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Faculty Senate 2023 – 2024

Virtual Meeting: Zoom

August 1st, 10:00 am

Attendance: Zachary Bellavia, Pamela Braden, Kelly Clifton, Natasha Foret, Adronisha Frazier, Cynthia Knight, Robert McNabb, Arlendra Zenon

1. Meeting motioned to order at 10:15 am by Robert McNabb, 2nd by Cynthia Knight.
2. Review of May 2023 Meeting Minutes
   1. 1st motion to approve minutes as written by Robert McNabb, 2nd by Zachary Bellavia.
3. Old Business
   1. LCTCS Faculty Evaluation Tool
      1. Natasha Foret stated that due to there not being a convocation this year, the new model is to be introduced by HR in the next few weeks as faculty get settled in to the new semester schedule.
      2. The old evaluation tool will be replaced by the new model across the system.
4. New Business
   1. AY 2023-2024 Minimum Class Size
      1. Natasha Foret explained that Leadership agreed to leave minimum class size at 12 students for Academic/Online courses, and 10 students for Technical and Health Sciences for the 2023-2024 Academic year.
      2. Natasha Foret elaborated that leadership had adopted smaller minimum class sizes due to the reduction in enrollment after the pandemic. Minimum class size was increased to the pre-pandemic levels last year, and since enrollment has continued to increase, Leadership did not see a need to change the minimum class size.
   2. Academic updates:
      1. Natasha Foret announced that the biology instructor position had been filled, and the math instructor position was expected to be filled soon.
      2. Natasha Foret stated that enrollment for the college had grown an estimated 25%.
   3. No Professional Development Day for Fall 2023.
      1. Instead of faculty gathering in Lacombe for professional development, leadership felt that faculty would be better served by following the directions and scheduled training of their departments and deans.
      2. There will be a new resource in Canvas for instructors with written assignments to identify plagiarism.
5. Discussion
   1. Faculty Senate webpage updates
      1. Natasha Foret shared her web browser with the senate and demonstrated how to reach the Faculty Senate webpage.
      2. The Senate was given an overview of the webpage layout.
      3. Natasha Foret stated that the Faculty Senate handbook required update.
      4. Senators were shown the updated Senate contact information.
      5. The Senate was asked to consider what additional information they wanted to add to the Faculty Senate webpage. One item to add to the contact information section would be subcommittee member information. Natasha Foret fielded the question to the Senate if they wanted to add subcommittee activities, or keep the entry simple and just have the subcommittee title and email addresses of members.
         1. Robert McNabb stated that information should be limited to just subcommittee member contact information. Natasha Foret agreed, stating at the most the Senate could add a subcommittee description.
      6. Natasha Foret asked if there was anything else the Senate wanted to add to the webpage, and there was no response from the other Senators. Natasha stated that if the other officers wanted write access to the website, she could look at starting the process.
   2. Locking down course enrollment dates with instructor contracts
      1. Leadership is interested in starting a committee in the fall to work on this issue.
   3. Discussion
      1. Q & A
         1. Cynthia Knight noted that there was an electric line instructor job posting for the Sullivan campus, but Florida Parish campus was the only campus with an electric lineman program. She asked if the Sullivan campus was adding a new program for the fall. Natasha was unsure, but stated that the question could be asked of leadership when faculty and staff were back together in the coming week. Arlendra Zenon clarified that there was indeed an electric lineman program being implemented at the Sullivan campus.
         2. Cynthia Knight expressed her desire to establish a small committee to update the textbook adoption policy. She expressed that she would like to get faculty involved in a small committee to discuss needed changes since the policy had not been reviewed for 5 to 7 years. Natasha Foret suggested at least two senators volunteer for the committee. She asked that senators think about volunteering or looking out for faculty who may be interested.

1. Updates: Faculty Senate Sub-Committees
   1. Due to this being the initial meeting of this Senate body, there were no committee updates. Natasha Foret asked the Senators present to consider volunteering to serve on one of the committees. Natasha Foret listed the active Faculty Senate Sub-Committees:
      1. Faculty Affairs
      2. Finance Committee
      3. Public Relations
      4. Faculty On-Boarding
   2. Arlendra Zenon noted that one of the Faculty Senate subcommittees needed to add faculty rank and promotion to their agenda, or create a subcommittee dedicated to looking into the faculty rank and promotion process. Natasha Foret suggested the Faculty Affairs subcommittee adopt rank and promotion. Arlendra agreed.
2. Closing, next meeting – Senators agreed to wait until they were familiar with the new work schedule to decide on a date and time for the next meeting. Motion to close the meeting by Arlendra Zenon, 2nd by Kelly Clifton at 10:58 am.