

**LSUA Faculty Senate  
Minutes of a Meeting 18 February 2020**

**Senators Present:** Jennifer Innerarity, Prakash Ghimire, Kerry Ordes, Kent Lachney, Richard Elder, Melissa Parks, Missy LaBorde, Carol Corbat, Melissa Whitley, Deborah Wood (late) and Michelle Riggs Waller(late)

**Call to Order:** Whitley called the meeting to order and established a quorum at 8:06 a.m.

**Approval of Minutes:** Lachney moved approval of the minutes from 4 February 2020. Motion passed 9-0-0.

**Provost's Report:** Dr. Rowan was unable to attend due to a Foundation Board Meeting

**President's Report:** Whitley reported that she had sent the minor revision to PS 246 to Coreil and Rowan and also sent PS 212 and 223 to them with our previous recommendation to update them. Coreil told her they would work on it.

**Old Business**

**Improvement of Instruction:** Senate had received Improvement of Instruction Committee Minutes from 19 November 2020. Committee had concerns with the consistency of application of per capita pay for classes. Also, LSUA has no policy on maximum class sizes although there is a policy on minimum sizes. Hybrid and online courses get use of academic assistants. PS 274 on Distance Education addresses class sizes for online classes. It was noted that PS 210 needs to have titles corrected. Laborde made a motion to accept the minutes and motion passed 11-0-0.

**Chancellor's Funds:** We received no more applications for field trips but do have applications for travel. Whitley will ask the Chancellor if we can redistribute unused funds to another category with more demand.

**Dedicated Meeting Time (Noon MWF):** Perusal of the Fall 2019 and Spring 2020 schedules showed little use of the MWF 12:00-12:50 time slot, or later slots, for scheduling of courses. Most courses are still on TTH. Faculty input indicated faculty would like to have a time slot free for meetings. Corbat mentioned comments from Biology faculty that Supplemental Instruction had been harmed by the lack of a noon slot as it was the most well-attended slot. Student Organizations have been negatively impacted by no time to meet. LaBorde and Corbat agreed to look at the Fall 2020 schedule and draft a resolution to request administration to free up the MWF noon time slot for Fall 2020.

**New Business**

**Open Textbook Library:** Waller presented a faculty opportunity through LOUIS. If LSUA library buys a license, these books would be available for free. Faculty are needed to review the textbooks. There is a \$200 stipend to attend a workshop and review a book. The library will email the information. This will occur on March 11. Faculty who want to use the books but not review will need to attend a shorter workshop. Address questions to Library Staff. URL for the site is [open.umn.edu/opentextbooks](http://open.umn.edu/opentextbooks)

**Transcript Evaluation:** Elder asked to have a discussion at a future meeting regarding students transferring in with completed bachelor degrees to pursue a different degree who were not receiving transcript evaluations.

Meeting adjourned at 9:10 a.m.

LOUISIANA STATE UNIVERSITY ALEXANDRIA

Faculty Senate

302 Mulder Hall

February 18, 2020 at 8:00 a.m.

AGENDA

- I. Determination of quorum – Call to order
- II. Approval/Revisions of Minutes (4/4/20)
- III. Report of President (see attached)
  - a. Update from Provost, Dr. Rowan
- IV. Report of Committees
  - a. Improvement of Instruction minutes (11/19/19)
- V. Agenda Business items (Old Business)
  - a. Remaining Chancellor's Funds
  - b. Dedicated meeting time
- VI. New Business
  - a. Open Textbook Library (M. Riggs)
- VII. Adjournment



**DATE:** February 12, 2020

**TO:** Faculty Senate

**FROM:** Melissa Whitley, M.S.R.S., R.T.(R)  
Faculty Senate President

**RE:** President's Report

1. Sent PS 246 with suggested revisions to Dr. Coreil and Dr. Rowan.
2. Sent PS 212 and 223 and FPPC meeting minutes with strong recommendation to have HR review and made recommended updates to be in compliance with current federal and state rules and regulations.

**Summary Minutes  
Improvement of Instruction Committee  
232 Mulder  
19 November 2019**

**Present:** Sona Kumar, Prakash Ghimire, Michael Waller, Beverly Alwell, Jennifer Innerarity

**Absent:** Tina Hathorn, Sandra Gilliland, Min Wu, Workineh Kite (replaced Leesia Marshall), Lisa Bradford, HIPS representative

**Call to Order:** 11:00 a.m., J Innerarity recognized not enough members present to constitute a quorum.

**Old Business:** None recognized.

**New Business: Discussion of the Revision of P.S. 210 (Minimum Class Size)**

- A short discussion was held by those present. There was an overall concern stated that efforts must be continued to meet the needs of the on-campus students. M. Waller brought up the issue of maximum class size, since there was a minimum class size policy already in place. It was noted that online course sizes can be controlled using P.S. 274 (Distance Education), page 5, where it is stated, "*class size for distance education courses will be determined through a consultative process that includes faculty, department chairs, the Vice Chancellor for Academic Affairs, and appropriate University administrators*". Especially in recent years, on-campus courses have been limited in class size by the physical size of the available classroom.
- Other points of discussion included: Are classes with 10 or less financially sensible? Are specific department factors considered? Do all the questions listed on the policy statement cover the concerns? Does the wording of the last paragraph, especially those of position titles need to be included?
- The policy already has listed five questions that cover the concerns expressed by members in emails or discussed in the informal meeting.
- Because of the short time span needed for the vote to be returned to the Faculty Senate President, it was decided to complete voting by email.
- **Adjournment: 11:40 a.m.**

**Continuation of P.S. 210 Discussion via Email:**

**Email log:**

- 27 Nov 2019: S. Kumar nominated J. Innerarity for President and S. Gilliland seconded the nomination.
- 2 Dec 2019: S. Gilliland nominated M. Waller for Secretary and T. Hathorn seconded the nomination.
- 2 Dec 2019: J. Innerarity sent out an email to all members, except HIPS (still no representative noted) to vote for nominations for President and Secretary as well as P.S. 210 status. Email

included discussion topics covered in initial meeting as well as concerns expressed in emails by those representatives not present.

- **2 Dec-4 Dec 2019:**

- J. Innerarity was voted as President with 9 FOR, 0 AGAINST, 2 ABSTAIN.
- M. Waller was voted as Secretary with 9 FOR, 0 AGAINST, 2 ABSTAIN.
- To leave P.S. 210 'AS IS' the vote was 8 FOR, 0 AGAINST, 3 ABSTAIN.

## Class Time slots (Hours) Comparison MWF/TTH VS MW/TTH/F

### Current blocks

MWF	TTH	MW	
8:00-8:50	8:00-9:15		
9:00-9:50	9:30-10:45		
10:00-10:50	11:00-12:15		
11:00-11:50	12:30-1:45		
12:00-12:50	2:00-3:15	2:00-3:15	
1:00-1:50	3:30-4:45	3:30-4:45	
	5:00-6:15	5:00-6:15	
	(or 7:45 once a week)	(or 7:45 once a week)	
	6:30-7:45	6:30-7:45	
	(or 9:15 once a week)	(or 9:15 once a week)	
6	8	4	Potential Total 18 time slots

### Proposed Blocks

MW	TTH	F	
8:00-9:15	8:00-9:15	8:00-10:30	
9:30-10:45	9:30-10:45	11:00-1:30	
11:00-12:15	11:00-12:15	2:00-4:30	
1:00-2:15	1:00-2:15		
2:30-3:45	2:30-3:45		
4:00-5:15	4:00-5:15		
5:30-6:45	5:30-6:45		
(or 8:00 once a week)	(or 8:00 once a week)		
7:00-8:15	7:00-8:15		
(or 9:30 once a week)	(or 9:30 once a week)		
8	8	3	Potential of 19 time slots

In addition, if we could partner with local businesses that have employees who need courses that would be willing to allow their employees to have a half day on Friday morning or afternoon to take the needed classes (or workshops or continuing education that LSUA faculty can provide) it would be beneficial to both LSUA and the local community.