

**Faculty Senate Meeting**  
**Thursday, Sept 9, 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, Kevin Krug, Mary Hawkins, Raymond Taylor, Beverly Burden, Kui Chen, Lynn Walford, Cheryl White, Kay Stebbins Slattery

**Faculty Senate Members Absent:** Gary Boucher, Alexander Mikaberidze

**President Jarzabek** asked the Senate whether there were any corrections that needed to be made to the minutes of the May 2, 2013 meeting. Senator Smolinski mentioned that the heading "Admissions and Standards" needed to be added to his addendum to the minutes, specifically the list of vacancies on the Senate committees. A motion then was made by Senator Smolinski to approve the minutes of the May 2, 2013, meeting. This was seconded by Senator Hawkins. The minutes were unanimously approved.

**President Jarzabek** started the meeting by welcoming the new senators and announced the incoming senators, which include: Science: Dr. Kui Chen, Dr. Gary Boucher, Dr. Beverly Burden, Liberal Arts: Dr. Alexander Mikaberidze, Dr. Lynn Walford, Dr. Cheryl White, Education: Dr. Larry Garrison, as well as Ms. Kay Stebbins Slattery from the library who will serve for one year, replacing Mr. Robert Leitz after his resignation. President Jarzabek thanked all for their service. She is calling on faculty to engage in projects and issues addressed by the Senate. She firmly feels that LSUS's faculty members are the university's #1 resource and that their involvement is instrumental in the development and implementation of solutions to the problems that we face. She closed by stating that if we expect to be a significant part of our university's governance, then we must assume the responsibility of being a key instrument to implement solutions to our problems.

**Administrators' Reports:**

**Chancellor – Dr. Paul Sisson** provided us with an update on enrollment. He stated that the process for determining enrollment this Fall is different than in the past because of the addition of the 8-week A and B sessions to the semester calendar. He said that he is not sure what the enrollment at the 14<sup>th</sup> day census date means at this point, especially since students can and are still registering for session B. Based on the numbers collected on the census date, however, Dr. Sisson announced that we appear to be down 400 students since the census a year ago. Half of those students are dual enrollment students. Dr. Sisson expected there to be a loss as the cost of dual enrollment has tripled due to the loss of state funds to support the program. Despite this, Dr. Sisson was enthusiastic about the program, stating that it is now a self-supporting healthy program. He said that we are reaching out to more schools and even with the increase in cost, the program is still a bargain compared to what it would cost to take the courses as enrolled undergraduates. Dr. Sisson said that the other 200 comprise non-dual enrollment students (i.e., undergraduate and graduate, face to face and online). He did mention that as of the Friday prior to the Senate meeting, graduate enrollment was actually up 10% since last year and that it will continue to grow this Fall. Dr. Sisson said the decline in students is in first-time full-time freshman, transfer students, as well as those that are continuing or re-entering. This likely relates to the state's change in admissions standards and its push to send students to community colleges. He said that we are doing well at the junior, senior, and graduate student level. He added that we may eventually have to embrace being a senior university and that we will try to help local community colleges as possible in an attempt to increase the number that transfer to LSUS. The percent of graduate students is also expected to go up this semester as Oct. 14<sup>th</sup> is a new start date for the M.A. in Education. Students that start in this program in October will be counted in the census date numbers. We expect to see around 23 students, plus another 15 or so. If we get another 35-40 students, that will yield a 20% increase in our graduate numbers. Dr. Sisson also expects that some students

will continue to sign up for session B. He said that as we near the end of the semester, that a decision will need to be made as to how we will report our official Fall enrollment. He said that it may be more representative of the enrollment we have at the end of the semester as opposed to the 14<sup>th</sup> day.

Next, Dr. Sisson addressed LSUS@ccelerated. He stated that this semester about 10% of our courses, 10% of our SCHs, and 10% of our head count are in the 8 week format. He gave some examples of how this format can help students, namely that one student who has had to drop all courses in session A will be able to take them all in B, and thus will not be behind, and that another will be graduating earlier than expected.

Dr. Sisson also announced that we have mailed our level change request to SACS. Dr. Sisson also plans to send invitations to faculty, staff, and community members to participate in the SACS reaffirmation. He expects that the process will require a lot of work. He also mentioned, that while at a Board of Supervisors (BoS) meeting on the Friday prior to the Senate meeting, the incoming Chair announced that at least one BoS meeting will be held in Shreveport in the Spring.

Senator Chen asked whether we can expect enrollment to increase in two years given that we now have students in the BPCC@LSUS program. Dr. Sisson responded by saying that he expects and hopes so and that our overall numbers must go up. He said that it would be great if it were to happen at the freshman level, however given rising admissions standards, fewer and fewer will be able to start here. He added that numbers will also likely increase in the Spring as our first cohort in the Ed. D. will start. Senator Walford asked if the students enrolled in session B have already been counted in the enrollment numbers. Dr. Sisson replied that those who are enrolled have been counted but that students are still registering. Dr. Rick Mabry also pointed that some courses have not even been created yet. He then asked whether more undergraduates may become attracted to our graduate program as it continues to grow. Dr. Sisson responded that it has been discussed at several meetings that we need to do a better job at advertising our graduate programs to our undergraduates and institute more 3+1 programs (3 years as undergraduate and 1 year as a grad student). As we institute more programs in general, such as LSUS@ccelerated, 3+1 programs, and dual enrollment, the possibility of earning a baccalaureate degree in 3 years, and hopefully while they still have TOPS, a masters degree in 1 goes up.

**Academic Affairs – Provost John S. Vassar** welcomed everyone and thanked the senators for their service. He first addressed the Strategic Planning Committee, which consists of 12 members, including: Bill Bigler, Rebecca Chiles, Mary Jarzabek, Cody King, Angel Martin, Chad McDowell, Michael Meeks, Alex Mikaberidze, Laura Perdue, Tisha Samhan, Brian Sherman, John S. Vassar, Felice Williams, Tara Williams-Hart, Katherine Wickstrom, and Christianne Wojcik. This committee was established to help shape the destiny of our institution, and it will get feedback from faculty, staff, students, and the community. The decision to move forward on this was assisted by the Executive Committee of the Faculty Senate. There is an understanding that we need to communicate with our region on these issues so the committee has pulled together 50 representative institutions and individuals throughout NW LA to work with to identify stakeholders. One first step for faculty input was started the week prior to the Senate meeting. Dr. Vassar sent a summary of conversations he had with faculty at departmental meetings this past spring and summer to department chairs. He requested that chairs pass the information on to faculty members and that faculty members get back to him within a couple weeks. He said that this will give the committee some areas to focus on.

Next, Dr. Vassar addressed BPCC@LSUS. He stated that 61 students did not meet freshman or transfer requirements. Given this, they were informed they could enroll in the BPCC@LSUS program and that hopefully this will aid in their transfer process. Next, Dr. Vassar shared with us that we have 75 students enrolled in our 5 LSU-LSUS collaborative programs. He congratulated staff in the Registrar, Financial Aid, and IT Services for their efforts in setting this up. Dr. Vassar also announced that 30 policy statements have been identified that may need revision, as they have not been updated in decades, and that this will be addressed by the Policy and Personnel Committee. Dr. Vassar stated that 10 may be addressed per year over a period of 3 years. He said that Dr. Pat Doerr would work out the specifics of the process.

**Business Affairs – Mr. Michael Ferrell, CFO**, announced that all faculty professorships and chairs have been set and the money is in the accounts. He stated that 95-97% of them have been funded at the maximum amount, which is 4.25% of the 5 year rolling average. Next, he announced the deal with Office Max, in cooperation with LSU (it will include all LSU institutions in the spirit of LSU 2015). We will have Office Max people on campus and invite faculty and staff to meet with them to see how to set up requests and use the online catalog. Because they are down the street, we should be able to get supplies at a moment's notice. He concluded by saying that they have finished the budget and are now working on the budget requests for next year.

**Student Affairs – Vice Chancellor Dr. Randy Butterbaugh** announced that the New Student Orientation was a success and that faculty helped with advising. He also wanted to celebrate that financial aid will now be directly deposited into student checking accounts as a way to enhance student services. Next, Dr. Butterbaugh announced he would make the dates of upcoming student orientations available. The LSU Shreveport Freshman and Parent Orientation schedule for 2014-2015 academic year will be held on the following dates in 2014:

Friday, April 11<sup>th</sup>

Tuesday, May 27<sup>th</sup> (summer school starts Monday June 2<sup>nd</sup>)

Friday, June 13<sup>th</sup>

Friday, July 11<sup>th</sup>

Friday, July 25<sup>th</sup>

Tuesday, August 19<sup>th</sup> (the Fall semester/session A will start Monday, August 25<sup>th</sup>)

Dr. Butterbaugh also shared that Sept. 4<sup>th</sup> marked the first annual "State of the U for You" event that was established to foster communication between the Chancellor and students. Dr. Sisson addressed 150 students and gave a frank presentation which was well received. He said that hopefully this will be an annual event during the week of welcome. This past year, there were 6-7 events with 1400 participants. Next, Dr. Butterbaugh announced that some of the publications Admissions has been working on have gone online. These include 1) a teaser piece, 2) a college comparison checklist, and 3) a helpful guide to college admissions poster that teaches students about the process (450 have been sent to high school counselors). Dr. Butterbaugh also announced that the LSU tailgate will be on Nov 9<sup>th</sup>. He ended by stating that Preview Day will be on Friday, Nov 15<sup>th</sup>. During this event, prospective students will visit campus and meet with administrators, faculty, and staff.

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

## **Old Business**

- a. **8-week session survey update – Senator Krug** stated that 130 students took the pilot survey over the summer. He said results suggested that students want both the semester system as well as the opportunity to take courses in an 8-week format. The results also suggested that students like online courses for 100-200 level courses but face to face courses for 300-400 level courses. The survey also revealed that students want to have one face to face course for each course offered in the online format. The data also suggested that business students like 8 week vs. 16 week courses, while students in science and English prefer 16 week courses. English students also liked the idea of having mini-semester courses offered, such as those offered during intersession. A survey will be conducted in the Fall semester. Senator Krug said he would forward the results of the summer pilot survey to President Jarzabek. Senator Chen asked if the plan is to switch all courses to the 8-week format, to which Dr. Vassar replied we will get more feedback this and that there will be a greater number of courses offered in 8 week sessions in the Spring than the Fall. It has been determined that some courses cannot be offered in the 8 week format so these will be taught over a semester or over two 8 week sessions. Senator Chen asked why science majors were against 8 week sessions. He offered that they may be as many already

struggle in 16 week sessions. President Jarzabek said she wonders if students are aware that they will take half as many courses in an 8 week session as they would during a semester. Dr. Sisson said that if students are taking 4-5 courses in a semester format, they would be taking 2-3 in an 8 week session format. Senator Walford suggested that some students may be struggling right now if taking 2-3 semester courses along with an accelerated 8 week session course. President Jarzabek will be interested to see how students polled in the Fall and Spring respond to the survey. Senator Chen suggested giving extra credit as an incentive to take part in the survey.

## **New Business**

- a. **Course overrides, caps, and compensation** – **President Jarzabek** stated that this topic represents an intermingling of issues that needs to be addressed and is worthy of a committee to look into them. Her first example was general education courses. She noted that there are not as many faculty members to teach them in some departments. For instance, in Liberal Arts, these courses fill up quickly, leading to administrative overrides where students continue to be added over the cap. President Jarzabek asked what courses realistically should have caps. She suggested that it may be ok for a survey course to have 100 students however this does not work for those where interaction and writing are integral parts of the course. She also asked at what point should we open a new section instead of continuing to add students to one section whose cap is met. She further questioned what policy exists regarding compensation for taking on extra students above cap and extra sections. She suggested that a committee be formed to look at all of the above. Senator Hawkins said that she is part of a small department (4.5 faculty members with 250 majors) and that overrides have caused her classes to rise from 24 to 51. She acknowledged that students value interaction with faculty members and with course caps being exceeded interaction suffers and students receive less attention. President Jarzabek asked Senator Erickson about her BIOS 101 course which regularly has a large enrollment. Dr. Erickson explained that this course also has an equally large enrollment in a face to face class as the course is more similar to a survey course compared to courses in other disciplines that stress interaction or writing. Senator Taylor asked whether this is a matter for the Courses and Curriculum Committee. President Jarzabek replied that the Policy and Personnel Committee or the Instruction and Professional Development Committee maybe more appropriate.
- b. **Non-smoking policy volunteers** – **President Jarzabek** announced that new legislation has been passed that which states that all LSU campuses must be tobacco-free starting August 14, 2014. Dr. Tim Winter is the head of the Non-smoking Policy Committee which will focus on implementation and compliance. He has requested 1-2 volunteers to serve on the Implementation sub-committee and 1-2 to serve on the Compliance Sub-Committee. President Jarzabek said she would email all faculty requesting volunteers. This committee also will promote healthy lifestyle choices and will look into smoking cessation programs. Senator Hawkins stated that she wants people on campus to be eased into this; we should announce that it is coming well in advance to make for a smoother transition. President Jarzabek complemented Dr. Winter for his efforts on this front.
- c. **Board of Student Conduct quorums and by-laws** – **President Jarzabek** announced that when the Board has held hearings in the past it has had trouble making quorum. Sometimes when hearings are held there isn't much warning for Board members. Currently, Executive Committee members serve as alternates. President Jarzabek and Senator Smolinksi suggested that maybe the by-laws should be revised to include all faculty senators as potential alternates to improve the chances of finding alternates when they are needed. Senator Hawkins asked how much notice is typically given prior to a hearing and President Jarzabek said it is usually a week. Dr. Butterbaugh said that making quorum becomes especially problematic between semesters and before graduation. Senator Walford asked if there are student members, to which Dr. Butterbaugh and President Jarzabek responded stating that there used to be but there are no longer due to privacy concerns. Senator Burden suggested that if senators are needed as alternates that they are selected based on a pecking order by rotational basis by school. By doing

so, she said that no one can accuse us of stacking the Board with faculty members from one discipline over another, so that the person chosen is done so randomly rather than by design. Another suggestion by Senator Smolinski was that if someone on the committee is missing, a senator in the same discipline be selected as an alternate. President Jarzabek called on Senators Smolinski and Burden to write up the policy. Dr. Butterbaugh said a change in the Student Conduct Code also would be necessary. President Jarzabek reminded us that any Constitutional change will require no less than 10 and no more than 20 days for consideration, so we will need to work the best time to present this to and get it approved by the Faculty Council. Senator Smolinski also announced that there are two openings on the Board of Student Conduct. Dr. Tim Winter is willing to fill the position in Human Sciences. President Jarzabek asked the Senate for approval to open up an invitation to fill these two seats. She stated that these seats are appointed seats when asked by Senator Burden if they are elected vs. appointed. Senator Smolinski said these are 5 year vs. 3 years concerns. Senator Smolinski will send an email concerning this to the faculty.

### **Observations and Concerns**

- a. **Cooperative teaching stipends/LSUS budget** – **Senator Garrison** explained that when student teachers are placed in local schools they pay 12 credit hours of tuition. The university supervisor receives a stipend and the cooperating teacher gets paid \$200. Given the current budget problems, we have stopped paying cooperating teachers \$200 which has led to difficulty placing our student teachers in classrooms, while our competitors such as LA Tech and Northwestern still pay the teachers. Senator Garrison brought up the point that when students pay x amount of dollars in tuition to enroll in this course they expect services associated with this course; however, this does not seem to be working with our present budget. Senator Garrison said that this issue has raised the question of how the budget really works. He is interested in receiving a better understanding of it. He said that he is aware that some programs generate revenue and some do not. His concern is that when it comes to the budget the right decisions are being made and that we are not sacrificing quality of programs. Dr. Sisson stated that this is a good question and request and that the budget is a complicated process. He said the hardest thing is to tie cost to revenue. He said that we have gotten better with this but there is still room for improvement. He added that this ties into strategic planning and how we make decision on the classes that are going to be offered, what a term is, and how we pay adjuncts. He said we are trying to get a better understanding of what expenses are that are necessary and where funds are coming from to cover these expenses. He stated that there are some plans for the next year to help answer this question. Dr. Sisson asked Dr. Vassar to comment. Dr. Vassar stated that this issue with paying teachers came up last Fall, and that in place of financial compensation, tuition waivers were provided. This led to the question of what an appropriate amount of tuition waivers is to begin with. Dr. Vassar said that this was a way to encourage them to work with us and maybe use them to pursue a graduate program. Dr. Vassar said that the Board of Regents is starting to push tying cost to revenue more and more. He reminded us that in the past that they would assess a review of completers for programs and if values were low they would terminate the program. Now they are asking us to connect revenue and cost. He said that in the summer they started to look at individual units. Senator Garrison mentioned that universities in VA expect students to pay more for more expensive programs. He asked whether we have considered something like that. Dr. Sisson said that we have thought about it but we do not have authority yet. He said there was a bill submitted in the Spring Legislative session to give universities that authority but it never made it out of committee. President Jarzabek asked if the \$200 stipend covers 1 student. Dr. Garrison said yes and that student works with that teacher all semester. Dr. Vassar said that in talking with Dr. Ruth Jackson, she emphasized that the student would be an asset in the classroom; however, what has evolved over time is a lot of reporting and one on one time the teacher spends with the LSUS student, which is perceived as a burden. This is how the compensation evolved. President Jarzabek asked if we are losing students because of this issue.

Dr. Garrison wasn't aware of this but reiterated the problem with placing students in the classroom. He said in Arkansas, no stipends were given to cooperating teachers but that we need to continue doing what our competitors are doing. Dr. Vassar said the compensation has been reinstated. Dr. Garrison again said that his larger question pertains to how the budget works. Dr. Sisson responded by saying he hopes this will be further elucidated with the work that is being done on strategic planning. Senator Hawkins cited the variation in cost for programs across our campus but mentioned the tuition is the same. She said there is confusion about who allocates what goes where. Dr. Vassar said this is where strategic planning becomes critical. He said that from the planning we will be able to determine areas to which resources will be allocated. Requests and program development will be tied into this. Senator Garrison suggested that students likely think there is a direct relationship between tuition and services they receive in the class. Dr. Sisson said that we need to get a broad-based understanding of cost and revenue. He said there is never a surplus but at least we are balancing the budget. He said that in some cases there will be losses in one area which is covered by another but that the loss may be acceptable if it is supporting a highly valuable program/expense.

- b. **Senator Hawkins** thanked Dr. Vassar for giving faculty members the opportunity to provide feedback. She said faculty members feel like they are involved in the changes taking place. President Jarzabek also congratulated administration for reaching out to faculty and cooperating with us.
- c. **President Jarzabek** reminded everyone of LSUS Spirit Day. It is the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month. Discounts at the Port and Bookstore are 10% if you wear the LSUS logo. This is in addition to the 10% faculty discount.

There was no further business. Senator Burden motioned to adjourn the meeting at 4:17 PM, which was seconded by Senator Garrison.

Minutes respectfully submitted by Amy Erickson.