**Faculty Senate Meeting Minutes**

**Date: 2/15/24**

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| **Roster** | | | | | | | | | | |
| **Guests:** | | | | | | | | | | |
| **CAES** | | **CBSS** | | | **CHS** | | **COP** | | **Library** | |
|  | Anderson, Jeff | |  | Ashworth, Burton |  | Davis, Lacy |  | Comeau, Jill |  | Deuber, Melissa |
|  | Ji, Jane | |  | Bruce, Paul Robert |  | Glaze, Donna |  | Jackson, Keith |  |  |
|  | Koers, Gregory | |  | David, Blair |  | Richardson, Amanda |  | Tice, Hilary |  |  |
|  | McGuire, Pat\* | |  | Harris, Courtney\* |  | Showers, Jo Ellen |  |  |  |  |
|  | Rowley, Brendan | |  | Johnson, Mark |  | Traxler, Karen |  |  |  |  |
|  | Tresner, Clifford | |  | McDaniel, Janelle\* |  |  |  |  |  |  |
|  |  | |  | Tolleson, Josh |  |  |  |  |  |  |
|  |  | |  | Wiedemeier, Paul |  |  |  |  |  |  |

X=Present; \*Indicates member at large

Agenda

* General updates
* Reports of Committees
  + Academic Standards
  + Constitution and By-Laws
  + Elections
  + Faculty Welfare
  + Fiscal Affairs
  + Ad Hoc Committees
    - Faculty Handbook
    - Emeritus Faculty
* Review of Policies (posted in the Moodle section)
* Approval of Replacement Faculty
* Recommendation of Evaluation Committee Member
* Promotion and Tenure Support

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| **Business Type** | **Item Description** | **Action** | **Follow Up Plan** |
| ***Call to order*** | Time: 1230  Presiding: Dr. Jeffrey Anderson  Recording: Hilary Tice |  |  |
| ***Announcements*** | Plans to send brief overviews of Senate business to all faculty after meetings.  Senate website has and continues to be updated.  Senator Anderson met with head of student government and staff senate with Dr. Barry  Summer teaching policy/pay | Dr. Anderson proposed to send out brief overviews of Senate business to all faculty via email w/in a week after meetings. LaShonda is the moderator of the [faculty@ulm.edu](mailto:faculty@ulm.edu) account. Robert Glaze posts items from the Senate to the Senate website as no additional review/approval are needed to post things to the Senate’s site.  Dr. Anderson and President Berry met with presidents of student government and staff senate; FS offered to meet with these organizations when requested; Dr. Anderson reminded them that anyone can attend FS meetings; nothing has been requested at this point.  Summer teaching policy/pay: clearer procedures and guidelines are being developed with some of the decisions being returned to Academic Affairs; if a summer course makes revenue then it shouldn’t be cancelled. Tuition for dual enrollment should be doubled. | Dr. Anderson to work with LaShonda on the Senate overview emails. |
| ***Approval of Minutes*** | 1/18/24 minutes review | Motion to approve as written by Senator Wiedemeier; Seconded by Senators Glaze and Comeau; minutes approved unanimously | Dr. Anderson or Tice will send approved minutes to Robert Glaze to post on the ULM Senate website. |
| ***New Business*** |  |  |  |
|  | **Reports of Committees**  -Academic Standards (AS)  -Constitution and By-Laws (CBL)  -Elections (E)  -Faculty Welfare (FW)  -Fiscal Affairs (FA)  -Ad Hoc Committees: Faculty Handbook (FH); Emeritus Faculty (EF) | **-AS:** Senator Comeau scheduling a first meeting  **-CBL:** Senator Tice volunteered to chair subcommittee. Senator Wiedemeier lead the committee in the interim. Dr. Anderson stated that last semester there was a question with Faculty number representation and asked the committee look into this.  **-E:** Senator McGuire spoke for the committee and they are in the process of scheduling a meeting; he anticipates chairing the committee; Senator Anderson mentioned that bylaws call for elections to be completed in first half of March and also that he has requested information on the number of faculty to be able to confirm whether ratios are still appropriate but is still awaiting a response.  **-FW:** Senator Rowley gave an update; they have met twice with a meeting next week; working on obtaining workload policies from the Colleges; committee is trying to create a generic document but point to specifics in programs; committee is also looking at whether schools should be asked to develop their own policies; committee has talked about potentially using a credit system instead of percentages for service issues (many other Universities are using a credit system).  **-FA:** Senator David provided an update; committee will be reviewing the mission of the committee & whether it is being achieved; the committee works with Dr. Graves and Arant and a list of questions developed by previous members have been reviewed by current members; the committee will meet in a couple of weeks to review the budget and update the questions as warranted; once the questions are developed then information can be more readily shared with the general faculty.  **-FH:** Senator Anderson spoke for the committee; hopefully the committee will get through ~1/3 review of the handbook at the next meeting on 2/19.  **-EF:** Senator Anderson spoke for this committee; next meeting on 2/20 to review nominees from VAPA. |  |
|  | **Policy Review**  -Attendance reporting  -Endowed Chairs policy  -Immigration assistance policy  -Incomplete grades  -Repeating courses  -Summer teaching policy  -Tenure clock suspension | -**Attendance reporting:** points of discussion: section V-requirements- comment made that this adds an additional step to teaching requirements, but will likely help students. For Section II, 3rd sentence, concerns voiced were: some students are allowed into courses late, so is this fair to students not attending? Should we incorporate the ULS system policy on attendance, e.g. the 75% attendance policy? and clarifying the administrative drop vs. automatic failure.  **-Endowed Chairs policy:** discussion included: Section II, why only 50% can be used to supplement salary? Does individual expense have to be approved a priori by the Deans? Current practice is inconsistent across & w/in colleges. There is concern regarding the parallel case of endowed professorships that fund usage is overly restricted.  -**Summer teaching policy:** points discussed were: section V.3. the last sentence, does this potentially mean pay could fluctuate over time? How far in advance would the rates be set? For section IV.1, first sentence of paragraph 3, does the pay come out of dean’s budgets or elsewhere? Is there a way to make the course assignments equitable?  -**Tenure clock suspension:** discussion included notations that the last paragraph in section II Purpose of policy may need clarified as to which person is being referenced; other suggestions about the document were to include the relevant P&T committee in the approval process and include what are the criteria for denial and also that the appeal process is lost by the current wording.  Policies not reviewed during meeting:  -Immigration assistance policy:  -Incomplete grades:  -Repeating courses: | Senator Anderson to post forums on the Faculty Senate moodle page for the three remaining policies that were not covered during the meeting, to solicit feedback from the senators by 2/16.  Senator Anderson to forward feedback on the policies to Dr. Arant. |
|  | **Replacement faculty approval** | Senator Anderson proposed to have Dr. Jackson fill the vacant spot in Pharmacy. Dr. Wiedemeier motioned to approve, seconded by Dr. McGuire; a vote was called and all but one senator raised hands in favor of having Dr. Jackson fill the vacant spot. |  |
|  | **Recommendation of evaluation committee member** | Dr. Arant has requested a senator to serve on an evaluation committee. This committee will look at the utility of the current process and questions and make recommendations to make changes where warranted. Dr. Wiedemeier volunteered and senators agreed through affirmation. | Dr. Anderson will inform Dr. Arant that Dr. Wiedemeier will be the FS representative. |
|  | **Potential creation of FS P&T support/working group** | Senators were asked if there is an interest in forming a P/T working group, a support group per se, that can look at ways of providing support to faculty throughout the P&T process (not guidelines), such as the development of the dossier.  As an example, providing alternate ways outside of annual evaluations for faculty to gain skill in analyzing and addressing information from student evaluations as it applies to the formation of the dossier may be helpful and decrease the probability that they would only get this type of information from their Director, Dean or College mentoring process (if one exists). Other Senators shared inconsistencies that have occurred in the process. Discussion included that consideration for the University tenure mentoring process would be needed but also that individuals involved should have their involvement recognized in their workload efforts and for supporting faculty advancement and University culture.  Senators approved by affirmation the creation of an ad hoc committee to look at developing a P/T support/working group.  Volunteers: Senators McDaniel, Comeau, Showers, Glaze, Richardson, Rowley, Tice | Dr. Tice will reach out to individuals who volunteered to set up a meeting before the next FS meeting. |
| ***Old Business*** |  |  |  |
|  | None |  |  |
| ***Adjourn*** | Time: 1353 |  |  |