

Faculty Senate
March 2, 2016
Mary and John Gray Library

Attending: Arts and Sciences: Patricia Heintzelman, Cristian Bahrim, Tom Sowers, Kami Makki, Valentin Andreev, Stacey Knight, Judy Smith, Jennifer Ravey, Jiangjiang (Jane) Liu, J.P. Nelson, Chandru Chandrashekar, Ming Lou, Carol Hammonds, Martha Rinker, Cheng-Hsien Lin **Business:** Ricardo Tovar-Silos, Karyn Neuhauser, Vivek Natarajan, **Education:** Dorothy Sisk, Cristina Rios, Rick Carter, Diane Mason, Vanessa Villate, Randy Davis **Engineering:** John Gossage, Qin Qian, Jenny Zhou **Fine Arts and Communication:** Nicki Michalski, Bryan Proksch, Joel Grothe, Connie Howard **Library:** Michael Saar, Sarah Tusa **Lamar State College Port Arthur:** Mavis Triebel **College Readiness:** Melissa Riley

Absent: Arts and Sciences: Ana Christensen, T.J. Geiger, Jennifer Daniel, Adrienne Starnes, Mark Mengerink, Roger Cooper, James Armacost, Ted Mahavier **Business:** George Kenyon, Seokyon Hwang **Education:** Nancy Adams, Ken Young, Janice Kimmons, **Engineering:** Paul Corder, Wendell Bean, Xinyu Liu **Fine Arts and Communication:** Richard Gachot, Zanthia Smith, Xenia Fedorchenko

Call to Order: 3:35 p.m.

Guest Speaker: Shellie Fischer

- The email change over process to Microsoft 365 began in 2014.
- There are steps you need to undertake before you can be changed over.
 - Clean up your mailbox and folders by March 4, 2016.
 - Large folders will slow down your migration.
 - You will lose large attachments.
 - Folder shares and calendar shares need to be noted so you can set them up in 365.
 - You need to make a copy of your address book and keep it outside of Zimbra.
 - Make note of your filters and rules so you can set them up in the new system.
 - Print and verify your calendar.
 - Export your briefcase.
 - Save a copy of your signatures.
- These things also need to be done for department accounts.
- Your aliases will move.
 - Incoming email will include all identifiers.
 - Outgoing email will only show the LEA.
- After the move, you will have to reconfigure
 - Outlook desktop clients
 - Mobile devices
 - Contact groups
 - Calendar and folder shares
 - Recurring meetings
 - Mail filters and rules

- Signatures
- Training will be available Monday-Wednesday beginning March 28 until the end of the project (May 18) in the Cherry Engineering Training Room.
- You cannot merge personal and business 365 accounts. You will have access to both.
- Migration will be done in groups.
 - Academic units will be first.
 - You will receive an email before you are migrated.
 - The migration will be done on the weekends.
 - Sharing only works within 365.
- Because of the university's agreement with Microsoft, you have access to 15 copies of Office per person. They can be used on home or mobile devices.

Approval of minutes: Judy Smith made a motion to accept the minutes of the last meeting. Valentin Andreev seconded the motion, and it passed.

President's Report:

- The university curriculum council has purview over syllabi. The template issue is being put on their agenda.
- President Evans says the communication and traffic issue was a snafu and should not happen again.
- Chief Flores will come to our April meeting to discuss safety concerns and active shooter training.
- At the Texas Council of Faculty Senates, there were two major issues of discussion.
 - Campus carry was a big topic. LU's policy is under review. Sporting events and TALH will be gun free.
 - The 30*60 plan concerns were discussed. The plan does include associate's degrees and certificates.
- Start your elections as soon as possible.
 - Contact an officer if you need help.
 - Karen Neuhauser is running elections for Business.
 - We need a person to run elections in Engineering.
 - A list of email fore people should be emailed to senate members.
- The nominating committee for senate officers needs to be set up.
- Volunteers will be needed for Staff Appreciation Day.

Committee Reports:

- **Academic Issues:** the committee is waiting for a reply from Kevin Smith about the 5 minutes added to classes.
- **Budget Issues:** Dr. Evans says we need a new equity study. It will start in fall. We will spend spring preparing. The Provost sent out a deadline extension for the distinguished teacher and research awards.
- **Distinguished Faculty Lecture:** The call for nominations has closed. There were 9 nominations. The nominees will have until March 21 to respond. The committee will meet in April and announce the speaker in May.

- **Faculty Issues:** the committee is working with academic issues on several items. The committee is still getting questions about promotion and tenure and the role of 2nd and 4th year reviews. Please send an email to Vivek Natarajan if you have any issues or concerns you would like for the committee to address.
- **Research:** no report
- **F2.08 task force:** a survey was handed out to help the task force assess the current state of how the F2.08 form is being used.

Old Business:

- Kevin Smith just sent an email saying that for fall we can let classes out five minutes earlier than the scheduled time if we wish. The class periods will be adjusted for future semesters.

Adjournment:

The meeting was adjourned at 4:35 pm