

Faculty Senate Meeting Minutes
Tuesday September 3, 2013
Student Senate Room, LSU Student Union



Attendance

Faculty Senate Executive Committee members present:

- | | |
|---|---|
| 1. Kevin L. Cope (President, English) | 2. William Daly (Past President, Chemistry) |
| 3. Ken McMillin (Vice-President, Animal Sciences) | 4. Joan King (Secretary, Food Science) |
| 5. Suresh Rai (Member-at-Large) | 6. Judith Sylvester (Member-at-Large) |

Parliamentarian: Louay Mohammed

Senators present (X = Present; A = Alternate; P = Proxy):

1	P	Aghazadeh, Fereydoun (M.E./Eng)	22	X	Susan Eades (Vet Clinical Sci/Vet)	42	A	Dan Novak (English/HSS)
2	X	Fakhri Al-Bagdadi (Comp. Biomed Sci/Vet)	23	X	Kenneth Fasching-Varner (Ed T Pol Pract/Ed)	43		Seth Orgel (Music/Music & DA)
3	A	Sibel Ales Bargu (Oceanography/C&E)	24	X	Jeff Gillespie (Ag Econ/Ag)	44	X	Evelyn Orman (Music/Music & DA)
4	X	Austin Allen (Landscape Arch./AD)	25	X	Linda Smith Griffin (Library/HSE)	45	X	Irvin Peckham (Eng/HHS)
5	X	Linda Allen (Chemistry/Sci)	26	X	Gundela Hachmann (Foreign Lang Lit/HHS)	46		Rosemary Peters (French/HSS)
6		Reid Bates (SHREWD/HSS)	27		Jong Ham (Plant Path/Ag)	47	X	Suresh Rai (Elect & Comp/Eng)
7	X	Richard Bengston (BAE/Eng)	28	X	Wes Harrison (AGEC/Ag)	48	X	Margaret Reams (Environ Studies/C&E)
8		David Bertolini (Architect/A&D)	29	X	Richard Holben (Drama/Music & DA)	49	X	Judith Rhodes (Social Work/HSE)
9	X	Graham Bodie (Comm Studies/HSS)	30	X	Stuart Irvine (Philos Relig/HHS)	50	P	Jeffrey Roland (Phil Relig Studies/HSS)
10		William Boelhower (English/HSS)	31	X	Sherif Ishak (Civil Envir Eng/Eng)	51	X	Roussel, Charles
11	X	Dorin Boldor (Biol Eng/Ag-Eng)	32		Dorothy Jacobsen (Kinesiology/Ed)	52		Gary Sanger (Finance/BA)
12	A	Lillian Bridwell-Bowles (English/HSS)	33	X	Joan King (Food Sci/Ag)	53	X	Judith Schiebout (Geology/Sci)
13	X	John Caprio (Bio Sci/Sci)	34	X	Robin Kurz (Library Info Sci./HSE)	54	X	Andrew Schwarz (Info Sys Dec Sci/Bus)
14		Russell Carson (Kinesiology/Ed)	35	X	Vince LiCata (Biological Sci/Sci)	55	X	Stephen Shipman (Math/Sci)
15	X	Kevin Cope (English/HSS)	36	X	Ron Malone (Envir Eng/Eng)	56	X	William Stickle (Biological Sci/Sci)
16	X	Belinda Davis (Political Sci/HSS)	37	X	Mandi Lopez (Vet Clinical Sci/Vet)	57	X	Judith Sylvester (Mass Com/Mass Com)
17		William Daly (Chemistry/Sci)	38	X	Kenneth Kip Matthews (Physics Astron/Sci)	58	X	Ramachandran Vaidyanathan (EE Comp/Eng)
18		Jeffrey Davis (Entomology/Ag)	39	X	Ken McMillin (Animal Sci/Ag)	59	X	Muhammed Wahab (ME Indust/Eng)
19	X	Charles Delzell (Math/Sci)	40	A	Jacquelyn Sue Moffit (Acct/Business)	60		Christopher Weber (Polysci/HSS)
20	X	John DiTusa (Phys Astron/Sci)	41	X	Carl Molsenbocker (Horticult/Ag)	61	X	Jun Zou (Interior Design/AD)
21		Dorian Dorado (Foreign Lang. Lit./HSS)						

Guests:

Robert Doolos	Jackie Craddock	Hala Esmail	Donna Love	Brian Ainsworth
Marylie Williams	Gil Reeve			

Consideration of the Minutes from May 9, 2013

Motion by Stuart Irvine, seconded by Chip Delzell.
 Approved unanimously with potential corrections.

Year-Opening Comments by Provost Stuart Bell

There are over 5400 freshman this semester. We were able to provide salary increases to our faculty and staff. At the Board of Supervisors meeting it will be approved and finalized on Friday. Visits with departments across campus indicated the number one item was raises. Last week there was a release about the administrative consolidation of the AgCenter and College of Agriculture which will be on the BOS agenda for this Friday meeting. They met with several faculty groups about this issue. The first step is how they perceive the administrative consolidation going and next is meeting with faculty and staff groups about how to deal with related issues. There is work to be done over the next 8 or 9 months getting faculty and staffs groups together to see how best to go forward including those from the College of Agriculture, LSU A&M at large and the AgCenter. Earlier just before the semester began the Provost held a Deans retreat and discussed items that are important to address including retention of freshmen (retention rate) and graduation rate, how to heighten discussion of issue and there is an element of centralization of services, but real retention is with the faculty in the classroom with those at risk and quality of teaching. Also there is a new program called Beacon where all incoming freshmen were asked to complete pre-class survey to evaluate background in education, financial issues, social type questions, and support systems. Over 40% have filled it in to help identify students that need certain services. In the Spring and Summer they identified those courses students struggle with the most with high DFW rates and large enrollment. They discussed how can we address those issues. There was a workshop over the summer for faculty to discuss issues and how some faculty are trying to address those issues and they had over 80 faculty attend. They discussed what faculty will be doing differently in their classrooms. Calendar dates were one issue. The second item was big research. LSU does very well in single and dual PI proposals. On LSU A&M they have \$150 million and with the AgCenter and Pennington Biomedical Center the amount was \$240 million. The number has

been flat or declining. This is aimed at how we might add emphasis or more success in large grants of sizes around \$10 million. They are making sure faculty have adequate time to put a team together and discussed what is a good strategy to encourage that approach. Distance education and online programs were also discussed. We have hybrid courses and new online programs now. The last topic was on strengthening and growing our graduate programs, the bench mark as where we are now in terms of peer institutions and what were the barriers. Discussions were driven by the Deans. Faculty meetings should be engaged in these topics also throughout the year. SACS accreditation is coming on March 11 through 13, 2014. Next Monday the reaffirmation report which is over 300 pages long is due to SACS. A lot of people in this room helped with the report. The Provost thanked everyone for their work. The report will be read and reviewed by an off site internal team and they will highlight items that they have questions over and will come back for more information in Sept or Oct with a list requesting more information. Before the end of year we will submit answers and they will come on campus after. The QEP (Quality Enhancement Plan) is a requirement for SACS and what they ask for is for each institution to identify their QEP that includes broad adoption and impact on all programs. LSU's QEP is undergraduate research. One issue is knitting those together in current and new undergraduate programs to show we are making an impact. The provost has been to many posters presentations. The second piece is the assessment of that, in regards to how do we quantify the program. In the plan we must assess the program and show improvement.

Q&A Summary:

Senator: Will the QEP committee be coming to departments to talk about the QEP?

Gil Reeve

The outside committee will be reviewing the program and giving feedback. In Fall 2014 we will be ready to roll out the program. We are doing pilot programs to get data to support the impact of the program.

Senator

For now we will be looking at what is going on?

Gil Reeve

One inventory is being done now. We never documented what we were doing before. Once we document it we will be able to tell how extensive the student experience is

Senator Alternate Ann

If we lose students in the first year it is hard to get them back, but there are lots of instructors teaching those first year students. These are the group of core experienced teachers who teach those General Education courses and are the ones who can identify those at risk student, but are also the worst paid employees in the university and are on one year contracts. Have you given any attention to the petition that we award three year rolling contracts to instructors that pass a six year rigid review not unlike those that the tenured faculty go through.

Provost

We are discussing that issue and would like to solve that problem. We need to define what we mean by the review process and what we mean by instructors in that process. We have great instructors who have been here for a number of years. I cannot envision serving students in those courses that are required courses to all of our students. It's not that this looks like something we should not be doing. It is something we have not checked off but we need to get something done about the issue.

Senator

Last year I asked if you thought it was a serious problem that LSU was on the AAUP censure list. Is it still a problem? What are you doing about it?

Provost

It is a serious problem that we found ourselves on that list and what ever actions that got LSU on the list it is not something that you want a flagship institution to have. The question of how to remove your self from that list is a different question. I am not sure what the right approach is or strategy for LSU. We need to make sure we have processes in place, firstly, to make sure that whatever got us there does not happen again.

Fakhri Al-Bagdadi

For the salary adjustments this year were they based on cumulative performance?

Provost

Yes, the deans were told that the salary increase should be based on merit, but also take into account equity, compression, demand in the market, etc. This review should take into account the performance from the past 2 or 3 years. Every faculty member has a great grant or publication that goes out. Every year there are different groups of faculty doing better then others. Over a few years your performance distribution is a little flatter. There is a difference in the recommendations; it is probably a little bit flatter and not as narrow as it would be in a single year since we are looking at 3 to 4 years of work.

I am very aware of where our investment needs to be as it is our faculty that makes the discoveries in the laboratories, it is our faculty that have great performances around the USA, it is our faculty that deliver of teaching and service missions. I know lights are on due to your

passion about your research and students. You do not hear it enough from the state and perhaps not enough from the administration. You are what makes a flagship a great flagship, you are our intellectual property.

President's Report

1. The monthly faculty senate newsletter covers most of this information I will cover. At the campus level, in the long process of cooperation the accreditation committee has done fine work and it was discovered that we do not have a policy per se on faculty governance. The authority of the Faculty Senate derives from the regulations of the Board of Supervisors and we have our constitution that was approved by the Board of Supervisors in 1972. In consultation with Gil Reeve we will come up a policy to cover regulations that are already in force.
2. In regards to keys being loss, there is a new policy. The possibility of wage garnishment if keys are lost has been put on hold. We are working with Facility Services and HRM to figure out how to deal with this.
3. We met with Kalliat T. Valsaraj of the Office of Research and Economic Development and we raised the situation of disciplines not given appropriate attention such as humanities.
4. Gary Graham has asked faculty to be patient with the closure of Tower Drive and the elimination of parking there.
5. Over the summer Judith Sylvester encourage by Act 211 that established that state buildings establish policies to get rid of smoking and tobacco as well. Judith has worked on a presentation about this issue. Some ashtrays have been removed by facility services.
6. The procurement system GoShop has started with a few ups and downs. The staff has been trained. There were some problems with training routines redundancies and punch outs of vendors. The most problematic, Office Max, has accelerated their delivery. Mary Frank will come in for an update in the November meeting.
7. There is another component in the raise in relation to the retirement plan. With the slightly late implementation the raise is really 3.8%. In the past year the contribution to the unfunded liability has accelerated by 0.5% so your flow through has gone done to 5.14% for retirement pre tax dollars. After tax dollars it is a decrease of 0.7% and this lowers the raise. We cannot let up the battle over the retirement plan.
8. Leave without pay and dual career hiring protocol issues are being discussed.
9. The Athletic Department conducted a commencement ceremony for members of the baseball team by Paul Maneri conferring degrees. The Provost received the suggestion with outrage and is working on that now.
10. There were problems reported with inbound transfer credit but problems solved due to help from Gil Reeve.
11. There were Lockett Hall bathroom problems and the Provost said they are now fully operational.
12. The Board of Supervisors is still in contempt of court. We do not see any change in repentance. How can they have an outlaw Board of Supervisors? If anyone wants to make comment at one of their meetings go to the LSU system website to see how to do that.
13. There is discussion on the consolidation of Agriculture with other parts of the campus.
14. The statewide articulation and transfer counsel has begun meeting again. The Board of Regents tried to do it on their own but found issues doing that way so committee is back on.
15. Shorts travel has developed a program called BookIt which is similar to Travelocity or Hipmonk where you can go look up your own travel arrangements. It only works about 20 to 25% of the time. There is a charge for an additional fee to use Bookit.
16. The faculty senate newsletter will resume on September 30.
17. Summit meetings for faculty governance will resume on Saturday September 28, 2013. This meeting will have three system presidents present, Sandra Woodley, ULL system President, Ron Mason, Southern system President and Joe May, Community Colleges system President. King Alexander will be absent from the meeting. Everyone is invited to go to the meeting.

Q&A Summary:

Dorin Bolder

I remember that LSU was expecting a ruling from the IRS for a ruling on the equivalency to the retirement system. The deadline has passed.

Kevin Cope

There is a 90 day deadline. There is a question as to whether the retirement plan is adequate for exemption from social security. The total contribution of over 13% is thought to be more than required. The other thought is that the state contribution is inadequate and the state could not pay anything and would meet the requirement for social security due to our contribution.

Presentation by CELT and IT consultant Hala Esmail regarding Techpalooza

Techpalooza is an event geared towards faculty, staff and students. This will be the third year hosting it at LSU with vendors from outside and presentations from faculty, staff and students. It is on October 9th in the Cotillion Ballroom. Last year there were 20 presentations by faculty about technology they use in teaching and research. She handed out flyers. If you would like to present let her know.

Q&A Summary:

None.

Presentation by LSUnited (Ann Nardo, Organizer)

LSUnited got its start as a subcommittee from Faculty Senate with its charge toward unionizing the faculty. They have since combined with LAE. Some faculty has been reluctant to join LAE. Faculty see LAE as a K-12 organization and see the dues as being too high for the return on investment. LSUnited tried to make a deal that LAE would not collect dues until 300 people had joined LSUnited under their original agreement. LAE denied the petition in the spring of 2013. LSUnited has discontinued connection with LAE. Now they are an advocate for salaries, contracts and other issues for faculty and graduate students. They will keep the faculty informed and in bringing faculty employment concerns to the public, LSU administrators and legislature on issues. They will work with other organizations like LAE on issues like legislation since they have a lobbyist. If they move toward collective bargaining they will look into joining forces with others. LSUnited has had many forums on issues, have addressed state legislature committees, have had phone bank calls to legislature, have lobbied the Board of Supervisors to use their influence to lobby for faculty raises for the past 6 meetings which included Boyd Professors and others. They have been covered by the news and acknowledged by Deans and the Board of Supervisors members. They have a transition document that defines their identity, what they are and what they will do with dues. They are a flexible and committed organization capable of adapting. Dues are \$10 per academic year. Instructors pay what they can afford.

Q&A Summary:

None.

Kevin Cope

The speaking of faculty at the Board of Supervisors had helped with faculty raises and made an impression on them.

Name plates for new Faculty Senate members will be at the next meeting.

Robert Doolos comments on the registrar's office

The search for a new registrar was not successful, and so it has been re-opened. Robert Doolos will stay until the position is filled. They were in a difficult situation because they were down to one third of the staff due to personal and medical situations. They are now at full strength except for the senior associate registrar which will stay open until the new person is found.

Election of an Executive Committee Member-at-Large from the newly elected Faculty Senators

The selection pool is the first year members of faculty senate. The college of engineering has lost all six of their senators but are on a staggered basis. One may enter election by nomination or one may self nominate. The FSEC handles daily duties of the Faculty Senate, meets with anyone on campus, meets weekly and monthly with the Provost. Officers have the ability to see how the campus functions or does not.

Judith Schiebout was a self nomination. Dan Novak was nominated but his alternate was there instead of him. Fereydoun Aghazadeh was nominated. Nominees were introduced.

Vote:

12 votes for Schiebout

16 votes for Dan Novak (winner) Note: When Dan Novak was contacted he did not accept election, therefore Judith Schiebout was elected.

8 votes for Fereydoun Aghazadeh

Summary of Senate Procedures (short orientation for new Senators by Kevin Cope)

Resolutions can be presented to the FSEC for review and advice. The resolution is put through a first reading for input and then brought back the second meeting for a second reading and vote. There may be a rapid review and vote on a resolution in one meeting if the rules are suspended.

Old Business

None.

New Business

Discussion of new key issuance policy (Vince LiCata)

A document was distributed on the newly effective policy implemented immediately for new key issuance procedures. They do not want to give keys to undergraduates anymore, which may affect the QEP for research. Lost keys will require rekeyed locks, the cost for which will come out of department budgets. Some departments said it will come through the faculty budgets. Entire buildings must be rekeyed if someone loses their key. Several people including Guillermo Ferreyra have approached facility services about this issue and facility services

has not backed down on this issue. Vince encouraged faculty to talk to deans, administrators and facility services to fix this issue. If nothing is seen by mid September he will draft a Faculty Senate resolution. Jane Cassidy has investigated this issue.

Senator

What parts are they opposed or is it just the whole thing?

Vince LiCata

Keeping undergraduates out is a problem in the sciences, passing costs back to the department and basically the whole thing.

Senator

What electronic access can be brought to the fore like other universities use?

Vince LiCata

When Guillermo Ferreya approached them about this they came back with an outlandish price to implement electronic devices. They came with a price around \$30,000 per building. If nothing changes we may need to form a committee to deal with this issue.

Charles Delzell

Have there been problems that caused this to come about? Was there a wave of illegal entry into buildings?

Vince LiCata

We have not had any problems other than theft in our building. This is in response to the feeling that violence is occurring on campuses around the country, so there is a concern about safety.

Alternate Anna Nardo

If students cannot get into buildings maybe the Provost could say something about this affect on undergraduate research and the QEP.

Vince LiCata

I have already contacted Jane Cassidy and sent her a copy of the policy.

Kenneth Fasching-Varner

We were told that in our building facility services came in and took all keys. That caused a great concern because if faculty members forget their keys they cannot get in to their offices. I am in favor of a formal resolution and sending emails to everyone.

Senator

What is the timeline for implementation?

LiCata

Is was implemented immediately.

Charles Delzell

The part of is if you forget your keys, no one can help you, but there are people with master keys.

Kenny Fasching-Varner

It was presented to us as it would be hard to get into our offices. The forms were an issue in accessing how you order the key.

LiCata

Even if we have the highest security implemented as possible, you can still have your janitor let you into the office.

Senator

Can anyone above facility services stop this?

Vince LiCata

Tony Lombardo implemented this unilaterally.

Senator

Some buildings have more than one department in them. That is another point that needs to be addressed.

Vince LiCata

Kenny is pushing for a resolution now. I think we should wait a month to push it to administrators.

Senator

There are people who have graduated several years ago and still have keys. They need to have a modern key system. Some buildings have never been rekeyed.

Senator

In our building they will not give our graduate students keys anymore. There are inconsistencies in the application of rules.

Vince LiCata

The only information there is, is this printed set of rules along with a form that you are supposed to be able to fill out to get keys.

Kevin Cope

This has not risen to the level of a policy, which allows unilateral behavior.

Dorin Bolder

They rapidly implemented it so they can get all of the keys. There should be more formal pressure. It is a procedure not a policy.

Vince LiCata

We could do a very short resolution right now.

Mandi Lopez

Is it cost or security driven?

Kevin Cope

This is an internal unfunded mandate. Programs were not given instructions as to how to pay for it. Faculty Senate has tried to work out a security plan on campus and high level of vulnerability for faculty in rooms without a good exit. So far nothing has come of it or they have come back with a comment that the plan is too secret to be explained.

Senator

It was presented to their department in music and theater as a theft issue. We did not hear about any issues with an inordinate amount of theft in our department. They were told to make sure that this was an item in your first faculty meeting of the year. Late night theater rehearsals that undergraduates and graduate students need to do are an issue, it becomes problematic for them to get access to the building for that..

Senator

For the capstone projects in engineering, there are separate labs and it would be impossible to accommodate all students since they work at night.

Senator

Have facility services come explain this new procedure at our next meeting and explain the number of thefts that have occurred with keys that were used by non-key issued persons and to address our concerns.

Kevin Cope

A new crime procedure has shown an apparent extraordinary upturn in crime. Captain Lalond said it was a statistical matter. This in turn could cause a kind of mass hysteria issue.

Senator

In Coates, it is wide open for restroom use for tailgating. On Monday morning the bathrooms were a mess. Tailgating is the most obvious time where it would be really easy for this kind of thing to occur. Maybe this came about due to these issues.

Robert Doolos

The Registrar's Office meets every year with Facility Services to discuss which buildings will be open and that there must be a facility services person there to monitor the building. If there are problems in a building call the LSU police department. There are some buildings where standardized tests must be given and Bobby Matthews monitors this and people must show documentation in order to get into the building. They must use Coates for this issue. Lockett Hall was taken off the list for tailgating bathrooms. Porta potties were put out there. Our concern is that nothing is damaged over the weekend. Facility services will not open buildings that they do not need to. Do not prop or keep doors open at your buildings.

Vince LiCata

A resolution was stated "Whereas Facility Services has recently issued new key issuance procedures that have obvious and serious problems, be it resolved that the Faculty Senate requests that the LSU administration act swiftly to address issues with the practicality and need for these new procedures."

Kenny Fasching-Varner moved spoken resolution into discussion with a second. Approved by all.

Richard Bengston

We can discuss it now as a first reading and approve it at the next meeting after we polish it up.

Wes Harrison

I would suggest that you put something in the language that these new procedures impede the ability of faculty and students to do their jobs.

Senator

It impedes undergraduates to be involved in the academic mission of this university.

Kenny Fasching-Varner

He brought up safety issues a while back regarding releasing room numbers to the public and wants Faculty Senate to meet with facility services. I would support this resolution.

Senator

I would like to hear from facility services before rushing on a resolution.

Senator

Invite Tony Lombardo here after the resolution, then add that to the mix and revise the resolution to vote on it.

Kevin Cope

Right now we are in discussion and it could be revised and voted on next meeting.

Senator

Can we add info about electronic locks? It is a way to deal with this issue.

Vince LiCata

I like the idea, but we need to keep it general so we have a placeholder now so they know we are concerned about it.

Senator

What happens if facility services requests that all keys be returned tomorrow? What happens if we wait? This whole procedure just came out of nowhere.

Wes Harrison

Regardless of how we proceed we still have to follow the procedures and they can take keys anytime.

Richard Bengston

That is why I like being able to discuss it now as a first reading so you have time to work on it and revise the resolution.

Charles Delzell

We could ask for a delay in the procedures until we have a discussion.

Senator

The resolution is basic enough that it could be followed up with a second resolution later. Use this resolution as a shot across the bow that faculty are concerned and get upper administration in the discussion.

Senator

This went into effect already correct?

Vince LiCata

Yes, it was implemented immediately.

Senator

Motioned to suspend rules and vote now. Seconded by Al Bagdadi.

Vote on suspending rules:

For suspending 23

Not suspending 9

Richard Bengston

Doesn't it have to pass by a two thirds votes or something?

Charles Delzell

It was two thirds votes for suspending the rules. The second vote is a majority.

Senator

They will want to know, why, why, why. We should include the specifics. If we trust Vince LiCata to include those then we can vote today.

Vince LiCata

Meeting with them will allow more specifics. Then a second resolution can be done to add the whys later.

Senator

Making this public obviates a meeting with facility services. It sounds like we are passing a resolution so why would they come here.

Ken McMillin

They fired the first shot by not consulting anybody on the faculty or staff.

Dorin Bolder

Can we add to the resolution to ask that Facility Services suspend the procedure until we meet with them?

Vince LiCata

We do not have the power to ask them to suspend the procedures.

Senator

Please read the resolution one more time.

John DiTusa

Our dean has made a case not to move ahead. We can say we support our dean in his thoughts.

Senator

Dialog has already happened and nothing has become of it. This is a way to make it more formal.

Kenny Fasching-Varner

He is willing to co-sponsor.

Senator

Change practicality to feasibility.

Question called.

Vote in favor with one nay and one abstention.

Vote on resolution.

Resolution passed with one opposed and one abstention.

Briefing by Courses and Curriculum Committee Chair Larry Rouse

The new definition of a credit hour was defined as 50 minutes of class meeting. For a three hour semester course a student must put in 9 hours of work. It is in PS-45 because it is a new federal requirement and it required by SACS. It has not been officially signed yet by the President. A non lecture course should be an equivalent hours of work. For a lab it must be at least two hours with two hours of work outside of class. The curriculum committee will be looking at syllabi for new courses to make sure that this statement will be listed. There should be a definition as to what the outside work will consist of. With SACS coming along, you should have it in your syllabus for this semester. There have been questions as to what it should look like.

Q&A Summary:

Gundela Hachmann

Do we need to give the specific amount of time that students must do outside of class work or estimate it?

Larry Rouse

If SACS sees a syllabus out of requirement it is violation.

Vince LiCata

Do we only have to say that students are required to spend a certain amount of time outside the class or do we have to specify what they have to do those hours outside class?

Larry Rouse

That is on the border line. From the curriculum and course committee point of view it would be good for students to know what they must do outside of class.

Dorin Bolder

You expect it to be in every syllabus now. There should be an email sent out to faculty. I never got an announcement.

Larry Rouse

It went to deans and chairs to forward to faculty. I can see if we can get a broadcast.

Senator

The sense is the 'at least' right?

Larry Rouse

Yes it's at least.

Senator

It has to go on graduate and undergraduate syllabi?

Larry Rouse

All syllabi.

Senator

A class is 50 minutes only.

Larry Rouse

Fifty minutes is an academic hour. It is standard at all universities.

Senator

Some of our engineering courses may take more time such as design.

Larry Rouse

It is 'at least'. Some laboratories may require more work. We will provide examples. You can include lots of homework, lots of writing, and lots of reading.

Larry Rouse

The Courses and Curriculum Committee is also looking for learning objectives and participation grading in syllabi. You need to tell them what participation means. There was a change in the catalog to omit F, S and Su when courses are offered. You may want to teach a course in a different semester which causes a violation of the catalog.

Wes Harrison

The reason we do that is so the students know when the course is offered.

Larry Rouse

How many students read the catalog? You could still offer it only in the fall or spring. One department wanted to change all courses from fall to spring and spring to fall.

Larry Rouse

Changes in the way that courses and curricula go through the system were placed in PS-45. Some items like graduate minors and curricula for example never went through the courses and curricula committee or academic affairs. After the curriculum committee it goes to academic affairs. It also says if the committee denies something the faculty can appeal to Faculty Senate. There is a new policy on policies that says all policies must be in a specific format and that is what is holding up its approval.

Judith Sylvester

What about the attendance policy?

Larry Rouse

I understand it is not approved yet. If you are going to grade the students you need to have a definition about how they will be graded. Maybe we need to have a broadcast sent out about issues like the plus-minus issue and this issue. They are not official policies yet.

William Stickle moved to adjourn and it was seconded by all.

Adjourned at 5:22 PM