

LSUS FACULTY SENATE

MINUTES OF THE MEETING

TUESDAY, JANUARY 27, 2020, 3:00 PM

WEBSTER ROOM, UNIVERSITY CENTER

Present: Helen Wise, Cory Coehoorn, Doug Bible, Tom Dubose, Harvey Rubin, Brian Salvatore, Adel Darrat, Zsolt Lenvarszky, Allen Garcie, Matyas Buzgo, Laura McLemore, Dai Yong.

Called to order 3:04

Approval of Minutes: There being no corrections, the minutes were approved by acclamation.

President's report: Doug Bible will give committee updates under new business. He commented that the December graduation was probably the largest graduation we've had. The reception for online students worked out well. He attended the Planning Council meeting on January 25, and said the Chancellor will report on that meeting. Doug mentioned two items of old business on the agenda that have already been disposed of. One had to do with undergraduates grade appeal and the other was on nominations for the Outstanding Faculty award. He highlighted the housing acquisition effort. LSUS is ready but is still waiting for the buyout of the lease. He said we may be ready to go ahead with the bridge. Barbie is working on the trees. The Association of Louisiana Faculty Senates will meet the end of February in Alexandria and the governor may be there. Doug said he is planning to go. He noted that there is a faculty survey online from ALSF. He asked everyone to participate. LSUS's Mary Jarzabek was instrumental in putting it together.

ADMINISTRATORS REPORTS:

a. Chancellor: Dr. Clark reported on the Planning Council meeting of January 25. He announced that enrollment for the spring semester as of that date was 7,993. That is higher than last year at 6,764. That figure does not include dual enrollment. He believes we will probably add a few hundred dual enrolled students plus a last session in the spring. He believes we will be about where we were in the fall with about 8,500 students. He then spoke about graduation, saying there were almost as many students as LSU Baton Rouge had. Dr. Clark commented on the number of students at the December graduation who got up out-of-turn to cross the stage because they didn't want to wait, which he had never seen before. He is looking at the possibility of an August graduation. There were too many online students to have in the University Center so they did the tent, which worked out well, but that costs.

Tom Galligan will be on campus next week, Wednesday, February 5. He is the president elect of LSU. He will get a briefing and then on a campus tour. Campus faculty, staff, and students will be invited to a reception at 10:00 am on that day in the University Center.

At the January 25 Planning Council meeting, Shelby Keith gave a presentation, which we will hear today. The Planning Council also went over all the major projects list. There were sixty-six items campus wide. The list is on the back of the Planning Council agenda (sent out by email prior to the meeting). One project that isn't there is the loading dock for the science building. Numbers on the list are for convenience of the Planning Council members but have no other meaning. He announced that we are not taking on any more projects this year, but will start taking requests for next year. He is monitoring

trends in online enrollment nationally. They are up and down, and that will determine what we will have to spend next year on major projects. He will not have the authority to implement a permanent pay raise this year. He is using those dollars this year for projects. He then paused for questions and comments: Doug Bible asked who gives that authority. Clark replied that it starts with the governor. None of the university systems had pay raises this year. Doug asked if those were our generated funds. Clark said previous pay raises had come from the state but the last one on this campus was self-generated. There has not been a state pay raise since 2008. Doug asked if we were expecting to get most of the projects done. Clark answered yes with exceptions. The athletic ones would carry over to next year because they use different funds. The science building improvements and technology center second floor will have to go to the legislature as will the bridge to the apartments. Regarding the apartments, Dr. Clark said everything we needed to do has been done, but there has been a change in leadership at the company that manages the apartments, and they are dragging it out. It is not the price. It is primarily internal corporate tax issues. Brian Salvatore said that at ALFS, they will broach carrying money over from one year to the next. The Chancellor said he would love to see that happen. Doug Bible asked about the ring road. Barbie Cannon said they're doing a master survey of the campus for several projects and the ring road is included.

b. Provost: Helen Taylor said she is looking for feedback about the kick-off. Allen Garcia commented that the information was great but it was a long time to sit down. Helen Wise noted that when faculty advisors are away from their departments that day, it was a problem for students, and if the kick-off could be held earlier in the week, it would be helpful. Brian Salvatore commented that one of the best presentations was on the revamp of the freshman seminar. Helen said she spoke with staff senate also and asked for ideas.

Dr. Taylor noted that the faculty handbook says faculty need to attend at least one graduation ceremony per year. She is bringing back the sign-up list so we'll know how many faculty are attending. She also announced that we are moving ahead for a position for Assistant Provost for Diversity, Inclusion, and Community Engagement.

Dr. Taylor gave an update on the Strategic Enrollment Plan. Administration is working with our consultant, Ruffalo, in groups. One idea is to change the timing of common hour from 11:00 to noon. She would like input on that proposal. The next thing to consider might be some kind of block scheduling. The academic committee thinks would be more convenient for students. She asks all faculty teaching face-to-face classes to have a Moodle page with a syllabus and gradebook. Moodle training will probably start this semester. She asked for questions and comments.

Doug Bible said he will survey Faculty Senate and send her some input. Helen Wise said her committee had done a targeted survey of about 375 students. She said the outcome was that students, particularly freshmen and older transfer students like the block scheduling. Matyas said the downside was an attendance problem. Cory Coehoorn asked if faculty were allowed to take courses and whether there was a charge. Beverly Burden said faculty had to pay fees. Bill Wolfe clarified the tuition exemption is for full-time faculty only and there are some restrictions.

b. Vice Chancellor of Business Affairs: Barbie Cannon reported with regard to the trees, she and Bill have been trying to disqualify the low bidder, which has caused delays. With regard to student housing, she has at least three calls a week on student housing. The last she heard, there was no movement. Over the weekend and today, she received word that the manager is waiting on one more

approval from one of the entities they financed with in the past, and as soon as they get that, they are ready to help us move forward. Paula's (Atkins) team has already started working with someone on a residence life program so if we're still held up in the fall, we will have someone in place to mentor resident students. Facilities Services and Purchasing are working hard to get projects done in a timely manner, and have done a good job getting future projects shovel ready. She is waiting to hear back from the Baton Rouge campus and legislature on money for this year. She asked for questions and comments. Brian Salvatore asked about building a dormitory on campus. Barbie said it was not a viable option when the study about it was done, but they will continue to study the possibility of more traditional freshman housing, especially once they get management of the current apartment housing.

d. Beverly Burden: Beverly spoke about administrative evaluations. They have not worked. Two reasons: 1) they continue to ask for demographics that can easily identify the evaluator and 2) it's very hard to make them anonymous. She believes they should be removed from Moodle because Moodle is too much of a time stamp. The return is very small, but she thinks the problems can be corrected. She needs feedback from IT, from the faculty, and from administrators. She envisions something similar to the way we do course evaluations. Do we want to change or keep it as is. Helen Wise asked how the surveys were being used. Beverly replied that she did not know. The biggest challenge, according to Dr. Clark, is there are not enough respondents to make the surveys useable. The Provost surmised that the demographic information seems to be a chilling factor and wondered why it is needed. Helen Wise noted that the same questions should not be applied to all administrators because their responsibilities vary widely. Beverly asked the senate to gather information from the faculty and get back to her. She would like to revisit this issue at the February senate meeting. She will talk with IT.

e. Shelby Keith: Shelby Keith talked about security. His project has been to look at security on the campus addressing cameras, panic buttons, etc. We had consultants who provided a project plan. To date fifty cameras have been installed in and out of Noel Library, cameras currently being installed in University Center. Cameras for all other buildings will be phased in this summer. Altogether we will have about 200 cameras on campus. There will also be license plate cameras at vehicle entrances and exits. ITS is video recording and keeping the recording for thirty days. Monitoring authority will be given on a selective basis. Panic buttons will be installed in about sixty-four locations around campus. Media and PR will have digital displays in all the buildings and RAVE can send to all those displays. Helen Wise asked where the cameras would be. Shelby said in University Center, it would be in meeting rooms. In other buildings, it would be down hallways and public access areas. IT also initiated an electronic key project. They'll be testing this year, primarily on outside doors. Other doors will be phased in over the next couple of years. With the doors, he is initiating a "Pilot 1" card. It will be used to access electronic doors and give students a declining balance card which enables students to order food, etc. It can be used for electronic attendance and other things. Barbie Cannon added that Facilities Services is working with IT so the doors without electronic keys will have a new key system. Police and facilities will have master keys. Allen Garcie asked if there was interest in putting cameras in specific areas such as labs.

OLD BUSINESS:

a. Policy & Personnel: Doug Bible has asked Policy & Personnel to come up with a statement regarding the student conduct committee to make it an administrative committee. It will have to be voted on by Faculty Council. That will probably come up in April.

b. Research and Development Committee: Doug Bible announced that the Research & Development committee is meeting this week on Wednesday. They had eight applications at the \$5,000 level and twenty-three at the \$1,000 level. We will have a report on that at the next Senate meeting. Helen Taylor said the Chancellor has approved raising the Outstanding Faculty awards to \$5,000.

NEW BUSINESS:

Doug Bible will be looking at representation on committees and faculty senate in the spring so that personnel can be decided on and committees set up and ready to go in the fall. Our last faculty senate meeting will be May 1, and we will probably have a faculty council meeting sometime in April.

Harvey Rubin brought up the retirement plans that ORP members have to contribute to the pension plan that they don't benefit from. The state contributes about twenty-eight percent to the retirement system. If some opt out of the state retirement system, that would be about twenty-eight percent that could be allocated to the Optional Retirement System. That would give an enormous salary increase plus the tax implications. Harvey pointed out that Louisiana is one of the only states that does not match employee retirement contributions dollar for dollar. Dr. Clark said this is something we might bring up with the governor.

OBSERVATIONS AND CONCERNS:

Beverly Burden noted that the student conduct committee was on the agenda. Doug Bible responded that he asked the Policy & Personnel Committee to come up with a written proposal and then we will bring it back at the next meeting.

Adjourned 4:09 p.m.

This memo from Scott Hardwick pursuant to discussion of the Administrator Evaluations at the January 27 Faculty Senate meeting:

From: Hardwick, Scott <Scott.Hardwick@lsus.edu>
Sent: Tuesday, January 28, 2020 3:25 PM
To: Burden, Beverly <Beverly.Burden@lsus.edu>; Bible, Douglas <Douglas.Bible@lsus.edu>
Cc: Taylor, Helen <Helen.Taylor@lsus.edu>; Keith, Shelby <Shelby.Keith@lsus.edu>
Subject: Information on Administrator Evaluations

Hi All,

I understand there were a number of questions that came up at Faculty Senate yesterday about Administrator Evaluations, so I wanted to take a moment to provide some information. As I wasn't there this may not be all the information you wanted or may be info that you didn't need. Please use or discard as needed.

Is there any Written Documentation

The administrator evaluations are driven by PS 2.08.02

<https://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/2.08.02.pdf>

It also has links back to PS

1.09.01 <https://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/1.09.01.pdf>

Is the Survey Collecting Demographic Data

As far back as the April 2015 faculty senate meeting (as detailed in the faculty senate minutes), I pointed out that no demographic data was being asked on the administrator evaluations. Somehow this rumor continued to be discussed at the next faculty senate meeting and still exists today. I am not sure how to dispel this. (See the survey instruments currently being used since May 2017 attached.) I have access to the survey instrument back to May 2014 and there were no demographic questions at least that far back. I do believe long ago there were some, but they are long gone.

Is the Survey Running on Moodle

The administrator evaluation survey is currently implemented in Scantron ClassClimate and has been since May 2017. Prior to that it was on Moodle using the Questionnaire tool. It was moved after faculty senate concern. Today, the jumping off point for faculty to get to ClassClimate is through a Moodle class called "Evaluations" which links out to ClassClimate perhaps thereby giving the illusion that the instrument is in Moodle. However no part of the survey (either instrument or response) or indeed which survey is clicked on (Chair/Provost/Chancellor) is maintained in Moodle. The Moodle logs would only go so far as to say John Doe clicked on the ClassClimate LTI link.

Are the Instruments All the Same

I understand there was mention that all of the instruments were the same, which is not correct. There are currently different instruments for the Chair, Dean, Dean of Library, Dean of Continuing Ed, Provost and Chancellor. We have used the Dean instrument for the Assoc Deans. These instruments have been unchanged since 2017. I have attached a copy of each of the instruments to this email. We have not previously evaluated any of the Associate Vice Chancellors of Academic Affairs or the Dean of Graduate Studies. Prior to 2017, we had not done one for Dean of CE but we did in May 2017. I believe Vassar

molded the questions for that survey. It was only run that one time. These instruments are surely able to be changed. I just used the text that has been passed down from Academic Affairs (with I believe input from Faculty Senate).

Is the Data Kept Anonymous

Only ITS has access to the administrative interface of Class Climate.

ITS only releases information to those who are required to have that information. These reports are sent to those individuals in PDF format via email. Who they distribute it to after that is out of our purview. If there is a question as to whether there are insufficient responses to distribute, the Provost is consulted.

Best,

Scott

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