

Faculty Senate Meeting
Tuesday, Oct 9, 2012

The meeting was called to order at 3:01 PM in the Webster Room of the University Center.

Faculty Senate Members Present: LaWanda Blakeney, Matyas Buzgo, Amy Erickson, Mary Hawkins, Mary Jarzabek, Robert Leitz, Harvey Rubin, Carl Smolinski, Marjan Trutschl, Raymond Taylor, Trey Gibson, Larry Garrison

Faculty Senate Members Absent: Emre Celebi, Chris Hale, Kevin Krug

A motion was made by Senator Gibson to approve the minutes of the Sept 10, 2012, meeting. This was seconded by Senator Smolinski. The minutes were unanimously approved.

President Jarzabek announced that the search for the position of Chancellor will start soon. The Executive Committee of the Senate spoke with LSU System President Jenkins, and the committee was reassured of several aspects pertaining to the formation of a search committee (minutes from the phone call were distributed with the agenda for the October Senate meeting). The committee will consist of 18-20 people, which will largely be comprised of individuals from LSUS, including senior and junior faculty, faculty from each school, students, staff, administrators, and the Executive Committee of Senate; thus LSUS will play a large role in establishing its future. In addition, it has been suggested that three business leaders be on the committee. Essentially, LSUS has been given a charter by the LSU System President to select its own Chancellor. The first step in this process will be to select a chair for the search committee for which nominations will be solicited at a later date during the semester, after which the search committee itself will be formed. The search will commence in January. One decision which will need to be decided upon is whether a search firm is contracted to assist in the process. Doing so would cost between \$80,000-120,000. President Jarzabek mentioned she was very encouraged by the phone call.

President Jarzabek also announced that LSUS had their first joint meeting with LSUHSC, for which the meeting minutes will be distributed. Two primary things were discussed at the meeting. First, a recommendation was made at the meeting that we promote the LSU brand in Shreveport/Bossier. LSUS faculty can educate their students about graduate programs at LSUHSC and about the importance of having at least an M.S. degree when entering the job market. In addition, LSUHSC's Pharmacology and Toxicology programs may establish a partnership with LSUS's undergraduate Forensic Science Program. The second major topic of discussion was to develop a collaborative, specialized graduate program in the area of bioinformatics that would award M.S. and Ph.D. degrees. In the future, at least one joint meeting will be held each semester during the fourth week after the semester's start to work on establishing partnerships. This may be followed up by a meeting at the end of each semester to document progress.

Next, President Jarzabek informed those attending the meeting that Dr. Brian Salvatore of the Chemistry Department represented LSUS at the Association of LA Faculty Senates (ALFS) quarterly summit in Alexandria. There is concern among LA Faculty Senates around the state that faculty members are being devalued and are being treated like factory workers. Sentiment, which was not complimentary to administration and legislation, was especially strong from representatives at Southern, UNO, and Grambling Universities. Kevin Cope, President of AFLS, announced that he would set up Facebook and Twitter accounts so faculty members could post on such issues. This may create a grass roots voice across the state which could aid in the protection of higher education in Louisiana. President Jarzabek summed up by stating that we have a lot of work ahead of us.

Administrators' Reports:

Chancellor – Dr. Paul Sisson stated that the topic on most people's minds on campus is recruitment. He acknowledged that there are many hardworking people on campus that are involved in this effort and that a lot of good work has been done and will continue.

Dr. Sisson next announced the good news that we have been given an extra \$184,000 by the state that we did not expect to have at the beginning of the year. Fortunately for us, but unfortunately for LSU Eunice, LSU Eunice failed to meet their grad act goals. While there is no reward for meeting such goals, there is the consequence that the state provides you with less money, which they are now trying to manage. Most of the money stayed within the system. LSUS was given the opportunity to write a proposal to further the aims of the grad act. The first proposal submission, which concentrated on recruitment, was rejected; however, a revision which focused on retention was accepted. Some of the money will be given to the FORCE Committee and the Multicultural Affairs Office and efforts toward minority retention, will be available for hiring Spring 2013 adjuncts, and will be used for marketing to increase enrollment.

Dr. Sisson then announced activities which will take place on Nov. 3. First, there will be an LSU-Alabama tailgate party on the LSUS baseball field with both an audio setup and a big screen to which the whole community is invited. Beer and food will be for sale. He said we could expect anywhere from 0-5000 people. He hopes we have a turnout of between 300-1000 people. That same day also represents Pilot Preview Day. In addition, a debate tournament will be held on campus.

Senator Leitz also mentioned that the library was awarded \$50,000 by the Noel Foundation to purchase e-books and journals supporting the new engineering programs. Another donor also contributed \$15,000.

Business Affairs – Mr. Michael Ferrell, CFO, reported that open enrollment occurs in October until the 31st. He announced that LSUS employees must re-enroll for the Flexplan on an annual basis, so those who are interested should do so now. Finally, he stated that there is no news on the budget at this time.

Student Affairs – Interim Vice Chancellor Dr. Randy Butterbaugh, mentioned that Walker Johanson from the Northumberland Group, which is a consulting group that focuses on marketing both domestically and internationally, was retained to assess our student recruitment and marketing efforts. This firm has assessed over 300 colleges and universities and assisted with student retention. Their charge is to examine our recruitment and enrollment processes and strategies. We currently are sending him information. This will be followed up by telephone interviews with campus representatives, and end with a pending campus visit. The whole process will take about 60 days.

LSUS Development – Interim Executive Director, LSUS Foundation, Ms. Susie Stinson, was unavailable for this meeting. President Jarzabek mentioned that Dr. Jenkins said during the phone call that frequently universities get funds from their foundation to conduct searches. As far as the Chancellor search is concerned, Dr. Sisson mentioned he will set up a meeting between President Jarzabek and Brian Bond to research options to identify the source of these funds. In addition, there is currently no VC of Development, thus Dr. Sisson and Brian Bond have spoken several times and are in agreement (which likely includes Foundation Board Members, which is not yet confirmed) that a search for a permanent VC of Development should be conducted. Given the budget situation, there is a good chance that funds for the search for this position will come largely or in part from the LSUS Foundation; however, the Board has not signed off on this yet. This VC position will play a critical role at LSUS. Dr. Sisson envisions that the goal of the individual selected for this position will be to start a major campaign aimed at strengthening our existing guaranteed scholarship program and identifying funding sources for it. The program is aimed at increasing enrollment to 8000 students, which represents doubling over a 12 year period. Dr. Sisson commended Dr. Butterbaugh, Betty McCrary, and the people working with them for determining annual enrollment growth; Dr. Sisson thinks this goal is ambitious but achievable.

Old Business

- a. LSUS faculty/staff (possibly student) ID – President Jarzabek mentioned that Dr. Trutschl put this is motion. She attended a meeting with the LSUS ID Committee that is looking at what will be required to add the word ‘Faculty’ or ‘Faculty/Staff’ to employee badges and ‘Student’ on student badges as soon as possible. At the Faculty Senate meeting, she passed around a badge template designating her as a faculty member. LSUS Professional in Residence Raffaele Scaduto-Mendola from Fine Arts came up with a new, more professional design. Before an actual design change is implemented officially, there are a lot of technical and financial specifics that need to be determined (i.e. whether cards will read horizontally or vertically, whether a hole can be punched in cards, the cost of card stock, a program to support the application of information). Senator Blakeney asked whether the IDs will be badges or cards to which President Jarzabek responded that the IDs will be cards. The IDs also could be put on a clip to wear them as a badge. Senator Trutschl pointed out the value of promoting LSUS by wearing badges in public. President Jarzabek agreed and mentioned that wearing badges demonstrates pride and enthusiasm for LSUS, but that no one will be forced to wear them. Senator Buzgo asked whether there are any plans for the new IDs to serve multiple purposes (i.e., be used for copy machines, building/dorm entry). President Jarzabek mentioned that the ID Committee is looking into this and that a design change will not be implemented until this information is decided upon, but for now, IDs will designate our position on campus as faculty, staff, or students. Senator Trutschl mentioned that a badge printer may cost as little as \$1000 compared to the current badges, which cost \$17,000 per year, for which students are paying. He also reiterated the cost of blank cards (50 for \$12). This may be an opportunity for us to work with the bookstore at printing new IDs. Senator Trutschl also mentioned that having a validation date will be important. President Jarzabek mentioned that the ID Committee is willing to explore different ideas for these badges. Senator Gibson made a motion, which was seconded by Senator Hawkins, and passed Senate members unopposed, that President Jarzabek and Senator Trutschl meet with the bookstore to talk about possibilities.
- b. Weekly LSUS shirt day with possible discount at The Port for students wearing LSUS shirts – President Jarzabek announced that on the first and third Wednesday of every month, students can get a 10% discount at the Port and at the bookstore on non-textbook items by wearing the LSUS logo. Dr. Sisson inquired how we will get the word out to students. Dr. Butterbaugh mentioned that this could be part of a loop program on TVs around campus (including by Admissions), in the LSUS News, and be part of student organization announcements. President Jarzabek suggested that it be added to the calendar and be announced at the tailgate party. Senator Erickson suggested its inclusion in the ‘Toilet Paper’. Senator Gibson suggested its inclusion on Facebook.
- c. Report from Ad Hoc Committees –
 1. FORCE Committee – Senator Gibson announced that they would be meeting on the Friday after the Senate meeting. He mentioned that the committee has a list of 1051 students that need to be contacted via calling and that we should make an effort to get into classrooms (dual enrollment and non-dual enrollment) to give guest lectures to attract students to LSUS. Christianne Wojcik added that her office is the hub of dual enrollment. She mentioned she will prepare and send out a list of schools for which visits can be scheduled (by school, teacher, discipline, etc). She also has materials that could be passed out during the visit from her office and Admissions and Records, contact cards being the most important so we can obtain contact information to recruit these students. Dual enrollment classrooms also may contain students not in the program so it is possible we may attract them as well by visiting. Senator Gibson mentioned that if students include their areas of interest the cards can be passed on to respective departments who can then contact the students to recruit the students. He also mentioned that if the dual enrollment students score a 24 or above on the ACT, they qualify for

the guaranteed scholarship program we offer. Currently, we have dual enrollment students in 19 schools. Christianne Wojcik further mentioned that we may contact these schools to schedule LSUS Scholarship Day assemblies and put an offer in their hand if they are already qualified. Senator Gibson mentioned this is mentioned on our website. President Jarzabek mentioned the importance of reaching students in the Fall (October and November) while students are deciding where they would like to enroll; she commended the FORCE Committee for their efforts and said it likely kept our numbers from dropping. Senator Gibson stated that we also need to concentrate on retention. By the end of the Spring semester about 1200 students failed to sign up for this Fall semester, thus, we should contact our students to get them signed up early for Spring 2013. He also stated that while we had a loss at the transfer level, we broke even overall based on the efforts over the summer. Finally, he mentioned that we are making progress at BPCC and we need to work on opening an office at SUSLA.

- d. COLFD/DLC speaking about online course acceptance at medical schools – Tulin Melancon stated that two DLC meetings were held at which Dr. Tara Williams-Hart and Senator Buzgo offered information on the subject. LSUS online courses that currently are affected by this include english, history, and science and math courses. Based on the discussions, Ms. Melancon said whether a medical school (such as LSUHSC) accepts online courses is up to the medical school's discretion. She suggested that we try to gain an understanding of why LSUHSC feels the way they do about these courses. Ms. Melancon suggested that LSUHSC is not targeting us but targeting private schools; nonetheless, we are still affected. It is possible that we could have our online courses certified by Quality Matters. Dr. Elizabeth Liebert also participated in the discussions and stated that importance of informing all pre-medical students that taking online courses is not advised. She also added that some courses currently in english are only offered online and we cannot ask them to teach face to face. This issue would need to be dealt with by individual departments. While it does not mention whether a course is online versus face to face on a transcript, medical schools may be aware that such courses are being offered. Ultimately, it is up to the student to decide whether s/he will reveal whether courses were taken online if asked by medical school admissions. Senator Buzgo mentioned that pre-allied health students also are affected by the policy. Senator Hawkins stated that this is only an issue if we only offer online courses to which Senator Buzgo responded that he is switching back to face to face. Ms. Melancon stated that this conversation should be between administration and or individual departments and LSUHSC, as opposed to the DLC. Dr. Sisson said he would address this issue. In conclusion, it is recommended at this time that advisors advise all pre-med and allied health students to not take courses online. Senator Hawkins suggested that we inform students of this in our upcoming advising sessions and even post a message on our door to get the word out to students. Ms. Melancon also addressed the issue of proctoring. Faculty members can decide whether they want their students to take proctored or non-proctored exams. Students can choose to use a nationwide proctoring center (especially if they are not local) or they can have a proctored exam through Continuing Education or The Noel Memorial Library. Continuing Education and the Library are now collaborating on this issue.
- e. Resolution honoring Dr. Marsala – Senator Gibson composed a clean, well-worded resolution honoring Dr. Marsala. It will include 4 whereas' and 2 be it resolved. It will cost \$80-90 to have it framed, which President Jarzabek offered to pay for and/or accept collections. Senator Buzgo made a motion to accept the resolution which was seconded by Senator Gibson, and passed unopposed. The plan is to present the resolution to Dr. Marsala in person at the Fall Faculty/Staff Luncheon on November 29th, to which he will be invited by President Jarzabek. Senator Gibson revisited the suggestion of honoring faculty members teaching for free that was previously suggested by Senator Blakeney. Paul suggested that it may not be necessary at this time given that 2/3 of them wish to remain anonymous and the other said it was not necessary at this time. Senator Gibson suggested recognizing volunteers in general.

New Business

- a. SGA's request to increase online course offerings – President Jarzabek requested a resolution on this matter from the SGA but has yet to receive one.
- b. SGA's request to have a copy of every required textbook available in the library – David Dinkins provided information on the cost of such a request. He stated that there are about 1000 titles that would need to be purchased, which would cost approximately \$40,000. It also would cost between \$20,000-25,000 in annual maintenance for new editions or for new courses. Based on the staggering cost, this is not feasible at this time. Alan Gabehart also stated that additional library staff would be needed to process these books. Based on researching libraries at 29 schools, 26 of them do not provide a copy of every required text. The three that do have smaller enrollments with specialized and limited courses. One possible compromise would be to offer only english and math texts. Another option would be to put books on reserve should the bookstore sell out or should books arrive late. The bookstore also can be given copyright by the publisher to print the first chapter should books arrive late due to a publisher error. Faculty members could request an extra copy for the library; while some representatives are willing to send an extra copy, some are not. Individual faculty members also may put an older version in the library when a new one becomes available. The SGA could also raise funds to supply the books they would like to have available in the library.

Observations and Concerns

- a. Concerns about surplus items – President Jarzabek mentioned we will hold off on this item. She explained that the surplus process is not simple: equipment must be removed from its original location, have its number removed, stored somewhere else on campus, paperwork for the item must be filed, it has to be determined if it can be used anywhere else on campus, then must be offered up to other campuses, if it is computer the hard drive has to be erased, and finally it must be shipped to Baton Rouge. This is a big issue in some of the science labs where surplus items are taking up valuable and needed space. There are also issues with waiting on trucks and loading and unloading of items, which has been experienced by Grambling University.
- b. FPR review – Senator Erickson stated that she soon will call a meeting with administrators on the committee to hear their opinions about the analysis of survey results.
- c. Senator Taylor suggested that we obtain a formal charge in writing from President Jenkins to nominate a Chair for the Chancellor Search Committee and obtain explicit guidelines about the process and how people should be selected for the committee. President Jarzabek mentioned the Faculty Senate Executive Committee has been charged with selecting a Chair. The Search Committee will assess candidates and then make their recommendation to President Jenkins and the LSU Board of Supervisors who will decide whether to approve the candidate. Senator Taylor asked whether we should recommend three candidates to which President Jarzabek responded that we are to have three to five candidates go through the interview process, after which we will submit one name to President Jenkins. She then went on to say that President Jenkins mentioned he wants the process to be transparent and effective. President Jarzabek offered up the possibility of scheduling a conference call between the Senate and President Jenkins or request that he visit the campus. Senator Taylor suggested we get the charge and then speak with him should we have any questions.

There was no further business. Senator Gibson moved that the meeting be adjourned. This was seconded by Senator Taylor. The motion passed unanimously. The meeting was adjourned at 4:35 PM.

Minutes respectfully submitted by Amy Erickson.