

Faculty Senate Minutes
September 9, 2002

Members present: Tony Baltakis, Shahana Brown-LeDee, James Cordes, Ed Deshautelle, Diane Fisher, Bob Funk, Stephen Guempel, Bonnie Johnson, Susan LeJeune, Mary Leslie, Rob McLaughlin, Miguel Pacheco, Kathleen Reynolds, Ray Robicheaux, Renée Robichaux, Sanford Wood.

Guests: Michael Axelrod, Jud Copeland.

The meeting was called to order at 12:10 p.m. by Mr. Deshautelle. He announced that M101 will be the customary meeting place for the Faculty Senate for this semester. Mr. Deshautelle then turned the meeting over to Dr. Copeland for a brief announcement.

Dr. Copeland discussed new technology available in the library that he described as a “powerful search engine” permitting “remote access” to library documents. He said that the new technology will be tied in with the new student identification cards. These cards, he said, had “all kinds of potentiality,” and he encouraged faculty to get ID cards.

Following Dr. Copeland’s presentation, Dr. Baltakis moved that the minutes of the previous meeting be adopted as distributed. The motion was approved without objection.

Mr. Deshautelle then inquired about the status of the proposed change in Senate By-Laws that was approved at the last meeting. After some discussion, it was decided that, to conform to Article X of the By-Laws, the proposed change should be distributed to the Faculty Council, then voted upon again at the next meeting of the Senate.

Mr. Deshautelle then inquired about the status of the *ad hoc* committee on intellectual property. Dr. Funk, the committee chairman, reported that the committee had not met during the summer but would be meeting soon to complete its work.

Dr. Baltakis reported on the recent meeting of the Board of Supervisors. He emphasized the importance of LSUE representation at these meetings.

Mr. Deshautelle said that he had been asked to introduce a proposal to change regular summer-school classes from a Monday-Friday basis to a Monday-Thursday basis. Dr. Guempel said that he would like to have the Academic Council look at this issue first, to see if the academic division heads thought it would cause any problems for their divisions.

Dr. Baltakis asked the Senate to consider the possibility of a Fall Break. Dr. Guempel said that he would discuss this with the academic officers of the colleges that have already instituted a Fall Break, to see what adjustments they made in their academic calendars. He said that he would report to the Senate at its next meeting.

Dr. LeJeune said that she would like to see the campus have a uniform policy of not offering classes after 2:00 p.m. on Friday. She suggested that classes meet from 2:00-3:20 on Monday and Wednesday rather than 2:00-2:50 on Monday, Wednesday, and Friday. Dr. Guempel said that he would look into it.

Mr. Deshautelle questioned why the automated degree check-out system has not been implemented as promised. Dr. Guempel replied that some problems had been identified in pilot programs, and these need to be resolved before campus-wide implementation. The problems had to do with transfer credits and degree programs with a large number of options.

Mr. Axelrod said that some advisors could benefit from a course listing that was sorted by day and time rather than alphabetically. He inquired if such a listing could be made available to advisors who would like to have it. Dr. Guemple said that he would look into it.

Dr. LeJeune requested that future Senate meetings begin at 12:00 rather than 12:10 so that we could dismiss promptly at 12:50. After some discussion, it was agreed that that was what we will do.

Dr. Ray Robicheaux agreed to serve on the Academic Policies Committee. Mr. Deshautelle said that he will appoint the chair of that committee, as well as a chair of the Courses and Curricula Committee.

The meeting adjourned at 12:50 without objection.

Submitted by Sanford Wood, secretary

Faculty Senate Minutes
October 14, 2002

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Diane Fisher, Bob Funk, Stephen Guempel, Bonnie Johnson, Susan LeJeune, Mary Leslie, Rob McLaughlin, Miguel Pacheco, Kathleen Reynolds, Renée Robichaux, Sanford Wood.

Guests: Doug Narby, Art Schroeder.

The meeting was called to order shortly after 12:00 noon by Mr. Deshautelle. Following a brief discussion about minor errors in the minutes as previously distributed, the minutes were adopted as corrected.

Mr. Deshautelle then called upon Dr. Baltakis, who reported that the Council of Faculty Advisors had not met this month, and that he had not attended the meeting of the Board of Supervisors.

Dr. Cordes reported for the Courses and Curricula Committee. He stated that Ron Ryder had been selected as the committee secretary, and that the committee had adopted the last Tuesday of each month at 2:00 p.m. as its regular meeting time. He further reported on a number of course changes that the committee had approved.

There was no report from the Academic Policies Committee, as the committee has not yet met.

Mr. Deshautelle then reported that the proposed change in Senate By-Laws that was tentatively approved at the last meeting of the spring semester, had been distributed to the Faculty Council as required by Article X of the By-Laws. Dr. Wood moved that the change be officially adopted by the Senate. It was seconded by Dr. LeJeune and passed without objection. (The text of the change is at the bottom of this document.)

Mr. Deshautelle then inquired about the status of the *ad hoc* committee on intellectual property. Dr. Funk, the committee chairman, reported that a tentative proposal had been distributed electronically to the members of the committee, and that the committee would be meeting soon to complete its work.

Mr. Deshautelle then called upon Dr. Guempel to report on several matters that he had been asked to investigate:

- A proposal to change regular summer-school classes from a Monday-Friday basis to a Monday-Thursday basis.
Dr. Guempel said that this item will be on the agenda of the Academic Council when it meets later this week.
- A proposal for a Fall Break.
Dr. Guempel said that this proposal will be implemented in the Fall of 2003, pending approval by the LSU System office.
- A proposed uniform policy of not offering classes after 2:00 p.m. on Friday.

Dr. Guempel said that this policy has already been implemented for the Spring semester. Lecture classes will meet from 2:00-3:20 on Monday and Wednesday rather than 2:00-2:50 on Monday, Wednesday, and Friday. In response to a query from Dr. Robichaux, Dr. Guempel said that this policy will not apply to laboratory classes.

- A proposal to provide advisors with a course listing that was sorted by day and time rather than alphabetically.

Dr. Guempel said that Ron Wright will try to find the most efficient and cost-effective way to implement this proposal.

Following the completion of reports and old business, Mr. Deshautelle called for new business. Dr. Baltakis announced the up-coming annual meeting of the Association of Louisiana Faculty Senates, and stressed the importance of LSUE representation at this meeting. Dr. Wood said that it has been customary for the Senate Chair to attend. Mr. Deshautelle said that he will plan to attend.

Ms. Johnson raised the issue of faculty parking near the Health Technology building. She said that there are no faculty parking spaces in the parking lot at the front of the building, and too few parking spaces in the parking lot at the rear of the building. She said that this was a special problem when there is equipment to be loaded and unloaded. Dr. Cordes said that we need a place for service vehicles at each building. Ms. Johnson said that there are two problems: the need for a loading zone and the need for more faculty parking spaces. Dr. Guempel said he will speak to Dr. Couvillion about the matter and report back at the next meeting.

In response to a question about merit raises, Dr. Guempel replied that the Division heads have already made their recommendations, and that the proposed raises are on the Board's agenda.

The meeting adjourned at 12:50 without objection.

Submitted by Sanford Wood, secretary

The section below is taken from the By-laws of the Faculty Senate. Proposed changes are in italics.

Academic Policies Committee

Charges:

1. to review and recommend changes in all academic policies, except those duties delegated to the Courses and Curricula Committee.
2. draft new policies on an as needed basis

The committee will be composed of a chairperson, the ex-chairperson, and a representative from each of the academic units. To achieve balanced representation, the chairperson should not be from the same academic unit as the ex-chairperson. *The representatives from the academic units will be appointed for staggered 2-year terms as follows:*

- *Odd years: Business and Technology, Liberal Arts*
- *Even years: Library, Nursing and Allied Health, Sciences*

Faculty Senate Minutes
November 4, 2002

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Diane Fisher, Bob Funk, Stephen Guempel, Bonnie Johnson, Mary Leslie, Rob McLaughlin, Miguel Pacheco, Kathleen Reynolds, Ray Robicheaux, Renée Robichaux, Sanford Wood.

Guests: Betty Jo Aguillard, Charles Bier, Angela Buchanan, Theresa DeBeche, Bob Dooley, Marlene Foreman, Maura Gage, Nicole Gil, Huey Guagliardo, Joan Hernandez, Brij Janmeja, Fred Landry, Linda Langley, Doug Narby, William Nunez, William Rampone, Art Schroeder, Christian Vick, Malcolm Vidrine, Noah West, Ron Wright, and Glenda Young.

Mr. Deshautelle opened the meeting with the following statement: "Before I call today's Faculty Senate meeting to order, I would like to state that the agenda for today's meeting – as for all past Faculty Senate meetings – was set according to By-Laws of the Faculty Senate and ratified by the Faculty Council. Today's Faculty Senate Agenda is not based on what items Ed Deshautelle, or any other person for that matter, considers to be more important or less important or even not important – as I've been told. Article II, #3, of the Faculty Senate By-Laws states 'By a majority vote, the Senate can add to or change the order of the agenda.' With that said, I will now call the meeting to order."

Ms. Leslie moved that the agenda be changed so that immediately after the minutes of the previous meeting were approved, the Senate could move to new business. The motion was seconded by Dr. Funk and passed without objection.

Dr. Wood explained that he had corrected a couple of typos in the minutes as previously distributed. There were no objections to the minutes as corrected.

As the first item of new business, Dr. Guempel discussed the Noel-Levitz site visit, scheduled for Thursday and Friday of this week. Two specialists will be on campus to meet with representatives of the faculty, staff, student body, and community at large. He explained that the purpose of the Noel-Levitz visit is to assist in the development of plans to manage marketing, recruitment, and retention. Such plans are important, he said, because of the move to performance-based funding.

The rest of the meeting was devoted to a discussion of the final agenda item: merit pay raises. Dr Nunez spoke first. He said that this was not really a discussion of merit raises. His preferred term was "market demand" or "market equity". He discussed at length the importance of the nursing program, not only to LSUE, but to the community at large. He distributed a fact sheet providing statistical data on the contribution made by nursing students to specific courses, and to the LSUE student body in general. He said that the program was in danger of loss of accreditation because of LSUE's inability to attract and retain qualified nursing staff.

Dr. Nunez went on to explain that the raises given to members of the nursing faculty consisted of two components:

- a merit raise which averaged 3%;
- a salary adjustment intended to make the nursing salaries competitive with salaries being offered at other schools in our geographical area.

In response to a question from Dr. Wood, Dr. Nunez said that the “market equity” raise was funded by extra money from the Board of Regents – it was not merit raise money. In response to a subsequent question by Ms. Moore, Dr. Nunez said that this was not one-time money; rather, it was a pool of money that would also provide for the hiring of additional faculty.

Several faculty members voiced concerns. Ms. Stutes and Dr. Baltakis spoke of the demoralizing effect of the salary disparity on non-nursing faculty. Dr. Guagliardo said that the statistics do not address the depth of the frustration felt by many long-time faculty members. Dr. Bier said that he was bothered by the term “going market value”; he asked when his market value would be acknowledged.

Ms. DeBeche spoke to clarify the use of the term “market value”. She said that it referred strictly to academic market value. Salaries in non-academic employment, she said, would be much higher.

Dr. Langley questioned the statistical data on one of Dr. Nunez’s handouts. She asked if we had hard data to support some of the claims – e.g., that elimination of the nursing program would result in the loss of at least eight additional faculty positions because of the loss of nursing students. The subsequent discussion seemed to acknowledge that hard data is lacking.

Dr. Vick said that this is not just a problem of nursing faculty; there were other people who received substantial raises. Dr. Funk asked specifically about the large raises awarded to Ms. Tucker and Mr. Wright. Dr. Nunez replied by reference to page 4 of his multi-page handout. He said that the purpose of the raises was to achieve 95% of CUPA, a national standard for administrative officers.

When Dr. Guempel spoke, he repeated much of the argument that Dr. Nunez had given, but in greater detail. He provided background information about the continuing difficulty of filling vacancies in the nursing faculty. He said that he had developed a plan that would make the nursing salaries of LSUE competitive with those of ULL and McNeese. He said that the disparity between the salaries of nursing teachers and practicing nurses will continue to grow.

Dr. Cordes complained that there were no rules to guide merit raises. Dr. Landry said that LSUE needs a merit raise formula that would remove subjectivity from the process. He challenged the Faculty Senate to produce such a formula.

The meeting adjourned at 1:00 p.m. without objection.

Submitted by Sanford Wood, secretary

Attachments:

- Agenda
- Documents distributed by Dr. Nunez
- Schedule of raises for faculty and professional staff

Faculty Senate Minutes
December 2, 2002

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Diane Fisher, Stephen Guempel, Bonnie Johnson, Susan LeJeune, Rob McLaughlin, Miguel Pacheco, Kathleen Reynolds, Ray Robicheaux, Renée Robichaux, Noah West, Sanford Wood.

Guests: Huey Guagliardo, Malcolm Vidrine.

Mr. Deshautelle called the meeting to order at 12:05 p.m. Following a motion by Dr. Baltakis to approve the minutes as previously distributed, there was discussion of a statement attributed to Dr. Guempel. This statement was corrected to the satisfaction of the group, and the minutes were approved as corrected.

Mr. Deshautelle then reported on a meeting of the Association of Louisiana Faculty Senates which he and Mr. Pacheco had attended. His report follows:

(AFLS) met on Saturday, November 9, 2002, at Baton Rouge Community College. The main purpose of the meeting was to formulate a policy statement on faculty and administrator salaries.

The AFLS expressed concern about the shift from full-time to part-time and adjunct faculty. Part-time faculty do not have a commitment to the institution. It was suggested that the Board of Regents should have guidelines concerning the hiring of part-time faculty. Hiring of part-time faculty should be limited to a certain percentage of full-time, tenured faculty.

The AFLS proposed the following policy statement concerning administrator salaries:

- Salary increases should be tied to SREB average – comparable to how faculty pay compares to SREB average – and not tied to a specific individual's pay.
- Salary increases should not be at the expense of faculty pay.
- Faculty should evaluate administrators and evaluations should be tied in to pay increases.
- Salary increases should be tied in to administrator having met certain performance objectives and to attaining goals for the institution.

The AFLS proposed the following policy statement concerning faculty pay increases:

- Faculty should receive annual cost-of-living salary increases.
- Faculty should receive equity adjustments to bring long-time faculty to current levels, but not at the expense of not filling faculty slots.
- Faculty should receive merit pay increases determined by the Faculty Senate and departments of individual campuses.
- Merit pay increases should be based upon well defined, pre-set goals and a proper evaluation instrument.

Mr. Pacheco added that there was some discussion of “excessive” administrative raises, with special reference to caps on raises in published LSU policies. In response, Dr. Baltakis observed that the Board of Supervisors does not want to hear criticism about administrative salaries.

Dr. Cordes made a report for the Courses and Curricula Committee, summarizing the actions taken by the committee at its most recent meeting. A discussion ensued about two of the items:

- changes required by the Board of Regents;
- changes in LSUE course prerequisites that will limit remedial students' access to non-remedial courses.

Following the discussion, the report was accepted without objection.

There was no report from the Academic Policies Committee.

There was no report from the Intellectual Property Committee.

Dr. Guempel reported on a proposal to change regular summer school classes from a Monday-Friday basis to a Monday-Thursday basis. He said that the Academic Council had accepted the proposal, but could not implement it before summer of 2004 because the calendar for this summer is already set. He added that this would have no effect on campus offices, which would still be open on a Monday-Friday basis.

Dr. Guempel also reported on a request for additional faculty parking spaces near the Health Technology building, and for a loading zone for service vehicles near both the Health Technology building and the Science building. He said that there is now a loading zone for the HT building, but acknowledged that additional work is needed regarding the other two items.

The meeting adjourned at 1:00 p.m. without objection.

Submitted by Sanford Wood, secretary

Faculty Senate Minutes
January 27, 2003

Members present: James Cordes, Ed Deshautelle, Diane Fisher, Stephen Guempel, Bonnie Johnson, Susan LeJeune, Mary Leslie, Rob McLaughlin, Miguel Pacheco, Renée Robichaux, Noah West, Sanford Wood.

Guests: Jud Copeland, Bonnie Landry.

Mr. Deshautelle called the meeting to order at 12:05 p.m. The minutes of the December meeting were approved as previously distributed.

Mr. Deshautelle then gave the Chairperson's report:

- He said that he had attended the meeting of the Council of Faculty Advisors in Baton Rouge, along with Dr. Baltakis. He called attention to the report previously distributed by email by Dr. Baltakis.
- He also attended the meeting of the Board of Supervisors, where Dr. Nunez had made a presentation on the improvements that had been made or were underway at LSUE. He said that the Board seemed impressed with the progress at LSUE.

Mr. Deshautelle then called for reports from the standing and *ad hoc* committees:

- Courses and Curricula: Dr. Cordes said that there was nothing to report, as the committee had not yet met.
- Academic Policies: Dr. LeJeune reported that the committee had met to set a schedule, but no other business had been transacted.
- Intellectual Property: Dr. Wood reported that the committee had approved a policy statement, but there was an unresolved issue regarding the form entitled Employee Invention and Proprietary Information Agreement. Dr. Guempel agreed to reconvene the committee to attempt to resolve this issue.

There was one item of old business, a question raised by Mr. West at the close of the December meeting regarding the possibility of automating the degree checkout process. He was particularly concerned that, under the present system, advisors frequently waste time doing degree checkouts for students who are not ready for graduation. Mr. West reported that he has been assigned to a committee that will examine the entire academic advisement process.

There was then a brief discussion of the Noel-Levitz marketing and recruitment plans. Dr. Guempel related these plans to the upcoming SACS reaccreditation process. This led to a discussion of faculty responsibility in advising and record-keeping, and the inequity in faculty advising assignments.

Dr. Guempel spoke at some length about the Quality Enhancement Plan. He said that Ms. Ellen Stutes will be the director, and that faculty, students, and professional staff will be involved in shaping the plan. The plan must be complete by January 15, 2004.

Dr. Cordes questioned the choice of Ms. Stutes for the position of director. He was also concerned that she was chosen without any public statement of the criteria for the position. Dr. Guempel stated that she was chosen because he thought she was the best person for the job. He did not, however, indicate what criteria were used in determining who was best.

Dr. Copeland then gave a report from the library:

- A successful workshop for the faculty regarding the on-line catalog had been conducted at the beginning of the semester.
- The BI form is an outline of collection management policy.
- The union catalog for all the academic libraries in Louisiana is in the testing stage.
- A great noon-time series is coming up.
- The LOUIS system is dependent upon LSU. If the LSU computer system goes down, the entire LOUIS system will go down.

The meeting adjourned at 12:50 p.m. without objection.

Submitted by Sanford Wood, secretary

Faculty Senate Minutes
February 3, 2003

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Diane Fisher, Stephen Guempel, Susan LeJeune, Mary Leslie, Miguel Pacheco, Rob McLaughlin, Kathleen Reynolds, Renée Robichaux, Noah West, Sanford Wood.

Guests: Bob Dooley, Cinderella Hayes, Brij Janmeja, Fred Landry, Marvette Thomas, Christina Vick, Malcolm Vidrine.

Mr. Deshautelle called the meeting to order at 12:03 p.m. Dr. Wood announced one correction in the minutes of the January meeting as previously distributed. The minutes were approved as corrected.

Mr. Deshautelle then called for reports from the standing committees:

- Courses and Curricula: Dr. Cordes gave a summary report of a rather lengthy meeting. Proposals for course changes from the Divisions of Business and Technology (B&T), Nursing and Allied Health (NAH), and Sciences were all approved, as were proposals for curricula changes in B&T and NAH.
- Academic Policies: Dr. LeJeune reported that the committee had not met since the last meeting of the Senate. She said that the committee would be soliciting input for a policy on merit pay.

The rest of the meeting was devoted to a discussion of accommodated services. At Mr. Deshautelle's request, Dr. Thomas took the floor to address the issue. She said that accommodated services were mandated by section 504 of the Rehabilitation Act of 1973. The process of implementing this requirement at LSUE is:

- The student requests the services from the Office of Academic Assistance (OAA).
- The OAA reviews the supporting documentation provided by physicians, rehabilitation services, etc.
- If the documentation justifies accommodated services, the OAA will recommend that the services be provided.
- The recommendation then goes to the office of Dr. Couvillion. If he approves the recommendation, the provision of the services is then mandatory.

There followed a series of questions from the floor. The questions and the answers given by Dr. Thomas are as follows:

Q: Can a professor challenge the provision of accommodated services?

A: No.

Q: Why does the form that the professor receives say that the services are "recommended" if they are in fact mandatory?

A: The language of the form may be misleading, but the form has been approved as satisfying the requirements of the law, and provision of services is indeed mandatory.

Q: Can a student have someone else tape-record a lecture for him(her)?

A: The law does not say Yea or Nay on this question.

Q: Can the student make copies of a tape recording of a lecture, and give the copies to students who are not qualified for accommodated services?

A: Yes, the tape recordings are treated like lecture notes.

Q: Does a provision of extended time apply to homework assignments?

A: No, the extended time is for testing only.

Q: Can a student who has extended time for a test insist that the test be given at a different time that is more convenient for him(her)?

A: No.

Q: Is it the professor's responsibility to make arrangements for extended time?

A: The professor must provide extended time if it is one of the accommodated services recommended for the student, but it is the student's responsibility to make the appropriate arrangements with the professor. The Office of Academic Assistance will conduct the extended-time test if the professor wishes, or the professor may conduct it himself(herself).

Dr. Dooley then spoke about a memorandum that he had received from one of his students, detailing the medications that the student was taking. He said that he was concerned about potential liability in case the student needed medical assistance. Dr. Thomas said that this lies beyond the scope of her office, but she is willing to provide what assistance she can. The question was then raised whether the designated first responder can be informed in advance of a potential medical or safety problem without violating a student's privacy. Ms. Hayes said that she will check this out and get back to us.

The meeting adjourned at 12:45 p.m. without objection.

Submitted by Sanford Wood, secretary

Faculty Senate Minutes
March 10, 2003

Members present: Tony Baltakis, Ed Deshautelle, Diane Fisher, Stephen Guempel, Bonnie Johnson, Susan LeJeune, Mary Leslie, Miguel Pacheco, Rob McLaughlin, Renée Robichaux, Ray Robicheaux, Noah West, Sanford Wood.

Guest: Brenda Williams.

Mr. Deshautelle called the meeting to order at 12:05 p.m. On a motion by Dr. Baltakis, the minutes of the February meeting were approved as previously distributed.

Mr. Deshautelle announced that he was going to depart from the published agenda in order to accommodate Ms. Williams' schedule. He then called on her to discuss the proposed automation of the degree audit process, i.e., the process of verifying that a student has satisfied all degree requirements. Ms. Williams said that according to Ron Wright, the automation is currently working, but we lack the personnel to enter all the required data. She will request the addition of a person to her staff for that purpose. There followed a brief question-and-answer period.

- Mr. West: At what point can advisors view what has been done to see if the automated system will suit their needs.
- Dr. Guempel: You can get your division head to show you now.
- Mr. West: Will advisors still have to complete all the degree check-out forms?
- Ms. Williams: The advisor will print the information from the computer system and sign it.
- Ms. Leslie: What about students who are getting more than one degree?
- Dr. Guempel: The system may not be able to handle multiple degrees.

Following Ms. Williams' presentation, Dr. Baltakis reported on the meeting of the Council of Faculty Advisors. He said that it was reported that the Definity insurance program needs more people enrolled if it is to be viable. He also reported some controversy regarding tuition waiver requests. As to the Board of Supervisors meeting, Dr. Baltakis reported that there continues to be controversy regarding the salary of the LSU Chancellor. Of particular concern is the part of the salary (and other benefits) that comes from private sources. To whom will the Chancellor be accountable, the state or his private benefactors?

Mr. Deshautelle then called for reports from the standing committees:

- Courses and Curricula: Dr. Wood reported that the committee had not met since the last meeting of the Senate because there was no business to conduct.
- Academic Policies: Mr. Pacheco reported that the committee was considering a policy on merit pay. The tentative results of the discussion so far were that the merit raise formula needs to be specific to each division, and that the formula should be publicly available to all members of the division.

There was no old business.

Under new business, the following resolutions were approved without objection:

- That the Faculty Advisor's Handbook should be updated and made publicly available electronically in PDF format.

- That the telephone numbers of the members of the First Response Team, and the telephone numbers of people to call in an emergency after 4:30 p.m., be prominently posted in each classroom.

The meeting adjourned at 12:55 p.m. without objection.

Submitted by Sanford Wood, secretary

Faculty Senate Minutes
April 7, 2003

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Susan LeJeune, Mary Leslie, Rob McLaughlin, Renée Robichaux, Kathleen Reynolds, Sanford Wood.

Guests: Christina Vick, Glenda Young.

Mr. Deshautelle called the meeting to order at 12:07 p.m. On a motion by Dr. Baltakis, the minutes of the March meeting were approved as previously distributed.

Dr. Baltakis reported on his attendance at the meetings of the Council of Faculty Advisors and the Board of Supervisors.

- At both meetings it was reported that the Definity insurance program was doing very well.
- The Board is not pleased with LSUA having 4-year status.
- There was some concern regarding tuition waivers for dependents – why should this benefit be available to faculty in the UL system but not in the LSU system? Will other campuses of the LSU system join LSUS in a resolution supporting tuition waivers? (The text of the proposal should be available for action at the next meeting of the Faculty Senate.)
- The financial prospects for next year do not look good.

Mr. Deshautelle then called for reports from the standing committees:

- Courses and Curricula: Dr. Cordes reported that the committee had approved the following recommendations:
 1. a new concentration in the Associate of Applied Science in Office Administration.
 2. dropping ACCT 2021, BADM 1610, BADM 1620, and ISDS 1100.
 3. changing the prerequisites for ISDS 2000, ISDS 2001, ISDS 2100, and ISDS 2300.
 4. changing the course name, number, and description of SPCM 1061.
 5. changing the lecture/laboratory hours for DMS 1091 and ZOOL 2151.
 6. changing the requirements for the Certificate in Diagnostic Medical Sonography to reflect the changes in DMS 1091.
- Academic Policies: Ms. Young reported on three matters being discussed by the committee, which should be ready for action at the next meeting of the Senate.
 1. A policy statement on merit raises, stipulating that the criteria for raises in each division should be publicly available to the members of the division.
 2. Replacement of two committees for awarding endowed professorships with a single committee.
 3. Rewriting PS 8 so that students could not change the basis of their appeal as they move from one step to another in the appeal process.

Under old business, there were reports on the two resolutions passed at the previous meeting:

- “That the Faculty Advisor’s Handbook should be updated and made publicly available electronically in PDF format.” – Dr. Wood reported that this resolution had been forwarded to Dr. Guempel, but no action had been taken.
- “That the telephone numbers of the members of the First Response Team, and the telephone numbers of people to call in an emergency after 4:30 p.m., be prominently posted in each classroom.” – Mr. Deshautelle reported that Vice Chancellor Tucker had sent a memorandum to the faculty saying that the proposal would be implemented.

Under new business, Dr. Robichaux reported on her attendance at the Conference of Louisiana Colleges and Universities. She also reported on actions taken at the meeting of the Association of Louisiana

Faculty Senates, held in conjunction with the CLCU meeting. Her notes on the two meetings are attached.

Several other items of new business were brought up, but were deferred until the next meeting because of a lack of time to deal with them adequately.

- Dr. LeJeune said that the faculty needed more information about how the “money for new hires” will be allocated.
- Dr. LeJeune and Ms. Leslie said that we need to discuss the use of adjunct faculty. Two issues were identified:
 1. Their pay and benefits are woefully inadequate.
 2. Faculty do not normally participate in their selection, as they do in the selection of regular faculty.
- Dr. Wood introduced a proposal to change the constitution of the Senate to restrict membership to non-administrative faculty.

Mr. Deshautelle reminded the Senate that divisions must elect new Senators prior to the May meeting.

The meeting adjourned at 12:53 p.m. without objection.

Submitted by Sanford Wood, secretary

Summary of the 65th Conference of Louisiana Colleges and Universities (CLCU)
Theme: Role of Higher Education in a New Administration
March 13-14, 2003 attended by Dr. Renee Robichaux

The keynote speaker for the conference was Dr. Deno Curris, Executive Director, AASCU. He mentioned four areas of change:

- Financing higher education- creating a new debtor class
- Homeland security
- Awakening of the public to crisis in higher education
- Preparing citizens for life in the 21st century

In reference to the crisis in higher education, the theme of the meeting was teacher education. The problem is not enough individuals going into teaching coupled with the need to reform how we pay teachers. The statement was made that the public is looking at higher education to “partner” to improve schools. It was mentioned that one of the weakest parts of teacher preparation is having quality professional development programs for teachers.

There were also presentations on the “Legacy of the Foster Administration” in terms of improvements to the educational system.

On the second day, we had the opportunity to listen to short presentations of the gubernatorial candidates on the “Role of Higher Education in a New Administration”.

In attendance were Hunt Downer, Randy Ewing, Richard Ieyoub, Dan Kyle and Buddy Leach. The candidates did agree to adopt the position of “no cuts” to higher education. However, additional funding was not promised.

There were also presentations on CERT- A Case Study in Institutional Cooperation in Northwest Louisiana and the Skills Gap Work Ready Certificate.

In the Association of Louisiana Faculty Senates (ALFS) meeting several issues were raised.

- A Statement on Administrative Pay Raises was adopted.
- A statement on the ALFS position concerning faculty salaries was adopted and states:
 - “The Association of Louisiana Faculty Senates takes the following position on faculty salaries. In order to improve upon the quality education in the state of Louisiana, it is imperative that the faculty be adequately compensated. This can only be done if the faculty is provided with regular pay raises. The faculty pay raises must include cost of living adjustments (across the board), adjustments for gender and salary compression equity, and merit raises.”

Other issues discussed included tenure for faculty in the community college system, specifically the situation at BRCC and also the post-tenure review process.

Faculty Senate Minutes
May 5, 2003

Members present: Tony Baltakis, James Cordes, Ed Deshautelle, Diane Fisher, Stephen Guempel, Susan LeJeune, Mary Leslie, Rob McLaughlin, Miguel Pacheco, Renée Robichaux, Ray Robicheaux, Kathleen Reynolds, and Sanford Wood.

New members and guests: M. H. Alpay, Cinderella Hayes, Gloria Hernandez, Art Schroeder, Christina Vick, and Noah West

Mr. Deshautelle called the meeting to order at 12:07 p.m. The minutes of the April meeting were approved as previously distributed.

Mr. Deshautelle suggested a change in the order of business so that the new Senators could be introduced and new officers elected. The following officers were elected without opposition:

- Chair: Tony Baltakis
- Vice-Chair: Mary Leslie
- Secretary: Ed Deshautelle

Dr. Baltakis then requested priority consideration of item C under New Business: Tuition waiver proposal for faculty, staff, and dependents at LSUE. After some discussion, it was decided that the Senate would support the concept, though not the specific language, of the proposal introduced by the Faculty Senate of LSU at Shreveport. The following motion by Dr. LeJeune was passed without objection: that the LSUE Faculty Senate go on record as supporting tuition waivers for faculty, staff, and dependents in the LSU system.

Dr. Ray Robicheaux introduced the following motion from the floor: that the Chair of the Faculty Senate be released from one class per semester, or be remunerated for one class as if it were an overload. The motion was seconded by Dr. LeJeune and passed without objection.

In the interest of time, Dr. Baltakis' report on his attendance at the meetings of the Council of Faculty Advisors was accepted as previously distributed. (attached)

Ms. Leslie reported on her attendance at the meeting of the LSU Board of Supervisors, at which the following actions were discussed/taken:

1. A lease transfer for property to be used for the LSUS Children's Center was approved.
2. A report from showing a significant and previously unpredicted deficit of ~\$26 million in the Health/Hospitals budget was presented and discussed at length. The deficit was said to result from a continuing inequity in reimbursement rates from federal and state sources. Changes in reimbursement policy have been negotiated with the legislature to minimize the effect over the next two years. The Board was urged to support amendments to Act 3 currently being prepared by the La. Legislature.
3. A report on academic preparedness of LSU student athletes revealed the continuing presence of a large gap between ACT scores and HS GPA between athletes and non-athletes. The GPA gap is declining slowly. New NCAA eligibility requirements (called "outrageous" by Board members) allow less well-prepared athletes to become eligible, but demand good academic performance thereafter. Many athletes will not be able to retain eligibility, it is predicted. The question to consider in light of this new policy is whether LSU should raise its admission standards for student athletes. No decision was taken on this question at this time.
4. The Board approved a schedule of meetings for the next academic year.

5. Committee Reports were made, and two LSUS students were presented to the Board.
6. Dr. Hargrave spoke briefly about Board of Regents grant policy and awards. This matter will be entertained in more detail at a future meeting.

Mr. Deshautelle then called for reports from the standing committees:

- Courses and Curricula: Dr. Cordes reported that the committee had not met because it had no business to conduct.
- Academic Policies: Mr. Pacheco presented the report for the committee. (attached)
 1. No Senate action on merit pay is appropriate at this time because the committee's work is not complete. However, Mr. Pacheco urged representatives of the various divisions to begin formulating criteria appropriate for their division.
 2. The proposed revision of PS 62 was accepted by the Senate to be forwarded to the Faculty Council for action.
 3. The proposed revision of PS 8 is not ready for Senate action.

Several other items of business on the Senate's published agenda were not discussed because of a lack of time to deal with them adequately. Mr. Deshautelle said that they would be carried over to the next academic year.

- Allocation of money for new hires.
- Issues concerning appointment of adjunct faculty:
 1. Inadequacy of pay and benefits.
 2. Non-faculty participation in their selection.
- Restricting Senate membership to non-administrative faculty.

The meeting adjourned a few minutes before 1:00 p.m. without objection.

Submitted by Sanford Wood, secretary

Subject: FAC Meeting May 1, 2003
Date: Sun, 04 May 2003 13:59:27 -0500
From: "abaltaki@lsue.edu" <abaltaki@lsue.edu>
To: lsue@proxy.lsue.edu

The meeting was called to order at 1:30 pm in the conference room of the LSU System Building by Vice Chairman John Austin LSUS. The following members were in attendance: Tony Baltakis LSUE; Jim Griffin LSU Ag Center; Eric Aamodt LSU HCS-S; Bart Riggins LSUS; Diana Hulse-Killacky UNO; and Aloma Lykes LSU HSC-NO.

Dr. Bob Rasmussen and Dr. Carolyn Hargrave discussed the agenda for the Board of Supervisors meeting. Dr. Hargrave stated that UNO has a tuition waiver for out-of-state students. The Life Course and Aging Center on the LSU campus will propose a new multi-discipline program which will offer a collaborative look at aging. It is based on a \$4.1 million dollar grant.

Dr. Rasmussen said that this is the last Board meeting for student representative Amber Sales Moreau, whose term ends May 18. The Law Center will present an upgrade of their program. LSU Chancellor Emmert will inform the Board of the status concerning various searches for Provost and Vice-President. The Property and Facilities Committee will examine a proposed increase in student fees that will be used to fund \$52 million in expansion of the student union. There also will be a report of the Phase II University Park Project.

Dr. Rasmussen continued his review of the Board agenda. The Budget and Finance Committee will scrutinize a request by the State Legislature (House and Senate) to permit its employees to join the LSU Definity Health Care Plan. This is a very positive step. It is recognition by the legislature that the LSU Definity Program is quite successful. UNO has a request to impose a \$250 academic excellence fee. The Health and Education Service Committee will hear a report concerning the financial crisis facing hospitals in the LSU System. The Athletic Committee will entertain a proposal to modify the use of athletic facilities at LSU by professional teams. Additionally, the Board will discuss the new recruitments for students by the NCAA.

Dr. Rasmussen left the room at this time. Dr. Hargrave then discussed problems with promotion and tenure. She expressed concern on campuses that do not use external reviewers during the promotion process. There is concern regarding the objectivity of promotions. Dr. Hargrave expressed the possible creation of a system committee that would investigate cases where there was disagreement below the system level. She expressed concern regarding promotions from the level of Assistant Professor to Associate. This is the most important promotion as it grants tenure. Dr. Hargrave was less concerned with promotions from the rank of Associate to Full Professor as they involve individuals who have given loyal service to the System. Finally, Dr. Hargrave stated that the EPSCoR Program is functioning well. At this time Dr. Hargrave left the room.

There was an extensive discussion of tuition waivers led by John Austin. The LSUS Senate passed a resolution to support waivers and Chancellor Marsella (LSUS) stated he would support it. Additionally, Chancellor Emmert (LSU) has also pledged support for tuition waivers. John along with Bart Riggins (LSUS) will prepare a general tuition waiver proposal acceptable to all institutions in the system. While complete details need to be worked out, the general ideas it employs are easy to explain. The proposal at LSUS only includes faculty and dependents at LSUS. At the undergraduate level it will only be available at LSUS. For graduate school, it will include all the institutions in the system. John and Bart will review the UL and Southern policy. Both of these systems have tuition waivers for faculty. As a group it was decided that the various faculty senates in the system need to pass resolutions to

support the principal of tuition waivers and at a later date vote on a specific proposal that would apply to institutions in the LSU System. It should be noted that such a policy can be used to recruit faculty.

The meeting was adjourned at 2:55 pm.
Respectfully submitted,

Dr. Tony Baltakis, LSUE
Secretary

ACADEMIC POLICIES COMMITTEE
ANNUAL REPORT 2002-2003
GLENDA YOUNG- CHAIR

Members: Glenda Young, Dr. Susan Lejeune, Michael Axelrod, Dr. Christina Vick,
Miguel Pacheco, Ellen Stutes

Summary Of Activities:

- Merit Pay
 - The concensus of the Academic Policies Committee is that merit pay criteria should involve the following factors:
 - Longevity-where time at the university or at rank is considered on a year by year or equity basis
 - Teaching
 - University Service
 - Each Division will have to formulate their own scheme in the awarding of merit pay
 - Criteria for “merit pay” should be in a published format
 - Faculty raises should be announced two weeks in advance of sending the recommendations to the Board of Supervisors
 - The Academic Policies Committee plans to send a “merit pay” proposal before the Faculty Senate for enactment by the Fall Semester 2004

- Policy Statement 62
 - Dr. Linda Langley, Director of Grants for LSU at Eunice, proposed changes in PS – 62 Endowed Professorship Guidelines, “Selection Process,” Part D will now read as follows:
 - “The committee members for the Nursing awards will be as follows: one each from the divisions of Liberal Arts, Sciences, Business and Technology, and the Library, and four from the Nursing and Allied Health division, with one representative from the LSUE Foundation as a non-voting participant. The committees for the Science Award and the Fritz Lang Award (agriculture) will be comprised of one from each of the divisions of Liberal Arts, Business and Technology, Nursing and Allied Health, and the Library, with one from the LSUE Foundation as a non-voting participant, and four from the Sciences division, equally composed of two persons from Mathematics and two from the Sciences. The Chair of the committee will vote only if a tie exists.”
 - It was hoped that this proposal could be enacted for the Fall Semester 2003

- Policy Statement 8
 - A revision in PS-8, “Appeals Procedures Available to Students.” to include the reasons/grounds for the appeal to be the same for each step of the process. The student only brings in confusion to the process when the individual changes the grounds for the appeal at each stage. The Committee is currently in the process of writing the revision to be later presented to Faculty Senate

Respectively submitted by Glenda Young