Faculty Senate meeting

August 30, 2018

Present: Melissa Whitley, Jennifer Innerarity, Mary Kay Sunderhaus, Melissa LaBorde, Chris Stacey, Richard Elder, Kent Lachney, Christof Stumpf, and John Allen

Absent: Michelle Riggs, Melissa Parks

Meeting convened 2:05 PM

With the absence of Michelle Riggs, secretary, we are not certain of the email responses approving the minutes for the 8/16 meeting so Christof made a motion to approve the minutes. Motion passed 9-0-0. In the interest of time, minutes will typically be approved by email.

**President’s Report:** M Whitley will be meeting with the Chancellor and the Provost on September 17. R Elder suggested that weekly meetings with the Provost might be a good idea as it had been beneficial during his tenure as Senate president.

**Report of Committees:** M Whitley reported that N Sammons had asked about the status of the Policy Statements the Admissions and Standards Committee had revised. MK Sunderhaus will be corresponding with the Senate committees to remind each that the committees should meet and should submit minutes from those meetings to the Senate in a timely manner. M Whitley asked for the timeframe to be within one week after the committee meeting.

**Old Business**: Policy Statement revisions from A&S and FPPC were discussed. PS 206 which is Student Class Attendance Policy was discussed. C Stacey moved to send 206 to the departments for input. Motion passed 9-0-0.

Revisions to Policy Statements 252 [Preparation of Master Course Outlines]; PS 202 [Selection, Retention, Promotion, Tenure and Annual Review and Termination of Full-time Faculty] and PS 209 [Faculty Workload Policy] have been considered by FPPC. MK Sunderhaus will ask for minutes from the committee.

**New Business:** The Senate discussed the three Policy Statements revised over the summer. PS 236 [Annual Faculty and Non-Classified Salary Evaluation] has been discussed in FPPC and in the Senate. However, PS 245 [Duties, Responsibilities, Compensation and Teaching Loads for Academic Department Chairs] and PS 254 [Student Service Philosophy] were not open to input by the faculty or the Faculty and were sent out over the summer when many faculty are not working.

Much discussion followed. PS 245 was handled by an ad-hoc committee quite some time ago (before Dr. Hatfield’s retirement) and was not supported by the department chairs. Senators pointed out a number of negative future ramifications from this policy that the faculty would have been able to bring to light had the opportunity been provided. Implementing such an important policy change with tremendous impact on faculty at a time when most faculty are not on campus to provide input is a problem. The Senate consensus concerning PS 245 was that it should have been delayed for implementation until the structure of the academic side of the university includes deans. Many senators expressed that the implementation of the policy was premature and is now problematic. The Senate asked M Whitley to address the issue with the chancellor during the Sept. 17 meeting and to specifically express the Senate’s concern about the policy and how/when it was implemented.

Senators also expressed concern over PS 254 and pointed out inconsistencies between the listing within the statements and the actual document. The list reads “Student Service Philosophy” while the document itself reads “Student Service Policy” which are very different. The document date of August 1, 2003 also is incorrect. Of particular concern is the wording within item 2 in the policy which reads:

LSUA is committed to maintaining and strengthening a strong ethic of service among its employees. It is expected that all students be treated with civility and respect and that every reasonable effort be made to respond to their requests for assistance. Such requests, whether received by email, by phone, or in a face-to-face meeting with a university employee, should be responded to in a timely manner and no later than 24 hours or one business day after the receipt of the request.

M LaBorde suggested that the section simply end after the word “manner” because the 24-hour mandate is unclear concerning holiday or summer (particularly for 9month employees) and unrealistic in some cases. Discussion followed and the Senate asked M Whitley to please make our concerns known to the chancellor.

Additional discussion followed about the pending 3% merit raises. C Stacey asked if these were indeed merit raises instead of across the board. M LaBorde clarified that, per administration, the raises were across the board.

M Whitley asked each member to consider their suggestions for the plans/focus for the Senate this year. Members are to communicate their thoughts via email.

The Senate has not been notified as to whether the Chancellor’s Fund would be available again this year and if so, at what level. C Stumpf suggested that more funds were needed for research and perhaps there were other avenues such as the LSUA Foundation for research funding. He also shared that perhaps it would be beneficial to go back to having travel funds available through the departmental budgets because travel is part of what we do and who we are. Additionally, when considering Chancellor’s Funds, he suggested that we allow faculty members to apply as a group so larger awards could be considered. When we determine if the fund is available and how much money is involved, the Senate should set deadlines and get the award process moving soon.

On the same topic, M LaBorde indicated that she had requested the report from the Provost’s office of last year’s Chancellor’s Fund expenditures and that she had not received post-travel reports from most of the Travel Fund recipients. She also researched the issue of Workday and the possibility of moving the funds to a Foundation account. Unfortunately, the process must remain with Workday. The VC of Finance will develop a check list/instruction sheet for faculty to use, and he also suggested that any faculty who intends to travel should secure a LaCarte card. M LaBorde will email faculty members who received travel funds asking for the post-travel information.

Meeting adjourned at 3:15 PM.

Dutifully submitted,

Melissa LaBorde