Faculty Senate Meeting

September 13, 2018

Present: John Allen, Mary Kay Sunderhaus, Melissa Parks, Christof Stumpf, Missy LaBorde, Richard Elder, Jennifer Innerarity, Kent Lachney, Michelle Riggs, Christopher Stacey (late)

Absent: Melissa Whitley

Meeting convened 2:05 pm

Minutes from previous meeting recorded by Missy LaBorde (thanks!) and approved electronically.

Dr. Rowan was set to attend but was called away at the last minute. He will attend future meetings.

**President’s Report**

M.Whitley and MK Sunderhaus met with Dr. Rowan and asked him to act as an advocate for faculty and faculty governance. The need for this request stems from policy changes enacted over the summer without faculty input. M Whitley and MK Sunderhaus will meet with the Chancellor on September 17.

**Committee Minutes**

*Admissions and Standards (A&) 10.25.2017 discussing PS 206*. C Stumpf submitted remarks from his department members (included). C Stumpf explained the burden placed on Biology faculty of allowing one or two students to make up lab exams due to excused absences. MK Sunderhaus stated that Nursing policies regarding absences and make-ups supersedes that of the university. General discussion ensued of the meaning of “any instructor’s modifications of this policy must be stated in his/her syllabus,” and whether or not a faculty’s modifications can supersede university policy. J Allen suggested that Senate return the charge to the committee to examine ways that syllabi policies may be decided by department. C Stumpf noted that department chairs check faculty syllabi for compliance to university policy.

J Allen made the motion regarding the second statement of PS 206, “the professor must work with the student to make advanced arrangements from missed work,” to ensure flexibility for faculty. Further discussed prompted J Allen to withdraw his motion. K Lachney observed that syllabus modifications must be approved by department chairs. C Stumpf suggested that the Provost should sit on the A&S committee. The committee designed and submitted a form to use for excused absences; one Senator wondered if faculty must use the form for illnesses. M LaBorde asked if the policy addressed illnesses.

R Elder presented a separate series of concerns: 1) must faculty use the attendance violation form referenced in Step 1 of the policy and 2) the language from Step 2 that states, “department secretary will drop the student from the course.” Aside from the dated use of “secretary” rather than the current “administrative assistant,” persons in that position do not, in fact, perform the task of dropping students (it’s the Registrar). Senators once again called for clarification of the intent and practice of the directive that faculty syllabi cannot conflict with university policy. C Stacey pondered the efficacy of a department by department policy. Several Senators questioned the trespass upon academic freedom of a policy that undermines a faculty’s personalization of policy on his or her syllabus. The question arose of the need for separate policies for online classes as opposed to onsite classes, along with the need to protect students from rogue professors who do not adhere to the spirit of protection of students’ rights.

R Elder moved to approve the minutes but to send the charge back with recommendations from Senate; the vote to approve was 10-0-0.

*Faculty Personnel Policies Committee May 3, 2018*

R Elder moved to approve the minutes, and the vote was 10-0 to approve.

*FPPC PS 209, 202*—both still under review by committee; PS 252 (MCO modifications to employ Bloom’s Taxonomy)—M Riggs will determine from committee if still under review.

One Senator mentioned the ongoing problem of salary inversion and compression, which remains unresolved and PS 236 troublingly unenforced. Faculty Senate will continue to monitor.

**Plan/Focus for FS for AY 2018-2019**

 Increased research funds

 Departmental say in faculty travel

 Salary issues

 Clarification of last round of salary increases

 Applying PS 236

 Building stronger relationships between Faculty and Administration

 Growth of online degrees

 Collaboration of Faculty and Administrative resources—staff support and student support

 Assess administration of online degrees

 Explore the full meaning of “One LSU” and how it relates to LSUA

 Access to LSU’s academic databases

**Chancellor’s Fund**

Vice-Chancellor Rowan cannot access the amounts of funds available to Faculty.

**New Business**

*Summer Pay*—salaries not secure for many professors; they were given dates for which they would receive remuneration but were not, in fact, paid on those days. Many professors did not receive their promised pay, and the pay schedule was not submitted on time.

*ALFS meeting*—C Stumpf provided a report of the meeting in which Kim Reed, new Commissioner for Higher Education in Louisiana, appeared. A project that provided 50,000 free electronic text books was made available to many colleges and universities in Louisiana. LSUA did not take part in this project. Reed also indicated an intention to act as a positive influence on the Legislature.

Meeting adjourned 3:11 pm

Dutifully submitted,

Michelle Riggs

Admissions and Standards Committee

Meeting on October25, 2017 8:00 am

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| Members Attending: Elizabeth Beard, Sandra Gilliland, Cheryl Arbour, Nathan Sammons, Michelle Riggs, Anne Chevalier |
| Members Not Attending: Sona Kumar, Gloria Phillips, Leana Wilson, Harold Langford |
| Guests: Melissa Parks, Adam Jonson, Mary Treuting |
| Agenda Item | Issue and Discussion | Action |
| 1. Excused absences
 | PS 206 and excused absences were discussed exhaustively. Faculty concerns provided to A&S members were examined. It was noted that the policy covers active military duty and not military orders. The form for excused absences that N. Sammons developed was modified in the following ways:1. Signature required prior to student getting instructor signature is Provost/Athletic Director.
2. Timeline for completion prior to missed class is made to be at least 2 working days.
3. Header on the form states “The academic institutional excuse is for students participating in a scheduled, college, class, athletic or military activity that interferes with scheduled graded class activities.”
4. Order of how the form must be completed is step 1: student completes information for activity;; step 2: student signs and obtains the Provost’s or Athletic Director’s signature; step 3: instructor’s signature and comments; step 4: Return to Provost/Athletic Director

Modifications to PS 206 were discussed. The Excused Absence policy was modified to define excused absences with the following statement:LSUA will recognize excused absences with official documentation. Obtaining documentation is the responsibility of the student. In the event of an excused absence, the course professor must work with the student to make advance arrangements for missed work without a grade penalty for the student. This policy includes scheduled online graded activities which cannot be completed due to the unavailability of internet service. Excused absences will be granted to the following categories: 1. Student athletes who are participating in University sporting events and identified by the Athletic Director.
2. Students who are representing the University in an official capacity and have been granted permission by the Provost.
3. Active Duty Military Personnel who are enrolled in the University and are called to active military service for a reasonably brief duration.

A reference to the required use of the signature form will be made in the Policy Statement and the form will be attached to the Policy Statement. A disclaimer will be added to the policy statement that “In all circumstances, Federal and State law supersedes this policy.” | N. Sammons make these changes to the Draft PS 206 and bring copies to the next meeting for consideration.  |
| 1. Next meeting
 | Set for November 1 at 7:45 am in the Science Conference Room |  |

FPPC Meeting Minutes

May 3, 2018

In attendance: Cynthia Thomas, Conley Hathorn, Zeleke Negatu, Angela Bordelon, Gerard Dumancus, Jennifer O’Sullivan, Melissa Whitley, Michelle Riggs, Bernard Gallagher

**Item One:** The committee discussed some possible salary quotes for summer faculty pay and overloads. Before deciding on salaries for faculty summer employment and faculty overloads, the committee decided that it would research LSUA’s peer colleges and university so that the FPPC committee could go forward with quotes. The peer institution research will be conducted by committee members and will be presented in the August FPPC committee meeting.

**Item Two**: The committee reviewed the policy concerning pay for Directed Studies, Service Learning Projects. The committee will also come forward with recommendations in the August FPPC committee meeting.

**Item Three**: The committee reviewed the salary increase recommendations it made concerning the advancement of an Instructor to Instructor 3. The committee recommended the following pay increases:

Instructor to Assistant Professor- 2000 dollars

Instructor 1 to Instructor 2- 1000 dollars

Instructor 2 to Instructor 3- 1500 dollars

Assistant Professor to Associate Professor- 3000 dollars

Associate Professor to Professor-4000 dollars

**Item Four**: Master Course Outlines should be written by using Bloom’s Taxonomy verbiage. The should be rolled out in October.