LAMAR UNIVERSITY
FACULTY SENATE MEETING MINUTES
May 3, 2006

Senators Present: Arts & Sciences: Sandra Brannan, Terri Davis, George Irwin, Jim Love, Paul Nicoletto, Christine Bridges, Shelia Smith, Emma Hawkins, Dave Castle, Rick Altemose, Valentin Andreev, Dianna Rivers, Jeremy Shelton, Peggy Doerschuk; Business: Richard Drapeau, Kakoli Bandyopadhyay, Soumava Bandyopadhyay, Celia Varick; Education: Fara Goulas, George Strickland, Kim Chalambaga, Bill Holmes, MaryE Wilkinson; Engineering: Hsing-wei Chu; Fine Arts & Communications: Zanthia Smith. Kurt Gilman, O’Brien Stanley, Nicki Michalski, Jeff Wisor; Library: Jeff Lacy, Theresa Storey; Developmental Studies: Joe Kemble; Lamar College-Port Arthur: Mavis Triebel.

Senators Absent: Arts & Sciences: Steve Zani, Mike Matthis, Mary Kelly, Don Owen, Kenneth Doris, Dale Daniel; Business: Jai Young Choi; Education: Bernadette Moore; Engineering: Paul Corder, Mien Jao, John Gossage, Bernard Maxum, Brian Craig; Fine Arts & Communication: Prince Thomas, Kurt Dyrhaug, Connie Barker.

1. The May 3, 2006 Faculty Senate Meeting was called to order by President Bill Holmes at 3:05 p.m.

2. A motion was made by Dianna Rivers and seconded by Hsing-Wei Chu to approve the minutes from April 5, 2006.

3. President’s Report

1. Members of the Student Honesty Committee are present to make comments and/or answer questions related to the new policy on Academic Dishonesty. Dr. Richard Hargrove is the Chair of the committee, and I will ask him to introduce other committee members who are present (The Student Honesty Committee report is attached).

2. Concerns about the TSUS ethics hotline have been referred to the Faculty Issues Committee. Findings of the Committee will be shared with the Senate and the TSUS CFS and the Texas CFS.

3. SACS related technology issues:

a. Need to designate one email as an official channel for communication with faculty/staff; need to train faculty/staff (old and new) in using it and forwarding other emails to it.

b. Need to standardize on latest version of Word and support it across campus because of ease of conversion to HTML.

c. Need to update departmental websites, insuring accuracy and minimum content.

4. This is our last regular meeting for the school year. Thank you for your service to the Senate and the University. Thank you for all of your assistance and helping me to serve as President of the Faculty Senate for the past two years.

4. Committee Reports
• Academic Issues: Terri Davis
No Report
• Faculty Issues: Hsing Wei Chu

A motion will be made in New Business.

• Budget & Compensation: Kurt Gilman

The committee discussed items that it felt were important to continue into the next senate session, and proposed three items to suggest to the next Budget and Compensation Committee:

1. Continue to monitor the reporting of F2.08 results to faculty by department chairs and deans.
2. Keep close ties with administration who are investigating the retirement plan proposed by our committee.
3. Consider the parameters for instigating a new equity plan for the university.

• Development and Research: Rick Altemose

Three motions from the committee will be presented in New Business.

• Distinguished Faculty Lecturer: Fara Goulas

Dr. Christian Bridges-Esser, Distinguished Faculty Lecturer will present “Legends & Miracles: The Pilgrimage Route To Santiago,” Monday, October 16, 2006 at the University Theater, 7:30 p.m.

• Nominating Committee – Valentin Andreev

The following persons were nominated for the 2006-2007 Officers and will be elected during the 2006-2007 Faculty Senate Meeting following this meeting:
Kurt Gilman & Dianna Rivers – President
Christina Bridges-Esser – Vice President
Emma Hawkins & Nicki Michalski - Secretary

5. Old Business - None

6. New Business

• Elected the following representatives: Hsing-Wei Chu - University Curriculum Council, Valentin Andreev - Fisher Lecture Series, Kakoli Bandyopadhyay - University Information Technology Committee, Bill Holmes - SACS Leadership Team.
• Motion from the Development and Research Committee was made for the Faculty Senate to encourage the administration to provide personnel and training to support the use of statistical methods in faculty research and teaching activities. The motion carried.
• Motion from the Development and Research Committee was made that the President of the Faculty Senate have the authority to refer half-salary leaves to the Faculty Research and Development Committee for expedited consideration whenever he/she considers adherence to the published schedule to be impractical. Such expedited consideration will be limited to the question of whether the proposed leave is meritorious or not. The motion carried.
• Motion from the Development and Research Committee was made that the attached 2007-2008 Faculty Development Leave Application Form be approved. (Changes from the 2006-2007 form are in red). The motion carried.
• Motion from the Faculty Issues Committee that the Academic Program Directors who have held supervisory authority over other faculty members for three years or more be formally evaluated by their Dean during the 2006-2007 year and every three years thereafter. The evaluation should involve input from those supervised by that Program director, and should include safeguards to prevent retaliation. Results of this evaluation should be made available to all who participated in the process. The motion carried.

7. Open Discussion/Comments:

• Guest Presentation (attached).
• Joe Kemble inquired as to why the senate did not have input on the academic schedule.
• Valentin Andreev suggested that the faculty senate request to examine the calendar and recommend input before it is printed.
• Nicki Michalski asked if persons going up for tenure/promotion needed to include a copy of the full article along with proof of publication. It was suggested that the full article be included in the tenure/promotion materials.
• Valetin Andreev questioned why the Dean and not the Department Chair would evaluate the Program director.

8. A motion was made by Valentine Andreev and seconded by Emma Hawkins to adjourn the 2005-2006 Senate.

9. The 2006-2007 Faculty Senate was called to order at 4:25 p.m.

10. The following persons were elected as the 2006-2007 Faculty Senate Officers: Kurt Gilman – President; Christina Bridges-Esser – Vice President; & Nicki Michalski – Secretary

11. A motion to adjourn was made by Emma Hawkins and seconded by Valentin Andreev that the 2006-2007 Faculty Senate be adjourned.

23. ACADEMIC DISHONESTY

Lamar University expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.
23.1 FORMS OF ACADEMIC DISHONESTY. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.
A. Cheating includes, but is not limited to:
(1) Copying from another student's test paper, a laboratory report, other report, or computer files, data listings, and/or programs.
(2) Using, during a test, materials not authorized by the person giving the test.
(3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
(4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
(5) Substituting for another student; permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
(6) Bribing another person to obtain an unadministered test or information about an unadministered test.
(7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

B. Plagiarism means the appropriation and the unacknowledged incorporation of another’s work or idea into one's own work offered for credit.
C. Collusion means the unauthorized collaboration with another person in preparing work offered for credit.

D. Abuse of resource materials means the mutilation, destruction,concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
E. Academic work means the preparation of an essay, dissertation,thesis, report, problem, assignment, or other projects that the student submits as a course requirement or for a grade.

23.2 PROCEDURES. Definitions and consequences of academic dishonesty appear in the Student Handbook of the University. Faculty members are responsible for a notice on their course syllabi, which makes clear possible consequences--consistent with departmental policies-for plagiarism, cheating, or other acts of dishonesty. The faculty member charging academic dishonesty shall conduct a complete and thorough investigation.If a faculty member determines that a student in his/her course committed a dishonest act, the faculty member may assess an appropriate and reasonable penalty. Flagrancy shall be determined by the instructor and shall be considered when assessing the penalty. The student shall be entitled to a written notice from the faculty member within a reasonable time explaining the violation, the penalty, and the student's right to respond and/or appeal the determination of dishonesty and/or the penalty imposed. Unless the student appeals, the faculty member shall file records for review by the Associate Vice President for Academic Affairs (AVPAA). The records, at a minimum, should include the name and student identification number of the offender, the name of the instructor, the course/section/semester/year of the incident, the nature of the incident,evidence, and the penalty imposed. If the student does not accept the decisions of the faculty member, as to dishonesty and/or the penalty to be imposed, the student may appeal to the faculty member's department chairperson for review of the case. To do so, the student must submit, in writing, a request for an appeal to the chair within ten working days of notification of the right to appeal. Any letter of appeal shall consist of a summary of the circumstances, a clear statement of grounds for disagreement with the decision, and all pertinent documentation. The faculty member shall be required to submit relevant records. The student shall be entitled to a written notice, within a reasonable time, of the chair's decision and the student's right to further appeal. Once the chair has made a decision about the charge of dishonesty and/or the penalty, which has
not been appealed, a copy of all records shall be forwarded to the AVPAA for review. At a minimum, the records shall include the name and studentidentification number of the offender, the name of the instructor, the course/section/semester/year of the incident, the nature of the incident, evidence, and the penalty imposed. If the student does not accept the decision of the chair concerning the dishonesty charged and/or the penalty imposed, the student may appeal to the concerned faculty member's dean for review of the case. The student must submit, in writing, a request for an appeal to the dean within ten working days of notification of the chair's decision. The chair shall be required to submit relevant records. Prior to rendering a decision in response to the appeal, the dean may request a review of the case and recommendation from the college's student-faculty relations committee. Once the dean has made a decision about the charge of dishonesty and/or the penalty, a copy of all records shall be forwarded within a reasonable time to the AVPAA for review. At a minimum, the records shall include the name and student identification number of the offender, the name of the instructor, the course/section/semester/year of the incident, the nature of die incident, evidence, the proposed penalty, appeals and outcomes of appeals. The AVPAA shall within a reasonable time either approve prior actions and communicate this to the dean, for notification of the student, or refer the case to the Provost for final disposition. Should the student desire to do so, a request for further appeal may be made to the Provost, within ten working days of receiving notification from the dean. On appeal, the AVPAA shall forward all relevant documents to the Provost. Before rendering a decision, the Provost may convene an ad hoc student-faculty relations committee composed of members from the standing student-faculty relations committees from the other colleges to review the case and offer a recommendation. The student and others concerned shall be entitled to receive written notice of the Provost's decision within a reasonable period of time. The decision of the Provost shall be final. (Note: No sanctions against a student accused of academic dishonesty may be applied at any stage until the Student decides not to appeal and accepts the sanctions or until the appeal process has been exhausted. The procedure for all student academic grievance appeals is outlined in Appendix H of the Faculty Handbook and on pages 84-87 of the Student Handbook.) The Office of the AVPAA shall maintain a secure database of cases in which dishonesty was the determination. Dishonesty cases may be purged
six years after the Student graduates.
23.3 MULTIPLE OFFENSES. In the event of multiple offenses, the AVPAA shall impose an additional penalty if warranted and notify the student of the disciplinary action, which may include
suspension or expulsion from the University, and the opportunity to appeal. The appeal shall be to the Provost who may consult with others involved in the original cases. All appeals must be in
writing and must be received by the Office of the Provost within 10 working days of receipt of notification. The Provost's decision shall be final. The student and others concerned, including the Vice President of Student Affairs, shall be notified of the Provost's decision, in writing, within a reasonable period of time. No penalty pertaining to multiple offenses shall become effective until the Provost rules on the appeal.
23.4 RESPONSIBILITES OF INSTRUCTORS. Instructors should take reasonable and necessary precautions, including the careful administration and monitoring of examinations, to prevent acts of academic dishonesty.LAMAR UNIVERSITY
FACULTY DEVELOPMENT LEAVE PROGRAM
2007-2008

Faculty Development Leaves are paid leaves of absence from normal duties for the purpose of professional self-improvement. In order to apply, an applicant must have been a faculty member at Lamar University for at least two consecutive academic years. Faculty member is defined as a person employed by the institution on full-time basis as a member of the faculty or staff whose duties include teaching, research, or administration, including professional librarians. The Faculty Senate considers only applications from teaching and library faculty, since other advisory bodies consider applications from administration (including department chairs) and staff.
Faculty may apply for either a summer session (no pay, expenses only), a semester (full pay), or an academic year (half pay). A faculty member may NOT apply for leaves under more than one of the above categories during any given year, and the same or strikingly similar projects will not be funded twice.
Supply the information in Items 1 through 7 in the spaces provided on the next page, which will serve as a cover sheet. Answer questions 8-12 on additional sheets as needed, numbering and heading the items. Be concise, but include all information needed to evaluate your application. The criteria for evaluation are as follows:

Primary Criteria
1. To what extent will the proposed activities improve the faculty member’s teaching and/or ability to perform scholarly/research activity?
2. To what extent is a development leave necessary for the accomplishment of the proposed activities?
Secondary Criteria
(When the number of applicants who fulfill equally the primary criteria exceeds the number of leaves available, the following secondary criteria will be taken into account.)
1. Length of service at Lamar.
2. Length of time elapsed since last Development Leave and documented results of previous leaves.
3. Services rendered to Lamar beyond regular teaching assignments (administrative or semi-administrative duties, curriculum development, committee work, special assignments).

On or before October 9, 2006, submit your paperwork as follows:

1) Ten copies of the completed application form to the President of the Faculty Senate.
2) One copy of the “Administrative Routing Sheet” (found on pages 4 & 5 of this document) and three copies of your completed application form to your department chair.

For further information consult the chair of the Faculty Development and Research Committee, a member of the Faculty Senate from your college, or an officer of the Faculty Senate.

APPLICATION FOR LEAVE 2007-2008

Check one:

\_\_\_\_1st or 2nd Summer Session 2007 (no salary, expenses only for one summer session)

\_\_\_\_Fall Semester 2007 (full salary for one semester)

\_\_\_\_Spring Semester 2008 (full salary for one semester)

\_\_\_\_Fall and Spring Semesters 2007-2008 (half salary for academic year)

1. Name 2. Date \_\_\_\_\_\_\_\_

3. Department 4. Rank \_\_\_\_\_\_\_\_

5. Highest degree held

6. Year appointed at Lamar

7. Dates, purposes, and documented results of all leaves of absence received.

8. Title and abstract (50-100 words).

9. Describe your proposal. What exactly do you intend to do and how do you intend to do it?
(Suggestion: most readers of your application will not be from your discipline. Please avoid jargon).

10. Exactly what skills, abilities and/or knowledge that you do not currently possess will be developed by your project?
(Suggestion: include evidence that your project is feasible and that you will be able to do it. Depending upon the type of project, this might take the form of a letter of acceptance to a program, letter(s) of support, evidence of prior interest in the area of the leave, prior courses, presentations or publications, and so on. You should clearly address the question of exactly how the skills, ability and/or knowledge developed will enhance your teaching and/or scholarship/research at Lamar University. Depending upon the type of project, this might take the form of an explanation of how the courses you are assigned or will be assigned will benefit from your experience and/or how your research/scholarly skills will be improved).

11. Explain why a development leave is necessary for the accomplishment of your proposal.
(Suggestion: explain especially the need to maintain residence for specific periods of time outside the Beaumont area.)

12. Services rendered to Lamar beyond regular teaching assignments (administrative or semi administrative duties, curriculum development, committee work, special assignments).

13. You may attach a maximum of three letters of support.
(Suggestion: while letters of support are not required, depending upon your project, a letter from your Dean, Department Chair, colleagues, and/or outside sources may help the committee evaluate your application).

ADMINISTRATIVE ROUTING SHEET (page 1 of 2)

To be filled out by applicant and forwarded, together with three copies of your completed application form, to your Department Chair by October 9, 2006

1) I request $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in addition to salary replacement for the development leave project. This amount is expenses reimbursement over and above salary replacement and will be limited to:
Summer session - $5,000
Full semester - $5,000
Full-year, half-pay - $10,000

My requested expense reimbursement will be used for the following:

[Question #2 in last years document omitted in its entirety].

2) If your full-salary proposal is approved, but is not one of the funded projects, would you be willing to consider adjusted financial backing (normally this would be 1/2 salary)? (Note: your answer will not be available to the Faculty Senate during the ranking process and will not be considered in the approval and/or ranking of your proposal).

\_\_\_\_\_\_\_\_ I would be willing to consider adjusted financial backing

\_\_\_\_\_\_\_\_ I would NOT be willing to consider adjusted financial backing

3) If my project is funded, I, the undersigned, agree to return to full-time service at Lamar University for at least one semester (for a summer session or one semester leave) or one academic year (for an academic year leave) and to submit to the Provost, the Faculty Senate and the Department Chair within 60 days after the leave period a report of the project and its results (see Appendix A).

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Signature Date

ADMINISTRATIVE ROUTING SHEET CONTINUED (page 2 of 2)

To be filled out by Department Chair and forwarded, together with two copies of the completed application form, to your Dean by October 23, 2006.

\_\_\_\_\_\_I support the attached leave.

\_\_\_\_\_\_ I do NOT support the attached leave.
(If the Chair checks the NOT support block, he/she may attach a letter of explanation).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature Date

To be filled out by Dean and forwarded, together with one copies of the completed application form, to the Provost by November 6, 2006.

\_\_\_\_\_\_I support the attached leave.

\_\_\_\_\_\_ I do NOT support the attached leave.

(If the Dean checks the NOT support block, he/she may attach a letter of explanation).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature Date

APPENDIX A

LAMAR UNIVERSITY FACULTY SENATE
FACULTY DEVELOPMENT AND RESEARCH COMMITTEE

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DEVELOPMENT LEAVE REPORT

A report of two to three pages in length should be submitted to the Secretary of the Faculty Senate, the Executive Vice President for Academic Affairs, and your Department Chair within 60 days after returning from the leave period.

The report should include the following:

I. Statement of purpose for which the leave was given.

II. Report on accomplishments during the leave which fulfill the stated purpose.

III. Report on any future accomplishments likely to result from the leave.

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