**Faculty Senate Meeting Minutes**

**Date: 3/20/25;** 12:30 pm, College of Health Sciences, Kitty DeGree Nursing Building First-Floor Conf. Room and Zoom

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| **Roster** | | | | | | | | | | |
| **Guests:** James Boldin, Megan Broadway; Reporters: Kaitlin Maness, Audrey Blackburn; **CHS faculty:** Clyde Smith | | | | | | | | | | |
| **CAES** | | **CBSS** | | | **CHS** | | **COP** | | **Library** | |
|  | Anderson, Jeff\* | |  | Ashworth, Burton\* |  | Glaze, Donna |  | Comeau, Jill |  | Pilcher, Heather |
|  | Ji, Jane | |  | Bruce, Paul Robert |  | Hardy, Tyesha |  | Jackson, Keith |  |  |
|  | Koers, Gregory  -delayed arrival (1:17 pm) | |  | David, Blair |  | Jones, Ashanti |  | Tice, Hilary\* |  |  |
|  | McGuire, Pat | |  | Johnson, Mark |  | Richardson, Amanda |  |  |  |  |
|  | Murru, Siva | |  | McDaniel, Janelle\* |  | Showers, Jo Ellen |  |  |  |  |
|  | Rowley, Brendan | |  | Tolleson, Josh |  | Traxler, Karen |  |  |  |  |
|  | Tresner, Clifford  -excused | |  | Traweek, Adam  -excused |  |  |  |  |  |  |
|  |  | |  | Wiedemeier, Paul |  |  |  |  |  |  |

X=Present; \*Indicates member at large

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| Agenda | |
| * 2/20/25 FS minutes approval * Vote to approve final version of Faculty handbook * Vote to approve CBL updates to: general faculty:senator ratio & definition of general faculty * Vote on Proclamation of Appreciation draft * Committee reports | * Foundation awards for excellence notification: Proposed special session 3/25/25 * Results of faculty senate presidential search poll * Discussion items: 1) Degree works issues; 2) Deans-level search committee policies; 3) selection of endowed professors * Policy considerations (posted in the CANVAS course)   + AA017.1 Attendance Reporting |

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| ***Call to order*** | Time: ~12:32  Presiding: Dr. Jeffrey Anderson  Recording: Dr. Hilary Tice | | | | |  |
| ***Announcements*** |  | | | | |  |
| ***Approval of Minutes*** | **2/20/25 minutes review** | | | | A motion to approve the minutes was made by Senator McGuire & seconded by Senator David; minutes were approved by a majority vote: 15 in-favor, 1 abstention. | Senator Anderson or Tice will send approved minutes to Robert Glaze to post on the ULM Faculty Senate website. |
| ***Unfinished Business*** | | | NA | | | |
| ***New Business*** | | | | | | |
| **Item Description** | | **Action** | | | | **Follow Up Plan** |
| **Vote to approve final version of Faculty handbook** | | Senator Anderson provided a brief overview of a summary document of changes made to the handbook since the Nov. ‘24 senate approval. Most adjustments were minor. The section on performance adjustment raises was summarized. The floor was opened for questions or comments. Senator McGuire motioned to approve the handbook as submitted, senator Tolleson seconded the motion. The motion passed unanimously. | | | | Senator Anderson will inform Provost Arant of the approval of the handbook. |
| **Vote to approve CBL updates to general faculty: senator ratio & definition of general faculty** | | Senator Anderson provided a brief overview of the proposed changes to the definition of general faculty. He asked if further clarification should be provided by adding the word ‘University’ before budget. Senators agreed by affirmation that the addition is needed. A motion to approve the updates was made by senator Glaze and seconded by senator David. The motion passed by a unanimous vote.  Senator Anderson then summarized the proposed change to changing the ratio of senators to faculty to 1:15. This was discussed and voted on during the Jan. senate meeting; however, notification to the general faculty for a vote during the Jan. meeting may not have fulfilled the requirements of the bylaws. This item was brought forward again for a vote, since notification to the general faculty was provided in the senate president’s ‘Undertakings of the faculty senate’ email that was sent out 10 days prior to the meeting. With the adjusted ratio, this increased the senate size by 5 new members. A motion to approve the change was made by senator McGuire, and seconded by senator Traxler. The motion carried by a unanimous vote of approval. | | | | Senator Anderson or Tice will submit the change to update the bylaws online. |
| **Vote on Proclamation of Appreciation draft** | | Senator Anderson provided an overview of a posted draft proclamation to the senators. The document is a creation of melding two submissions together. The purpose of the proclamation is to highlight the positive things President Berry accomplished, mostly during his tenure as President. Options of how to provide the proclamation to President Berry were shared and discussed. The floor was opened for comments. Several senators verbalized support. Senators discussed the legalese formatting of the document with support verbalized to use the style. One senator suggested adding ‘prospective students’ in the highlighted paragraph section on page 2. The change was accepted. Senator McGuire motioned to approve the document, which was seconded by senator Tolleson. The motion passed with a unanimous vote. | | | | Senator Anderson will inform Provost Arant of the approval and discuss funding. |
| **Foundation awards for excellence notification: Proposed special session** | | Senator Anderson mentioned that the award packets were supposed to be shared with the senate prior to Mar. 14th, but they were received after that. One person has been nominated for all four awards. Senator Anderson provided a brief overview of the rubric. A senator asked if someone can win an award multiple years for the same award. Senator Anderson was unsure but felt that it is allowed. Senator Anderson asked for individuals to send him preferred times to meet on Friday 3/28. | | | | Senators were asked to submit rubrics next by TH @ 12 pm noon. Then a special session will be held F 3/28 in Walker, either 2-52 or 2-94. |
| **Results of faculty senate presidential search poll** | | Senator Anderson thanked the members on the volunteer committee for putting the survey together and getting it administered. Senator Anderson reviewed the results that were posted in two different documents. Results will be sent to the presidential search committee via Erica Calais and will be included in the next senate president Undertakings communication. | | | | Senator Anderson to include the summary results in his Undertakings communications. |
| **Discussion items:**  1) Degree works issues; 2) Deans-level search committee policies;  3) selection of endowed professors | | Senator Anderson mentioned that these items were submitted via the faculty senate’s webform page, as well as one email. A more recent submission pertaining to posting of committee minutes will be discussed with Provost Arant at the next executive and potentially senate meeting.  Concerns were raised with the usability of Degree Works for advising. Senator Anderson mentioned he is uncertain why Degree Works was chosen over flight path but heard it may be related to the ability to perform audits and a few other unknown capabilities. Another senator provided some insight, which included that Degree Works may interface with Banner and Ellucian software better than Flightpath. A senator mentioned that Flightpath was created by ULM IT personnel who are no longer employed, which hinders the ability to make updates. Senator Anderson requested feedback be sent to him about any issues they experience, or hear about, regarding Degree Works, and he will forward comments to the relevant individual.  A complaint was made regarding associate deans being on search committees for deans. The concern with having associate deans on dean search committees was that it stifles the ability of faculty they evaluate to freely offer comments. A senator clarified that they were told that faculty felt unable to ask questions of the candidates during the interviews with associate deans present. Senator Anderson asked senators if they felt a policy needs to be created to address this or not. A senator asked if there are any policies to address this and senator McDaniel answered, stating that there is no policy about committees at the Dean’s level. Senators were asked to send senator Anderson comments about this issue.  A request was made to have selection of endowed professors more transparent. Senator Anderson shared that selection of endowed professors used to be done through committees, which is no longer used. Senator Anderson asked if others felt reinstituting committees is warranted. Senators voiced support for the use of committees in the process. Senator Anderson mentioned that Provost Arant has voiced support for a policy to be developed by the senate to address this area. Senator Anderson asked for preferences on which senate committee should address this or whether an *ad hoc* committee should be formed. One senator suggested forming an *ad hoc* committee with other senators supporting this route via affirmation. Senator Anderson mentioned that since the selection of professorships has already begun that this item could be addressed by the end of the fall semester of the upcoming academic year. Senator Anderson asked for volunteers to serve on the ad hoc committee, with a minimum of 4 members. Senator Anderson volunteered to serve, since he will not be in the senate president position in the fall. Other senators volunteering were senators Koers (CAES), Tolleson (CBSS), Glaze (CHS) & Comeau (COP). | | | | Senators were asked to send senator Anderson concerns/comments about items 1,2. |
| **Policy considerations** (posted in the CANVAS course)  - AA017.1 Attendance Reporting | | Senator Anderson provided some historical information on the document. This policy addresses reporting of non-attendance, especially in online environments, to meet federal requirements. The policy incorporates examples of what activities need to be performed in order for attendance to be met. The section on attendance during the term clarifies that excused absences do not count towards the requirement for students to attend 75% of lectures. Senator Anderson mentioned that clarification on what constitutes an excused absence has been submitted for consideration. A senator asked what happens if a faculty member does not notify the dean by the census date? Senator Anderson mentioned that no specific penalty is listed in the policy; however, the University can be penalized at the federal level if attendance is not reported. Another senator mentioned that they cannot recall being told how to report absences. Senator Anderson added a note to the document of the need to make sure that all faculty know about this since several senators said they did not and to also clarify if Talon Alerts accomplish this. The discussion continued, revolving around the differences between reporting non-attendance before the official census date and reporting attendance during the term. A question was asked if the students receive any penalty for W’s and a few scenarios were discussed. Issues with athlete schedules were also discussed. | | | | Senators were asked to submit comments to senator Anderson by Mon. @ 12 pm noon. |
| **Committee Reports**  -Academic Standards (AS)  -Constitution and By-Laws (CBL)  -Elections (E)  -Faculty Welfare (FW)  -Fiscal Affairs (FA)  -Ad Hoc Committees:  \*\*Faculty Handbook (FH)  \*\*P&T (PT) | | **-AS:** noupdate provided.  **-CBL:** no update provided.  **-E:** update provided by Senator McGuire. March is election month. Most senators are returning. There were 2-3 empty slots that needed to be voted on. Senator Anderson mentioned that there was only one person in the School of Sciences that ran as a returning member, which left two slots empty and no nominees. Therefore, as allowed by the bylaws, a VAPA nominee was used to fill one of the School of Sciences seat. Senator Anderson filled the other empty seat, but he proposed that when the new term begins in the fall, he would move back to an at-large seat, and the president could appoint someone in the School of Sciences to fill the seat, subject to approval by the senate.  **-FA:** noupdate provided.  **-FH:** noupdate provided.  **-FW:** update provided by Senator Rowley. Senators Rowley and Anderson convened a meeting with Dean Pratte to discuss the faculty workload policy. The main point discussed was that the Deans did not like the numbers used and they would like something more general. Dean Pratte suggested waiting until a new president is selected to finalize any decisions. Senator Anderson suggested that the senate and Deans work on a flexible evaluation tool that builds certain expectations into it. A senator questioned whether the Deans were vetoing the senate’s submission and senators Rowley and Anderson mentioned that Dean Pratte clarified his role as being a voice for all the Deans and that a direct veto was not being made by the Deans. A senator asked what the next steps would be, with senators Rowley and Anderson unsure how to proceed since there will be changes to the University’s upper administration. Another senator asked for clarification of what numbers the Deans didn’t like and provided an example of some of the workload expectations of instructors to complete research. Senator Anderson acknowledged the differences between colleges, even noting the differences that occur at the programmatic level within colleges as well. A senator voiced that push back should be focused on workloads for advising and setting percent load per 3-credit-hour teaching. A discussion about the differences between colleges in advising workload ensued. Senator Anderson identified two main areas needing addressed, variability between colleges and expectations between and within colleges. The FW committee was tasked with continuing to work on the issue.  **-PT ad hoc:** noupdate provided. | | | | Senator Anderson to post an updated new roster to the CANVAS page. New senators will be in blue.  The president-elect was tasked with filling a School of Sciences senate seat in the fall once they move to the president role. |
| ***Adjourn*** | | Time: 1401 | | Senator Anderson ended the meeting since it lasted beyond 2 pm. | |  |