

Faculty Senate Meeting
Wednesday, Nov 6, 2013

The meeting was called to order at 3:00 PM in the Webster Room of the University Center.

Faculty Senate Members Present: Amy Erickson, Mary Jarzabek, Harvey Rubin, Carl Smolinski, Larry Garrison, Raymond Taylor, Lynn Walford, Gary Boucher, Alexander Mikaberidze, Kay Stebbins Slattery, Kevin Krug, Mary Hawkins

Faculty Senate Members Absent: Beverly Burden, Cheryl White, Kui Chen

President Jarzabek asked the Senate whether there were any corrections that needed to be made to the minutes of the Oct 8th, 2013 meeting. A motion was made by Senator Walford to approve the minutes of the meeting. This was seconded by Senator Hawkins. The minutes were unanimously approved.

President Jarzabek thanked Dr. Elisabeth Liebert for her corrections and accurate information pertaining to the Academic Advising Committee. President Jarzabek then mentioned that she is on the Strategic Planning Committee that is mapping out a plan for LSUS over the next 5-8 years. She stated that during the Monday of last week a Community Focus Group was held between the Strategic Planning Committee and 21-15 community members. The event was sponsored by the LSUS Foundation. Those attending the meeting frankly discussed the strengths and weaknesses of LSUS and the needs of the community. The Strategic Planning Committee is interested in seeing that community members lend their voices to the future of our university. She said the attendees were honest concerning our weaknesses and hopeful regarding our strengths. Over the next 60 days, a survey will be drafted and will be sent soliciting further input. She mentioned that it was delightful to reach out to the community.

President Jarzabek next announced that the Chancellor Search Committee has made progress. She invited Dr. Dave Gustavson, Chair of the Chancellor Search Committee, to update the Senate on the progress of the search. **Dr. Dave Gustavson** stated that the committee has received many applications, more than anticipated. He added that the names are still confidential but that finalists will be released later. He added that many of the applicants appear to be very good candidates. He stated that many are or were presidents, VCs, or deans of universities and that applicants were received from across the country. He said that the committee met a week ago Monday with Dr. Curris to narrow the list for preliminary interviews. Dr. Curris is currently checking references and doing informal background checks on the applicants. The semifinalists, once chosen, will be invited for interviews at an off-campus location prior to the semester break. From those individuals, 3-5 finalists will be selected for on-campus interviews in Jan/Feb, at which time the names will be released. Any group on campus (i.e., Senate, faculty, staff, students) interested in meeting with the finalists will be invited to do so. Formal background checks will then take place. President F. King Alexander and the Board of Supervisors will make the final decision among the finalists and at this time it is unknown exactly how they will do this. Both Dr. Gustavson and Dr. Curris spoke with President Alexander regarding lack of funding and this resulted in additional financial support from the LSU System in the amount of 10K for travel as well as an undisclosed amount that will be added to the current salary, making the position more attractive to competitive candidates. **Vice-President Rubin** added that the quality of the candidates was impressive.

Next, President Jarzabek requested that Mr. David Dinkins address the Senate concerning book adoptions. **Mr. David Dinkins** announced that textbook adoptions were due on the day of this meeting. He said that in one month they would be doing buy-back and in two months they would have books on the shelves ready to sell for the new semester. This time of the year is a time crunch. Books have to be available a week early for students to have financial aid. He also sent an email to faculty to please verify that textbook information for the Spring is correct; he thanked those who have already verified their book adoptions. He stated that the LSUS Bookstore has a lower mark-up than other bookstores. LSUS's is 20-25% compared the typical 30-40%. Since the LSUS

Bookstore is run by the university, so money received goes to the university. He also mentioned that he would be happy to assist with the order of lower cost textbooks. Currently, he said that prices are on the bookstore's website but that they are not final (they are awaiting final word from publishers). **Ms. Christianne Wojcik** raised the concern that more and more courses are starting at the midpoint of a given semester. She asked whether faculty members in this position should communicate this with the bookstore so the books are not sold back before they are needed. Mr. Dinkins said that they do not need any additional information at this time and that returns happen after the midpoint of a semester. He added that sometimes sales even go up at midterms.

President Jarzabek expressed good wishes for the upcoming tailgate. She also congratulated the debate team and requested judges for Friday. She said at the upcoming tournament here, 29 schools for 8 states would be represented.

Administrators' Reports:

Chancellor – Dr. Paul Sisson stated that he is appreciative of all the work done to involve the community in LSUS's future, in particular Dr. John S. Vassar and the LSUS Foundation. He said that he has been here for 21 years and that community involvement has grown substantially during this time. He also said that the community has thanked us for including them. He said that we have received meaningful responses from the surveys we have sent out and the meeting last week was very useful.

Dr. Sisson stated that he and Dr. Vassar attended an inner city tour to Birmingham, AL with about 50 other individuals. They had the opportunity to talk with community members. He said that the conversations went well and that many of them are continuing. Many of the meetings took place downtown and were community-focused. He added that he would like to have a stronger presence in downtown Shreveport. He added that we will have a presence in Cohab in downtown Shreveport (LOSUS at Cohab). Continuing education and for-credit classes will most likely be offered there. Dr. Sisson invited all in the community to the tailgate party, adding that the mayor and his staff may even join us.

Dr. Sisson also added that President Alexander was here last week and that they attended a foundation dinner to support the local Boy Scouts, where President Alexander was the keynote speaker. Dr. Sisson commented that President Alexander is a great public speaker. In addition, three weeks ago, President Alexander also was here and invited Dr. Sisson to attend a fundraising event for the Tiger Athletic Foundation's Bengal Belles which raised a lot of money. President Alexander was the main invited guest and he had great things to say about LSUS, in addition to football. He had the chance to meet the mayor and other community leaders.

Next, Dr. Sisson addressed the eight-week sessions. He said that the first session has ended at this point and that we are starting the second. He is working on collecting student feedback. So far, students have indicated that they would like both 8-week sessions and 16-week semesters. He stated that our job is to serve as many students as possible and meet their needs. The final decision about next year has not been made but we will continue to offer 8- and 16-week classes, with more and more being offered in the 8-week format. To facilitate scheduling of classes, he mentioned that it is likely that they will pick a time of day before which classes will be offered in the 8-week format and after which they will be offered in the 16-week format. The suggested time is 1pm. He commented that this will accommodate teaching science labs in the afternoon and night classes which do not lend themselves to being taught in 8 weeks. He also added that some 8-week classes may be offered at 1pm as well given that some faculty and students would prefer that option. He mentioned that the issue of scheduling does not apply to online courses. **Parliamentarian Smolinski** mentioned that in Accounting many students take classes in the morning and work in the afternoon. He said that for them the 16-week format is better but they would need morning classes. Dr. Sisson said his preference would be to not do that because of possible conflicts. He cited scheduling conflicts with final exams this semester with the 8-week term. He said it would be something that would need to be considered carefully if there is an ongoing call for it. He added that this is a good question to raise and an important part of the conversation. **Senator Hawkins** added that

many of her students also take classes in the morning and work in the afternoon. She asked how will it be determined which classes will be switched. Dr. Sisson said that student, faculty, and staff input will be used to determine this. Senator Hawkins asked if we will start this new schedule in Fall 2014, and Dr. Sisson confirmed that this is the start date they are looking at. Parliamentarian Smolinski asked whether departments will have input to which Dr. Sisson replied that they will as long as their rationale is not that they are doing things one way because they always have been done that way. Senator Boucher asked about shared classes with LSU-BR. He mentioned that we have compressed-video courses which are in the 16-week format offered in the morning. Dr. Sisson stated agreed that this would have to be an exception. **Senator Krug** asked if there was an enrollment increase in 1B. **Mr. Shelby Keith** said there was an increase in overall enrollment of about 150-200 students in 1B since the 14th day enrollment figures, which will be added to the 14th day. Dr. Sisson also said that the number of classes went up. President Jarzabek asked how this compares to last year this time. Dr. Sisson said that were down 400. Mr. Keith said that we picked up some students but we are still down compared to this time last year. Dr. Sisson added that he would like to see other campuses and schools across the country take courses in 1B. He said we did not see it this time but thinks that is because of how new this opportunity is.

Academic Affairs – Provost John S. Vassar attended a meeting in Baton Rouge that included Registrars, Admissions, Academic Affairs, and Student Affairs from LSU campuses. He enjoyed the meeting. This was not officially part of the 2015 conversation. He said it was good to hear about ideas and resources being shared. One included bringing together career services that we offer. The issue of 8-week courses came up at the meeting; one associate registrar commented that she had hoped to see more general education courses offered in 1B. Dr. Vassar thinks we need to do a better job communicating these offerings to the rest of the system to give students more options across campuses. He commented that the meeting was very productive and that there will be more in the future.

Dr. Vassar next addressed SACS reaffirmation. He said that we now have a steering committee which includes individuals from the community. He stated that standards have been assigned for all units and sub-committees. He stated that the rough draft deadline is this December, that it will be edited over the break and then submitted in early Fall of next year (2014). Both he and Ms. Julie Lessiter, VC of Academic Affairs, attended a meeting in Baton Rouge with the Vice Provost of Planning and Institutional Effectiveness who provided good advice given that they are a year ahead of us in the process. He said that LSU's final report was 1100 pages with 3000 pages of attachments. Dr. Vassar said this is a big process and said that Ms. Lessiter has taking a leading role in this process as SACS liason. He also announced that the QEP Committee is being chaired by Dr. Stephen Banks and that they have been working on researching the topic of critical thinking and metacognition.

Business Affairs – Mr. Michael Ferrell, CFO, was not able to attend.

Student Affairs – Vice Chancellor Dr. Randy Butterbaugh announced that the upcoming tailgate party is a community event. He said that there are over 12 sponsors of the event from the community, local businesses, student organizations, administrative units on campus, the LSUS and LSU Alumni Associations, and LSUS Foundation. He said that this is an outreach event. He also mentioned that the Red River Classic Debate and Forensic Tournament would be taking place Friday through Sunday (November 8-10) and that this is a great way to showcase our institution. He added that on Veterans' Day, November 11th, there will be a celebration. Major Chatelain, the most decorated living veteran in Louisiana, will be speaking, and there will be a tribute to servicemen and women who are MIA. Many of our staff, faculty, and students have military connections so is important to show support. Dr. Butterbaugh also mentioned that they are looking into ways to collaborate with LSU-BR in the area of career services. We may use a common system for career services, called Simplicity, which would give our students access to that which LSU-BR students enjoy. It is a small example of how we can benefit from standardization for improved delivery of services. He also mentioned the possibility of having a common calendar across the system was discussed at the recent meeting in Baton Rouge. This would contribute to a more seamless approach of our collaborative programs. He said that even if the calendars are not exactly the same, there would be a benefit from having at least a common start and stop date. He next brought up changes in Admissions Standards and wanted to make faculty aware of them. He asked **Ms. Kimberly**

Thornton, Director of Admissions, to provide an overview (see addendum) of the 2014 admission standards. In addition, Ms. Thornton summarized a new pilot program that would allow some students who do not meet the new standards to complete a Math/English class with a lab requirement. Then the BPCC @ LSUS program was mentioned. Dr. Vassar said that once students complete BPCC @ LSUS developmental classes, plus 18 hours which includes a college level English and Math (with a 2.0 gpa) to qualify as a transfer student, they can officially enter LSUS. Dr. Butterbaugh commented that access in this market is very important. Ms. Wojcik said that faculty members are reaching out to dual enrollment students, and Ms. Thornton is keeping track of visits that faculty make. The new requirements for admission at LSUS are the same credentials that dual enrollment students must have so it is important to maintain contact with this student population. If anyone would like additional information concerning admissions requirements, they can contact Ms. Thornton at 795-2405.

LSUS Development – Ms. Laura Perdue, Executive Director, LSUS Foundation was not able to attend.

Old Business

- a. **Response rate for SRTE – Senator Boucher** stated that the current response rate for the SRTE is a problem because it is so low. He suggested using a scantron and developing software to do the analysis. He said it would be easy to administer in class. He acknowledged that we have old equipment and limited manpower. He suggested rather than running the scantrons at one time to space out running them to ease the burden associated with it. He also suggested using Tech Fee money to replace the old equipment. He thinks this is a viable alternative so that the SRTE holds merit. Senator Hawkins asked what the overall response rates are. President Jarzabek was not sure herself and said it is likely that Ms. Lessiter has this information. **Secretary Erickson** said she thinks it is somewhere between 30-50% with 50% probably being too high. **Senator Garrison** suggested they may be lower than that. President Jarzabek commented that all responses are sent to faculty members, even if there are less than five. Senator Boucher said this problematic however because students who were very happy or unhappy with a course typically respond, skewing the results. He said it will be important to catch a greater cross-section of student responses for the results to be valid. Mr. Keith responded that we do not have the hardware, software, or staff to accomplish this. He said that the current equipment which was purchased in 1979 processes only 5 scantrons at a time. He said we can purchase new equipment (a low-end model would cost 6-7K) but that we would need more personnel given that we teach 3000 classes. **Senator Walford** asked if the Tech Fee money could be used to purchase a new machine. Mr. Keith said that would be possible and that a proposal would need to be written. President Jarzabek asked Senator Boucher and 1 other individual to write a proposal. Senator Walford motioned that Senator Boucher and I other individual look into writing a Tech Fee proposal to purchase a scantron reader. This was seconded by Parliamentarian Smolinski. Senator Taylor raised the issue that this will not solve the validity issue for online students, which was confirmed by Mr. Keith. **Dr. Rick Mabry** asked whether there is a way to electronically coerce students to fill out the SRTE, such as not getting grades or registering. Secretary Erickson said that she did not think this was possible. President Jarzabek said she thought this was proposed and asked if it is possible. Dr. Vassar stated that this was tried with the Advising Survey. It was set up where you could not register. This frustrated students and they answered the survey as quickly as possible (regardless of their actual opinion) such that the results were not valid. Dr. Mabry suggested that we saw the same trend with the SIRII and asked if this was why we switched. President Jarzabek also recalled declining response rates. Senator Hawkins suggested it was the cost, which was confirmed by President Jarzabek. Dr. Sisson and Dr. Butterbaugh said that we are not allowed to coerce students into take the SRTE. Dr. Sisson said that there may be other ways to encourage students. Senator Taylor suggested a weekly assignment. Dr. Sisson stated that some faculty members have great response rates, such as Dr. Tami Knotts. Parliamentarian Smolinksi suggested she may use bonus points. Senators debated

whether this is ethical. **Senator Mikaberidze** said you are not getting a bonus for a positive response but just for participation so this should not be an issue. President Jarzabek said the bonus is based on the response rate but not what the responses are and that you do not know the responses until the semester is over anyway. President Jarzabek asked if there was any further discussion of the motion on the floor regarding a Tech Fee proposal. Mr. Keith stated that the low-end models, which are 6-7K, stack 30 at a time vs.5. Dr. Sisson said that he would find a staff member to assist with the scanning. Senator Boucher said it would benefit students as many tests are scantron tests. The motion passed unanimously.

- b. **Speak Your Peace Resolution – President Jarzabek** asked the Senate to reconsider this resolution. She thought we would vote on this over email but did not get a large response. She mentioned that she added a footnote for a debate quotation. She represented the resolution. Senator Hawkins stated that she thinks it is an important resolution that will help us improve our image and interaction with students. President Jarzabek said this represents community outreach and shows we support community perspectives and ideas. Senator Garrison moved to accept the resolution and it was seconded by Senator Mikaberidze. The resolution was unanimously approved.

New Business

- a. **8-week schedule for 2014 – President Jarzabek** stated that this was previously clarified by Dr. Sisson. She then asked if there were any other concerns about this topic. Senator Walford stated that the Department of English and Foreign Languages had a concern about the 8-week session survey (Question 12: I would like to pursue the opportunity to complete my degree in three years which would require all courses to be offered in the 8-week format). This implies the only way students can complete their degree in 3 years is if all classes are offered in 8-week format which is misinformation. This would skew the results of the survey. A number of students have pointed out that this is not true. The survey also fails to inform students of additional costs for credits taking more than 12 credit hours per semester. This skews the results because students may have different responses if they knew up front that they would be asked to pay more for taking credits hours over an 8- vs a 16-week semester. This matter was discussed at a departmental meeting on Nov. 6, 2013 and represents the unanimous opinion of the entire department. President Jarzabek said many classes were selected for the survey. Senator Walford said it was a random survey. Not all of the surveys have been turned in yet. President Jarzabek asked if there were any recommendations. Senator Walford said this was an expression of their concern since the surveys have already been distributed. President Jarzabek said that there was an email that was sent out that addressed this concern out and that Dr. Liebert contacted Senator Krug and President Jarzabek on this issue. Senator Krug said that the survey has been sent already. Prior to making 2000 copies of it no faculty members who saw it expressed any issue with it. President Jarzabek mentioned that it was approved in April of last semester. Senator Walford suggested throwing out questions 12-14. President Jarzabek said that she does not want to limit the student voice. She suggested that we use the data but at the time the analysis is released concerns and comments be included from Dr. Liebert and the Department of English and Foreign Languages addressing the concerns raised here. Senator Krug stated that administrators felt the survey was too negative so that is why questions 12-14 were included, to show benefits of the 8-week sessions. Senator Walford reiterated that question 12 was misleading; thus, Senator Krug suggested removing the question from the analysis. Senator Hawkins said that she thought the survey was ok but apparently some of the questions did not translate well. She suggested running the analysis with and without the question. President Jarzabek said no instrument will serve every purpose. The question was raised as to whether there will be future surveys. Senator Krug said that there is this survey and there will be a faculty survey. President Jarzabek said that the surveys are not scientific but straw polls to get an idea of people's opinions. Senator Hawkins suggested the results should be looked at from an unbiased standpoint and that people will interpret they want to. She said that some questions are

very specific vs. others that are less specific. She said that some questions are more powerful than others. She said that we should look at the implications of the responses. Dr. Liebert asked whether we are going to take steps to address the loss of integrity that we as faculty have suffered by telling students that the only way they can graduate in 3 years is through taking 8-week session which is not true. President Jarzabek questioned whether we are assigning too much significance to what is an opinion poll. She admits there was questions bias. She asked Dr. Liebert whether she thinks the university as a whole will lose its integrity based on one question on a poll. Dr. Liebert stated that as an English professor she thinks that words are very important and that they carry subliminal messages. She said that we need to protect our integrity and identity. President Jarzabek stated that as a communications professor she thinks that the question was misleading but she is not sure that the entire university's integrity relies on the question. She asked how should we communicate to students that one question was misleading. She suggested an email to students. Secretary Erickson agreed that this would be a great idea coming from an administrator. President Jarzabek then suggested maybe faculty who gave the survey announce the concern in the classroom. Senator Boucher suggested that the email be campus wide given that some students may have heard about it – it would be a catch all for those who took it and those that heard about it. Senator Walford also said that there was no mention of the fact that if you do the three years in all 8-week sessions it will cost more. Dr. Sisson said it will not cost more. She asked whether you have to pay for every credit hour. Dr. Sisson confirmed that if you do it in 8- or 16- week terms over three years it will cost the same. President Jarzabek said that there was a motion from Gary that a point of clarification be sent out. President Jarzabek suggested an amendment that the motion includes when it will be sent out. Senators Walford and Boucher said it should be put out now. Senator Taylor seconded the motion. Dr. Mabry suggested that information on costs also be included. President Jarzabek said that she would ask Dr. Butterbaugh to write something and send it unless someone else wants to write it and send it to him since she is unable to send a mass email to students. Dr. Sisson suggested we send out information on this subject in general than on one specific issue to avoid additional confusion. President Jarzabek questioned whether we should include the daily schedule at this time. Senator Krug suggested that the schedule is up in the air. He also said that it would cause bias if we do it now since some students have and have not yet taken the survey. He thinks we should wait until all the results are in. President Jarzabek reiterated that we could send the analysis with commentary on particular questions. Dr. Sisson and Senator Garrison agreed it would make more sense to do it after the analysis is available. Senator Mikaberidze said that faculty who administered the survey could inform their classes. President Jarzabek said that we amend the motion so that we move to clarify with the students by having faculty clarify this with their classes, accept the surveys, analyze the data, and then send a student-wide email with the results and clarification about the question. It was seconded by Senator Taylor. Dr. Vassar said that in the catalog, a compressed approach is discussed so it would be helpful to reference the catalog. The motion passed unanimously.

Observations and Concerns

- a. **Grade appeals – President Jarzabek** suggested that the process of grade appeals is cumbersome and questioned whether we should streamline it and how this process would take place. Senator Boucher said this is a fair representation of the concern. Parliamentarian Smolinski said that in the catalog there are 2 pages of information on the process. It can get to the point where a committee must be appointed. If everyone in a class was unhappy with their grades that would result in 20-30 grade appeals and committees being formed. President Jarzabek asked where this process should start and who would be responsible for looking at this process? Dr. Vassar said that this falls under Academic Affairs and faculty. He suggested that it would be time to revisit this. He recommended Policy and Personnel. Dr. Sisson recommended Admissions and Standards. Parliamentarian suggested Courses and Curriculum. Vice-President Rubin suggested that Admissions and Standards would be best. She asked for a motion that we

contact the chair of this committee to have them revisit the issue. Senator Mikaberidze motioned and Parliamentarian Smolinski seconded it. It passed unanimously.

- b. Grant funding – Senator Boucher** stated that BoRSF grants written by himself as well as 2 or 3 other professors were ultimately not turned in by the university to the Board of Regents. Dr. Boucher admitted he was late in getting in his grant. He also said there was a 70K grant that was not filed last year. He commented that grants always were submitted in the past when Ms. Virginia Lincove was Vice Chancellor of Sponsored Research. He mentioned that given the loss of state dollars these grants help to fund the university. He said he is not blaming anyone person but suggested that we need more personnel to supervise the process. In addition, he said that grants often contain information on economic development and that faculty members used to receive assistance with this so that they could focus on their projects. He stated that it would be helpful to have a grants office assist with this. Dr. Sisson agreed that the loss of Ms. Virginia Lincove was significant. He said that he wishes that we had 2 people but this comes down to the number of people we do have. Dr. Sisson said that Ms. Jolene Long was overwhelmed with emails on the due date. She was very upset and apologetic that some of the proposals did not get submitted. Dr. Sisson stated that he wished he could have been there to assist. He suggested that a practical solution might be to set internal deadlines anywhere from 3 days to a week before the actual deadline to avoid this happening again. Dr. Boucher questioned whether it would be ok to clear someone of their responsibilities for a week or two around a deadline so Ms. Long has more assistance. Dr. Sisson said this is not likely given all of the work existing staff already does. He added the Board of Regents website was also overloaded. Secretary Erickson stated that there is a lot that faculty members can do to help themselves. They can upload all of their files such the actual submission process takes a few clicks and maybe 10 minutes. Dr. Sisson said that he knows that some faculty do more and some do less and thus a workshop to train faculty members to do this may help in the future.
- c. Secretary Erickson** raised the question about how Academic Probation and Suspension will be handled with the 8-week sessions (for instance whether it will be determined based on both A and B sessions combined or each session individually). Faculty members need to know so they can properly advise their students. Dr. Sisson said administration was looking into this.

There was no further business. Senator Taylor motioned to adjourn the meeting at 4:41 PM, which was seconded by Senator Krug.

Minutes respectfully submitted by Amy Erickson.