

**LSUA Faculty Senate
Minutes of a Meeting
4 September 2019**

Senators Present: Missy LaBorde, Deborah Wood, Richard Elder, Kerry Ordes, Melissa Parks, Michelle Riggs, Carol Corbat, Kent Lachney, Jennifer Taylor-Innerarity, Melissa Whitley (by phone) and Prakash Ghimire (arrived late due to his class).

Guests: Provost John Rowan and Student Government President Ricky Brazell

Call to Order: Missy Laborde called the meeting to order at noon as Melissa Whitley was traveling. A quorum was present.

Minutes: Richard Elder made a motion to approve the minutes from 19 August 2019. Motion passed unanimously.

President's Report: M. Laborde read the 1-sentence President's Report where M. Whitley stated she was looking forward to working with all the Senators.

Report from Provost: J. Rowan stated that he had lots of good experiences in his first year at LSUA but nothing he found more enjoyable than working with the Faculty Senate. He said that he is certain of another good year. He also stated that everything should have input from everybody.

Rowan also spoke about proposed changes to PS 245 (out of order from agenda). He said the proposed changes would create a balance between a forced rotation and faculty having a chance to be a chair. Senators felt the changes made the policy generally better. C. Corbat asked if the increased teaching load was still an issue the existing chairs were concerned about, but Rowan said it was not. Corbat also suggested that the timing of a chair transition should be earlier than mid-spring semester to allow for an inexperienced incoming chair to have some training time with the outgoing chair. Rowan said he could add language to that effect. K. Lachney made a motion to approve the proposed changes to PS 245 as modified by Corbat's suggestion. Motion passed unanimously.

Rowan presented a list of Administrative Committees projected to be eliminated. He said it reflected the Senate's recommendations. Student Grievance and Student Conduct were still under review by Vice Chancellor Abbey Bain. Rowan noted the Planning Council already has a meeting scheduled. LaBorde suggested we review the proposed eliminations since many or most of the Senators had not previously seen the proposal. Senators agreed to provide feedback by email to LaBorde and Whitley by 11 Sept.

Rowan reminded the Senate that there were Open Forums scheduled that afternoon to talk about Academic Structure at LSUA. He said forums would occur every 2-3 weeks with rotating times, days, and topics.

Rowan mentioned an activity called "Professors in Pajamas" that was designed to take place at 7:00 p.m. at the Oaks where professors would engage with students on various topics. He asked faculty to let him know if they had a topic to present for this.

Rowan indicated that on 30 August 2019, Eamon Halpin had sent out a new timeline for submissions to C&C in order to meet Catalog deadlines. The deadline is before holiday break in December. Some Senators did not recall getting this email, so Rowan said he would resend it to all faculty.

Committee Reports: There were no committee reports as LaBorde has not contacted them and asked them to meet yet. Departments have been contacted to ask who their committee representatives are. LaBorde asked Senators to be sure to communicate with their departmental constituents and also to stress things like the Open Forums and Take 2 messages.

Elder asked if the Academic Catalog was valid. He indicated no C&C paperwork from last year had been signed as of 2 weeks ago. Rowan said that it had all just been signed.

New Business: Elder spoke of concerns with Internet outages and LSUA's backup especially given that we are offering online courses and degrees. He said that any backup needed to include Moodle. Concerns were also expressed about the short period for inactivity with MyLSUA before being logged off and that faculty should have more leeway, and also about updates to Moodle occurring mid-semester. These are all concerns where the Senate will need to get input from IET.

Whitley indicated problems with the Bookstore, namely that they don't return emails and are generally non-responsive. Rowan indicated the current bookstore manager is moving to Baton Rouge so things will likely get worse before better. LaBorde said she will email Deron Thaxton to ask him to address this issue. Elder said in the past when we had a similar problem a committee was formed to address issues with the company representative. Rowan indicated he thought an *ad hoc* committee to meet with Thaxton might be appropriate. Whitley will appoint a committee. Elder is interested in being on it.

An issue with faculty pay was raised. In the past, 9-month faculty could choose to have their salary distributed over 12 months. That is no longer an option. Whitley spoke with Lynette Burlew about it and Burlew indicated Workday would not allow this option. Lachney suggested we invite D. Thaxton to a Senate meeting as we now have several issues in areas that report to him.

Whitley said that Registrar Jerri Weston had contacted her about the process for sending things to Senate Committees for consideration. Weston wants to change something to do with transfer credits but has not sent Whitley any documents. Because the Senate does not know exactly what Weston proposes and has seen no documentation, the Senators asked Whitley to have Weston send the proposal to the Senate first so we can decide whether to send it to Admissions and Standards Committee.

J. Innerarity asked if any others had feedback on not having the MWF lunch hour open for meetings any longer. Student organizations are having difficulty finding meeting times. There were other comments on difficulty of faculty committees finding meeting times and Corbat mentioned it took away the most-used supplemental instruction session time. Rowan indicated room conflicts were not an issue this fall for the first time in his year here.

Lack of common areas for students to hang out was also mentioned as a problem. Ricky Brazell said the Student Government had been dealing with this issue. Building a new Student Union would be too costly. SG is proposing to the LSU Board of Supervisors to charge all commuter students a fee of \$175 that would be put on their Oakard and could be used at the Cafeteria, G4 or Starbucks. They also plan to lower the cost of resident meal plans and are requesting some redesign in the Student Center such that students could enter and sit without having to pay or charge off a meal on their plan. He also indicated the G4 was going to move to the Bayou Robert room. Brazell noted the fee was similar to something used at LSUE and that it did not require a vote of students. They hope to have this in place for January. He also said after Auxiliary Services moves, SG may use that space to check out pool cues etc. for the game room and have it manned because the Game Room keeps getting torn up.

Rowan said that faculty should make themselves heard and use our faculty power.

Next meeting is Monday 16 September at noon.

M. Riggs moved that the meeting be adjourned at 12:49 p.m. Motion passed unanimously.

Respectfully submitted by Carol A. Corbat, Secretary.

LOUISIANA STATE UNIVERSITY ALEXANDRIA

Faculty Senate

302 Mulder Hall

September 4, 2019 at 12:00 p.m.

AGENDA

- I. Determination of quorum – Call to order
- II. Approval/Revisions of Minutes (none)
- III. Report of President (see attached)
 - a. Update from Provost, Dr. Rowan
- IV. Report of Committees
 - a. VP contact committees about initial meeting
- V. Agenda Business items (Old Business)
 - a. None
- VI. New Business
 - a. PS 245 proposed revision
 - b. Internet concerns (R. Elder)
 - c. Bookstore (M. Whitley)
 - d. Faculty pay (9 month employees paid over 12 months)
- VII. Adjournment



DATE: August 28, 2019

TO: Faculty Senate

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

RE: President's Report

1. I am pleased to serve as your Faculty Senate President and looking forward to working with each of you.

SUBJECT: TERMS OF APPOINTMENT, COMPENSATION, TEACHING LOADS, AND DUTIES FOR ACADEMIC DEPARTMENT CHAIRS

PURPOSE

To establish terms of appointment, compensation, teaching loads, and duties for academic department chairs.

GENERAL POLICY

Academic department chairs are **nominated by their faculty peers and** appointed by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Chancellor. All academic department chairs report to the Provost. **Only full-time tenured faculty members are eligible for the position of department chair.** Chairs are appointed for a period of four years, and there is no limit on how many four-year “terms” may be served. Early in the second semester of the chair’s fourth year, the provost will consult with the department faculty for the purpose of: (1) obtaining feedback about the operations of the department under that chair; and (2) assessing whether others might have an interest in serving as chair. Based on these and other considerations (e.g., feedback from others at the university, the degree to which interested departmental faculty are prepared), the provost, in consultation with the chancellor, will reappoint the current chair, select a different faculty member to serve the next four-year term, hire a new chair from outside the university, or appoint an interim chair.

TERMS OF APPOINTMENT

The term of appointment for an academic department chair is four years. Typically, a department chair may not be appointed for more than two terms.

During the last regular semester (fall or spring) of a chair’s term of appointment, full-time faculty members within the academic department will nominate at least two candidates for the position of chair from the department’s pool of tenured faculty. A current chair can be nominated only if he or she is completing a first term; a chair who is completing a second term cannot be nominated by the faculty. In exceptional circumstances, however, the Provost may *appoint* a chair for a third term.

Once the candidates are nominated, their names will be forwarded to the Provost and Vice Chancellor for Academic Affairs. The Provost, in consultation with the Chancellor, will select a chair from the pool of nominated candidates. The Provost has the right to appoint a chair or interim chair from outside the pool of nominated candidates or conduct an external search to fill a chair position if he or she deems it appropriate.

During each year of his or her term of appointment, an academic chair will undergo a performance review, conducted by the Provost and Vice Chancellor for Academic Affairs. An unsatisfactory review may result in the termination of a chair’s appointment before its normal date of expiration.

NOMINATING PROCEDURES

Full-time faculty members will be asked by the Provost to nominate at least two candidates for the position of chair. The request to nominate will be issued two months before the end of the last regular semester (fall or spring) of the current chair’s term.

Nominations will be made and accepted or declined at a meeting of the full-time faculty, chaired by a designee of the Provost. The names of the candidates will be forwarded in writing to the Provost no more than 12 hours after the meeting.

The Provost may choose to interview each candidate before selecting the new chair. Once a new chair has been selected, the Provost will notify the department faculty, including the current chair. Typically, each new chair's appointment will be effective at the beginning of the next regular semester (fall or spring).

SALARY SUPPLEMENT

An academic department chair's appointment is a 12-month fiscal appointment; thus, before the chair's term of appointment begins, his or her academic salary will be adjusted to reflect additional months worked. In addition, for each year of his or her term of appointment, the chair will receive a \$4,500 salary supplement. The supplement will be discontinued once the chair's term of appointment is over.

TEACHING LOAD

The typical teaching load for an academic department chair is 12 contact hours per academic year. Chairs whose departmental responsibilities are more onerous, however, may be eligible for a lower teaching load, but no lower than nine hours. Chairs whose departmental responsibilities are less onerous may be required to teach additional hours but no more than 15 hours. The determination of whether a reduced or increased load is appropriate is made by the Provost and Vice Chancellor for Academic Affairs and is based on but not limited to consideration of the number of academic programs housed in the department, the number of students enrolled in those programs; the number of courses and sections offered by the department each semester, the number of faculty supervised by the chair; and additional work required by specialized accreditation.

An academic department chair has the discretion to distribute his or her teaching load so that it meets the needs of both the academic department and the university.

OVERLOADS

Academic department chairs are not encouraged to take overloads. If, however, the needs of the department require that a chair teach an additional course and if the course is scheduled outside of normal working hours (i.e., 8.00 AM to 4.30 PM), a request for an overload may be submitted to the Provost for approval. The Provost has the discretion to approve or disapprove such requests.

DUTIES OF DEPARTMENT CHAIR

- a) Be thoroughly familiar with the current Bylaws and Regulations of the LSU Board of Supervisors, Presidential Memoranda (PM's) and Policy Statements (PS's) of LSUA, and the Constitution and Bylaws of the LSUA Faculty Senate.
- b) Provide leadership in planning, developing, and implementing academic programs and curricula in cooperation with the department faculty.
- c) Review and approve all personnel actions (selection, retention, promotion, tenure, annual review, termination, salary increases) relating to faculty and other members of the department staff with recommendations concerning such to the Provost and Vice Chancellor for Academic Affairs.
- d) Work with the faculty and administration to plan, supervise and coordinate faculty development and evaluation.
- e) Provide working conditions under which faculty can exercise and improve their competencies such that the educational mission of the University will be accomplished most effectively.
- f) Provide open communication at all times with faculty and administration.

- g) Disseminate appropriate information from the administration to the faculty and from the faculty to the administration.
- h) Plan and prepare class schedules and faculty teaching assignments in coordination with the Provost and Vice Chancellor for Academic Affairs.
- i) Teach in the field of expertise as appropriate.
- j) Plan, prepare and submit budgets to the Provost and Vice Chancellor for Academic Affairs. Control expenditures once budgets are established.
- k) Provide assistance as requested to programs for recruiting new students.
- l) Provide leadership in the development and implementation of programs for retaining departmental students.
- m) Ensure that effective academic advising is provided by departmental faculty to the department's students.
- n) Provide assistance with academic advising, especially during the summer months.
- o) Be present and available on campus (8.00 AM to 4.30 PM) through each year of term of appointment.

Administrative Committee notes for 2019 – 2020

I.	Planning Council	Maintain as is ... Review membership
II.	Arts and Humanities	Eliminate
III.	Athletic Council	Maintain as is ... Review membership
IV.	Campus Beautification	Eliminate
V.	CTE Advisory	Maintain as is ... Review membership
VI.	Continuing Education	Eliminate
VII.	Data Issues	Maintain ... Change Chair, Review Membership
VIII.	Emergency Response	Eliminate
IX.	Financial Aid and Scholarships	Maintain but streamline structure
X.	Fitness	Eliminate
XI.	General Education Assessment	Maintain as is ... Review membership
XII.	Honors Convocation	Maintain as is ... Review membership
XIII.	Honors Program	Eliminate
XIV.	Info. Tech. Advisory	Maintain as is ... Review membership
XV.	Institutional Effectiveness	Eliminate
XVI.	Institutional Review Board	Maintain as is ... Review membership
XVII.	Multi-Cultural and International Affairs	Maintain as is ... Review membership
XVIII.	Naming Facilities	Eliminate
XIX.	Online Advisory Committee	(still under discussion with Teresa Seymour)
XX.	Operation of the Student Center	Eliminate
XXI.	Safety	Merge with Emergency Response
XXII.	Service Learning	Eliminate
XXIII.	Strategic Planning Steering	Maintain as is ... Review membership
XXIV.	Student Conduct	Recommendation forthcoming from DOSE
XXV.	Student Grievance	Recommendation forthcoming from DOSE

XXVI.	Student Organizations & Activities	Maintain as is ... Review membership
XXVII.	Student Publications	Eliminate
XXVIII.	Student Technology Fee	Keep but don't populate for 2019-20
XXIX.	Traffic Appeal	Eliminate