

Faculty Senate Meeting
Tuesday, Oct 8, 2013

The meeting was called to order at 3:03 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, Beverly Burden, Lynn Walford, Cheryl White

Faculty Senate Members Absent: Gary Boucher, Alexander Mikaberidze, Kui Chen, Kay Stebbins Slattery, Mary Hawkins, Kevin Krug

President Jarzabek asked the Senate whether there were any corrections that needed to be made to the minutes of the Sept 9, 2013 meeting. A motion was made by Senator Walford to approve the minutes of the Sept 9, 2013, meeting. This was seconded by Senator Taylor. The minutes were unanimously approved.

President Jarzabek announced that we were at the end of the first 8-week session. She then stated that administration invited her and Dr. Marjan Trutschl to meet with them concerning the creation of new ID/badges. President Jarzabek said that the ID Committee has been working on new the IDs: they have been working on the IDs being compatible with the Blackboard platform, getting a design for them, and working with local businesses to get them to accept the IDs for discounts. The IDs will have faculty, staff, or student designations on them. They will also be multi-purpose cards: they will serve as IDs, will permit access to buildings, and will be able to be loaded with money like a debit card. They will be implemented as early as the Spring or thereafter.

President Jarzabek next announced that President F. King Alexander announced that the LSU Board of Supervisors (BoS) meetings will take place around the state. The BoS meeting in March will take place in Shreveport. President Jarzabek stated that there is an active search going on for the Dean of the College of Business, Education, and Human Development and that they are receiving applications for the position. She next stated that Chancellor search firm will be on campus on October 28th. The committee has received links and right now the firm is accepting nominations. She added that when the committee has narrowed candidates to a short list, those candidates will be shared with the public. Next, President Jarzabek said that the Strategic Planning Committee is working to develop a plan or vision for the next 5-10 years. There is significant faculty representation on the committee. The committee has developed a survey and identified key community stakeholders to which the survey will be offered. The survey will identify the strengths and weaknesses in various areas of our university (i.e., administration, education, involvement). The goal is to identify how we may best serve the community and improve LSUS. A report will be developed from these data which will produce themes that need to be addressed. An on-campus town hall meeting is also being planned for October 28th so that faculty and staff members as well as community members can add their input before the final report is produced. Invitations for the meeting will be sent out. The timeline is for this to be finished before the start of next semester so it is ready when the candidates for Chancellor visit and when SACS comes for the reaccreditation visit.

Next, President Jarzabek made a few statements concerning the comments that were sent to the faculty by Dr. Sanjay Menon. She stated that what he had to say was important and appreciated clarification of what he mentioned during the faculty council meeting. She promised to keep his comments in mind as the year progresses. She said that it will be important for us to be involved and that we must bring our voices together to formulate policies and actions. President Jarzabek added that since our administration is willing to listen to our concerns and ideas, this is the time to bring them up. She summed up by stating that both Chancellor Sisson and Provost Vassar were not available for this meeting due to previous commitments. She said that she shared with us some things that they wished to share with us. In addition, she said that they wanted us to hear an update on our LSU-LSUS collaborative programs.

Senator Garrison attended the LSUS Commitment Planning Committee that took place last Wednesday. Attendees included faculty, administrators, and staff. The Petroleum Engineering Program is currently underway. He said that there have been some issues that have arisen such as who is responsible for dispersing financial aid. He said there have been some IT glitches given that LSUS and LSU have some different administrative processes and use different versions of Moodle. He said that progress will need to be made to reduce student confusion and increase efficiency. Next, he said that both campuses are working on a memorandum of understanding between the campuses for the next program to get started which is the Human Resources/Education Program. He added that the other programs are not as far along and that there has been some discussion of other programs that could be developed. Both Senator Garrison and **Dr. Randy Butterbaugh** stated that they have been impressed with LSU's commitment to the programs and their effort in making these programs a success. **Senator Walford** added that given our dwindling foreign language programs, they are toning down their program in International Studies to meet ours.

Administrators' Reports:

Chancellor – Dr. Paul Sisson was unable to attend.

Academic Affairs – Provost John S. Vassar was unable to attend.

Business Affairs – Mr. Michael Ferrell, CFO, announced that open enrollment is currently going on this month. There will be a meeting tomorrow at 9am where you can meet with providers. He added that LSU First Insurance which he is switching providers from Cigna to Aetna. He ended by saying that the pay adjustment in the Spring was approved for classified employees (not yet for faculty/unclassified). This includes: LSUS, LSUA, and LSUE.

Student Affairs – Vice Chancellor Dr. Randy Butterbaugh announced that the upcoming tailgate party is part of our efforts to increase retention. He said that 24,000 invitations will be sent out. He added that this will hopefully become a tradition. We currently do not know that actual game time (it has not been announced) but the tailgate will start three hours prior to game time once it is announced. He suggested watching our website prior to the game to see when the tailgate will start. Next, LSUS's Student Government Association is developing a resolution to develop an LSUS app. They are discussing it and we want to assist with this. He stated that an app would be a great way to develop community. Dr. Butterbaugh stated that recently they held a workshop about student mental health and how to identify students in crisis (what faculty need to know). He said he would make the information available for those who did not attend.

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

Old Business

- a. **Association of Louisiana Faculty Senates (ALFS) Summit Report – Dr. Brian Salvatore** and Dr. Laura McLemore attended the ALFS meeting held on September 28th, 2013. President Jarzabek stated that the ALFS is an organization that is trying to build a unified faculty and staff voice on issues and concerns that affect higher education. They have had presentations on increasing the tax base, on natural gas pipelines, and on unionization. They continue to speak to concerns such as retirement benefits and pay raises. She said she always tries to make it but this time she was unavailable. Dr. Salvatore stated that he finds the meetings to be very informative. He addressed the Senate on presentations that were made and discussions that were held at the meeting. **Please see the attached report he provided.** One important issue that was discussed and for which Dr. Salvatore wanted clarification was students getting Ws on their transcripts. He stated that at the meeting it was announced that we will no longer get state funding for student course hours that result in a W. He said that LSUS currently has a 6.7% W rate, and according to

a chart passed around the room, this could cost us \$1.4 million. At the meeting, the supposed solution is not for everyone to make it impossible to get Ws. LSU has already done this by limiting the number of Ws students can get. However, our W rate is low in the system compared to other schools. Mr. Ferrell said that according to the funding formula we are funded based on completers and not 14th day enrollment. This policy has been in place for a couple of years. He said that our rate is similar to Tech's and Northwestern's rate but BPCC is about 23%, and they have the highest rate in the state. He said that Delgado is likely second at 18%. President Jarzabek said this does not surprise and that BPCC instructors can force withdrawals for students who are failing or have too many absences.

- b. Course rotation and compensation concerns – President Jarzabek** stated that as soon as a chair for the Instruction and Professional Development Committee is elected, she will forward to them issues raised at the last Faculty Senate meeting. She added that she does not know what we should or can do about these issues.
- c. Non-smoking policy volunteers – President Jarzabek** stated that the following individuals have volunteered for the committees: Senator Mikaberidze, Dr. Rebecca Nolan, and Dr. Carol Meyer. She stated that they **need one more faculty member**. You should contact President Jarzabek or Dr. Tim Winter if you are interested. The policy will become legally binding starting next summer. **Senator Burden** asked for clarification on what it means to be legally binding and how this will be enforced. President Jarzabek said that this will be legally binding within the LSU system, not a parish law. She said there will be various levels of enforcement such as first, second, and third strikes, and verbal and official and reprimands. One campus even will let employees go for the third offense. Students and outside visitors will be treated differently. Each campus will determine their needs, implementation and enforcement criteria. Dr. Winter said that this policy is more about developing a healthy lifestyle versus retribution and enforcement. He will continue to work on non-smoking and cessation programs and hopes to develop an atmosphere of cooperation rather than enforcement.
- d. Student Conduct Board**
 - i. Appointment of new members – Senator Smolinski** said that this year there were three vacancies (vacancies are supposed to be staggered but two members resigned so there were more this year than normal). Dr. Amy Wren's term expired, and she was reappointed for five years. Drs. Yong Hwang and Jeff Lawley resigned. Dr. Cathy Singeltary will replace Dr. Hwang, whose term was to expire in 2016. Dr. Tim Winter will replace Dr. Lawley, whose term was to expire in 2017. Both replacements will serve for the remainder of the terms. Senator Garrison made a motion to accept these replacements, which was seconded by both Senators Taylor and Burden. The motion was approved by the Faculty Senate.
 - ii. Amendment to the by-laws – Senator Smolinski** stated that the Board of Student Conduct has had trouble making quorum. The by-laws of the Board of Student Conduct state that when a faculty member is unable to attend a hearing, a member of the Faculty Senate Executive Committee will be called upon as a replacement. Based on a discussion with Ms. Grace Nickels, it was decided that it may be best to drop "Executive Committee" from the by-laws so that any member of the Faculty Senate may serve as a replacement, increasing the chances that a replacement will be found and the Board will make quorum. Senator Smolinski said that Ms. Nickels spoke with Dr. Butterbaugh about this and Student Affairs agreed to it. She will send a proposed amendment to Student Affairs, which will then go to the Faculty Senate as soon as the next Faculty Senate meeting or by the end of the semester. Senator Walford commented on a related issue. She mentioned that if a student in a collaborative program with LSU is accused of misconduct, there is a question as to which Board of Conduct will hear the case. There were no firm conclusions. Senator Garrison suggested that it may be the home campus. Dr. Butterbaugh stated that this is something that will be addressed in cooperative agreements for the programs. President Jarzabek asked how similar our code is to theirs.

Dr. Butterbaugh said they are almost the same. Senator Smolinski said that we based our code off of theirs, and Dr. Butterbaugh concurred. Dr. Butterbaugh added that they will be revising their code in the near future and we will likely follow suit. President Jarzabek said that the Faculty Senate's standing committee the Student Conduct Board (not to be confused with the Board of Student Conduct) has two charges "(1) to consider formal charges of student misconduct referred to the committee by the Dean of Students and (2) to review the provisions of the Student Conduct Code and to make recommendation to the Student Affairs Committee to make changes when such changes are in the best interest of the University." This change will not require a change in its by-laws because the proposed change does not affect the charges of the Student Conduct Board.

New Business

- a. **Effectiveness of 4-week grades – Senator Smolinski** explained that many faculty members feel they are too early in the semester. In some classes, tests are not given until the 4th or 5th week. He said that some faculty members feel 4th-week grades are superfluous if faculty members are using Moodle. Students will know that they are failing and it seems redundant to send them a message that they are failing. In addition, we post midterms grades. President Jarzabek said that one point was that as we move more classes to 8-week sessions, this will be a moot point. She said that it is worthy of our review. She asked **Dr. Elisabeth Liebert**, Chair of the Academic Advising Committee, whether this was recommended by the Academic Advising Committee. Dr. Liebert stated that 4th-week grades are highly recommended by the LSU System, and that 2nd-week grades are preferred. President Jarzabek thanked Dr. Liebert for attending the meeting to address this issue. Senator Burden said that there are two ways to look at this issue. She said that one is effectiveness and whether students realize they are failing and will they do something about it. She said the second is that we are watching students because we care enough to let them know that we know they are struggling and may need assistance. President Jarzabek added that she recalls that one purpose of 4th-week grades was to identify students at risk and to retain them through early intervention. The emails we receive for at-risk students help us identify students who need support. Senator Burden added that this is a small piece of the puzzle and that when the emails students receive are combined with phone calls, the combination should increase retention, increasing enrollment. She said that hopefully this will have a ripple effect. President Jarzabek said that this is part of the positive community image we are trying to develop and promote. Even if a student flunks out of a class, students are appreciative if they are contacted by faculty members. Senator Walford mentioned that she had ~6-7 students who were at risk and that while she attempted to contact them, they did not respond. Thus, a low response rate is a concern. President Jarzabek acknowledged that if a student does not respond, we cannot help them. She added that even if we reach a small number it is better than reaching none at all. Dr. Liebert stated that there are no data to show whether early intervention does or does not increase retention. The hope was that Steps for Success would assist in gathering that data but it did not. So right now faculty members on the Advising Committee are tracking their own classes and at the end of semester will see whether students were successful in those classes in which they were at risk. Based on her own classes, Dr. Liebert said that regardless of whether students meet with her, she has a 50% retention rate at four and eight weeks for students who are at risk and that students she put the most time into did not remain at LSUS. She stated while retention of even a small number is important this has to be balanced against faculty hours. She added that the committee needs to find a way to generate data. She is currently awaiting approval to access student transcripts for this purpose. President Jarzabek asked her to email the Executive Committee when she has more information on this and she will be invited to address the Senate. Senator Burden mentioned that we currently have the ability to examine transcripts through myLSUS. Dr. Liebert stated that while we can, there are staff members on the committee who informed her that permission is needed. She mentioned that she told faculty members on her committee to send her the names of their at-risk students and over the break she

would examine retention. President Jarzabek suggested we investigate the regulations concerning this so that we are not violating any rules. Dr. Liebert contacted Ms. Darlenna Atkins concerning this and is awaiting a response. Many faculty members said that they regularly look up information on individual students. Dr. Liebert thinks this may be ok on an individual basis if you can justify it but not for hundreds of students who are not your advisees and on which you plan on generating data.

Observations and Concerns

- a. **Response rate for SRTE – Senator Smolinski** stated that response rates for the SRTE are still low and thus not valid. Another issue is that if classes have less than five, courses are not evaluated. **Mr. Shelby Keith** said that as of the last evaluation period if any students were enrolled in a course they were able to evaluate it and faculty members would get feedback. President Jarzabek said that one colleague mentioned the use of scan-trons in face to face classes. Mr. Keith said that we do not have the hardware (we have one scanner for test scoring), software (we have no software to do analysis), and personnel (we would need someone to feed the scan-trons and only five can be fed at a time). This will be even trickier with providing courses in multiple time frames. President Jarzabek asked if we obtained a new reader and if faculty members offered the evaluation to students as a test if it would be valid if faculty members did their own analysis. Mr. Keith said the information right now is collected online and the information goes to Academic Affairs, who processes the information. President Jarzabek said she would check with Dr. Vassar when he is available.
- b. **Senator Taylor mentioned the importance of students getting text books in a timely fashion** if we are moving toward 8-week sessions. He said that getting them two to three weeks in because the bookstore is out of books is problematic. In his case, he advises students to get new books which come with Cengage or Coursemate codes which are required for the course. He said that he understands from an inventory management perspective that our bookstore may not order books for all the students in his class because there is a bookstore across the street (whose books may be used, international, or instructor editions without the code). Books will need to be available from day one. Students can't wait to get their books. Some students complain that they cannot get their books because their financial aid has not come through yet. President Jarzabek said that last time this came up we could put some books in the library but this is a different issue when dealing with codes. Mr. Ferrell responded by saying that books must be advertised on our website 45 days before the semester begins. We also have gone to a rental program which is more affordable than buying new. He said that our mark-up is not as high as other universities. He also said that historical data are used to determine the number of books that need to be purchased. Today, publishers are less likely to take books back. Usually the publisher can get us books in a day or two. If the publisher however has their own supply issues, then there is nothing we can do and all universities will be affected. He said that we want to keep costs down. New books may cost \$160 while it costs \$90 to rent them. Mr. Keith also added that this semester students who have financial aid have the ability to purchase their books two weeks prior to the start of the semester. If students miss deadlines to submit their paperwork for financial aid, then they will not have it available weeks prior to the start of classes to get their books. Mr. Ferrell also said that this affects students in session 1A but not in 1B.
- c. **President Jarzabek** announced that the Chancellor received a request from the Community Foundation of North LA and the Greater Shreveport Chamber of Commerce to share an initiative they are sponsoring called "Speak Your Peace: The Civility Project". The initiative promotes communicating in a civil and respectful manner in a democratic, social, professional, and educational setting. Dr. Sisson sent this information to the Student Government Association and the Faculty and Staff Senates to see if we want to do something with this. President Jarzabek prepared a resolution for our consideration to lend support to the initiative. She welcomed revisions. She said that they are not asking us to do anything or spend any money. She thinks that it is worthy of our consideration. She also stated that there is a line in our Code of Student

Conduct that students treat other students, faculty, and staff members with respect. She said she would send the information and resolution to us electronically. **Senator White** agreed this is an important initiative and added that social media has made it safe to insult and degrade others and pass along misinformation.

- d. **Dr. Brian Salvatore** announced that on Oct. 22nd Dr. Nathan Hutchings would be speaking on oilfield chemistry as part of an **American Chemical Society event**. The presentation will take place at 7pm on the 3rd floor of the library, with dinner at 6pm (\$10). In addition, Better Shreveport would be holding a meeting next Monday night at 6pm on public education in the Wright Math Building at Centenary. Jay Delano Ford will be in attendance; he is here to set up charter schools. Dr. Salvatore said the school district is on the verge of losing assets. He encouraged LSUS faculty to attend.
- e. **President Jarzabek** said she would send out an invitation for judging for the upcoming **debate tournament**.

There was no further business. Senator Smolinski motioned to adjourn the meeting at 4:16 PM, which was seconded by Senator Garrison.

Minutes respectfully submitted by Amy Erickson.

Addendum A:

Advising Committee Report for Faculty Senate

21 October 2013-Tracking outcomes for at-risk students

Having been instrumental in initiating the automated at-risk email alerts following 4-week and 8-week grade reporting, the Advising Committee is concerned at the lack of data to indicate whether or not this initiative is successful. The Committee believes that ever-decreasing resources make it all the more important to know whether or not retention strategies are successful. We cannot continue simply to *hope* that they are.

Specifically:

- (a) The at-risk emails request advisor and advisee to use Steps for Success as an advising tool. We believed that Steps for Success would also generate data showing (i) whether advisor and advisee were meeting and (ii) whether intervention strategies were successful. This is, unfortunately, not the case; the software does not support this kind of data extraction. The Advising Committee feels uneasy about continuing to endorse an intervention practice that might have no impact on student retention and success.
- (b) In the absence of ready data, the Advising Committee proposed manual collection of data. This would involve one person (Liebert) reading transcripts of at-risk students, recording the outcome in the at-risk class, and asking faculty members what intervention (if any) had taken place.

FERPA regulations prevent this manual extraction of data by a single person. We have been informed by Darlenna Atkins that "it is recommended that any research on students be confined to each committee member's individual advisees. In other words, any committee member's inquiry should be confined only to his/her advisees" (email, 11 October). If we pursue this path, it would involve individual faculty members on the Advising Committee reading the transcripts of their own advisees.

- (c) The Advising Committee has scheduled a meeting with Dr Vassar and Shelby Keith to (i) ask for the support of IT Services in the extraction of data and (ii) determine whether or not Steps for Success can be modified to gather data on intervention. The Advising Committee believes that technical support to determine whether or not retention measures are successful is essential: faculty members should not have to generate this data by themselves.

The Advising Committee will inform the Faculty Senate of outcomes to our efforts to generate data on these retention strategies.