

Faculty Senate Minutes

For: 11/8/2022

Members Present: Rusty Gaspard, Sarah Barnes, Beverly Alwell, Matthew Stokes (Secretary), Jennifer Innerarity (Parliamentarian), Missy LaBorde, Carol Corbat (Vice President Presiding), Cynthia Thomas, Renu Gupta (alternate), Cathy Cormier (alternate)

Members Absent: Julie Gill (President), Purujit Gurjar, Hal Langford, Kerry Ordes

Guests Present: John Rowan, Paul Coreil, Richard Elder, Jim Rogers, Dr. Christof Stumpf, Angela Greaud, and Cassie Jobe-Ganucheau

Call to Order: 3:01 pm

Angela Greaud, LSUE Faculty Senate Chair and Cassie Jobe-Ganucheau, LSUE Faculty Senate Vice-Chair, introduced themselves. C. Jobe-Ganucheau said their Vice Chancellor suggested they attend LSUA Faculty Senate meetings to learn more about Senate processes.

Dr. Rowan entered the meeting

Dr. Coreil entered the meeting

Minutes: 10/25

M. LaBorde moved to approve the 10/25 minutes

C. Thomas seconded the motion

Vote: 8-0-1

Brief Guest Updates:

Report from Provost:

Dr. Rowan first mentioned that in the previous Senate meeting, he had mentioned a couple of items about announcements coming from the Board of Regents (BOR). He said that as of yesterday, the latest news did not present as many challenges as first thought. The first item dealt with Admissions. Dr. Rowan said that we had been told—and the whole LSU system read it this way—that there would be more rigid admissions criteria; for example, the understanding was that some students coming to LSUA would instead be sent to community colleges. Dr. Rowan clarified that such an arrangement appeared to be a movement by community colleges in the state to fix enrollment declines. Since the BOR value equity, they had said that some who had been going to State institutions would now go to community colleges. Dr. Rowan said naturally, LSUA was worried about revenue if such a change were to occur, but as it turns out, it is not going to have that much of an impact. Dr. Rowan then mentioned that further inquiries for details could be directed to Shelly Gill.

The second item Dr. Rowan mentioned had to do with the Academic Plan. He said that there would be a three-year academic plan required of all state institutions by the BOR. Part of the plan will require institutions to indicate programs they plan to launch over the course of three years. The plan will be due in May.

C. Cormier entered the meeting

Dr. Rowan continued to explain that for instance, a timeline might look like 2024-2025 being year one, 2025-2026 being year two, and 2026-2027 being year three. He said that an earlier and incorrect understanding was that an institution had to have all planned programs listed. The adjustment now, we are told, is that each year when you submit the three-year plan, you can add any program to any year. Therefore, we are back to where we were when we had the letter of intent followed by the proposal—the current understanding of the model does not present the challenges we had anticipated when we thought we had to plan all programs three years out.

Discussion ensued.

Next, Dr. Rowan said a retreat was held ten or eleven days ago which focused on on-campus enrollment. He said that on-campus enrollment has not been increasing like online enrollment. Instead, a “flat” level is being maintained. Still, we want to look ahead the next few years how we can maximize on campus numbers. Dr. Rowan said the takeaway from the retreat was at least three goals:

The first goal is to consider minority student pathways—demographics reveal that a large number of future high school graduates will be students of color and potential first-generation college students. The goal is to reach out to these students and show them that LSUA is good destination.

A second goal is to increase LSUA faculty and staff presence in local high schools, including in the Speaker’s Bureau.

A third goal focused on advising. At LSUA, unlike at most other institutions, we have a split system—some advising is done in student engagement, and some in academic affairs. Such a split system has pros and cons. Dr. Rowan said that when it comes to transfer and online students, we want to make sure our advising is seamless and effective.

In light of on-campus enrollment not increasing, C. Thomas suggested the possibility of offering free tuition for children of faculty and staff. Dr. Rowan said that would be an LSU System issue, and that if LSUA wanted to offer such an opportunity, LSUA would have to pay for it themselves. M. LaBorde, commented that Faculty Senates Group talked about this idea a few years ago. Discussion ensued.

Returning to the three-year plan part of Dr. Rowan’s report, C. Corbat asked for clarification as to whether it was a rolling three-year plan with a new year being added each year and Dr. Rowan confirmed that it was.

Report from Chancellor:

Dr. Coreil began his report by stating that the Association of Louisiana Faculty Senates (ALFS) is meeting at LSUA on November 19th. He stated that generally, some from LSUA are in attendance and that he had attended all of the meetings. It was stated that M. LaBorde, Bernard Gallagher, Christof Stumpf, and Carol Corbat have previously attended meetings, as well.

Next, Dr. Coreil stated that regarding “Chancellor’s Funds,” everything that was submitted was approved.

Dr. Coreil stated that the BOR was going to meet on February 10th but changed the date to April 21st. Dr. Coreil said we are hoping to have the groundbreaking for the Student Success Center building while they will all be here.

Dr. Coreil next stated that he is really excited about LSUA’s online graduates being recognized. Teresa Seymour is setting up an online graduation reception the night before commencement. Dr. Coreil mentioned that a similar reception for all graduates was held during COVID. Dr. Coreil said that he wants to applaud Teresa for doing this.

Dr. Coreil noted that commencement will be on December 15th, and that it is a highlight for all of us. M. LaBorde asked who would be the commencement speaker. Dr. Rowan said that we had a very good speaker lined up. Dr. Coreil revealed that Cathy Cormier will be the speaker.

Dr. Stumpf entered the meeting.

Dr. Coreil said he once gave a commencement speech at South Cameron High School after a hurricane had devastated the community. It was an emotional experience. He said that both of his children had attended that school. Dr. Coreil then thanked all in attendance.

Dr. Coreil and Dr. Rowan left the meeting.

President’s Report:

The President’s Report was distributed electronically. The report mentions that J. Gill met with Dr. Coreil and Dr. Rowan about advising. She was asked to table our concerns about advising until Dr. Bain returns to work.

The report also mentions that Faculty Plans were discussed, particularly in light of whether they can also serve as a Faculty Evaluation. Nothing was decided.

Finally, the report mentions that J. Gill had a separate meeting with Dr. Coreil and explained that we have not been following the policy on policies. A resolution was not reached.

Committee Reports:

10/4 C&C

The first item to address was a “Certificate in Data Analysis.” It was noted that this name was incorrect in the C&C minutes. C&C later sent a correction. The correct title should be “Certificate in Accounting Information Systems and Data Analytics.”

M. LaBorde moved to approve the corrected minutes and update to the certificate in accounting
C. Cormier seconded the motion

Vote: 10-0-0

C&C 10/11

M. LaBorde moved to receive the minutes

C. Thomas seconded

Vote: 10-0-0

A Certificate in Global Health was approved but the curriculum includes a course that does not exist. C. Corbat recommended that we send it back to C & C.

J. Innerarity moved to send the Certificate in Global Health back to C&C because an International Studies course does not presently exist.

M. LaBorde seconded the motion

Vote: 10-0-0

Modification to BA Religious Studies

M. Stokes motioned to approve the modification

C. Thomas seconded the motion

Vote: 10-0-0

New Religion Course – RELG 4901 Religion Directed Study

C. Corbat moved to approve the new course

M. LaBorde seconded the motion

Vote: 10-0-0

Modification to BA in Communication Studies

It was noted that the first page of form was blank. Discussion ensued.

M. LaBorde noted that if the paperwork is not correct, Senate has no choice but to send it back to C&C.

M. LaBorde moved send the Modification back to C&C.

J. Innerarity seconded the motion

Vote: 10-0-0

Minor in Pre-Law

M. LaBorde pointed out a typo in the C&C minutes, “confidentially” should be “confidently”

J. Innerarity moved to approve the proposed minor

C. Thomas seconded the motion

Vote: 10-0-0

Modification to BA in History

Dr. Jim Rogers said the modification is not a big change. We just created concentrations. Instead of worrying about minors, we want concentrations such as General History, Social Studies Education, Pre-Law, and Public History. The only other changes were updates. Dr. Rogers then said they also got rid of all the program requirements in Gen Ed. He stressed that they do make specific recommendations to students.

C. Corbat had one question. She pointed out that in the C&C minutes, it says “this change affected the free elective credit hours, which were changed to 6-10 credit hours, depending on

concentration.” It should actually say “6-36 credit hours.” However, C. Corbat noted that despite the typo in the C&C minutes, it was correct in the official paperwork.

M. Stokes moved to approve the modification

M. LaBorde seconded the motion

Vote: 10-0-0

FPPC minutes 10/21

M. LaBorde motioned to receive the minutes

B. Alwell seconded the motion

Vote: 10-0-0

C. Corbat said we passed these on to Dr. Rowan because of a 30-day deadline. C. Corbat said if we want to make any points, we need to make some sort of recommendation.

R. Gaspard said that some of the questions on there may be answered in some other policy statements such as how many courses deans teach.

C. Cormier said that many of the questions raised came from nursing. She said the concern is with the new organizational structure with deans/directors/chairs/program coordinators, etc. She asked whether or not there was a recommendation to take care of workload for all the various parties in one policy? C. Cormier then pointed out that advising was taken out of the Department Chair duties—the response from Dr. Rowan was that each department/school would handle that independently. However, during the summer, for instance, if the Chair/Director is the only person around, who will advise?

C. Corbat then summarized the four suggestions from FPPC regarding PS 245:

1. Include the job descriptions and duties of Deans, Directors, Department Chairs, and Program Coordinators into one policy statement.
2. Include a statement regarding collegiality of a Department Chair into the policy statement.
3. If a Dean assumes the responsibilities of the Department Chair for two months in the summer, then include language in the policy statement denoting this responsibility.
4. Since a Department Chair is a representative of a department, then allow department faculty to have the primary voice in who represents the department.

M. LaBorde said, maybe since C. Corbat forwarded these suggestions regarding PS-245, perhaps we should wait and see what the response is.

Next, it was discussed that there was a case where we the Senate requested information back from Dr. Rowan to see who contributed what suggestions to policy statement changes. He responded that Chairs and Deans were all in favor of the proposed changes to PS 245. The Senate responded by asking for the minutes from the Academic Leadership Team meeting. The following day, a memo was distributed that policies would be handled differently. Discussion ensued regarding how the failure to follow our policy on policies was creating a process that was not transparent. Comments on policy statement revisions are not being compiled and made available to all interested parties. It was suggested that the Senate ask Dr. Rowan to provide all the input received from various persons or groups on the PS 245 policy revision.

Discussion ensued.

J. Innerarity motioned that Faculty Senate request that Dr. Rowan provide all input that was received on the PS245 revisions, who submitted it, and the details of the final product he is sending forward to SLT.

R. Gaspard seconded the motion

Vote: 10-0-0

Old Business:

Advising concerns were already addressed in Julie's report.

Academic Calendar. C. Corbat said Julie has not received anything new on it. If she hasn't seen it in a week, we will make another request. Julie said in her department, there is a faculty calendar but it doesn't match what's on the Registrars website.

Julie said in one week she would address it further

PS 202 A and B Ad-hoc committee

C. Corbat reminded everyone their suggestions are due to J. Gill Friday, the 11th. There should be one representative from each college.

Revision of Policy Statements PS 203, 248, and 249

C. Corbat said that on July 13th, 2021, she sent all these polies to Dr. Coreil with the suggestion that we need to combine the policies. They are all policies related to deans, chairs, unclassified staff, etc. None of them have job descriptions. She sent that to Dr. Coreil and said this covers more than just academic people because unclassified employees are also included. When those polies were written, the unclassified staff were limited to a few professional positions such as Registrar, Director of Financial Aid, etc. Now there are many more people who are unclassified.

C. Corbat explained the three categories of full-time employees:

1. Faculty
2. Civil service (classified staff) – admin assistants, custodial grounds, etc.
3. Unclassified staff – they don't go through civil service (registrar, vice chancellor etc.)

Since these policies were written, LSUA has hired a lot of unclassified staff. Because unclassified staff were included in these policies, faculty alone cannot amend the policies. They are broad and need more than just faculty input.

C. Corbat asked Dr. Coreil to bring the issue to SLT and decide on what to do—whether to rewrite the policies, combine them, etc. However, there was never any progress. C. Corbat had included LSU's version of the policies in the original request.

C. Corbat also mentioned that J. Gill had asked her to rewrite a draft version of the policies, but it would be so far outside of the Senate's boundaries. To redo them, job descriptions for all the various positions would be needed, but these are not available—HR was never given them.

C. Corbat concluded that Senate would probably have to meet with Dr. Coreil to make progress on dealing with these policies. Senate alone can contribute some of the pieces but cannot do it all.

Administrative Committee List

No updates.

CurricuLog

C. Corbat stated that the CurricuLog implementation team had a meeting with Deron Thaxton because he handled the contract. C. Corbat wanted to see what the provisions were if the contract was ended or if something happened to the host company. The question was how we would get our data back. Deron was not able to access the needed information since the contract was sub-contracted through LSU; however, C. Corbat said D. Thaxton did not feel like LSU would sign a contract if they would not be able to access their data.

C. Corbat commented that a “good, end product” is hard to visualize with CurricuLog, as it is merely software designed to assist with building a Catalog in AcaLog. Therefore, when data comes through, it does not create forms. The information users are allowed to print is difficult to read. C. Corbat mentioned that Deron Thaxton said we could get someone from DigiArc or someone from another campus who uses the software to teach us how to get to our data.

C. Corbat went on to say that she talked to Deron about how CurricuLog is in good shape for the “courses” aspect of it. However, the curriculum piece still has some significant flaws. The process for inputting new curricula is complicated. There are no instructions. Even with training, the process is still confusing. The average user would not get it by only using it from time to time.

It was mentioned that there had been discussion about having one person assigned to doing curriculum entry for all departments b/c they would know all the formatting protocols.

Discussion ensued.

C. Corbat concluded that much progress has been made on the courses aspect of CurricuLog. Her estimate is that people will be trained and using it by January 1st; however, the curriculum piece will be difficult and may not be ready by the expected date.

AA/AS Degrees

C. Corbat stated that we needed to send a statement to Dr. Rowan and Dr. Coreil concerning how the associate degrees are counted in the departments and how changes were made to this without departmental or faculty input.

New Business:

Interdisciplinary Curriculum Committee

C. Corbat stated that originally, LSUA formed committee designed to coordinate degrees across departments so no department could make changes to a degree which other departments offered. At one point, Business put through a change to require a course in the AS degree and it affected all AS degrees. Consequently, LSUA put together another committee.

These committees were called a coordinating committee, and the one for AA/AS was separate from the one for bachelor degrees.

At some point the two groups combined. The makeup consisted of Department Chairs and a faculty representative from each department who had an interdisciplinary degree. This group was called the Interdisciplinary Curriculum Committee and it was described in the Administrative Committees list. However, it has now been dropped from the Administrative Committees list but we still need the function, so we have proposed creating it as a Senate Ad Hoc Committee.

C. Corbat said that we need to decide how we are going to construct this Ad hoc committee. Do we want to do college or department representation?

R. Elder stated that ICC should have been a senate committee to begin with because it deals with curriculum, which is faculty purview.

C. Corbat asked R. Elder for suggestions. He said 17 members is too big. He said maybe 1-2 from every college could work to get it down to 10 or 11.

M. LaBorde suggested having one member from each college and any additional members could be from departments who would have interdisciplinary degrees.

C. Corbat asked the Senate to provide suggestions by Friday the 18th on how that committee should be made up. Suggestions on who should be on the committee besides one member from each college should be sent to her.

Other New Business

M. LaBorde asked if anyone had seen announced the new Zoo Science Program?" why are announcing something that hasn't been approved yet? Another example is the Technovation Center. M. LaBorde expressed a concern from several faculty that we tend to announce new programs before they are established or approved.

C. Cormier expressed concern when she saw the new zoo concentration because there is only one face-to-face Biology 1161 course for Nursing Majors and these zoo concentration students would also need that course.

C. Corbat said KINS and Aviation were also announced prior to their approval by the faculty. There are legitimate questions we should be asking, but it's hard to ask them now because the announcements have already been made.

Discussion ensued about faculty governance. If these things keep happening and chipping away, it can be problematic later.

M. LaBorde expressed that there are a number of policy statement changes, new curriculum announcements, and new initiatives that have happened without proper faculty vetting or even faculty knowledge across the campus. It is never good for employees to first hear information from a media release when they should have known about the activity or program first. Such a process is a "slippery slope" when it comes to shared governance.

Some said that we should use language like “from a PR standpoint” in terms of trying to get leaders to listen.

C. Corbat asked if the Senators wanted to write some kind of resolution, but no decision was reached.

Announcements:

Next meeting: November 22nd, 2022 at 3:00 p.m.

S. Barnes announced this is national Rad Tech week.

C. Thomas said World AIDS day is coming up on December 1st, and we should encourage students to attend.

Pats on the back. M. LaBorde mentioned one for Linda Smith for her help with the PRAL/College of Liberal Arts Student Mini Con.

Departmental Accomplishments. M. LaBorde mentioned a mini conference about internships and leadership that was held for CMLA students from both LSUA and LCU.

Adjournment:

J. Innerarity motioned to adjourn

M. Stokes seconded the motion

Vote: 10-0-0

The meeting adjourned at 4:40

Faculty Senate Agenda
November 8, 2022 at 3:00 p.m.
Live Oaks Room

- I. Welcome and Determination of quorum
- II. Approval of minutes
 - 10.25.22
- III. Brief guest updates
 - Dr. Rowan
 - Dr. Coreil
- IV. Report of President
- V. Reports of Committees
 - 1. C&C 10.4.22
 - 2. C&C 10.11.22
- VI. Old business
 - Advising Concerns
 - Academic calendar for future (tabled) semesters
 - presidential election
 - PS 202 (A& B)
 - Revision of Policy Statements
 - PS 203, PS 248, 249
 - Administrative Committees List
 - CurricuLog Update
 - AA/AS degrees
- VII. Introduction of new business
 - ICC – Senate Ad-hoc committee
- VIII. Announcements/Looking ahead
 - Next meeting: November 22, 2022 at 3 p.m.
 - Please send *Pats on the Back* to Julie and/or share at Senate Meetings
 - Departmental accomplishments
- IX. Adjournment

Faculty Senate Minutes
For: 10/25/2022
DRAFT

Members Present: Rusty Gaspard, Purujit Gurjar, Sarah Barnes, Beverly Alwell, Elise Guillory (alternate), Richard Elder (alternate), Matthew Stokes, Jennifer Innerarity, David Shanks (alternate), Carol Corbat, Julie Gill

Members Absent: Kerry Ordes, Mary Kay Sunderhaus, GuoYi Ke

Guests Present: John Rowan, Paul Coreil, Dr. Christof Stumpf

Call to Order: 3:00 pm

Minutes: 10/11

C. Corbat motion to accept the minutes

J. Innerarity seconded the motion

Vote: 9-0-2

Brief Guest Updates:

Report from Provost: Dr. Rowan stated that he and J. Gill will be a part of a retreat Friday to address enrollment and on campus enrollment. On-campus enrollment is flat, but steadily going down; however, this decline is not as sharp as it is in other schools. Dr. Rowan said we want to keep an eye on face-to-face numbers.

Next, Dr. Rowan stated that registration has begun for spring. He asked faculty to please reach out to advisees and for us to do everything we can now to get them registered. The other thing – because it will impact the speed at which we get new programs in place, we are getting some direction from BOR that is confusing. To propose new programs, we used to have to put forward a letter of intent to Board of Supervisors and Board of Regents, followed by a proposal. However, in order to get programs in place quickly for LSU Online, there was an effort to do away with letter of intent. This change went through. Therefore, now only a full proposal is required. Within the last week, we learned that they would not even consider proposals that were not part of a three-year academic plan that was submitted several months ago. They did ask every public institution for a three-year plan that included possible programs that could be developed. LSUA submitted such a plan. However, now, BOR is saying that if a program wasn't on that plan, it would not be considered.

Dr. Rowan concluded by saying that these changes coming from the BOR goes against the goal of being flexible and agile. He said they would continue trying to figure out what's going on with these new changes. He stated that if indeed these new changes remain in place, he and Eamon Halpin will need to re-visit the plans that were put forward and do research.

Report from Chancellor: Dr. Coreil stated that the ribbon cutting grand opening was well-attended—over 250 people were in attendance. He said the event was a milestone to celebrate the aesthetic value of the campus. He thanked everyone for tolerating the disruptions.

Dr. Coreil then mentioned a sewer line from Alexandria to campus that was put in 2013. He said that LSUA still owns it; however, a small university like ours can't maintain a six-mile sewer line. Typically, the city takes over and would pay the fees. Now, it looks like we are poised for the city to take ownership, which will be a big step. He then said that for the future of this campus, people will say that this was a good move. He said that LSUA has had to repair a couple of lines and it's costly. We don't have the technology to repair them.

Dr. Coreil then mentioned that on November 1st, a celebration of LSUA's success with enrollment, degree offerings, and other things will be held.

Next, Dr. Coreil stated that the groundbreaking for the Student Success Center was set for February 10th. However, it was discovered that a major donor, Roy O Martin, would be out of state, so the date will change. Dr. Coreil mentioned they had donated two million dollars and the building would be named after them.

Dr. Coreil then expressed thanks to Julie Gill. He said they had been meeting every two weeks. The meetings have been candid but good and productive.

Finally, Dr. Coreil said he had been asked to chair the search committee for Vice President of Agriculture and Dean of the College of Agriculture for LSU. He said that if anyone knows someone who is qualified in this area to let him know. They are conducting a national search.

C. Corbat had a question for Dr. Rowan. She asked if Michelle Riggs Waller was still the interim director of the library. Dr. Rowan confirmed that she was.

Dr. Rowan and Dr. Coreil left the meeting.

Dr. Christof Stumpf's report: J. Gill, mentioned that Dr. Stumpf was in a lab and would join the meeting later.

President's Report:

J. Gill mentioned a previous meeting with Dr. Coreil in which she passed along the advising concerns. She mentioned the Senate's concern for infrastructure and stated that Dr. Coreil was thankful for our suggestions. J. Gill then stated that she mentioned to Dr. Coreil that Senate was in discussion regarding the formation of an advising ad hoc committee; Dr. Coreil asked for a meeting with Dr. Rowan to further discuss the concerns.

Recommendations were shared from the Budget and Review Committee:

1. Investigate some system of reward tied to post-tenure review (the question of different levels of tenure).

2. Merit raises should come only after cost-of-living raises. At minimum, cost-of-living raises should cover at least 1/3 of the inflation experienced at the time.
3. All existing faculty salaries should be indexed by department against market value of professors at similar universities and minimum salaries should be established by rank in each department.

C. Corbat asked if her edits to the advising document were received, as a final document was never sent out after Senators commented. J. Gill stated that she will forward it to all Senators.

Committee Reports:

Budget and Review 9/26

M. Stokes moved to receive the minutes

S. Barnes seconded the motion

Vote: 11-0-0

C&C 10/4 (including a correction sent by committee chair, Alice Blackwell)

M. Stokes moved to receive the minutes and correction.

S. Barnes seconded the motion

Vote: 11-0-0

Action items:

Certificate in Data Analysis

B. Alwell said that basically, it is the same program as the concentration. The certificate provides a structured way for students to pick up additional hours. B. Alwell elaborated on the certificate and a new course, Accounting Ethics

It was mentioned that there was an error in the C&C minutes in the title “Certificate in Data Analysis.”

J. Innerarity motioned that we send back the certificate to C & C to correct the title. It should be “Certificate in Accounting Information Systems and Data Analytics”

S. Barnes seconded the motion

Vote: 11-0-0

College of Business – New Course: Accounting Ethics ACCT 4150

C. Corbat moved to approve the course

J. Innerarity seconded the motion

Vote: 11-0-0

Modification in Minor in Chemistry. Makes one three-credit requirement in upper-level courses more flexible.

R. Elder moved to approve the modification to the minor

B. Alwell seconded the motion

Vote: 11-0-0

Course Modifications to seven upper-level CMST courses. Changing the prerequisite from a specific course to any Gen Ed Communications course. Courses under consideration were CMST 3115, 3116, 3118, 4112, 4119, 4120, and 4160

B. Alwell moved to approve the course mods

P. Gurjar seconded the motion.

Vote: 11-0-0

New proposed course: Choir and Culture MUSI 1700

E. Guillory left the meeting.

C. Corbat questioned why #5 addressed MUSI 1751 but not MUSI 1784, University Choir. Also, the need for an accompanist was not addressed.

R. Elder moved to approve MUSI 1700

J. Innerarity seconded the motion

Vote: 9-0-1

Old Business:

Advising.

J. Gill said she did present the advising issues and potential solutions to the chancellor. She asked if we want to have an ad hoc committee or wait until she talks further with Dr. Coreil and Dr. Rowan. Discussion ensued.

B. Alwell motioned to wait on forming ad hoc on advising

J. Innerarity seconded the motion

Vote: 10-0-0

Academic Calendar

J. Gill stated that the 2023/2024 academic calendar has yet to be received from Jerri Weston.

Ps 202-B

Discussion ensued on forming an ad hoc committee. C. Corbat stated we should first decide how big we want the ad-hoc committee to be and we need faculty who are knowledgeable about the subject.

P. Gurjar recommended one person from every college, so five people. C. Corbat suggested that the ad hoc committee look at both the A *and* B parts of the policy. It has been separated, but this needs to be looked at again

J. Innerarity asked for clarity regarding whether we wanted to include both tenured and non-tenured faculty on the committee. J. Gill confirmed it should be tenured faculty, as discussed at the previous meeting. C. Corbat said one per college is a workable size. J. Innerarity said we

need to get started with the formation of the ad-hoc committee. She also recommended one member per college. B. Alwell agreed. J. Innerarity asked if J. Gill could word an email for us to distribute to our colleges so we can all be on the same page. C. Corbat said we may get multiple suggestions per college and then Senate will have to pick. R. Elder said the other option is to have every department represented if so desired. C. Corbat said this option could result in thirteen or fourteen members, which might be too large.

J. Gill asked that Senators forward their recommendations prior to NOVEMBER 3rd which would provide her time to compile a list for consideration prior to the next meeting.

It was stated that a problem with promotion and tenure is that formerly, all members that were above the rank of the impending promotion were allowed to deliberate and vote, but now a dean can appoint three members of that respective department. Therefore, deans can hand pick the committee that considers the candidate.

Policy Statements 210, 203, 248, 249

J. Gill asked if any volunteers will look at these policies and come back with feedback whether or not we need to move forward with revisions of these. C. Corbat said she would take another look at 210, but it was just revised. She will see what she can find on the other policies as well.

C. Corbat said FPPC has not sent her anything on 245 though she asked for a quick turnaround due to the 30 day consideration period.

Administrative Committee List

R. Elder stated the other day that ICC is no longer considered an administrative committee. It was brought up whether the Interdisciplinary Curricular Committee should be a Senate ad hoc committee.

Dr. Christof Stumpf entered the meeting.

C. Corbat said we should codify the existence of the committee since it was removed from the Administrative Committee list. C. Corbat said that on the CurricuLog implementation team, there was some confusion from the Registrar's office as to the role of the committee. C. Corbat also said that if we are not going to have an administrative committee, we need to spell it out, as SACSCOC may ask about Governance of interdisciplinary programs. In addition, SACSSCOC may ask about the committee's existence, as it is responsible for the AA/AS and BGS degrees.

J. Gill asked that Dr. Stumpf be allowed to address the Senate.

Dr. Stumpf brought up an Admissions and Standards Committee concern regarding how Senate committees are considered to be open meetings. Dr. Stumpf asked if an open session can be done via Zoom.

D. Shanks left the meeting.

J. Gill said she talked to M. LaBorde. The requirements were to share an agenda prior to meeting and publish minutes after meeting. Dr. Stumpf said that makes sense for Senate. He said his interpretation is that A&S does not have to meet publicly. However, the open session appears to contradict his personal opinion. If that's true, then no senate committee can meet via Zoom.

J. Innerarity said regardless of Zoom or in-person, it's whether or not the committees are inviting just the committee members or the entire faculty. Dr. Stumpf asked how we should interpret "open session?" J. Gill said we will need to make a few phone calls for further consultation.

J. Gill asked Dr. Stumpf if the A&S minutes reflect this concern. If so, the Senate will then act upon the minutes. Dr. Stumpf said it is not formally reflected in minutes.

J. Gill stated that it was her understanding that meetings had to be open for all faculty to attend.

C. Corbat said we no longer have a justification to have Zoom-only meetings. We are back on campus, as opposed to working remotely as was the case when the COVID-19 pandemic started. Someone said a Zoom meeting could be an option for those who cannot be on campus. Dr. Stumpf said if a Zoom option is available, most people will want to Zoom.

Dr. Stumpf thanked the committee for clarification and then moved on. He stated that the SCR-6 meeting has been postponed to November 17th.

Dr. Stumpf stated that the meeting planned for October 24th was postponed. Those associated with the committee would like to have a meeting so that the issue of post-tenure review cannot be resurrected. Most would be in favor of having some type of post tenure review, in addition to promotion to full professor.

ALFS usually meets twice a semester, but this has not happened for 2022 because Kevin Cope has been busy. Saturday, November 19th is the next meeting. President Tate was asked to come, but he is too busy for the next year.

#3 Dr. Stumpf is the COFA rep, and this will also be discussed at the ALFS meeting.

#4 the Louisiana Academy of Sciences will take place on LSUA campus on Saturday, March 4th. Students can get prizes. Dr. Stump is inviting everyone to apply to present. Abstracts are due on January 20th.

#5 Darwin Day

Dr. Stumpf said there are ongoing negotiations with AMOA to have the Darwin Day meetings there.

Chancellors Travel/Research Funds.

J. Gill said that we did not indicate definitive amounts for each section: research, travel, and field trips.

Travel:

P. Gurjar said, for the travel, there are 10 applicants. Out of that, 6 are presenters. P. Gurjar said their subcommittee felt like those presenting should receive priority consideration. All the presenters total comes to \$11,720. One non-presenter submitted an incomplete application. Also, one application was not considered travel and was not considered. If presenters and non-presenters are considered, the total for travel would be \$16,545, which is in excess of the typical \$15,000 allocated for travel.

J. Gill and S. Barnes presented the recommendations for field trip funding. There were 4 applications and the committee proposed three for funding for a total of \$5020. One of the applications was for a HIPS course and the committee felt that since there are CORE funds for their courses, the field trip should be funded by CORE.

C. Corbat stated that Research received five proposals and their subcommittee recommended funding four.

The total for all three fields was \$27,688 (including non-presenters for travel). This would leave \$7300 for spring applications.

J. Innerarity moved that we accept all recommendations by the committees and send the proposed list to the Chancellor for his approval.

J. Gill asked for the specifics on each committee's recommendations.

S. Barnes seconded J. Innerarity's motion

Vote: 9-0-0

CurricuLog Update

J. Gill said she is happy to announce the curriculum modification only took 1.5 hours. She had someone there to assist her, but the process was cumbersome and lengthy. Training will help, but there needs to be an understanding that most people will not be doing this regularly so it will take time to learn.

J. Gill went on to share that D. Thaxton has agreed to meet with a few implementation team members to look at the IT aspect of CurricuLog. Currently, the university does not have IT support. We have since found out they have spent \$75,000 on this program and we "piggybacked" off of the LSU contract. Technically the last meeting is Friday, but the committee will continue to meet until the system is ready to proceed.

Questions remain regarding how we will access MCO's and the storage of our materials; there is also concern regarding queries, etc.

C. Corbat said one delay in making training materials was how we are going to deal with the interdisciplinary committee (ICC). Another issue was needing to address how chairs would be able to allow faculty to see and vote on proposals and then record the faculty vote. Two work-

around were suggested. C. Corbat said she made a video showing chairs the two options; only two chairs have responded so far—Holly Wilson and Kent Lachney. C. Corbat asked if we could ask our chairs to respond to her Curriulog email.

New Business:

AA/AS degrees. C. Corbat said last year, without any consultation, these degrees were removed from departments and moved to ENHU and MACS. The Registrar took them away from all the other departments. C. Corbat polled all departments regarding whether or not they wanted to retain their ability to keep the degrees. All departments responded except Psychology. Criminal Justice did not mind either way. HIST declined to comment. ENHU said they like the current way, but can understand why other departments want to count their students in their respective departments. MATH did not respond.

C. Corbat said the Registrar has no authority to remove degree-granting authority from a department, so now, the Registrar needs to restore the degrees to the departments as they were previously.

M. Stokes mentioned that the ENHU department voted unanimously in support of keeping the Associate of Arts degree. While keeping this degree may add a few semester credit hours (SCHs), realistically, it does not provide a boost of any significance. More importantly, the department felt that keeping the degree would mean these graduate applications may be approved in a consistent, timely, and accurate way.

C. Corbat said we need to inform the chancellor that this move was done without any authority, and the degrees need to be restored. No department said they wanted to delete the degrees.

B. Alwell said the loss of the degrees creates some problems for their department, hindering some student progress.

C. Corbat said it is a degree granting issue. When students who want to get the AA while working on a BA, another department receives the credit, despite work completed in the student's department.

Dr. Stumpf left the meeting.

Committee approval of new member. C. Corbat said Nursing needs to replace a member on the A&S Committee as the current member cannot attend the scheduled meetings. The School of Nursing asked that Becca Dauzat be seated on the A&S Committee.

B. Alwell motioned to approve the new member, Becca Dauzat.

P. Gurjar seconded the motion

Vote: 8-0-0

Announcements:

Next Meeting: 11/8/2022

Adjournment:

M. Stokes motioned to adjourn

B. Alwell seconded the motion

Vote: 8-0-0

The meeting adjourned at 5:02 pm.

DATE: November 8, 2022
TO: Faculty Senate
FROM: Julie Franks Gill, Ph.D.
Faculty Senate President



RE: President's Report

1. CurricuLog discussions continue as we work to prepare for implementation, possibly a partial implementation for courses only. The ad-hoc committee has requested assistance with IT support for curricula. We have also asked if the MCOs can be housed on the LSUA server. We continue to ask about access to our documents on AccuLog.
2. Met with Dr. Coreil and Dr. Rowan on November 7th:
 1. discussed advising concerns
 - it was requested that a meeting be scheduled to include Dr. Bain upon her return
 2. discussed Faculty Evaluations
 - discussion ensued regarding whether Faculty Plans can act as both the Faculty Plan and the Faculty Evaluation, especially when faculty are evaluated for merit purposes.
 - also discussed need for consistency across campus.
3. Met with Dr. Coreil on November 3rd:
 1. discussed the lack of Faculty Evaluations
 2. discussed the time frame for policy revisions

Thank you!

Courses & Curriculum Committee
Minutes
October 4, 2022

Present: Alice Blackwell, Jennifer Dupont, Richard Elder, Beth Whittington, John Allen, Beverly Alwell (proxy for Bob Jones), Chris Stacey, Andrew Pham, Cole Franklin, Sandra Purifoy, Conley Hathorn, Michael Waller, Eamon Halpin (Ex-Officio), Sheila Hudson (Ex-Officio), and John Rowan (Ex-Officio)

Absent: Laurie Pittman

Guests: Kent Lachney, Nathan Ponder, and Jessica Thacker

A quorum was established, then meeting officially began at 12:04 pm.

Dr. Alice Blackwell introduced the first order of business, the **Certificate in Data Analysis**. She reviewed the RIS and gave a brief overview of the certificate requirements. Dr. Kent Lachney provided reasoning on how this certificate will enable graduates to be employment ready once they enter the workplace. Richard Elder made a motion to approve the certificate with a second by Conley Hathorn. The motion passed with 12 approving, 0 opposing, and 0 abstaining.

Next, **ACCT 4150, Accounting Ethics**, was discussed. Dr. Lachney stated that several states are requiring a separate ethics course, such as this proposed course, for future employees in this discipline. The course meets AICPA standards and would help LSUA graduates seeking employment in Texas. The RIS was discussed and no problems were indicated. A typographical error was noted in the effective date of the course, which Dr. Eamon Halpin stated he would make the correction. A question concerning the program and course objectives being in the Master Course Outline. Dr. Lachney replied that this is required by their accrediting body. Both the program and course objectives should mirror each other. The course was designed to emphasize professionalization in the accounting discipline while having broad applicability. Dr. Elder made a motion to approve the course with Dr. John Allen seconding the motion. The motion passed with 12 approving, 0 opposing, and 0 abstaining. Before leaving the meeting, Dr. Lachney thanked the Committee for approving the course.

Dr. Blackwell introduced the **Modification of the Minor in Chemistry**. Dr. Nathan Ponder explained the necessary changes. A change was needed to reflect the Department's name change to the Department of Chemistry and Physics, since a reorganization of all departments at the University had been completed. The next change was allowing more choice in upper level courses. The list of courses was reviewed and Dr. Ponder noted that CHEM 3060 and CHEM 3160 were not in the list of courses due to being courses for medical lab science students. Sandra inquired about the biochemistry course presently taught under the Biological Sciences Department and its possible applicability towards the minor. Dr. Ponder was willing to bring this to the department at a later date. The last reason given for the modifications was to provide students with flexibility in achieving this minor. Dr. Conley Hathorn made a motion to accept the modification change of the Minor in Chemistry with Beth Whittington seconding the motion.

The motion carried with 12 approving, 0 opposing, and 0 abstaining. At the conclusion of the vote, Dr. Ponder left the meeting.

Following the vote Dr. Blackwell introduced the **Modification of the BA in Communication Studies degree**. Jessica Thacker explained the change to any General Education Course in CMST as a prerequisite for upper-level CMST coursework. To wit: the current degree requires CMST 1061, but many transfer students have courses that transfer as other Gen Ed CMST courses; the online majors who transferred in credits were unable to take upper-level courses even though they had had substantial coursework in CMST, as the degree currently requires CMST 1061, which is not always equivalent to ANY course at students' prior institution. Still, the department felt that it was necessary to require Gen Ed CMST as a prerequisite for upper-level CMST so that those upper-level classes were not flooded with underclassmen whose lack of preparation would either cause them to fail or cause the professor to adjust the class, with the result of the latter likely being a reduction in rigor. The proposed MCO would indicate any general education CMST course totaling 3 credit hours would be the new requirement. **Since this applied to all the courses in this degree, Dr. Blackwell made a motion to vote for the changes all the courses listed in the BA Communication Studies degree in a single vote. Dr. Elder seconded the motion. The vote was unanimous with 12 approving, 0 opposing, and 0 abstaining.** Dr. Elder made a motion to approve the changes for all the courses with Dr. Hathorn seconding the motion. The motion was passed with 12 in favor, 0 opposing, and 0 abstaining.

Dr. Thacker explained the new proposed course, **MUSI 1700, Choir and Culture**. The effective date of the course addition is expected to be Spring 2023 semester, but a prospective new faculty member to teach the course may not be filled by this time, so Fall 2023 is more likely. The new faculty would be paid with Endowed Professor funding. The question arose concerning the date at which this funding would cease. Jessica explained that she was hopeful to have a position created for a permanent faculty member by that time. The RIS was reviewed without questions. The choral assessment as a method of evaluation was discussed. Ms. Thacker explained that this method would allow flexibility for faculty as they taught the course. Dr. Chris Stacey made a motion to approve the course with Dr. Hathorn seconding the motion. The motion passed with 12 approving, 0 opposing, and 0 abstaining.

Lastly the course, MUSI 1700, was considered as a General Education course. The breadth of the course could involve politics, history, and religion topics in the course topics. Jessica indicated that giving this class Gen Ed status would allow students more flexibility in fulfilling their Gen Ed Fine Arts requirement. Dr. Elder made a motion to approve the course as a general education course with Beth Whittington seconding the motion. The motion passed with 12 in favor, 0 opposed, and 0 abstaining.

With no further business Beth made a motion to adjourn with Cole Franklin seconding. All approved and the meeting adjourned at 12:51 pm.

Respectfully submitted,

Sandra Purifoy
Secretary

C&C Minutes Correction from October 4

From: [Alice Blackwell](#)
To: [Carol Corbat](#)
Subject: Fw: PLEASE VOTE ASAP
Date: Monday, October 31, 2022 8:47:24 AM

Carol:

the committee voted to correct the title of the Certificate referenced below.

Vote: 9 in favor, 0 opposed, 3 not yet answering (so I guess that's not voting as opposed to abstention).

From: Alice Blackwell

Sent: Friday, October 28, 2022 9:07 PM

To: Sandra Purifoy <spurifoy@lsua.edu>; Andrew Pham <apham@lsua.edu>; John Allen <jallen@lsua.edu>; Laurie Pittman <lpittman@lsua.edu>; Jennifer Dupont <jdupont@lsua.edu>; Richard Elder <relder@lsua.edu>; Conley Hathorn <chathorn@lsua.edu>; Christopher Stacey <cstacey@lsua.edu>; William Cole Franklin <wfranklin@lsua.edu>; Beth Whittington <blord@lsua.edu>; Beverly Alwell <balwell@lsua.edu>; Michael Waller <mwaller@lsua.edu>

Subject: PLEASE VOTE ASAP

Dear all:

Our minutes from October 4 mis-titled the Certificate from Accounting.

It should be listed as follows: "Certificate in Accounting Information Systems and Data Analytics"

It should not be listed as a Certificate in Data Analysis.

Please vote ASAP so that we don't have to burn clock on this at our Tuesday meeting. We have enough to do without having to move, second, vote, and record one more thing.

I need the votes by Monday at 5 PM.

Note: This e-mail may contain PRIVILEGED and CONFIDENTIAL information intended only for the use of the specific individual or entity named above. If you or your employer is not the intended recipient of this e-mail or an employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any unauthorized dissemination or copying of this e-mail is strictly prohibited. If you have received this transmission in error, please immediately delete the message.

Proposed corrigenda to Oct. 4 minutes:

In error, our original minutes stated that C&C voted on a modification to the CMST degree. In fact, C&C voted on modifications to 7 courses in CMST. These were voted on as “a batch.” The modification to the degree itself was voted on the next week.

Those seven courses upon which we voted are as follows: CMST 3115, CMST 3116, CMST 3118, CMST 4112, CMST 4119, CMST 4120, CMST 4160.

Courses & Curriculum Committee
Minutes
October 11, 2022

Present: Alice Blackwell, Jennifer Dupont, Richard Elder, Beth Whittington, John Allen, Laurie Pittman, Chris Stacey, Andrew Pham, Cole Franklin, Sandra Purifoy, Conley Hathorn, Michael Waller, and Eamon Halpin (Ex-Officio)

Absent: Beverly Alwell

Guests: Haywood Joiner, Holly Wilson, and Jim Rogers

Once a quorum was established, the meeting officially began at 12:01 pm.

Dr. Blackwell introduced the first order of business, the *Certificate in Global Health*. Dr. Joiner gave a brief history on how the certificate evolved. The proposed new curriculum would allow a wide range of students to obtain this certificate. The certificate may serve to credential employees in the future. The RIS statements were reviewed with questions. Dr. Blackwell asked Dr. Joiner about each of the courses listed as electives. Dr. Joiner explained what each was and how it related to the certificate. Dr. Blackwell was concerned that one of the courses, INTL 2030, has not been developed. Dr. Halpin pointed out that this course would be an elective and not affect obtaining the certificate since other elective courses that could be taken in place of this course. Dr. Holly Wilson volunteered to develop the course, although no time frame was given. Purifoy made a motion to approve the certificate, although the INTL 2030 course had not been developed. Dr. Conley Hathorn seconded the motion. The motion passed 12-0-0; 12 in favor, 0 opposed, and 0 abstaining.

The *Modification of the BA in Religious Studies* was discussed. Dr. Holly Wilson explained the change proposed for this curriculum. Currently 12 hours of foreign language credits are required, but the proposed change was to reduce the number to 6 credit hours. She further explained that the learning objectives could be obtained with 6 credit hours instead of 12 hours. The reduction would also make this degree consistent with other BA degrees at LSUA as well as in the region. With no further discussion, Dr. Chris Stacey made a motion to accept the modification change from 12 credit hours of foreign language to 6 credit hours. Beth Whittington seconded the motion. The motion passed 12 in favor, 0 opposing, and 0 abstaining.

Next, Dr. Blackwell asked Dr. Wilson to explain the purpose of the new 3 credit hour course, RELG 4901, *Religion Directed Study*. This course is proposed to begin in Fall 2023. The RIS was reviewed with no corrections or additions needed. The reading and research course would be for upper-level junior or senior level students. There was a question as to why the course project could be written, oral, or performed. Drs. Blackwell and Wilson noted that this course could concern liturgical dance, religious music, or religious drama; the possibility of staging a cycle play was offered as an example. Dr. Conley Hathorn made a motion to accept the course with Beth Whittington seconding the motion. The motion carried with 12 in favor, 0 opposing, and 0 abstaining.

The *Modification of the BA in Communication Studies* was discussed. Dr. Wilson explained that the department had voted to change the specific MATH courses to any general education MATH course. With no further discussion Beth Whittington made the motion to accept the modification change with Chris Stacey seconding the motion. The motion passed with 12 in favor, 0 opposing, 0 abstaining.

Dr. Jim Rogers explained the new proposed *Minor in Pre-Law curriculum*. The minor would become effective Fall 2023. The RIS was reviewed no additions or corrections. The proposed minor would allow any student to confidentially apply to law school. The courses in the minor will provide an analytical approach to learning about law. The minor was previously approved by the Interdisciplinary Curriculum Committee. Dr. Stacey made the motion to approve the minor. Beth Whittington seconded the motion. The minor was approved with a vote of 12 in favor, 0 opposing, and 0 abstaining.

The last order of business was the *Modification of the BA in History*. Dr. Rogers explained the creation of this new curriculum creates a concentration in history that focuses on either US history or non-US history. The curriculum was unanimously approved by the department. Changes included requiring students to make a grade of “C” in the Major Requirement and Concentration Requirement sections of the degree audit. Although not specified in the degree audit, Dr. Rogers said that MATH 1021 and MATH 2011 will be recommended for students following this concentration. In addition, the core requirements did not change between concentrations. However, correction was noted for the EDCI 4945 change to 9 hours. The 9-credit hour for this course would change the total concentration credit hours to 45. Dr. Blackwell asked Dr. Rogers if he would approve making the change, to which he and Dr. Stacey agreed. The change affected the free elective credit hours, which were changed to 6 – 10 credit hours, depending on concentration. Dr. Richard Elder made the motion to accept the modification of the curriculum with Dr. Stacey seconding the motion. The motion was approved with 12 in favor, 0 opposing, and 0 abstaining.

With no further business, Beth Whittington made the motion to adjourn with Sandra Purifoy seconding the motion. Motion carried.

The meeting officially adjourned at 12:51 pm.

Respectfully submitted,

Sandra Purifoy
Secretary

Faculty Personnel and Policies Committee
Friday, October 21, 2022

Attendance: Jeff Fletcher, Rusty Gaspard, Ginger Jones, Sona Kumar, Mark Lacour, Long Li, John Marks, Melissa Parks, Mary Kay Sunderhaus, Min Wu

The Faculty Personnel and Policies Committee (FPPC) was charged by Faculty Senate to review Dr. Rowan's proposed revisions of Policy Statement (PS) 245, Terms of Appointment, Compensation, Teaching Loads, and Duties for Academic Department Chairs.

After deliberations, FPPC determined that clarification was needed on the following items before making an informed recommendation of the proposed revisions of PS 245:

- Department Chair supplemental salary
 - Is the salary supplement for 9-months or 10-months?
 - What is the pay for the additional month in the summer?
 - What is the meaning of pro-rated supplement?
 - How does the pro-rated supplement work with base pay?
- Workload for a Department Chair
 - How many hours is the normal workload for a Department Chair?
 - How much overload is allowed?
 - How does a reduction in a teaching load of three credit hours per semester work into the equation of overall workload?
- How duties for a Department Chair differ to that of a Dean, Director, Assistant Director, and Program Coordinator
- How all positions – Deans, Directors, Assistant Directors, Department Chairs, and Program Coordinators – work in conjunction

Questions and Concerns. The following questions and concerns were derived from the committee's discussion:

- The policy statement indicates that the appointment of a Department Chair is 9-months. However, the Department Chair is expected to work an equivalent to one month during the summer. It appears that the appointment is 10-months instead of 9-months as stated in the proposed revisions of the policy.
- The expectation is that the Department Chair will work one month in the summer for a pro-rated supplement pay. A question is, what is pro-rated supplement pay noted under "Salary Supplement" of PS 245?
- If a Department Chair works an equivalent of one month in the summer, then what is the pay for this one month?
- Who is responsible for the two months in the summer for the Department Chair's duties if the Department Chair is only responsible for working an equivalent of one month in the summer?
- The policy statement indicates that the Department Chair will organize and coordinate faculty activities. Since advising is a responsibility of faculty members, will the Department Chair be required to advise students as one of the duties? The current list of Duties of the Department Chair in PS 245 does not address advising.

- Since the Department Chair will “organize and coordinate faculty activities” (under “Duties of Department Chair” of PS 245), it is questionable as to why “responding to student petitions, complaints, and requests” is among the list of duties as this duty does not align with organizing and coordinating faculty activities.
- Under the “General Policy” section of PS 245 is stated the following: “Based on these and other considerations (e.g., feedback from *others* at the university, the degree to which interested . . . are prepared”, “*others*” in this statement needs to be defined (“Others” refer to whom?)

Suggestions. Suggestions that resulted from the discussion of PS 245 were the following:

- Include the job descriptions and duties of Deans, Directors, Department Chairs, and Program Coordinators into one policy statement. By doing so, less confusion would occur since the job descriptions and duties of all the positions would be organized into one policy statement making it evident of how all positions work together. To take this further, a suggestion was to include a job description and duties into the policy statement for Program Coordinators since some departments include this position.
- Include a statement regarding collegiality of a Department Chair into the policy statement. During the discussion of FPPC, it was noted that (1) open and honest communication and cooperative relationships are pertinent when faculty work together (2) overloads need to be conveyed as faculty in some departments are uncertain of their respective overloads in terms of how many hours (3) updates or changes in departments need to be shared across department faculty.
- If a Dean assumes the responsibilities of the Department Chair for two months in the summer, then include language in the policy statement denoting this responsibility.
- Since a Department Chair is a representative of a department, then allow department faculty to have the primary voice in who represents the department.