MINUTES
FACULTY SENATE MEETING OF
December 6, 2000

ATTENDANCE:
Arts and Sciences: Christine Bridges-Esser, Kevin Dodson, Bruce Drury, Iva Hall, Vernice Monroe, Kathy Roberts, Pam Saur, Cindy Stinson. Absent: Joe Nordgren , Joe Pizzo, James Stevens, Walter Sutton.
Business:, Richard Jones, K.C. Sen, Absent: Larry Allen, Celia Varick
Education:, William Holmes, Kimberly Wallet-Chalambaga. Absent: Kimberly Griffith, Desmond Rice, William Worsham.
Engineering: Valentin Andreev, Peggy Doerschuck, Alec Matheson. Absent: Keith Gonthier, David Read
Fine Arts and Communications: Randy Deal, Steve Hodges. Absent: Wayne Dyess, Kurt Gilman, Lane Roth.
Library: Absent: Jon Tritsch, Sarah Tusa.
Port Arthur: Mavis Treble

CALL TO ORDER
The meeting was called to order at 3:05 p.m. by Faculty Senate President Randolph Deal.

MINUTES
A motion was made by Kevin Dodson and seconded by Bruce Drury to accept the minutes of November 1,2000, with the following amendments:

Spell change in name Grey to Gray.

PRESIDENT'S REPORT

The President reported on the EVPAA and Dean Candidates searches. There will be a Dean candidate interviewing on Thursday, Dec. 7. The president encouraged all interested parties to meet the candidate at the Holiday Inn at 7:00 am. There will be a meeting of the executive council in the Setzer lounge at noon on Friday Dec. 8.

COMMITTEE REPORTS:

The ad-hoc committee on software: Chair. Alec Matheson reported that the ad hoc committee on software met to consider the provisions in the new legislation. After reading the legislation, the committee agreed that the legislative intent is as follows.
1. Each state agency shall perform a biennial software audit. The primary purpose of this audit is to see whether agencies are paying for software that is NOT being used. Agencies are directed to take appropriate action on the discovery of such software.
2. The general Services Commission will then negotiate for favorable prices on appropriate software items.
The committee believes that it is apparent that the legislative intent is to save money through the elimination of unneeded software purchases and the establishment of favorable purchasing arrangements for high volume software.
The committee recommends that faculty comply with the law, but that the faculty reject efforts to establish additional requirements, interpretations, or enhancements beyond the clearly stated requirements in the law.
They specifically note that there is no requirement in the law to maintain a folder of software licenses in close proximity to each computer on campus.
The audit is only to determine where the money is being spent on software. They encouraged all faculty to fill out the audit form when they receive it.
The chair also advised that the university has agreed to an expenditure allowing upgrades on Microsoft products. See the Lamar website for further information.

Academic Issues Committee: Chair. Kevin Dodson. This committee studied the academic computing on-line grading issue. This system is being used to save time and bring the university up to date. Cliff Woodruff verified that hard copies of grade sheets would be retained. Dr. Dodson reported that there is a Microsoft use agreement that is downloadable and that Departments are able to get CD's to download at home and at the office. There is also an on-line course developer for use in developing new courses. Next year there will be a user friendly Windows on-line grading system.

Budget and Compensation Committee: Chair. K.C. Sen . The committee reported that the external consultants to study faculty salary equity will be coming to campus for interviews in the spring. They also reported that all full time faculty will be included in this study.

Faculty Issues Committee: Chair. William Holmes reported that his committee had completed their evaluation and recommended changes in the PROCEDURES FOR THE EVALUATION OF DEPARTMENT CHAIRS (Appendix N. Faculty Handbook) All recommended changes are written in italics:
It is the responsibility of the Dean of each College to complete the evaluation of Department Chairs in their unit in a timely manner. In the completion of the evaluation, each Dean shall draw upon the results of a University approved survey instrument administered as described in these procedures, F2.08 reports from the review period, written job description, and other documented sources of information as deemed appropriate by the Dean. To assist in the review process, the Dean will work with two faculty members chosen as described below.
1-8 No changes made.
9. The Dean shall provide the written evaluation to the Chair and arrange a meeting with the Chair to discuss outcomes and indicated actions (if any). The Chair may prepare a written response to the Dean's written evaluation and it will be forwarded to the EVPAA and filed with the Chair's evaluation.
10-11 No changes made.
12. If a Chair receives a negative evaluation and is reappointed as Chair, the Dean will meet with the Chair by the end of the following Fall semester to determine progress on any actions which should have been indicated to improve the Chair's performance. The Dean will provide a written update to the Chair's evaluation.

A motion was made by Dr. Holmes to amend the above procedures and the motion was passed by acclamation.

One problem in the evaluation process is that there is no written Job description for Deans and Chairs. Our request for written job descriptions has not produced said documents.

This committee also recommended that The University Performance Evaluation Appeals Committee (Chapter II, subsection 43.3.r) be made a standing committee, and that section 43.7.2 of the Faculty Handbook be amended to read:
43.7.2 Appeals Process. Faculty shall have the right to appeal merit-based salary increase recommendations. Appeals shall be made to the Dean/Library Director, in writing, within ten working days of notification of the salary increase recommendation. Appeal of the Dean's/Library Director's recommendation shall be to the EVPAA. The EVPAA shall (not may) convene the University Performance Evaluation/Merit Salary Increase Appeals Committee for review and recommendation regarding appeals.

This motion was seconded by Dr. Jones and the motion passed by acclamation.

Faculty Senate Research and Development Leave Committee: Chair. Pam Saur has received three applications for Research and Development Leave. Her committee met on November 29 and voted to recommend funding the following development leave applications:
1. A summer leave for Dr. Don Owen who will co-author a scholarly paper entitled "Sequence- stratigraphic control of natural gas reservoirs in the Dakota Sandstone of the San Juan Basin, New Mexico and Colorado."
2. A long-semester leave for Dr. Donna Birdwell-Sykes for a project titled, "Estel's Story: Ethnographic Field Research in Belize."
3. A long-semester leave for Mr. Meredith Jack for a project titled, "Use of Computer Designed and Manufactured Styrofoam Patterns to Produce Cast Metal Sculptures."
The motion was made to accept the recommendations of the committee and seconded by Bruce Drury. The motion was passed by acclamation.

A request was made and accepted by Dr. Saur to send a memo to Elizabeth Castle to review the files for the past three years to see if we have reports on past research.
Dr. Saur also requested that the faculty be reminded through Mirabeau in the spring to apply for development leave in the Fall. The deadline comes soon after the fall semester begins.

Staff Appreciation: Chair: Bruce Drury reported that the Staff Appreciation Day was a complete success. $4,200 was collected and although not quite enough to account for the food, Dr. Simmons agreed to furnish the rest of the funds. He thanked Mark Asteris for his help in making this day a success.

NEW BUSINESS

The Faculty Senate needs an office, a secretary and a central file for its documents. Currently the notebook passes from president to president. There should also be a Faculty Senate section in the Archives.

There was a discussion about Strategic Planning. Currently we do not have a Strategic Plan to show to the candidates who come to campus. One candidate observed that the Strategic Plan should come from the Faculty to the Administration. As it stands now the Deans are to select the Strategic Planning committees. Any such committee should have faculty input.

Dr. Deal wished all a Happy and Safe Holiday season.
The Senate was adjourned at 4:20 p.m.

If you have any concerns that you want the Senate to discuss, please
contact your Senator or the Senate Secretary: christine.bridges@lamar.edu . (8600).