

LAMAR STATE COLLEGE-PORT ARTHUR
Faculty Senate Minutes
October 1, 2021, 12:00 p.m.
Virtual Meeting

Attendance:

Academic

Michelle Askew
Jim Cammack
Dr. Tina Capeles
*Caitlin James
Dr. Percy Jordan
*Dr. Michelle Judice
*Zeb Lowe
Christina Wilbur

Technical

Doneane Beckcom
*Michael Betar
George Bohn
Brandon Buckner
*Dr. Blas Canedo
Helen Fonteno
*Tonya Harbert
*Sarita Medhekar
*Matthew Roe
*Michael Sparrow

Staff:

n/a

Adjunct Rep:

n/a

*Denotes Absence

Call to Order

Meeting called to order at 12:00PM by James Cammack There was not a quorum, so meeting was continued informally.

Approval of Minutes Minutes will be approved at the next meeting

Correspondence none

Old Business

Handbook revisions: the Senate Executive Committee was asked by Dr. Milsap to look at the revisions to the Faculty Handbook. Dr. Milsap indicated that the recommendations the EC made would be accepted. Michelle Judice did extensive editing of the document. It was noted that now the forms have been pulled out of the handbook and they are now uploaded to the website, so that if there are changes to the forms in the future, the handbook does not need to be revised again.

The consensus of the EC was the new handbook is good document and will be especially helpful for new faculty. It is no longer a book of rules and procedures, which are now in the Policies and Procedures Manual. The EC conducted a comparison between the two manuals (Policies and Procedures Manual and the old Faculty Handbook) to see if there were differences. It was noted to administration that a few of the policies in the *Policy and Procedure Manual* differ from those in the current *Faculty Handbook*. Adopting a new *Faculty Handbook*, therefore, effectively removes the policy currently in the *Faculty Handbook* in favor of the policy in the *Policy and Procedure Manual*. There is a change in the process for Termination and Due Process section, where there is no longer an appeal to the Board of Regents and the decision of the president is final; The EC recommended the language of the old Faculty Handbook be included in the current *Policy and Procedure Manual*

Another concern was regarding faculty initial starting salaries. That policy has changed as well. Regarding the changes in the section on Salary Administration, the EC noted that elimination of specific starting faculty salaries contributes to salary compression issues. We requested LSCPA establish a clear and publicly available salary schedule and continue to work to eliminate salary compression.

The *Policy and Procedure Manual* indicates we can obtain the “compensation plan” from HR, so Jim Cammack has emailed Tammy Riley a request to acquire a copy.

New Business

Committee Reports

Academic Issues: Christina Wilbur reported. We are all having problems with plagiarism, spin bots, etc. Dr. Milsap wants us to help develop some guidelines across the board for this to be consistent. The Academic Committee will put some ideas together about proctoring, penalties, faculty training, etc. The committee will put together a report to send to Dr. Milsap. Michelle Askew reported that we are trying to develop something uniform across campus. Christina said they are also looking into video proctoring for online exams.

Facilities: George Bohn is the chair but did not have anything to report yet. If anyone has any issues, they can report those to George to investigate. George did report that work orders do not always go through the school, some go elsewhere. Michelle Askew reported that the parking lot at the PAC is holding water. George will work on that.

Faculty Development/Welfare: Tonya Harbert was not in the meeting to report.

Faculty and Campus Relations: Tina Capeles reported about issues with the Seahawk Bundle. Tina is asking for more suggestions so that next semester we will be better prepared. Jim Cammack reported that the EC talked about this in their recent meeting and administration is aware of the problems with the bundle and bookstore. Problems are due to both the bundle processes and the lack of a physical bookstore on campus. Dr. Reynard said she was working to get a B&N rep on campus to help us. Anyone who wants to give information or help Tina should contact her.

Finance and Compensation: Michelle Askew reported the compensation plan was requested from HR (see old business, above), we will be able to discuss at the next meeting after it is received and reviewed

LU-B Faculty Senate: no contact yet

LIT Faculty Senate: no contact yet

LSC-O Faculty Senate: no contact yet

Tribute Fund Report – Jim Cammack: we donated \$30 to place a book in the library in memory of Kathy Guidry's daughter. This leaves a balance of \$60

Executive Committee Report – Jim Cammack and Brandon Buckner and Michelle Judice met with Dr. Reynard and Dr. Milsap.

- Enrollment was discussed. correctional education is opening back up so that should increase enrollment. LU Beaumont is dropping their dual program, so perhaps we can pick up some of those students.
- The revisions suggested by Senate EC to the handbook were accepted.
- SACSCOC – a recent meeting with SACSCOC VP, Dr. John Hardt, provided feedback on accreditation and QEP
- There was a virtual site visit for ABA for paralegal program reapproval. In related discussion, it was suggested that we need better IT tech support earlier in the morning for the first classes of the day.
- The culinary program is going well so far.
- Programs are being implemented to recruit at area high schools with faculty doing guest lectures.
- Some of the HS students still do not have books. Department chairs are going to submit book orders directly.
- Tutoring is available in the Ruby Fuller building. CircleIn is gone now.
- Armory construction is making progress.
- Faculty committee appointments will be coming soon.
- Distance Education committee is going to be reformed with new members, focusing on online classes and best practices for faculty.
- Faculty Development Day was discussed. it was mentioned that faculty want to be more involved, giving presentations, etc. Some ideas were discussed for faculty development including brown bag luncheons, mental health issues. Ideas can be sent to the EC.

Announcements: Doneane Beckcom reported on the Texas Workforce recruiting event that will be in person this year, happening in February.

Meeting adjourned at 12:41 PM by James Cammack