

Faculty Senate Meeting

October 11, 2018

Mulder Hall, Room 302

Present: Melissa Whitley, Missy LaBorde, Kent Lachney, Christof Stumpf, Melissa Parks, John Allen, Jennifer Innerarity, Richard Elder, Michelle Riggs

Chris Stacey, Mary Kay Sunderhaus

Guests: Brendan Walls, Provost Rowan, Chancellor Huang, Adam Johnson

Minutes: Elder moved to approve the minutes, and they passed 8-1-0-2.

Whitley asked to allow Dr. Huang to address Senate. Senators agreed. Dr. Huang spoke at length on several matters:

He reminded Senator of the all-campus meeting scheduled for later in the month.

Enrollment: Enrollment is at 3206 students. LSUA lost almost all dual enrollment students (170), but revenue is up. The online program took off this year. It has 531 students.

Retention: LSUA is negotiating to terminate the contract with Academic Partners and replace their contributions with a Vice-Provost for online programs from LSU. Huang prefers 3-5 year contracts. The AP contract was a 10-year agreement. Retention work is paying off; high retention is true measure of success. LSUA saw a 4% increase in retention over last year. More first-time freshmen applied, more admitted, but fewer enrolled. Hiring new IR Director to assist with data-driven conclusions. The number of transfer students remains stable. LSUA is experiencing growth, slow but solid.

Salaries: This is the second year in a row to raise salaries. He will adjust salaries when he can.

Vice-Chancellor vacancy: Donna Forbes from LSU is acting as Interim Vice-Chancellor of Finance. She's working 15 hours a week and LSUA's finance staff of Lisa Smith, Pat Hoyt, and Mary Lemoine are doing fine jobs.

Final review of the University Academy agreement. Currently they pay \$300,000 per year to LSUA. The university will renew the agreement.

BA KINS is with the Board of Supervisors for their review and approval. Professors Julie Gill and Melissa Parks worked on creating the program.

Dr. Huang spoke with Jay Dardenne. Governor John Bel Edwards promised \$6.15 million for a drainage project. The money will stay in the governor's budget. We hope to start work on the drainage project in January.

Entryway and Student Success Center

Dr. Huang commented on the dirtiness of campus buildings. He hopes to get them cleaned. A cleaner campus will attract more students to campus and will contribute to general campus community pride in our environment and morale.

Dr. Huang and Dr. Rowan then answered a series of questions. They cannot elaborate on the timeline for terminating the contract with AP due to several mitigating factors, although he did state that people can experience, “no good quality of life without a livable income,” regarding redistribution of university revenue to faculty and staff salaries. Dr. Rowan has a campus Master Plan available in his office, available for viewing upon request. A new survey will seek opinions on LSUA’s branding. Campaign funds from the Foundation might be used for marketing. LSUA may add new programs, but we will endeavor to avoid conflict with LSU, LSUS, and LSUE.

Dr. Rowan then addressed Senate:

He’s still in the process of meeting with faculty.

Tenure and promotion and review of PS202—suggestion for Faculty Senate to provide a comprehensive list of faculty development opportunities. Chancellor’s Fund, McCann funds—Dr. Rowan wants to know gaps in assistance for as well as opportunities for faculty development

Spring schedule—Administration wants to expand the teaching day, concentrating classes between the hours of 9-2. LSUA owns a scheduling program, The Optimizer!—that assists in scheduling classes, although Faculty may notice that they are teaching in new (to them) and exciting classroom and building locales.

Dr. Rowan will request department chairs to submit Foundation fund requests through his office in order to create a streamlined channel for requests rather than piecemeal requests that may impede Foundation personnel’s ability to vet and grant.

Dr. Rowan requested a space on the Faculty Senate agenda to provide updates.

Dr. Rowan then answered questions, many about The Optimizer!: scheduling LSUE classes is built into the program, the program has not yet been used nor has it been used for scheduling spring semester classes, students are able to travel the length of campus between classes so faculty should be able to do so as well.

President’s Report

Rendered unnecessary by the reports given by Drs. Huang and Rowan

Committee Reports

FPPC September 13, 2018, revisions to PS 202 and 209

Since Dr. Rowan has called for revisions to PS 202, the committee's work will continue. Stacey suggested the formation of a committee whose sole purpose is the study and revision of PS 202.

PS 209 overload pay and summer salary

The committee is still working on the revision. Faculty Senate will review the committee's work and discuss it at the next meeting.

Elder made the motion to approve the minutes; the motion passed 11-0-0.

A&S minutes from 1 October and 10 October PS 206

Stumpf was enthusiastically in favor of the recommendations of the committee.

Elder made the motion to approve both sets of minutes, and the motion passed 11-0-0. Faculty Senate will vote electronically for changes to PS 206.

Chancellor's Fund

Stumpf proffered the idea that departments could decide the distribution of funds. Riggs pointed out the Library's demotion from academic department and how its new status could affect funds designated for Library faculty. Others remarked that the disparity in number of faculty members by department would result in distribution inequity, and that the current system is probably the best one.

Lab Fees

Allen asked about lab fee allocations. Dr. Rowan explained that fees from classes are paid for by students and those funds should be spent by department according to existing guidelines.

Meeting adjourned 3:29

Dutifully submitted,

Michelle Riggs, Secretary

LOUISIANA STATE UNIVERSITY ALEXANDRIA

Faculty Senate

302 Mulder Hall

October 11, 2018 at 2:00 p.m.

AGENDA

- I. Determination of quorum – Call to order
- II. Approval/Revisions of Minutes (9/27/18)
- III. Report of President (see attached)
- IV. Report of Committees
 - a. FPPC minutes 9/13/2018
 - i. PS 202 (FPPC)
 - ii. PS 209 (FPPC)
 - b.
- V. Agenda Business items (Old Business)
 - a. PS 206 (A&S)
 - b. PS 252 (FPPC)
 - c. Chancellor's Fund - Christof
- VI. New Business
- VII. Adjournment

Admissions and Standards Committee

Meeting on October 1, 2018 3:00 pm

| Members Attending: Elizabeth Beard, Gloria Phillips, Nathan Sammons, Michelle Riggs, Elizabeth Duck , Anne Chevalier, Christopher Stacey | | |
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| Members Not Attending: Sandra Gilliland, Harold Langford, Rhonda Wilson , Jerri Weston | | |
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| Agenda Item | Issue and Discussion | Action |
| 1. Convening and electing Chair and Secretary for the 2018-2019 Academic Year | Nominations were opened for Chair and Secretary. A. Chevalier was nominated for Chair and E. Beard was nominated for Secretary. . | Nominations ceased and positions were filled by acclamation |
| 2. Future Meeting Times | Members were asked to enter their teaching schedules into Outlook so that scheduling future meetings is more facile. | Each member should assure that they have entered their schedule into Outlook. |
| 3. Next meeting | To be determined | |
| 4. Approval of minutes | These minutes were reviewed online by all of the attendees to the October 1 meeting. N. Sammons moved to accept them and E. Beard seconded. | The motion passed 8 for, 0 against, 0 abstaining |

Admissions and Standards Committee

October 10, 2010

Present: Anne Chevalier, Hal Langford, Elizabeth Beard, Rhonda Wilson, Sandra Gilliland, Christopher Stacey, Nathan Sammons, Elizabeth Duck, Michelle Riggs

Meeting convened: 4 pm

PS 206 Student Class Attendance Policy

At the Faculty Senate meeting on September 13, the Senate voted to send back this committee's suggested revisions to PS 206 regarding their charge to update the policy for excused absences.

The Admissions and Standards committee addressed the concerns reported in Faculty Senate minutes as follows:

- **the burden placed on faculty required to set up additional science/biology lab exams due to excused absences**

The committee discussed that both the language of the proposed excused absence policy and the excused absence approval form are intended to support faculty and students. The proposed policy states, "In the event of an excused absence the course professor must work with the student to make advanced arrangements for missed work without a grade penalty for the student." As long as the student's grade is not penalized for an excused absence, the faculty can decide how and when students can make up missed assessments in a specific course. Therefore, if a student is allowed to make up a missed lab assessment during final examinations, the faculty member would be following the guidelines of this proposed policy.

The committee discussed that having students make up several missed assessments during the final examination period could, in fact, negatively affect students' grades because of the gap between learning time and testing time and because of these students' inability to assess their true standing in the course throughout the semester. However, upon further discussion, the committee determined that the intensive set-up of lab exams requires that the time for make-up be left to the discretion of the faculty member, as the proposed policy statement allows.

- **whether attendance policies listed on faculty syllabi can conflict with or supersede university policy**

The committee discussed that our charge from the Senate was to develop a university-wide policy to govern the determination of excused absences. The "Excused Absence" section of PS-206, the development of which was this committee's charge from the Senate, is intended to cover all faculty and students. The "General Policy" section of PS 206, which was beyond the scope of the original charge, includes the preface that "Any instructor's modifications of this policy must be stated in his/her syllabus."

The committee discussed the issue of health science curricula's regulations for attendance and make-ups that supersede university policy. The committee determined to revise the "Excused Absence" policy to address that issue by including the following statement: "In all circumstances, federal law, state law, and health sciences national clinical standards supersede this policy."

- **whether a separate policy is needed for online courses**

The committee addressed the issue of online coursework through the statement, "This policy includes scheduled online graded activities which cannot be completed due to the unavailability of internet services while the student is involved in the activity which precipitated the absence." If a student will not be able to complete graded online requirements during the excused absence, the student is responsible for communicating this issue to the professor in advance through the excused absence notification and approval form, as with other courses. In this way, the instructor should be notified no less than 72 hours in advance of the absence, which permits the instructor, the student, and the athletic director or provost to communicate any potential issues or concerns in advance.

- **whether the policy includes absences due to illness**

In discussion of the original charge, the committee determined that students' absence due to illness, with or without medical documentation, must be treated on a case-by-case basis. Nursing faculty made that point that many students have ready access to medical professionals who could provide "documentation" for an absence. Also, absence due to illness is not a "university-related" event or travel, which can be planned for and approved in advance.

Therefore, the committee determined that student absences due to illness must be handled according to the general policy, with the student in consultation with the instructor and department chair if necessary. To indicate this policy, the committee recommends adding the following statement to the "Excused Absences" policy: "The management of all other absences, including illnesses, is circumscribed by the General Policy, outlined below."

Langford motioned that the committee accept the modifications to the proposed excused absence policy as discussed. Gilliland seconded the motion.

The committee voted to approve the motion 9-0.

Committee members will vote on the minutes of the meeting via email so that the updated policy can be presented to Faculty Senate.

The meeting was adjourned at 4:50 pm.

Minutes were reviewed electronically by all committee members who attended the meeting. Sammons moved to approve the minutes. Riggs seconded the motion.

The committee voted to approve the motion 9-0.