

End of Term and Summer Work  
Faculty Senate  
2007

May 8, 2007

Executive Board of the Faculty Senate met with President Cofer and Provost Richters to go over the Faculty Handbook (revised by Faculty Senate during academic years 2003-2004-2005). After comments were made, President Cofer offered to have someone prepare the handbook for distribution to faculty.

July 9, 2007

Executive Board met with President Cofer, Provost Richters, and Lon Smith. A draft of the Faculty Handbook was presented. When completed, the documents will be available online as a PDF file with links to pertinent university information. Credit goes to Lon Smith for a superb job compiling material from a variety of sources. Incomplete sections will be labeled "under construction." In addition, Lon Smith submitted a policy regarding how changes can be made to the handbook and an electronic form designed to facilitate those changes.

July 10, 2007

Faculty Senate President C. Turner Steckline emailed senators advising them that a draft of the handbook was available for review and revisions. Copies were made available to those senators who could meet to work on changes. A meeting was called for Tuesday, July 17, 2007 at 1:00 in Stubbs 219.

July 17, 2007: Meeting of Faculty Senate to review Handbook.

Senators Available and Present: Brett Bennett, Sally Davidson, Mona Oliver, Shirlee Owens, Donna Rhorer, C. Turner Steckline, and Holly Wilson.

Minutes:

Senators met to review the document compiled by Lon Smith. All changes were posted to a master copy by Faculty Senate President Steckline. She will submit these to Lon Smith for incorporation into the final document. In addition, in the posted handbook, several sections in need of more study by the Faculty Senate will be labeled "under construction." For example, senators felt that the entire body should review the Faculty Workload Policy and the Family and Medical Leave Policy particularly as the FMLP relates to maternity leave. Members worked until 2:45, through page 31, and will continue reviewing the document on Tuesday, July 24, 2007, at 1:00 in Stubbs 219.

The Faculty Welfare Committee, in response to data gathered by the Faculty Senate questionnaire of Spring 2007 and under the leadership of Dr. Holly Wilson, met this summer to develop the First Year Faculty Friend Program to mentor new hires. Participants answering the questionnaire noted that in their first year at ULM they would have appreciated a similar program. Members of the Faculty Welfare Committee also interviewed first year faculty to ascertain their concerns and

needs. Their input has helped to direct the committees design and implementation of the program.

On August 1, 2007, Dr. Wilson emailed faculty to ask for volunteers to serve as mentors. The response was quite favorable, and the program will begin in Fall 2007.

July 24, 2007: Meeting of Faculty Senate to complete review of Handbook.

Senators Available and Present: Megan Lowe, Lance Nickelson, Mona Oliver, Shirlee Owens, Donna Rhorer, Dorothy Schweem, C. Turner Steckline, Bruce Walker, and Holly Wilson.

Minutes:

Senators met to resume review of the document compiled by Lon Smith, beginning on page 32. Steckline presented a draft of the previous week's work detailed in 5 pages.

She noted the issues with each page thus far. She also reported that the same system would be employed for charting the changes in today's pages and that these changes would be emailed to all who participated in the review for additional examination, with the goal being to get the tracking of needed changes to Lon Smith, both as written statements, and as a master copy of changes. Senators agreed that the Executive Board should meet with the President and Lon Smith to agree on the final draft.

Senators worked until 2:50. Steckline was absent from 2:20-2:55 for a previously scheduled meeting. Senators remaining covered the changes/issues raised for the master copy and made detailed notes. Pamela Saulsberry came for the last part of the meeting.

Respectfully Submitted,

Donna

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