The DRC collaborates with the Delphi Center to proactively reach out to those faculty and connect them with the Delphi Center so that the Delphi Center can provide support and make sure that those materials are accessible for the students.

Question: You mentioned the DRC has a small budget. With an increase in students using the DRC why hasn't the university increased your budget?

Reply: Recently, there was a successful student fee proposal, which is allowed us to create the position for the Health Sciences Campus. So that's the first new addition of the resources that we had in a very long time.

Question: What efforts are being made by the DRC to accommodate evening exams? Unless things have changed, they close at five, which means evening exams entail either the professor potentially spending extra time to find a nearby quiet environment, presenting some exposure to claims of inappropriate behavior, or risk a scouting report and making its way to classmates starting an exam at 5:30 or 7:00 o'clock.

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Reply (Martin): We have not been able to extend our office hours past five PM. Staffing is obviously a concern and we have many classes that operate at all different hours of the day. The DRC can accommodate student, but it may not be at the same time as the class. Some units administer their own accommodated exams.

REPORT: STUDENT GOVERNMENT – SEBASTIAN

Mr. Sebastian reported on the following topics.

Supplies for Success - The Supplies for Success program is functioning well and students have been using it. He asked for any feedback on the program that his predecessor, Alexa Meza initiated, where the SGA contributed funds to buy books for Gen Ed classes that students could check out of the library. He is working on the logistics of the program. He believes that Gen Ed textbook editions are updated periodically. A discussion took place on the use of older textbook editions. The use of online books at EBSCO may be a better way for students to check out textbooks.

Student Retention - SGA is working on several fronts to help with students retention. A new program called [Cardinal Commitment](#) was established to help Pell-eligible students cover financial hurdles.. Other [opportunities](#) exist for first-generation freshmen and beyond. [Student Success Coordinators](#) and [REACH](#) are available to help student navigate the college experience.

REPORT: STAFF SENATE- MATERNA

No report was made.

REPORT: AAUP – CUNNINGHAM

No report was made.

REPORT: FACULTY SENATE CHAIR - MUELLER

Dr. Mueller reported on the following.

Presidential Search Committee - As new the Faculty Senate Chair and Board of Trustees member, Dr. Mueller is now on the Presidential Search Committee.

Board of Trustees – Dr. Mueller reported that this board is very serious about student success and will support a big push that will involve everyone.

Shared Governance Work Group – This group finally met and will be located out of the provost’s office. Dr. Mueller and Mr. John Smith, the Staff Senate Chair, will share chair duties with Dr. Bradley.

Ad Hoc Committee on Course Evaluations – Over the next couple of weeks, Dr. Mueller will review the list of volunteers to ensure broad and balanced representation.

Faculty Senate Meetings – Dr. Mueller sought topics for the October and November meeting agendas.

REPORTS: STANDING COMMITTEES

- Academic Programs Committee (APC) – Harrington
 - No report was made.
- Committee on Committee & Credentials (CCC) – Gosser
 - This committee will hold a special election at the October meeting.
- Part-time Faculty Committee (PTF) – Fuller
 - This committee met and has no report.
- Planning & Budget Committee (P&B) – Harris

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- This committee had no new pending business.
- The REDBOOK & Bylaws Committee (RB) – Cohn
 - No report was made.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURNMENT

The meeting adjourned at 5:03 p.m.

Respectfully submitted,
Gretchen Henry
Senate Coordinator