

UNO Faculty Senate Meeting, April 24, 2014

Innsbruck Rooms A-B, UC

1. Call to Order and Welcome

The meeting was called to order at 3:03 PM by Dr. Elaine Brooks.

2. Roll Call

Current roster of Faculty Senators

Administration	Rachel	Kincaid	(13-14)	Absent
Staff Council	Derek	Rodriguez	(13-14)	Absent
SG President	Brandon	Bonds	(13-14)	Absent
Alumni Assoc.	Dinah	Payne	(13-14)	Present
Adjunct	(vacant)		(13-14)	
Business	Dinah	Payne (SE)	(13-14)	Present
Business	James	Logan	(12-15)	Present
Business	Matt	Zingoni	(12-15)	Present
Business	Cherie	Trumbach	(11-14)	Present
Business	Mark	Reid	(13-16)	Absent
Business	Christy	Corey	(13-16)	Present
Business	Ivan	Miestchovich	(13-16)	Present
Education	Richard	Speaker (SE)	(13-16)	Present
Education	Zarus	Watson	(12-15)	Excused
Education	Polly	Thomas	(13-16)	Absent
Education	Matt	Lyons	(11-14)	Present
Education	Paul	Bole	(11-14)	Present
Engineering	Enrique	La Motta (SE)	(11-14)	Excused
Engineering	Malay Ghose	Hajra	(12-15)	Excused
Engineering	Nikolaos	Xiros	(12-15)	Absent
Engineering	Dimitrios	Charalampidis	(13-16)	Absent
Liberal Arts	Steve	Striffler (SE)	(11-14)	Present
Liberal Arts	Robert	Montjoy	(13-14)	Excused
Liberal Arts	John	Kiefer	(11-14)	Present
Liberal Arts	Christine	Day	(11-14)	Present
Liberal Arts	Elaine	Brooks	(12-15)	Present
Liberal Arts	Peter	Yaukey	(12-15)	Absent
Liberal Arts	James	Lowry	(12-15)	Present
Liberal Arts	Marla	Nelson	(12-15)	Excused
Liberal Arts	Vern	Baxter	(12-15)	Present
Liberal Arts	Beth	Blankenship	(12-15)	Present

Liberal Arts	Connie	Atkinson	(11-14)	Absent
Liberal Arts	David	Beriss	(11-14)	Absent
Liberal Arts	Alison	Arnold	(11-14)	Absent
Liberal Arts	Andrew	Goss	(13-16)	Present
Liberal Arts	Renia	Ehrenfeucht	(13-16)	Present
Liberal Arts	Laszlo	Fulop	(13-16)	Present
Sciences	Jairo	Santanilla (SE)	(12-15)	Present
Sciences	Elizabeth	Shirtcliff	(11-14)	Absent
Sciences	Greg	Seab	(11-14)	Present
Sciences	Steven	Shalit	(11-14)	Absent
Sciences	Mark	Kulp	(11-14)	Present
Sciences	Leonard	Spinu	(12-15)	Excused
Sciences	Vassil	Roussev	(12-15)	Present
Sciences	Nicola	Anthony	(13-16)	Present
Sciences	Tu	Shengru	(13-16)	Present
Sciences	Steve	Rick	(13-16)	Present
Library	Connie	Phelps (SE)	(12-15)	Present
Library	Marie	Morgan	(13-16)	Present

3. Approval of minutes from the 3/26/14 meeting:

Ms. Connie Phelps moved and Dr. Cherie Trumbach seconded to approve the minutes of the 3/26/14 meeting. The motion passed unanimously.

4. Announcements from the Faculty Senate President (Dr. Brooks):

- a) There is a Faculty Senate Governance Meeting in Alexandria on May 3rd; anyone can attend. Let Dr. Brooks know if you are interested and she will send the invitation.
- b) Evaluations of Deans Mader (Library Services) and Johnson (Sciences) were sent out to faculty and staff on April 16, 2014. Responses to the evaluations are due by the end of the day on May 2, 2014. Dr. Brooks is not sure when the report will come back (possibly summer or fall) nor whether it will be she or the new Senate President who will be responding.
- c) The UL System Board of Regents has approved the UNO Mission Statement and Vision Statement in the 2015-2020 Strategic Plan. In the next few weeks, the Board of Regents will review and hopefully approve the entire Strategic Plan. Each unit on campus should be working on developing a departmental strategic plan that is aligned with the UNO Strategic Plan. President Fos was going to remind every chair and director that all units should complete their strategic plan by Friday, May 16th. Drs. Bill Sharpton and Leslie Culver have developed a template in Weave that will assist in the creation of departmental strategic plans for SACSCOC compliance.

5. Faculty Senate Bylaws Revision (Dr. Brooks; see Appendix 1 for final approved document on April 24, 2014):

Dr. Brooks said that she really had to recognize Ms. Phelps and Ms. Marie Morgan for their work, especially Ms. Morgan who did an incredible job aligning the Bylaws to the UL system. The Bylaws are in a state now where we can actually put them up on the Website, which is important when SACS comes. Dr. Brooks asked for and received a round of applause for Ms. Morgan. We are precisely doing today what we voted on with the last Bylaws revisions, turning the meeting over to the newly-elected and continuing senators for the election of officers, but we realized after the last meeting that we did not really stipulate the end of term. The April meeting is a meeting of transition. Dr. Brooks asked for a motion to accept the proposed amended language of Article II. Representation, Section B. Terms of Service, line 6: “All terms shall run ~~until the convening of a new Senate~~ **from the end of the regular April meeting until the election for officers at the end of the regular April meeting the following year.**” Dr. Trumbach moved and Dr. Jim Logan seconded the motion. There was no discussion before a vote was held: all in favor; none opposed. The motion carried, and this was the end of all the revisions of the Bylaws.

6. Faculty Senate End-of-Year Committee Reports:

All Committees submitted a written report (see **Appendix 2** for full reports). In most cases, committee chairs or members presented briefer verbal reports:

Faculty Senate Executive Committee (Dr. Brooks):

Faculty Senate Executive Committee (FSEC) did a lot, and it was not an easy year. The Senate Website was updated, and Dr. Brooks will send in all the minutes and agendas for the year, along with the Bylaws. It will all be ready for SACS.

Many people met with FSEC to express their concerns, including Dr. Christine Day regarding veterans’ benefits on campus, Dr. Elizabeth Shirtcliff regarding the closing of the Children’s Center, and Drs. Bill Sharpton and Leslie Culver regarding a central repository of committees. Dr. Brooks, Ms. Phelps, and Dr. Dinah Payne will have to get together and draft charges for any committee that has anything to do with faculty governance. Dr. Brooks added that Ms. Phelps has incredible institutional knowledge when it comes to committees, and Dr. Payne is an excellent writer.

Dr. Brooks also referred to FSEC’s questions for administrators meeting with President Peter Fos and Vice-Presidents Gregg Lassen in October; a discussion with Faculty Council officers regarding the Faculty Workload Policy, which led to the February 2014 Faculty Council meeting; a discussion regarding the General Education Requirements; and much discussion in March 2014 regarding the transition of officers from an August term to an April term.

Faculty Welfare Committee (Dr. John Kiefer, who also reported on the Faculty Welfare Survey):

117 faculty members responded to the survey. Over 92% were deeply concerned about compensation; the other two big concerns were benefits and travel support. What was really valuable were the comments; they were well thought out and provided good data. Hopefully, the report will guide the Administration in the coming year. Dr. Brooks said that she will make sure to get the report to Administration.

Dr. Kiefer mentioned two items not in the written report: (1) They represented us with Human Resources when the latter was looking for ways to recognize faculty. They decided to stay away from the “faculty of the month” idea and thought that we should have a more professional approach. But all the people with whom they worked at HR are now gone, so Dr. Kiefer is not sure what will happen. (2) Dr. Birdie Shirtcliff’s spearheading of efforts to keep the Children’s Center open.

Academic Freedom, Tenure and Professional Ethics (Dr. James Lowry):

The Committee did the two resolutions regarding the Workload Policy, the first one drafted by Dr. Vern Baxter to present to Faculty Senate, and the second one presented to Faculty Council.

Academic Procedures and Standards (Dr. Christy Corey):

The Committee presented an oral summary on veterans’ affairs. Basically, there is a student organization to support these guys. Some follow-up is needed.

Budget and Fiscal Affairs (Dr. Vassil Roussev):

The Committee did a fair bit of work on RCM, with a lot of pain around that. They were charged with trying to figure it out and to get the fiscal picture of the University. In some ways, the report is out of date, and they have no idea what is going on now. The main thing going forward is to find out what the faculty wants out of this Committee. To Dr. Roussev, the Committee should keep the faculty informed of budgetary issues.

Evaluation of Administrators (Dr. Brooks read from the written report.)

Nominations and Elections (Dr. Andrew Goss read from the written report.)

Dr. Trumbach wanted to add something regarding FSEC for the Senate going forward. One of the things that the Committee started off with at the beginning of the year was improving the role of the Senate committees in faculty governance. One of the things that FSEC or the Senate as whole should do is that when an ad hoc committee comes up, the chairs (or someone) from these various Senate committees should sit on the ad hoc committee. This issue was sidetracked and derailed with all the minutiae that came up.

At this point Dr. Brooks thanked everyone and said that it has been a pleasure to serve. Dr. Payne said that we owe a big debt to our officers this year, and Ms. Morgan thanked Dr. Brooks for doing such a good job in a difficult year.

7. Roll Call of Newly Elected and Continuing Senators

Administration	Rachel	Kincaid	(13-14)	Absent
Staff Council	Derek	Rodriguez	(14-15)	Absent
SG President			(13-14)	
Alumni Assoc.	Dinah	Payne	(13-14)	Present
Adjunct	(vacant)		(13-14)	
Business	Dinah	Payne (SE)	(13-16)	Present
Business	James	Logan	(12-15)	Present
Business	Matt	Zingoni	(12-15)	Present
Business	Cherie	Trumbach	(14-17)	Present
Business	Mark	Reid	(13-16)	Absent
Business	Christy	Corey	(13-16)	Present
Business	Ivan	Miestchovich	(13-16)	Present
Education	Richard	Speaker (SE)	(13-16)	Present
Education	Zarus	Watson	(12-15)	Excused
Education	Lena	Nuccio-Lee	(13-16)	Present
Education	Ivan	Gill	(14-17)	Present
Education	Matt	Lyons	(14-17)	Present
Engineering	Edit	Bourgeois (SE)	(14-17)	Present
Engineering	Malay Ghose	Hajra	(12-15)	Excused
Engineering	Nikolaos	Xiros	(12-15)	Absent
Engineering	Dimitrios	Charalampidis	(13-16)	Absent
Liberal Arts	Nancy	Easterlin (SE)	(14-17)	Present
Liberal Arts	David	Beriss	(14-17)	Absent
Liberal Arts	James	Mokhiber	(14-17)	Present
Liberal Arts	Chris	Day	(14-17)	Present
Liberal Arts	Elaine	Brooks	(12-15)	Present
Liberal Arts	Peter	Yaukey	(12-15)	Absent
Liberal Arts	James	Lowry	(12-15)	Present
Liberal Arts	Marla	Nelson	(12-15)	Excused
Liberal Arts	Vern	Baxter	(12-15)	Present
Liberal Arts	Beth	Blankenship	(12-15)	Present
Liberal Arts	Peter	Schock	(14-17)	Present
Liberal Arts	Steve	Striffler	(14-17)	Present
Liberal Arts	Pam	Jenkins	(14-17)	Present

Liberal Arts	Andrew	Goss	(13-16)	Present
Liberal Arts	Renia	Ehrenfeucht	(13-16)	Present
Liberal Arts	Laszlo	Fulop	(13-16)	Present
Sciences	Jairo	Santanilla (SE)	(12-15)	Present
Sciences	Elliott	Beaton	(14-17)	Present
Sciences	Greg	Seab	(14-17)	Present
Sciences	Wendy	Schluchter	(14-17)	Present
Sciences	Joel Andrew	Webb	(14-17)	Excused
Sciences	Leonard	Spinu	(12-15)	Excused
Sciences	Vassil	Roussev	(12-15)	Present
Sciences	Nicola	Anthony	(13-16)	Present
Sciences	Steve	Rick	(13-16)	Present
Sciences	Tu	Shengru	(13-16)	Present
Library	Connie	Phelps (SE)	(12-15)	Present
Library	Marie	Morgan	(13-16)	Present

At this point Dr. Brooks turned the meeting over to Dr. Goss for the officer elections.

8. Election of Officers—President, Vice President and Secretary (Dr. Goss, chair of Nominations and Elections Committee):

Dr. Goss stated that the new and continuing senators should be present at the table to make the elections run more smoothly. Elections are for President, Vice President, and Secretary. All officers will also serve on FSEC and may also come from FSEC members. Only two members from each college or the Library can serve on FSEC. Nominations have to be accepted by the person, so we cannot nominate anyone who is not here.

There was a single nomination for President – Pamela Jenkins (Liberal Arts). There being no nominations from the floor, Dr. Richard Speaker moved that the nominations be closed; there was a second. Dr. Goss believes that there should still be an election so that the minutes can say that she has been elected. There was a verbal vote: all in favor; none opposed. Dr. Jenkins was elected President of the Senate.

There was one nomination for Vice President – Wendy Schluchter (Sciences). There being no nominations from the floor, Dr. Payne moved that the nominations be closed; there was a second. There was a verbal vote: all in favor; none opposed. Dr. Schluchter was elected Vice President of the Senate.

There were no nominations for Secretary. Dr. Goss said that is an important position, although he was having trouble thinking of all the advantages. It does mean a seat on the FSEC. Dr. Edit Bourgeois asked Ms. Morgan if she was continuing on Senate and would she not do it again, and Ms. Morgan agreed to be nominated. Dr. Payne moved that the nominations be closed; there

was a second. There was a verbal vote: all in favor; none opposed. Ms. Morgan was elected Secretary of the Senate.

At this point, Dr. Goss announced that this was his last Senate meeting, as he has accepted a different job on July 1st.

Dr. Jenkins assumed the Presidency and thanked Dr. Brooks for all the work that she and the FSEC did this past year. It was an important year, and there is a lot of work for the coming year.

9. Old Business. None.

10. New Business. None.

11. Adjournment.

A motion to adjourn was moved by Dr. Payne and seconded by Dr. Matt Zingoni. The meeting adjourned at 3:47 PM.

Respectfully submitted,
Marie Morgan
Faculty Senate Secretary, 2013/14
August 18, 2014

APPENDIX 1 (Approved Faculty Senate Bylaws as of 4/24/14):

**BYLAWS OF THE FACULTY SENATE
OF THE UNIVERSITY OF NEW
ORLEANS**

ARTICLE I. NAME AND PURPOSE

The name of this body shall be the Faculty Senate of the University of New Orleans. As an authorized, representative body of the faculty under the administration of the University of New Orleans, the Faculty Senate is constituted to promote and implement, consistent with the purposes of the University, maximum participation of the faculty in university governance. In this capacity, the Faculty Senate will assist the administration in such matters of primary faculty responsibility and interest, such as academic standards and curriculum, student affairs, and administrative policy as it affects faculty welfare. Further, the Faculty Senate shall have authority in all matters affecting more than a single college, school, or a division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters.

The Faculty Senate will recommend, when appropriate, faculty to serve on university-wide committees, including the search committees for University-wide administrators. The Faculty Senate shall establish, set charges for, and supervise University and Senate Standing Committees. It shall be responsible for populating membership of Faculty Senate Standing Committees.

The Faculty Senate will advise the administration in the formulation and execution of policy with respect to the broadly defined goals, priorities, and financial needs of the University. The Faculty Senate shall serve as the forum for meetings between University administration and faculty regarding relevant issues for debate and discussion. This body will also serve as a forum for advocacy of faculty prerogative and position on important academic and University matters.

The Faculty Senate shall assist in the dissemination of appropriate administrative information to faculty. The Faculty Senate will also communicate faculty interests to the public and public officials as deemed appropriate.

ARTICLE II. REPRESENTATION

Section A. Composition. The Senate shall be composed of the following:

1. Students. The student body shall be represented by the President of the Student Government (or by his/her designee).

2. Alumni. The alumni shall be represented by the President of the Alumni Association (or his/her designee).

3. Staff. The staff shall be represented by the President of the UNO Staff Council (or his/her designee).

4. Administration. Administration shall be represented by a Senate Executive Committee appointed member.

5. Faculty

a. Each academic unit (each college or the Library) shall be represented on the Senate Executive Committee, elected in a manner to be determined by that unit. This election shall precede and be separate from that for the remaining faculty Senators. Elected representation on the Senate Executive Committee from each unit is limited to full-time faculty, exclusive of the administrators of rank of Dean or above, with at least five years of full time academic service at UNO, or tenure.

b. The remaining faculty members of the Senate, elected from full-time faculty, exclusive of the administrator of rank of Dean or above, shall be divided among units to be one representative for every ten faculty members. Each unit shall determine the manner in which their representatives are elected. Each unit with ten or more full-time faculty members at the rank of Instructor will have at least one Instructor representative to the Senate at all times.

c. The chief academic officer shall by December 1 of each year forward to the Senate Executive Committee the number of full-time faculty for each major unit, using the methods employed in IPEDS reporting. The Senate Executive Committee will forward that information to the Senate Nominations and Elections Committee, which will then compute the number of seats to be elected by each unit for the next year and shall notify each unit.

- d. At the beginning of each academic year, the Senate Executive Committee will nominate one adjunct faculty of the University to be a Senate member.
- e. Vacancies shall be filled in a manner to be determined by the respective electoral unit.
- f. If there should exist full-time faculty members who are not accorded representation on the Senate under the procedures outlined above, and if these faculty are associated with administrative units not large enough to merit individual Senate representation, the Senate Executive Committee shall develop a mutually satisfactory agreement by which these faculty will be attached to an appropriately represented unit for purposes of Senate representation, and for purposes of being eligible to be candidates and to vote in Senate elections. Such agreements will be subject to ratification by the full Senate.

Section B. Terms of Service.

- 1. **Students.** The student representative shall serve a one-year term.
- 2. **Alumni.** The alumni representative shall serve a one-year term.
- 3. **Staff.** The staff representative shall serve a one-year term.
- 4. **Administration.** The administrative representative shall serve a one-year term.
- 5. **Faculty.** Full-time faculty shall serve staggered three-year terms. The adjunct faculty representative shall serve a one-year term.
- 6. All terms shall run from the end of the regular April meeting until the election for officers at the end of the regular April meeting the following year.

Section C. Timing of Elections.

- 1. The elections of faculty Senators shall be staggered so that one-third of the elected representation from each unit shall be chosen each year.
- 2. Senatorial elections shall be held in the spring semester no later than April 1. The elected officers of the Senate shall be a President, Vice President, and Secretary. The Parliamentarian shall be appointed by the Senate President from faculty Senate members.

ARTICLE III. OFFICERS

Section A. Duties.

- 1. The **President** shall be the presiding officer at all meetings of the Senate. The President shall have the primary responsibility for preparing the agenda for each meeting and shall circulate notices of meetings and agendas to the entire UNO community. The President shall maintain a Senate calendar of business in committees and shall publish an updated calendar with the agenda for each regular Senate meeting. The President shall monitor the status of all resolutions passed by the Senate that request action and take appropriate steps to expedite implementation of such actions. The President shall report on the status of all actions passed by the Senate but not yet implemented or rejected. The President shall serve as the faculty's representative to the UL System Faculty Advisory Council and other statewide groups or may designate another member of the Senate to serve in his/her place. The President or his/her designee shall report to the Senate on issues being considered by any of these statewide groups that have an effect on the UNO campus.
- 2. The **Vice President** shall assume the responsibilities of the President whenever the President is absent or otherwise unable to perform these duties and shall handle all correspondence of the Senate other than that specifically assigned to the Secretary. The Vice President shall keep minutes at the meetings of the Senate Executive Committee.

3. The **Secretary** shall keep minutes of each meeting of the Senate and send them to the Senate President for inclusion with the meeting notice and the agenda for the upcoming meeting. The Secretary shall ensure that the approved minutes are posted to the Faculty Senate web page and SharePoint sites within one week after each Senate meeting. Reports made to the Senate shall be made available to the Secretary by electronic means within one week of the Senate meeting at which the report was made.

4. The **Parliamentarian** shall ensure that all meetings are conducted in accordance with Robert's Rules of Order (latest edition).

Section B. Elections and Terms of Office.

- 1.** Elected officers of the Senate shall be nominated and elected by majority vote of continuing and newly-elected members present at the regular April meeting.
- 2.** The Senate President, Vice President, and Secretary shall be elected from faculty Senate members.
- 3.** Officers of the Senate shall serve until their successors are elected.
- 4.** Elected officers of the Senate shall serve a one-year term and be eligible for reelection but shall not serve more than three consecutive terms.

ARTICLE IV. COMMITTEES

Section A. Executive Committee.

The Senate President, the Vice President, the Secretary, and representatives elected by each college and the Library shall comprise the Senate Executive Committee. There shall be no more than two members from each of the colleges and Library serving on the Senate Executive Committee at any one time. The President shall chair the Senate Executive Committee. The Senate Executive Committee represents the faculty as an advisory committee to the University President, making recommendations and stating faculty viewpoints concerning the policies and proposed policies of UNO.

The Senate Executive Committee shall meet following each Senate meeting to review proposals and resolutions submitted to the Senate for action and to determine whether the matter should become an item of Senate business. The Senate Executive Committee may seek clarification of the submitted item from the Senator who originated it. If the Senate Executive Committee agrees that the matter deserves Senate attention, it shall assign the item to a Senate Standing Committee, a university committee or an ad-hoc committee, with a specific written charge, a tentative timetable for action, and a recommendation to work with another University committee if appropriate. If the Senate Executive Committee chooses not to accept an item for Senate action, it may refer the matter to the administration. Decisions by the Senate Executive Committee not to accept a proposal may be appealed to the entire Senate at the next regular meeting. The Senate President shall report the actions of the Senate Executive Committee to the Senate.

Section B. Senate Standing Committees.

It shall be the duty of the Senate Standing Committees to study proposals and resolutions submitted to the Senate and to recommend appropriate action on them to the full Senate. Each faculty Senator shall serve on at least one Senate Standing Committee. Each committee is responsible for submitting an annual report to the Senate, and making more frequent reports if

warranted or if requested by the Senate Executive Committee. Each committee elects its own Chair from within its membership.

Academic Freedom, Tenure and Professional Ethics Committee.

This Committee shall concern itself with the academic privileges and responsibilities of all members of the University community.

Academic Procedures and Standards Committee.

This Committee formulates and reviews policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency. The Committee examines policies and procedures for academic advisement, scheduling of classes, and registration. Additionally, the Committee creates and analyzes policies to be observed by the instructional faculty in conducting classes, seminars, examinations, students' research, and student evaluations.

Budget and Fiscal Affairs Committee.

This Committee shall review the University-wide budgets in cooperation with appropriate officers of Administration. The Committee shall apprise itself of the general financial position of the University and of significant policy and priority aspects of budget decisions. The Committee shall report all significant plans to the Senate, with recommendations when appropriate. The Committee will include a representative from each college and the Library.

Evaluation of Administrators Committee.

This Committee shall be composed of the Senate President, one Senate member from each college and the Library, and one staff member from the University Computing Center. The Committee will conduct the surveys which are part of the evaluation of the Deans for the Office of Academic Affairs, and surveys of other administrators, as directed by the University President. The Senate President shall accompany the Provost or other administrator to faculty meetings to report the results of such surveys.

Nominations and Elections

This Committee functions as a committee on committees, and shall be responsible for populating Senate Committees. The committee will also make recommendations to the University President concerning the selection of individual faculty members whom the University President will appoint to the appointed University Standing Committees and ensuring that vacancies on elected University Standing Committees are filled. The Committee runs the election for Hearings Committee pool at-large members. In addition, the Senate Nominations and Elections Committee submits a slate of candidates for the Senate transition meeting elections. The Senate relies on the good judgment of the members of the Senate Nominations and Elections Committee to present candidates that reflect the quality and diversity of the campus community. The Senate President serves as a non-voting ex-officio member of the Senate Nominations and Elections Committee.

Faculty Welfare Committee.

This committee shall strive to secure for faculty members those services which will contribute to their welfare or convenience, including orientation to the University, housing, payroll deductions, insurance, health services, and they shall communicate annually with the University President regarding policies governing faculty perquisites and the structure of salaries. The committee shall, acting of its own volition, upon the request of the Senate and/or others, study, evaluate, and report on faculty compensation, including salary and fringe benefits; act in an advisory capacity with the University administration in ascertaining desired changes in faculty compensation; provide information to the faculty on available fringe benefits; solicit faculty

suggestions, information, and advice regarding faculty compensation, including salary and fringe benefits; and maintain and keep current committee website.

Section C. University Standing Committees.

University Standing Committees shall be composed of faculty members appointed by the University President on the recommendation of the Senate Nominations and Elections Committee or elected by the colleges and the Library. The Senate will establish, set charges for, and supervise the University Standing Committees. Reports from the committees will be discussed in the Senate before being formally communicated to the Administration or other body as appropriate. Each committee is responsible for submitting an annual report to the Senate, and making more frequent reports if warranted or if requested by the Senate Executive Committee.

Current appointed University Standing Committees are:

Committee on Courses and Curricula
Committee on Recruitment & Retention
Committee on Student Affairs
Student Publications Board

Current elected University Standing Committees are:

Committee on Distance Learning
Committee on the Library
Committee on University Honors and Awards

Section D. Disciplinary Committees.

All disciplinary-related committees, including the Charges Committee, Hearings Committee Pool, Grievance Review Committee, and the Peer Review Oversight Committee, are elected from the faculty, and work under the purview of the Office of Academic Affairs. The Senate Nominations and Elections Committee will assist in the elections of members, and in the functioning of the disciplinary committees where appropriate. In particular, the chair of the Senate Nominations and Elections Committee shall direct the election of the Peer Review Oversight Committee chair by the voting members.

Section E. Senate Ad-hoc Committees.

The Senate Executive Committee may establish ad-hoc and temporary committees for the purpose of addressing specific and major faculty and/or institutional concerns. Upon activation of a specific committee, the Senate Executive Committee shall prepare a specific charge for the committee and include the form and timing of the response requested.

ARTICLE V. MEETINGS

Section A. A regular meeting of the Senate must be held monthly on a Monday, Tuesday, Wednesday, Thursday rotation, except December, during the fall and spring semesters. Special meetings shall be convened on the call of the Senate President or on the request of four members of the Senate addressed to the Senate Secretary.

Section B. All meetings shall be open to members of the UNO faculty, staff, student body, and alumni, except when the Senate, by majority vote of those present, designates a meeting or portion thereof as an executive session.

ARTICLE VI. NOTICE OF MEETINGS

One week before the date of regular meetings, an electronic notice shall be sent to the entire UNO community. Notices of special meetings must precede the meeting date by a reasonable time and shall be circulated as indicated for notices of regular meetings. All notices of meetings must contain as complete an agenda as possible. Members of the Senate may have items included on the agenda by forwarding them to the Senate President two weeks in advance of the regular meeting.

ARTICLE VII. QUORUM

A majority of the voting membership of the Senate shall constitute a quorum for the transaction of business at any regular or special meeting of the Senate.

ARTICLE VIII. RULES OF ORDER

When not in conflict with the Bylaws and Regulations of the Board of Supervisors of the University of Louisiana System, Robert’s Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Senate.

ARTICLE IX. ACTIONS OF THE SENATE

Any action taken by the Faculty Senate may be overturned by a majority of the Faculty Council via an in-person vote.

ARTICLE X. AMENDMENTS TO BYLAWS

Amendments to sections I, II, and X of these Bylaws may be made by affirmative vote of two-thirds of the Faculty Senate present and voting, prior written notice of one week having been given to all members of the Faculty Senate of the proposed amendment, or by a majority vote of the Faculty Council via an in-person vote. Amendments to sections III through IX of these Bylaws may be made by affirmative vote of one-half of the Faculty Senate present and voting, prior written notice of one week having been given to all members of the Faculty Senate of the proposed amendment.

[Faculty Senate approved by the Faculty Council on December 7, 2011; Amended by approval of Faculty Senate on April 30, 2012; Amended by approval of Faculty Senate on March 26, 2014; Amended by approval of Faculty Senate on April 24, 2014]

APPENDIX 2 (Faculty Senate 2013-14 End-of-Year Committee Reports):

SENATE EXECUTIVE COMMITTEE:

Faculty Senate Executive Committee Academic Year 2013-2014 Report

Date: April 24, 2014

Members of the Faculty Senate Executive Committee: Elaine S. Brooks- College of Liberal Arts, Enrique La Motta- College of Engineering, Marie A. Morgan- Earl K. Long Library, Dinah Payne- College of

Business Administration, Connie Phelps- Earl K. Long Library, Jairo Santanilla- College of Sciences, Richard Speaker-College of Education, Steve Striffler- College of Liberal Arts, Cherie Trumbach- College of Business Administration

Report submitted by Elaine S. Brooks, President of the Faculty Senate 2013-2014

The members of the Faculty Senate Executive Committee (FSEC) met three or four times a month on every Wednesday morning at 9:00 am in the fall 2013 semester and at 9:15 am the spring 2014 semester.

During the academic year 2013-2014 the committee worked on issues that affected faculty governance and faculty representation, along with some housekeeping details that have been completed.

Website Cleanup and Bylaws- The Faculty Senate website has been updated with minutes from the fall 2013 semester. By the end of the spring semester 2014 all minutes from spring 2014, all agendas for 2013-2014 FS meetings and the revised bylaws will be posted on the Faculty Senate website. Connie Phelps, Marie A. Morgan and Elaine S. Brooks worked on the bylaw revisions. Marie A. Morgan is recognized in this report as having excelled in revising the FS bylaws. The FS bylaws are now aligned with the University of Louisiana System.

Faculty Governance and Faculty Welfare Issues- The following issues were discussed and completed by the FSEC or to the Faculty Senate Committees:

Fall 2013 and Spring 2014

- 1) Lactation room facilities were discussed and the FSEC crafted a resolution that stated, "The Faculty Senate of the University of New Orleans is fully supportive of measures to be taken to provide compliant facilities to satisfy legal and moral obligations to familial health and wellbeing for students, faculty and staff at the University of New Orleans;"
- 2) The Budget and Fiscal Affairs committee was charged with understanding the policies that drive the assignment of revenues and costs in the RCM Model as used in the University and compare to our peer institutions that also use RCM;
- 3)
 - a) Academic Freedom, Tenure and Professional Ethics Committee Charges
 - I. Summary and discussion of different proposals for weights given to teaching, research and service;
 - II. Proposal to request that an instructor workload policy be drafted and discussion about a Faculty Senate proposal for developing that proposal;
 - III. AFTPE's assessment of the evaluation policy;
- 4) Human Resource Management asked the FSEC and the entire FS for input regarding the creation of an Employee Recognition Program and asked the Senate to help create the criteria for selection; the Faculty Welfare Committee was charged to partner with HR to establish the criteria;

5) Bill Sharpton and Leslie Culver met with the FSEC on September 9th, 2013 to discuss appropriate representation of FS on all university-wide committees. A central repository of committees, their charges, appointments, members, and annual reports were discussed. Consequently a repository has been built into Sharepoint, but the charges of the committees concerning Faculty Governance still need to be written. Dinah Payne, Connie Phelps and Elaine S. Brooks will complete this work by the end of the spring semester 2014;

6) Christine Day met with the FSEC on September 25th, 2013 to discuss concern about Veterans Benefits on campus and Elizabeth Shirtcliff also met with the FSEC to discuss the closing of the UNO Children's Center.

Academic Procedures and Standards Committee – Reported on veteran's advocacy at UNO at the October 23rd FS meeting, which also includes students who are on active duty (Dr. Christy Corey, chair; see Office of Veterans Affairs website: <http://www.uno.edu/registrar/veterans/>):

Dr. Corey pulled up the website and remarked that the current number of students in this population is 406 military students and dependents. UNO is recognized as a VA School of Excellence. Right now, the Office of Veterans Affairs is located in the Privateer Enrollment Center and is headed up by Dedrick Raby, who keeps up with changes and what is being covered.

Faculty Welfare Committee – Closure of UNO Children's Center

At the October 23rd FS meeting, Dr. Shirtcliff reported that she had gone to the Senate Executive Committee with her concerns over the closing of the Children's Center; then she convened an emergency meeting of the Faculty Welfare Committee. Dr. Shirtcliff presented a Power Point to the entire FS concerning the importance of maintaining a children's center at UNO.

7) Questions for administrators- President Peter Fos and Vice-President Gregg Lassen met with the FSEC on October 9th, 2014. The discussion revolved around administrative salary raises, the potential shift of academic assets/units, UNO Children's Center and Cost Containment and Revitalization Committee.

8) Peter Schock, Chairperson of English met with FSEC on January 15, 2014 to discuss student recruitment and departmental efforts in English to reach out to high school students in the New Orleans area.

9) After two resolutions were presented at the October 23rd FS meeting concerning the Workload Policy for faculty, and having not clarified the administration's response to the two resolutions, in February of Spring 2014, the FSEC and the Faculty Council Officers discussed bringing the two resolutions to the administration during a Faculty Council meeting, which was held on February 14th, 2014.

10) General Education Requirements and their revision were discussed at the February 12th FSEC meeting. Our concerns were brought to the Faculty Senate and to the UNO administration.

11) On February 19th the Faculty Senate Executive Committee met and discussed a number of issues pertinent to the departure of the Provost. One very strong sentiment that was expressed was the idea that we greatly value the initiatives developed by the Office of Academic Affairs regarding a variety of

issues. As a result, the Executive Committee developed a proposal for better shared governance between administration and faculty.

The Faculty Senate Executive Committee has proposed the establishment of the Faculty Governance Committee under the authority of the Faculty Council. This Committee is to be charged with the ongoing efforts, initiated by the Office of Academic Affairs, in the areas of program evaluation and review, performance evaluation, workload policy and unit restructuring.

12) Change in terms for FS Officers- Much discussion ensued during our March meetings of 2014 regarding the transition of officers from an August term to an April term. The final revisions will be voted on at the FS meeting on April 24, 2014.

FACULTY WELFARE:

April 18th, 2014

Report of the Faculty Welfare Committee

Dear Dr. Brooks,

This year the Faculty Welfare Committee made a determination of the issues most important to the faculty. To do this, we solicited input from all UNO faculty members through a Qualtrics survey. A report of that survey is attached to this email. The most important issues reported by UNO faculty were, in order of urgency, 1) Compensation, 2) Benefits, and 3) Travel support. Careful review should also be made of the important comments submitted by the faculty in this report. We urge that these comments and this report is shared with university and system administrators.

This survey should serve as a basic roadmap to guide future efforts of the Faculty Welfare Committee during academic year 2015-2015.

Respectfully,

John Kiefer

Member, UNO Faculty Senate and Faculty Welfare Committee

ACADEMIC FREEDOM, TENURE AND PROFESSIONAL ETHICS COMMITTEE:

Academic Freedom, Tenure & Professional Ethics Senate Committee Report AY 2013-14

We began the year by continuing work from 2012-2013 on the faculty workload policy presented by Provost Payne. We drafted a resolution in July 2013 in response to Provost Payne's original workload policy. Our resolution requested several changes, all of which Provost Payne agreed to even before we could present the resolution to the full Senate for consideration. Despite Provost Payne's acceptance of the details of our resolution, we presented the document to the Senate for consideration and discussion. After discussion we were asked to revise the document to include changes in the process

(i.e., the “mix” of faculty responsibilities and the weights assigned to each and the inclusion in the workload policy of instructors and other full-time non-tenured, non-tenure track faculty). After the revised resolution was passed by the Senate we presented it to the Provost and awaited his response.

Several months after presentation of the revised Faculty Senate Workload resolution, members of the committee were called into a meeting in which Provost Payne and Assistant Provost Sharpton presented a dramatically different workload policy. Despite the changes, we found the policy generally workable as presented. Later, when the policy was distributed to the entire faculty, we learned that the entirety of the latest policy had not been presented to us, despite our pointed questions, and that it included details we found entirely unacceptable. At that point the Faculty Council had already been called so we gathered to write a second resolution for the Faculty Council where we asked faculty to voice support for our concern about the top-down administrative style which avoided faculty inclusion and voice. That resolution easily passed and President Fos suspended the workload policy process until her could constitute a faculty advisory committee.

To summarize, the bulk of our work this academic year has been dealing with details of the workload policy, working with the 2012-13 Senate Executive Committee, President Fos, Provost Payne, and Assistant Provost Sharpton.

ACADEMIC PROCEDURES AND STANDARDS COMMITTEE:

This Academic Procedures and Standards Committee investigated all avenues of support for UNO students who are active military or veterans. In Fall 2013, 406 military members and/or their dependents were enrolled at UNO. UNO is recognized as a VA School of Excellence. Current service to vets and active military students is provided via the Office of Veterans affairs which is run by Dedrick Raby. Katie Bandy is also a go-to person as an Admissions Counselor for Military and Adult Students. Currently, Mr. Raby is attempting to form a student organization that can function as a support group for these students. A veteran faculty or staff member who is aware of the special needs of these students will be chosen to be part of this organization. Military students mostly major in Engineering, Business Administration, or Interdisciplinary Studies. Perhaps we can, via Global UNO, offer courses online to this population or simply enhance our Office of Veterans Affairs website to better serve their needs, particularly when deployments for active duty interrupt the students’ current semester of coursework.

BUDGET AND FISCAL AFFAIRS COMMITTEE:

UNO Senate Budget & Fiscal Affairs Committee FY 2014 Report

During FY 2014, the UNO Senate Budget & Fiscal Affairs Committee (*the committee*) was charged by the Senate with “understanding the policies that drive the assignment of revenues and costs in the RCM Model as used in the University and to compare our RCM Model to our peer institutions that also use RCM.”

As part of its charge, the committee met with Dr. Gregg Lassen, VP for Business Affairs, on Oct 16 and Oct 30, 2013, and with Dr. Matt Moore, Assistant Provost and University Registrar, on Nov 20, 2013. The main result of the discussions is the attached report, which summarizes the overall fiscal situation faced by the university (as of the beginning of the fiscal year).

The main open issue for the Senate to decide is what is going to be the charge for the committee for next year given the changes in leadership and (presumably) overall approach to budgeting. In particular, there is currently no well-defined mechanism by which faculty participate in the regular budgeting process.

Committee Members

Mark Kulp

Ivan Miestchovich

Marie Morgan

Marla Nelson

Mark Reid

Vassil Roussev (vice-chair)

Polly Thomas (chair)

The RCM Model & UNO

The UNO Senate Budget & Fiscal Affairs Committee (*the committee*) has been charged by the Senate with “understanding the policies that drive the assignment of revenues and costs in the RCM Model as used in the University and to compare our RCM Model to our peer institutions that also use RCM.”

Status Quo

As part of its charge, the committee met with Dr. Gregg Lassen, VP for Business Affairs, on Oct 16 and Oct 30, 2013, and with Dr. Matt Moore, Assistant Provost and University Registrar, on Nov 20, 2013. Based on the discussions, the overall fiscal situation faced by the university, which can be summarized as follows:

- *Sources of income.* Tuition (\$42M) and state allocation (\$21M) constitute 95% of our current income. Fees (1.5%) and indirect cost recovery from research grant (3-3.5%) comprise the rest. The base state allocation rate is \$141.05 per credit hour; that rate is adjusted according to a matrix of parameters, such as level of student, program of study, and CIP codes. The rate is then adjusted by subtracting 63.83% of it and, from the result, an additional 43% are subtracted; this leaves ~\$29 per credit hour.
- *Declining income.* Over the last four years support from the State of Louisiana has declined from \$54M to \$21M; we've had a parallel decline in enrollment and the corresponding tuition income. Although costs have declined as well, the rate of decline has been slower leading to a primary imbalance between income and expenses.
- *Structural budget deficit.* UNO, following poor budget practices, has had a structurally unbalanced budget, with operating expenses exceeding revenue from tuition and the State, for the past several years. The difference had been covered with existing reserves, ORSP funds, and other unsustainable sources. At present, there are no more funds available to cover the gap and UNO has no choice but to balance its books. The budget gap as of last years was in the order of \$6M: \$100M in income vs. \$106M in expenses. Updated numbers show an estimated gap of \$4.88M for the Fall 2013 semester and a projected \$2.44M for the Spring 2014.
- *Cost structure.* Approximately 70% of the expenses are payroll related; following years of persistent cuts, the usual "easy" targets outside of personnel (such as travel) have already been shrunk to a rounding error. UNO is locked into some external contracts that could be improved but timing and success of such efforts are uncertain at this time.
- *Vanishing reserves.* As of the beginning of the FY 2014, UNO has approximately \$14 million in reserves (down from \$19 million in FY 2013). The vast majority of these are restricted and access to them to cover any shortfalls is difficult and complicated, *at best*.
- *View from the top.* According to Dr. Jim Purcell, Commissioner of Higher Education, during his Nov 14, 2013 campus visit, UNO is *overfunded* as per the State's allocation formula, which points to funding at \$17.6M. UNO has the lowest student-to-faculty ratio of 20:1 among our peers; the next closest institution is at 26:1. State allocations assume an average size of 26.

The essential takeaway is that, over the medium-to-long term, the university cannot simply cut its way out of the current situation—the proverbial “fat” is long gone. UNO needs (urgently) to bring in more income in order to sustain itself and compete successfully with other universities.

Long-term Income Initiatives

The main focus of the administration at presents is twofold: a) stop enrollment decline and improve retention rates; and b) begin investing in initiatives that would bring future growth.

- *Improve retention.* Currently, UNO is at the bottom of its peer group in terms of student retention and any success in improving that will have an immediate impact on the bottom line and will also improve our reputation.
- *Recruit out-of-state students.* While UNO will always serve the needs of the Greater New Orleans area, we need a larger pool of potential students. One strategy would be to use New Orleans and low tuition to attract students from large metro areas, such as Houston, Dallas, and Chicago, which are one short flight away. Given the large populations of these metro areas, up to 1/3 of our future student body could come from out of state.
- *Recruit internationally.* With its international initiatives, UNO is well positioned to attract international students, which (over time) could account for up to 1/3 of our students.

The takeaway is that these initiatives are in the process of being implemented now but, even in the best case, the returns on investment—especially recruitment—would take in the order of 3-5 years to make a notable impact on our budget situation.

Immediate Income Initiatives

Currently, the most immediate path to improving the income rests with:

- *Variable tuition rate and per-hour tuition pricing.* Variable tuition rate would allow the university to charge different tuition rates for different specialties (thereby, better aligning them with actual costs); per-hour pricing will remove the current cap on tuition charges per semester (which forces the university to subsidize student taking more than 12 credit hours). There are active legislative initiatives that would implement these (potentially) in time for next fiscal year.
- *Reduction of scholarships.* By law, the university should not be offering more than 120 scholarships at any one time; currently, UNO offers upwards of 2,600 of them at a total cost of \$10.9M. Normalizing the scholarship level would take several years but some results, in the form of smaller future commitments, will begin to show up next fiscal year.

Cost Containment

Cost containment will be *the* major task for the university for the remainder of the fiscal year, and for the foreseeable future. The Board of Regents has made it clear that fiscal discipline will be imposed on the university should the internal process fail to deliver the necessary results in the form of a balanced budget.

The main concerns on part of the committee are that:

- There seems to be a breakdown of communication between the administration and the faculty body. Faculty have had difficulty in obtaining direct, relevant information regarding the transition process and the decisions that would have to be made at the department/college level. The administration has not received the expected response from the departments and colleges. Much valuable time has been lost in this untenable situation.
- It appears that the *Cost Containment Committee* is expected to bear the heavy burden of making some very critical decisions, yet there is currently no strategic plan clearly outlining the

priorities for UNO. There seems to be no concerted effort to understand UNO's current (and potential) program capabilities at different funding levels.

- Although the new administration has been responsive and forthcoming with respect to information requests, there seems to be no clearly established decision-making mechanism by which faculty and the administration can work together constructively and efficiently through this difficult period.

RCM

The purpose of the *Responsibility Center Management* (RCM) approach to budgeting is to attribute both income and costs to individual units (colleges/schools) of the university, thereby creating a more direct connection between decisions made and budget reality at the individual units; it is a more decentralized approach to budgeting.

“As typically implemented, RCM prescribes revenue and indirect cost allocation (ownership) rules and then gives schools and other revenue-generating units the responsibility to cover the total costs of their programs indirect, as well as direct from the revenues generated by their teaching, research, or business service activities. Program revenues include tuition, gifts, endowment, research and service income, and indirect cost recoveries.”¹

The budgeting process that the State mandates is request-driven and all requested funds from the State will continue be submitted and justified in its current form; the university is not in a position to replace that. Internally, UNO can decide to use RCM (or any other model) but the final request coming out would still need to be translated to the required format.

Currently, UNO has a fairly detailed implementation of the RCM, which accounts for all tuition and state allocation income (but not indirects) and all expenses down to the faculty level. Most aggregate queries related to the model are available to all faculty via Webstar.

Two of the main parameters that are being used in the current model are:

- 50:50 split between academic and non-academic costs (vs. the prior 40:60)
- 80:20 split for SCH between the college teaching a course and the student's major college

Dr. Moore has committed to explain/demonstrate the live model as it currently stands.

Open Questions

There are a number of open questions that the committee has identified that go beyond the technical implementation of the RCM and into issues of policy and decision making mechanisms:

What is the envisioned budgeting process?

¹ Strauss, Jon C.; Curry, John R., “Responsibility Center Management: Lessons from 25 Years of Decentralized Management.” 2002. ISBN-1-56972-020-7. <http://files.eric.ed.gov/fulltext/ED469330.pdf>

The reference document sketches out a multi-step budgeting process; at this point it is unclear what shape that would take at UNO.

What principles will be used for attributing SCH and other income?

In the reference document, the following example suggests that some principled choices would have to be made:

“We will suppose that tuition revenues are allocated in proportion to credit hours taught. Thus School A generates 67 percent of total credit hours (100/150) and School B, 33 percent (50/150). An alternative algorithm might recognize that the majoring school should receive some direct portion of tuition revenues to represent the fact that it attracted the student's interest (and tuition payments) and incurs advising costs. Thus one might allocate 80 percent of total tuition revenues in proportion to credit hours generated, and 20 percent in proportion to total numbers of majors.”

Who will determine the RCM formulas, and based on what principles? What is the process by which adjustments would be made?

“Develop broad-based involvement and acceptance for the underlying principles early on. They will guide intelligent evolution of the system.”

What is the relationship between the numbers produced by the RCM formula and actual budgets?

The committee had the distinct impression that no specific decisions have been made at the administration level, yet. Dr. Lassen pointed out that, in its pure form, RCM would likely show all units in the red as the whole university has a sizeable fiscal imbalance; it is unclear what individual colleges could practically do to balance their budgets on their own. The administration is working on relieving some of the non-personnel costs to achieve a more balanced starting point.

At this point, it appears that there will be a difference between the budget that comes out of the RCM process and the actual budgets. In that sense, the formula would be more of an analytical and advisory tool rather than a prescriptive one. We have no clarity on how the gap would be filled.

EVALUATION OF ADMINISTRATORS COMMITTEE:

Evaluation of Administrators Committee Report-2013-2014

The members of the committee are Dinah Payne, Connie Phelps, Elaine S. Brooks, Richard Speaker, Christine Day and Nicola Anthony.

This report is submitted by Elaine S. Brooks.

On Tuesday, April 1, 2014 the committee members of the FS Evaluation of Administrators met to review the documents for evaluating Dean Sharon Mader and Dean Steven Johnson

The committee worked for two weeks to acquire external reviewers and to edit the two Deans' evaluations.

On April 16, 2014 the evaluation of Dean Sharon Mader was sent out to all staff and faculty at UNO. On the same date the evaluation of Dean Steve Johnson was sent to all staff and faculty of the College of Sciences and to the University Council at UNO.

The evaluations will be available for completion by the UNO faculty and staff until the end of the day on Friday, May 2nd.

NOMINATIONS AND ELECTIONS COMMITTEE:

Report from Nominations and Elections Committee

During the 2013-14 academic year, the members of the Faculty Senate Nominations and Elections committee (Andrew Goss, Robert Montjoy, Leonard Spinu, Matt Lyons and Connie Atkinson) were active in four areas. First, we oversaw the nomination and elections process of both the August and April Faculty Senate officer elections. Second, we oversaw the populating of the Faculty Senate Committees. Third, we maintained the senator electoral rolls, as well as aiding the SEC and the colleges in the nomination/election of members to the University Committees. And fourth, we advised and met with administrators from Academic Affairs in an attempt to make more routine the work of the University Committees.

Andrew Goss