LAMAR UNIVERSITY FACULTY SENATE
MINUTES FOR FEBRUARY 5, 2003

ATTENDANCE

Arts and Sciences: Christine Bridges-Esser, Terri Davis, George Irwin, Donna Bumpus, Bruce Drury, Dave Castle, Max Loges, Walter Sutton, Judy Mann, Sheila Smith, Dianna Rivers, Stephanie Yearwood, Mike Mathis, Paul Nicoletto; Absent: Jim Jordan, Vernice Monroe
Business: Larry Allen, Carl Montano, Celia Varick, K. C. Sen, Frank Cavaliere
Education: Joel Barton, Kim Griffith, Bill Holmes, George Strickland; Absent: Fara Goulas
Engineering: Peggy Doerschuk, Mien Jao, David Read, Valentin Andreev, Hsing Wei Chu, John Gossage
Fine Arts and Communication: Kurt Gilman, Prince Thomas, Travis Almany, Ann Matlock; Absent: Larry Elliot
Library: Jon Tritsch, Sarah Tusa
Developmental Studies: Joe Kemble
Port Arthur: Mavis Triebel

CALL TO ORDER

Faculty Senate President Bruce Drury called the meeting to order at 3:00 p.m.

REPORT FROM DR. SIMMONS, PRESIDENT OF LAMAR UNIVERSITY

President Jimmy Simmons reported the following concerning the looming budget crisis in the state of Texas and it’s affect on Lamar University:

1. Lamar is able to give back the state mandated 7% through unfilled faculty/staff lines.

2. Effective immediately is a cut in out-of-state travel.

3. There is also an immediate freeze in capital expenditures.

4. Lamar will be able to save in the area of capital expenditures in various ways, especially utilities.

5. Concerning the next biennium, it appears that a continuing enrollment increase will keep our university budget level.

6. Dr. Simmons stressed the need for continued recruiting efforts in order to keep our budget stable in this financial situation.

MINUTES

The December 4, 2002, minutes were approved as amended (see Faculty Senate Website for corrections to “Open Hearing ON PROPOSED CHANGES TO POLICY FOR ANNUAL EVALUATION OF FACULTY”).

PRESIDENTS REPORT

Bruce Drury reported the following:

1. President Simmons has briefed us on the state budget crisis.

2. The Comprehensive election policy is ready for a Senate vote, and could be used this spring.

3. The Class period proposal is also ready to be voted on. It will probably not be policy until Spring 2004.

4. Staff Appreciation Day is Friday at 12 Noon. A proposal will be offered to the full Senate to donate $5,000 of SAD funds to the Scholarship Fund.

5. Texas Council of Faculty Senate Spring meeting is scheduled for February 21-22. Representing our Senate will be President Bruce Drury and Vice President Peggy Doerschuk.

6. Dean and Chair evaluations should be completed shortly.

REPORT FROM ATHLETIC DEPARTMENT

Ashley Bryan requested faculty assistance concerning ideas for more game attendance and spirit. She offered t-shirts and yard signs for faculty as a new means of attracting fans at our athletic events.

COMMITTEE REPORTS ON PROPOSED AGENDA

Academic Issues: Chris Bridges. The committee is looking into the issues concerning academic standards and grade inflation. Also, in conjunction with the plagiarism policy, Dr. Doblin has subscribed to a six-month trial period to Turn-It-In.com. Stephanie Yearwood has requested that anyone interested in participating in this trial period should contact her.

Faculty Issues: Bill Holmes. The committee will meet on February 12 for a follow-up on the dean and chair evaluations.

Budget and Compensation: Valentin Andreev. The committee is currently collecting information about the distribution of Computer-Use Fee monies and pay for adjunct faculty. The Faculty Senate Executive Committee has requested assistance from Budget and Compensation, and the Faculty Senators in general, in finding ways to reduce operating costs within the university.

Development and Research: Judy Mann. This past December the committee received a request from EVPAA Doblin suggesting changes in the Research and Enhancement Grant process. The D&R committee was opposed to these suggested changes, and asked Dr. Doblin to provide feedback from departments throughout the university. The D & R committee is also enhancing its efforts to promote increased applications for Development Leaves. Kurt will ask the Lamar Webmaster to post past successful leave applications.

Distinguished Faculty Lecturer: Diana Rivers. (See under NEW BUSINESS)

Staff Appreciation Day: Mark Asteris. Mark called for volunteers for helping with this event on February 7.

OLD BUSINESS

None

NEW BUSINESS

1. Class Schedule Change: A motion by Bill Holmes, seconded by Diana Rivers, to endorse the Proposed New Structure For Class Periods (See APPENDIX I), the version with 15 minute breaks, carried the Senate unanimously.

2. Election Policy: It was moved by Diana Rivers and seconded by Carl Mantano, that the proposed new Election Policy (See APPENDI II), distributed earlier to all faculty via e-mail, be endorsed by the Senate. The motion carried unanimously.

3. Call for Distinguished Faculty Lecturer Nominations: Diana Rivers encouraged Faculty Senators, and their constituent faculty, to nominate candidates for the lecture series.

4. Scholarships for SAD: President Simmons is continuing to fund Staff Appreciation Day. Therefore, it was moved by Stephanie Yearwood and seconded by Joel Barton,that funds raised by TACT/Faculty Senate for SAD, in the amount of $6,000., be awarded to the Honors Program Students, in order to maintain four-year scholarships. The motion carried by unanimous vote.

OPEN COMMENTS

None

ADJOURN

The February 5, 2003 meeting of the Lamar Faculty Senate adjourned at 4:15 p.m.

APPENDIX I
PROPOSED NEW STRUCTURE FOR CLASS PERIODS
Draft B Revised 1/28/03

Period 1: 8:00 - 8:50 a.m., MWF

Period 2: 9:00 - 9:50 a.m., MWF

Period 3: 10:00 - 10:50 a.m., MWF

Period 4: 11:00 - 11:50 a.m., MWF

Period 5: 12:00 - 12:50 p.m, MWF

Period 6: 1:00 - 1:50 p.m., MWF

Period 7: 2:00 - 3:15 p.m., MW

Period 8: 3:30 - 4:45 p.m., MW

Period 9: 5:30 - 6:45 p.m., MW

Period 10: 7:00 - 8:15 p.m., MW

Period 11: 8:30 - 9:45 p.m., MW

Period A: 8:00 - 9:15 a.m., TT

Period B: 9:30 - 10:45 a.m., TT

Period C: 11:00 - 12:15 p.m., TT

Period D: 1:00 - 2:15 p.m., TT

Period E: 2:25 - 3:40 p.m., TT

Period F: 3:50 - 5:05 p.m., TT

Period G: 5:30 - 6:45 p.m., TT

Period H: 7:00 - 8:15 p.m., TT

Period I: 8:30 - 9:45 p.m., TT

Nights: 5:30 - 8:00 p.m.

Allow block scheduling, classes by arrangement, and create special periods based upon need (e.g., Saturday morning classes, weekend classes, Friday afternoon classes)

APPENDIX II
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PROPOSED CHANGES TO FACULTY HANDBOOK CONCERNING APPOINTMENT OR ELECTION TO UNIVERSITY COUNCILS AND COMMITTEES.

CHAPTER III
ADVISORY ORGANIZATIONS
The University recognizes the importance of shared governance in general policy development and thus encourages the active participation of faculty members in advisory organizations. Such participation shall be considered a responsibility of the faculty. The recommendations of all official University advisory organizations shall be subject to review and action by the President and The Texas State University System Board of Regents.
Add new III.5
5. SELLECTION GUIDELINES. The following guidelines shall apply in the appointment or election of members of University Councils and Committees:
5.1 The term of membership shall normally be for three years.
5.2 Selections shall be approved by the President, or the appropriate executive officer, prior to the annual publication of committee composition.
5.3 Members shall not serve on the same committee for a second or subsequent term without an interval of at least one academic year, unless approved by the President or appropriate executive officer.
5.4 With the exception of ex officio appointments, University employees should normally not serve simultaneously on more than one standing University committee, unless approved by the EVPAA or the President. If a faculty member is elected to more than one committee, said member shall be given the opportunity to resign from one, and there will be a run-off election between the number two and number three nominees.
5.5 The Associate Vice President for Academic Affairs will publish and disseminate the annual lists of committees and their membership to all faculty by the end of the Spring Semester. Any changes in committee charges, size, and distribution of representation will be negotiated among the Faculty Senate leadership, the leadership of the Council of Instructional Departments, and the Executive Vice President for Academic Affairs, who has final decision-making authority.
5.6 Faculty positions on councils and committees, including college and department committees, should be filled by election from the appropriate constituency groups, and by the electoral process described in III.6 below, unless designated as an appointive position by the President. If so designated, the official making the appointment should seek the concurrence of the appointee and notify the immediate supervisor.
6. Election procedures for filling faculty positions on University councils and committees.

6.1 The Associate Vice President for Academic Affairs will determine by the end of the second week in January the council/committee positions that will be open in the fall (either through resignation or expiration of term) and determine the faculty in each college who are eligible to fill the open positions. This information will be sent to the president of the Faculty Senate and the appropriate administrators. The Senate President shall designate two Senators in the college to supervise the elections for that college.

6.2. It will be the responsibility of each college=s Faculty Senate delegation, in cooperation with the appropriate administrator, to develop, produce, and send to all members of the voting faculty, by campus mail or email, a nomination ballot listing the committees which have vacancies, accompanied by a list of the faculty who are eligible to serve and the criteria (if any) for serving. The voting faculty shall be all full-time faculty with the rank of instructor or higher and with at least one year of full-time faculty experience at Lamar, excluding administrators at the departmental chair or director level or above and who have six hours or less of teaching responsibility. Likewise, members of the voting faculty shall be eligible to serve as faculty representatives on University committees.
6.3. The voting faculty shalll return nomination ballots to the supervising Senators, via the office of the appropriate administrator, within five days of the date posted on the nominating ballot. All persons receiving a nomination shall be considered nominees for the election, unless ineligible or unwilling to serve. The list of nominations shall then be sent to the faculty, and faculty who do not wish to stand for election should notify the supervising Senators of their wish to have their names omitted from the ballot.

6.4 The Faculty Senate delegation of the college, assisted by the appropriate administrator, shall develop a ballot and distribute it to the voting faculty by campus mail or email, with instructions to return the completed ballot to the supervising Senator, via the office of the appropriate administrator, within five days of the date posted on the ballot The process should be designed to preserve the anonymity of the voters and the integrity of the election.

6.5 For each election, the election of a member shall require the receipt of a majority of those votes cast. The appropriate administrator, assisted by the supervising Senators, will be responsible for counting the ballots and reporting the results to the Executive Vice President for Academic Affairs. If no candidate for a position receives a majority of the votes cast, there will be a runoff election following the procedure outlined above. In case of a tie yielding more than two candidates, the run-off election will consist of those nominees involved in the tie and shall be decided by a plurality of votes

6.6. Unless otherwise designated by the President, the election process shall begin on or before March 1 each year and shall be completed by April 15.

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