

## FACULTY SENATE MEETING

September 5, 2006

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Shelby Anderson-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Barbara Batiste, Bonnie Johnson.

**Senators Absent:** Katrina Freeman, Billy Fontenot, Paula Jacobi, Angela Buchanan, Holly Bell, Kathleen Warner.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Christina Vick, Rosalie Richard, Ron Wright.

Jim Robinson called the meeting to order at 2:00 p.m.

Bill Henshaw was elected secretary. Future meeting times on the first Tuesday of the month at 2:00 p.m. was adopted. The meetings for Fall 2006 were set at October 3<sup>rd</sup>, November 7<sup>th</sup> and November 28<sup>th</sup> (The meeting date for December was moved forward to the end of November).

- I. Adoption of Minutes: No minutes were available.
- II. Chairperson's Report:
  - Board of Supervisors meeting report: None as the Board has not met yet.
  - a. Council of Faculty Advisors meeting report: None as the Council has not met yet..
- III. Committee Reports:
  - a. Courses and Curricula: None.
  - b. Academic Policies: None.
- IV. Old Business:
  - a. None
- V. New Business:

Sanford Wood expressed concern about OIT policies, which affected faculty, being made without faculty input. An example was used on the policy

concerning printing in the computer labs. Some discussion followed but no motions were made.

- VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:35 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

October 3, 2006

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Paula Jacobi, Shelby Anfenson-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Barbara Batiste, Bonnie Johnson.

**Senators Absent:** Angela Buchanan, Holly Bell, Kathleen Warner.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mary Leslie, Ed Deshautelle, Ron Wright.

Jim Robinson called the meeting to order at 2:00 p.m.

- I. Adoption of Minutes: The minutes of the April 24, 2006 and the September 5, 2006 meetings were approved.

- II. Chairperson's Report:

Board of Supervisors meeting report: Jim Robinson reported that LSUE got money for replacing the cooling system towers and an exit in the science building. This came from the finance committee.

Value Added Assessment of Teacher Preparation in LA by George Nowell. They have found that, depending on the institution, the teachers coming out of it enhanced student abilities enough to make up for deficiencies they would have living in an impoverished area.

Council of Faculty Advisors meeting report: LSUA has all their faculty members fill out a questionnaire on what question you would ask to candidates for president of the LSU system. We may want to do the same.

The LSU faculty senate has come up with a list of procedures for dealing with financial exigency and has suggested other faculty senates do the same. Current plans and LSU proposed plans were distributed to the senate members. A committee should be formed with at least one person from each department to make LSUE plans for a financial exigency.

- III. Committee Reports:

Courses and Curricula: None. Committee will meet tomorrow. Registrar has asked to be a member of this committee, possibly as a non-voting member.

The meetings are open meetings and making it formal would require a revision of the by-laws which define who are members of the various committees.

Academic Policies: None.

IV. Old Business: None

V. New Business:

Sanford Wood expressed desire of central repository for the members of the various committees. He recommended the Academic Policies Committee work on this matter. Identify the various committees: University committees, Standing committees, Faculty senate committees, Division committees, Staff Senate committees and identify the person authorized to post information on the group feature of My LSUE.

Motion made by Sanford Wood to authorize Academic Policy Committee to investigate this matter and do some research to see if it is feasible and to propose a plan of implementation. Motion seconded and passed.

Sanford also asked "Who has a final copy of the by-laws with the revisions included?". His latest copy of the by-laws found is about five years old.

The Senate executive committee needs to appoint a member to the Academic Policy Committee.

Mary Leslie asked is there a moratorium on new courses. Steve Guempel responded that there is a moratorium on new programs but not on new courses. She also asked if the research aspect of Faculty Development funds were being used and what is the procedure for applying for these funds. After some discussion the answer was yes, there is some funds used for research and the procedure is the same as that for faculty travel, such as purpose, benefits to the faculty member, benefits to the university.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:37 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

November 7, 2006

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Paula Jacobi, Angela Buchanan, Shelby Anfenon-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Barbara Batiste, Bonnie Johnson.

**Senators Absent:** Kathleen Warner.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mary Leslie.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: The minutes of the October 3, 2006 were approved.

II. Chairperson's Report:

Board of Supervisors meeting report: Jim Robinson reported that a \$2.50 per credit hour increase in athletics fees was approved. Other issues addressed by the board affected the LSU system and would only affect LSUE indirectly.

Council of Faculty Advisors meeting report: The meeting focused mainly on the increase in athletic fees and its impact on LSUE.

III. Committee Reports:

Academic Policies: Mary Leslie requested the Faculty Senate address the unresolved issue of policies regarding technology used for teaching. Specifically for OIT to work with Dr. Guempel to devise procedures for maintenance of teaching equipment, training of faculty in the use of the equipment, obtaining faculty input when purchasing equipment for teaching and learning, converting VHS tapes to DVD, and creating signs for the proper use of equipment in each classroom.

The discussion that followed showed policies were in place for most of these issues but sometimes the boundaries were vague between who was responsible for what. It varied between the individual, OIT, and the Division. A list of who was responsible for what would be beneficial.

Courses and Curricula: Jennifer Creswell reported that four new courses were addressed and three were tabled awaiting further information and one was passed. The one that passed is called Drugs in Society.

IV. Old Business: The LSU Senate passed recommendations for a financial exigency plan and has asked other Senates to do the same. The consensus of the LSUE Senate is to let LSU take the lead. Some of the LSU recommendations are impractical to implement but should evolve into something usable that the Board of Regents could include in their plan. Apparently, some of the issues involved were violations of the current plan.

V. New Business:

Sanford Wood had previously expressed desire of central repository for the members of the various committees. It was proposed that the Academic Policies Committee work on this matter. Identify the various committees, identify which committees should be on the group feature of MyLSUE, and identify the person authorized to post information there. Mary Leslie, chair of the APC, pointed out the immensity of this project appointed to a small committee which only meets to solve a particular problem.

Sanford repeated his question on "Who has a final copy of the by-laws with the revisions included?" His latest copy of the by-laws found is about five years old. Someone needs to go over the Faculty Senate minutes for the last five years to get a final electronic draft of the current bylaws. There is not a procedure in place to protect the integrity of the bylaws.

Another problem discussed was committee membership should consist of tenured as well as non-tenured. Some positions on committees need to be filled by tenured faculty and in some cases presents problems.

Other topics discussed briefly included; the online minutes should start from now rather than try to go back for the last five years, the various committees should be listed in the employee handbook, the questions that should be asked to candidates for LSU president position.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,  
Bill Henshaw

FACULTY SENATE MEETING  
November 28, 2006  
A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Paula Jacobi, Angela Buchanan, Shelby Anfenson-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Barbara Batiste, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** None.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mary Leslie.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: The minutes of the November 7, 2006 were approved.

II. Chairperson's Report:

Board of Supervisors meeting report: None.

Council of Faculty Advisors meeting report: None.

III. Committee Reports:

Academic Policies: The APC will be meeting early in Spring 2007 to determine who is responsible for what on technology issues.

Courses and Curricula: The committee is doing an electronic vote on proposed courses that were tabled at their last meeting.

IV. Old Business: An electronic copy of the Faculty Senate Constitution is kept in Arlene Tucker's Business office for inclusion in the Faculty Handbook. It has been updated as the by the Senate minutes however, the last page of the minutes has not been updated showing the latest revision date. It was noted that a gender neutral change passed in the Spring 2006 has been included. A question came up as to the integrity of the bylaws, in particular, a motion that was passed did not appear in the updated bylaws.

It was adopted that the Senate Secretary would be responsible for posting materials on a website for campus wide viewing.

A motion was made and seconded that the Senate Vice Chairperson keeps all Senate records on a flash drive. The motion passed unanimously.

A motion was made and seconded that the Senate Vice Chairperson be responsible for updating the bylaws as necessary. They should also submit a copy to Arlene Tucker for inclusion in the Faculty Handbook. The motion passed unanimously.

V. New Business:

Concern was expressed about noise in the hallways. After some discussion, a consensus was reached that it would be better for the instructor to handle the problem rather than place signs in the hallways.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

January 23, 2007

A – 127, 2:00 p.m.

**Senators Present:** Holly Bell, Wayne Escude, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Paula Jacobi, Angela Buchanan, Shelby Anfenon-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Barbara Batiste, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** None.

**Representatives:** Stephen Guempel (Administration).

**Guests:** None.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: The minutes of the November 28, 2006 were approved.

II. Chairperson's Report:

Board of Supervisors meeting report: Jim Robinson reported that their minutes are available online at [www.LSUSystem.LSU.edu](http://www.LSUSystem.LSU.edu). It was stated that a Presidential Search Committee report will be issued on a regular basis.

Council of Faculty Advisors meeting report: UNO wants to eliminate the financial exigency issue. Also, the issue of faculty and staff tuition breaks was discussed. Concern was expressed about the uniformity of course numbers. Assuring that a course numbered 1001 was the same at all campuses.

III. Committee Reports:

Academic Policies: None.

Courses and Curricula: None.

IV. Old Business: Sanford Wood introduced a copy of senate minutes where a change in Senate bylaws was approved but was never incorporated into the bylaws. The changes should be incorporated and emailed to the faculty. He also wanted input as to how Senate business be posted on the internet. Should it be a web page format or a listing of files? The web page format would allow off campus viewing whereas the listing of files would only be available on campus. The consensus was that a listing of files would be sufficient.

V. New Business:

Some faculty members have had issues with PS-12 dealing with promotion and tenure. Question: Do tenure and promotion to associate professor go together or are they separate issues? Dr. Guenpel replied "There is a penultimate year as assistant professor that you must go up for tenure. You cannot be promoted to associate professor without granting tenure." He also said "there have been cases where tenure was awarded but promotion to associate professor denied. There are assistant professors at LSUE with tenure." In summary, you cannot be an assistant professor more than seven years without tenure.

Another issue is that a person on the campus wide promotion and tenure committee and on the division committee gets to vote twice. Maybe they should have voice but not vote. The campus wide committee gets the minutes of the division meeting but there are no set requirements on a minority report.

There is a mentoring process in place for the post-tenure review but not for the pre-tenure reviews. There should be more campus wide structure for the pre-tenure review process.

It was decided to turn the tenure and promotion policies over to the Academic Policies Committee. The APC will need to get input from faculty and develop more objective criteria for tenure and promotion.

Jim Robinson requested that the Academic Policies Committee and the Courses and Curricula Committee post meeting times each month.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

February 6, 2007

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Angela Buchanan, Shelby Anfenson-Comeau, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** Barbara Batiste, Holly Bell, Paula Jacobi.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mike Axelrod.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: Approval of the minutes of January 23, 2007 was postponed until the March 6<sup>th</sup> meeting.

II. Chairperson's Report:

Board of Supervisors meeting report: The Board of Supervisors and Council of Faculty Advisors will not meet in February. LSU football ticket prices will go up to pay the coaches salary and for trash pickup. Seventy two ton of garbage was collected after the LSU – ULL game. There have been five formal applications to the presidential search committee and several informal contacts made. UNO is upset about losing students and faculty while LSU is hiring faculty. Also, the Board of Regents is considering applying funding criteria which will further hurt UNO. An increase was discussed for raising child care to \$12 per semester per student from the present \$6. This would allow students to pay \$1.75 per hour for child care while in class. Faculty and staff have the same benefit for \$2.75 per hour. This was shelved after it was pointed out the students would be subsidizing the faculty and staff. The last item was that LSUA will be a four year school and their remedial courses taught elsewhere (LSUE for example).

Council of Faculty Advisors meeting report: None.

III. Committee Reports:

Academic Policies: Mary Leslie resigned as chair. Cindy Darbonne will take over the job.

Courses and Curricula: Mike Axelrod reported that fourteen courses were submitted. Thirteen were approved and one sent back for minor adjustment.

IV. Old Business: Sanford Wood emailed out the revised bylaws and no comments were made so it is assumed the revised bylaws are correct. He also emailed out the constitution and if no comments are made, it will be assumed it is correct also.

V. New Business:

Some faculty has had issues with smoking near building entrances. LA Law states the minimum distance for smoking is 25 feet but it was not certain if that was from entrances or from the building. After some discussion, a motion was made and seconded to place signs NO SMOKING AREA LA STATE LAW # - - - . It also included moving ash tray receptacles away from building entrances. The motion passed.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:39 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

March 6, 2007

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Barbara Batiste, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Angela Buchanan, Shelby Anfenson-Comeau, Paula Jacobi, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** Holly Bell.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mike Axelrod.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: The minutes of January 23, 2007 and February 6, 2007 were approved.

II. Chairperson's Report:

Board of Supervisors meeting report: None

Council of Faculty Advisors meeting report: None.

III. Committee Reports:

Academic Policies: None

Courses and Curricula: None.

IV. Old Business: None.

V. New Business:

Student attendance issues were discussed. The effectiveness of attendance policies depends on the faculty. Some faculty are more strict in enforcing attendance than others. There was some discussion on the success of the attendance policy of the pathways program. No conclusion was reached.

Jim Robinson stated a need to clarify student degree plans. The information is in the computer but needs to be made more accessible to the advisors and students. A specific outline of what and when courses should be taken to fulfill the degree requirements should improve retention. Flexibility needs to be included to allow cases such as retaking failed courses or transfer courses.

Another problem would be students changing majors or courses with changing prerequisites. The present system used is CARS with mylsue being the user interface. Can a system clarifying degree plans be interfaced with CARS? Faculty senate representatives, Dr. Guempel, and the registrar should meet with Ron Wright to find out what can and cannot be done with the current system.

- VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

April 10, 2007

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Barbara Batiste, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Angela Buchanan, Shelby Anfenson-Comeau, Paula Jacobi, Jeanne Soileau, Sanford Wood, Jennifer Creswell, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** Holly Bell.

**Representatives:** Stephen Guempel (Administration).

Jim Robinson called the meeting to order at 2:00 p.m.

- I. Adoption of Minutes: The minutes of the March 6<sup>th</sup> meeting were approved.
- II. Chairperson's Report:

Board of Supervisors meeting report: The LSU system will focus on several topics. These include the poor going to college, more aggressive recruiting of out of state students, and reopening the medical schools. The reduction of their student population will affect their funding which will hinder replacing the medical personnel that left. Last, but not least, health care will go up 4.5% and the PPO's will go up 6%.

Council of Faculty Advisors meeting report: None.

- III. Committee Reports:

Academic Policies: The committee will be looking at PS-12. They will try to establish a more regulated pre-tenure review in the third and fifth and to have administrative input. They will also look into division personnel voting twice due to being on the division committee and on the campus wide promotion and tenure committee.

Courses and Curricula: None.

- IV. Old Business: Ron Wright has set up a K drive for committees to post information. There doesn't seem to be a place for the Staff Senate to post information. It would also be desirable for a membership list of the various committees to be posted there.
- V. New Business:

Faculty web pages were discussed. A faculty web page would have certain advantages over Blackboard or mycourses. It would allow general announcements by the faculty member and be accessible to advisees and to students not enrolled in the faculty members class. There would have to be a usage policy in place before a link from the LSUE website would be provided. A committee needs to be formed to make a usage policy. It should consist of a member from each division, continuing education, the library and Ron Wright. A motion was made, seconded, and passed for the Faculty Senate to form the Faculty Web Page Committee.

Dr. Guempel provided the senate with the current status of what LSUE will bring to Alexandria. A lot of it will depend on numbers. LSUE will initially use adjunct faculty and will offer daytime as well as evening classes. Pathways will be involved and initially, an associate degree with an emphasis in Business will be offered. LSUE will be the premiere community college of central Louisiana.

- VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:35 p.m.

Respectfully submitted,  
Bill Henshaw

## FACULTY SENATE MEETING

April 24, 2007

A – 127, 2:00 p.m.

**Senators Present:** Wayne Escude, Barbara Batiste, Katrina Freeman, Lorrie Jobert, Bill Henshaw, Jim Robinson, Maura Cavell, Billy Fontenot, Jeanne Soileau, Sanford Wood, Bonnie Johnson, Kathleen Warner.

**Senators Absent:** Shelby Anferon-Comeau, Angela Buchanan, Jennifer Creswell, Paula Jacobi.

**Representatives:** Stephen Guempel (Administration).

**Guests:** Mike Axelrod, Cindy Darbonne.

Jim Robinson called the meeting to order at 2:00 p.m.

I. Adoption of Minutes: The minutes of April 10, 2007 were approved.

II. Chairperson's Report:

Board of Supervisors meeting report: PS-95 prohibits sexual relations between faculty and students. Quite a few people have been interviewed to replace President Jenkins. One person from California looked particularly promising. So far, \$95,000 has been spent on search which is twice the budget allocated for the search. A new hospital will be built at a cost of \$1.2 billion dollars. Dr. Guempel's work with LSUA was mentioned specifically by the Board of Supervisors.

Association of Louisiana Faculty meeting report: LA is 47<sup>th</sup> in participation of low income families in getting a college education. Twenty percent of LA residents do not have a high school diploma. This represents an area which needs attention.

Council of Faculty Advisors meeting report: None.

III. Committee Reports:

Academic Policies: The committee studied PS-12 regarding tenure and promotion and submitted a 13 page proposal to the Senate. It addressed the issue of a more uniform and organized system, specifically in the area of the pre-tenure review. Publication of tenures and/or promotions awarded and publication of faculty vitas online were discussed. The faculty members consent should be obtained before putting their vita online. A lengthy discussion ensued as to where the division representatives should be able to

vote in the campus wide committee and thus giving them a double vote on tenure/promotion. No consensus was reached and the committee will meet and rework their proposal.

Courses and Curricula: Mike Axelrod reported that the committee approved three proposals concerning minor catalog changes.

IV. Old Business: Sanford Wood reported that the adhoc committee met informally and felt the faculty members should be responsible for their own web page. Would be nice to have a search option so students could find web pages without knowing the faculty members name. There will be uniformity and content issues which will need to be addressed.

V. New Business:

Election of officers: Chair, Jim Robinson. Vice chair, Bonnie Johnson. Secretary, Michael Alleman. Dr. Couvillion is in charge of security and the issue is being dealt with.

VI. Adjournment: A motion was made and seconded. The meeting was adjourned at 2:50 p.m.

Respectfully submitted,  
Bill Henshaw