



FACULTY SENATE

Meeting Minutes

Tuesday October 9, 2024

3:30pm-5:00pm, CSRB-563

Those present included:

Allied Health - Luther Gill, Megan Guidry (proxy for Brittany Hall), Megan Majoue (also proxy for Amber Weydert), Brandon Walker

Dentistry - Diedra Brewer-Hohensee, Thomas Lallier, Molly Rosebush (also proxy for A. C. Liles), Charles Taylor

Graduate Studies – Jennifer Cameron proxy for both Andrew Catling and Sonia Gasparini

Medicine - Allison Augustus-Wallace, Jennifer Cameron, Jennifer Hart, Sanjay Kamboj (also proxy for Suresh Alahari), Michelle Korah-Sedgwick, Brian Lochlann McGee, Maria Reinoso

Nursing - Shelly Dolan, Jolie Harris, Jessica Teeter (also proxy for Sam Mauldin)

Public Health - Mei-Chin Hsieh, Chih-yang Hu, Henry Nuss, Susanne Straif-Bourgeois, Tung-Sung Tseng

Library – Sharon Duffy

Ex-Officio - Rebecca Bealer

Not in attendance: Laura Bonanno (Nursing), Aimme McCauley (ex-officio)

Welcome and call to order by President Lallier at 3:30PM

In accordance with the Louisiana Constitution, Article 12, Section 3, and La. R.S. 42:11-28, the Faculty Senate Meeting for the Louisiana State University Health Sciences Center – New Orleans is hereby convened.

Approval of September 2024 meeting minutes

Minutes approved in motion by Sen Kamboj, Second by Sen. Cameron

President's Report (President Lallier)

Report is from September meeting with Dr Southerland due to not having time for report in September Senate meeting and Dr Southerland being out of town and unable to meet with Senate Executive Committee this month.

- Faculty Handbook
 - New handbook change policy will be discussed in New Business
 - Handbook subcommittee will provide report later in Senate meeting
 - Dr Southerland wants to see annual updates from Senate to the handbook
- Faculty CV Changes requested from President Tate
 - Pres Tate wants all CVs from LSUHSC faculty to follow the same format
 - The School of Medicine format will be adopted and used by all LSUHSC schools
 - This will start with the next cycle of Promotion and Tenure review
 - Pres Tate has also asked for inclusion of Impact Factors for recent publications and author H-index; this will allow him to compare across all LSU disciplines
- Faculty Promotions Changes
 - Committee comprised of School Committee Chairs is working to create a consistent process for promotions across all LSUHSC schools
 - This does not include criteria for promotion as those are school-specific

- Goal is to streamline the process for President Tate when reviewing packets for promotion and tenure
- CV template is complete; next work will be on Promotion forms, checklist for faculty when completing packets, % effort
- No meetings are currently scheduled for this committee
- Faculty Rank Name changes
 - Dr Southerland has suggested a Senate subcommittee be formed to discuss and streamline the listing of possible faculty ranks
 - Will be discussed by Senate in New Business
- Moodle Progress
 - Senate is waiting for update from Ken Boe following his September update
 - We know LSU will not be hosting LSUHSC Moodle
 - There will be no updates beyond our 3.9 version; current version is 4.4.3+
 - \$100K is available from student fees for Moodle support from LSU
 - Ken was beginning to look into Canvas as alternative to Moodle
- LSUHSC Academic AI Policy
 - Request from School of Nursing to learn what other schools are doing regarding AI policies
 - More discussion in New Business
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- Senate Meeting Organization
 - Plan to limit number and time for administrative updates
 - Allow 2-3 minutes each; request written update if needed due to too many speakers
- Regalia Follow-up
 - \$1300 is faculty price
 - Will not be ready for December graduation due to delays with finalizing contract
- SACS Document
 - Has been submitted
 - QEP draft has also been sent which will allow for comments before finalizing; new option this round to get feedback prior to final submission
 - Focus Report due back in November
- Financial Aid – Work Study
 - Dr Southerland is working with Financial Aid department to create work-study positions for students on campus

Board of Supervisors Report (Senator Kamboj)

- Next meeting is October 10 so no update since September Senate meeting

Faculty Handbook Senate Subcommittee update – Sen. Augustus-Wallace

- Update from September 13 meeting was presented; full details included with the meeting minutes
- Committee is working on two sets of updates:
 - 2023 revisions that were not included in latest handbook because wording was not finalized; plan to have ready for Senate vote in Dec or Jan
 - 2024 revisions based on review of sections identified by this year's committee:
 - 2.0 - Definition of Faculty

- 3.0 - Academic Appointments
 - 6.0 - Faculty Evaluations
 - 7.0 - Promotion
 - 8.0 - Tenure
- Next subcommittee meeting is October 18
- Question about potential issue with handbook committee reviewing promotion and tenure while the process is also being addressed by VCAA committee
 - P&T Committee is looking at forms, documents, and process steps
 - Handbook primarily addresses the appeals process
 - The work of the two groups does not significantly overlap; if the handbook needs to be amended, it can be handled in a future cycle

Old Business

Moodle

- Waiting on update from Ken Boe following his update last month

Regalia

- Waiting for day to be scheduled for measurement and ordering

New Business

Faculty Handbook Revision Process – New Policy

- New procedure has been drafted for reviewing and revising the Faculty Handbook
- Background info: In the past, Dr Moerschbaeher would issue new handbook without discussion. Now, Dr Southerland would like the Senate to revise it annually.
- In 2024 handbook, no Senate revisions were included. The Senate made recommendations for items to be changed but the language was not finalized and voted on by the Senate. One of the reasons was lack of clarity about the process for adding revisions.
- Senate Executive Committee has drafted a new policy; it is included with the minutes
- New policy has Senate voting on changes up to 3 times
- VCAA has reviewed the policy and had no recommendations for changes
- The new policy follows the format of the new Policy on Policies from the VCAA
- No changes were suggested by the Senate
- Motion made to vote to approve this new policy by Sen. Kamboj
- Senate voted to support this new policy. None opposed.

Faculty Rank Committee

- VCAA has suggested a Senate subcommittee to review faculty rank titles to create consistent usage; this will allow for consistent Promotion and Tenure criteria to be applied
- Currently there is no consistency or clarity in titles within nor across schools; HR has not been using consistent titles for many years
- Ranks are outlined in PM-23
- President Lallier reviewed the existing ranks in PM-23 and a proposal for revised titles (included with minutes)
- This process may require asking for Dr Nelson and Dr Southerland for assistance with requesting revisions to PM-23 to meet our needs
- Discussion for Senate: Do we need a Senate Subcommittee to look into this issue? The Executive Committee has reviewed it and identified issues with the existing PM-23.
- Questions: Would President Tate be open to making changes to PM-23? What if we propose changes that don't match with PM-23? HR would have to be involved. What happens to existing ranks if changes are made?

- Action: Executive Committee will discuss questions with VCAA and get feedback about potential for changing PM-23; Will report back to Senate next month.
- Topic is tabled for now.

Academic AI Policies on Campus

- Senators are requested to reach out to their schools to learn what, if any, policies are in place or being considered regarding student usage of AI
- School of Nursing is finding through TurnItIn software that students are using AI to write reports. There is no policy to address this issue at this time.
- Allied Health and Dentistry senators report no known policies at this time
- Public Health adds a standard paragraph about AI to all course syllabi; will send to Senate
- Senators should reach out to deans, departments, etc to gather info about existing and planned policies; info will be shared at future meeting

Reports from Assemblies

Allied Health:

The SAHP Faculty Assembly has assembled a few task forces with specific objectives:

1. Course Evaluation Task Force
 - a. Reviewing and revising course evaluation questions. The goal is to align with the teaching standards for Promotion & Tenure.
2. Promotion & Tenure Task Force
 - a. Addressing how the P & T committee is comprised.
 - b. The task force will gather information from other schools by examining their Faculty Assembly bylaws.
3. Working with the SAHP Administration to address Annual Evaluations - HRM 30% (communication, integrity, collaboration – are any other schools working on this?)
4. Program-specific events and committee events
 - a. The Faculty Assembly is working with the SAHP Administration to create a uniform way to communicate the events and advertise.

Dentistry:

Assembly will meet next week; no report today

Graduate Studies:

No report

Medicine:

- Housekeeping items:
 - Discussed updates to SOM Faculty Assembly website, removal of outdated content
 - Improving communication and transparency: FA President will send out email to SOM faculty following each SOM FA meeting to summarize the highlights of the meeting, in ≤5 bullet point format
- Question from a representative to Senate delegates: *are there any updates from HR regarding creation of a crisis leave bank?*
 - Senate will follow-up with HR about this issue

Nursing:

- President Tate is working to add a Nursing campus in Baton Rouge to reduce attrition of students who start in Baton Rouge but do not want to transfer to New Orleans to complete nursing school with LSUHSC. They often choose to go out of state instead.
 - Pennington site is being considered but not decided yet.
 - Wants to start first cohort in Fall 2025 with only traditional students
 - CARE students would continue to exclusively be in New Orleans
 - Senators expressed concerns about access to clinical sites for nursing students

Public Health:

- Bachelor's degree program continues to grow in numbers
- Virtual memorial was held for Dr Richard Scribner
- Evaluation committee is looking at how to evaluate teaching effectiveness
 - Setting criteria for use of technology and Bloom's taxonomy
- Planning to expand classes for Master's program to Baton Rouge
 - Classes need to be held in-person to ensure equivalent experience to New Orleans students
 - Goal is to keep students in Public Health program with LSUHSC-NO
 - Shreveport's Public Health system is growing and could take some Master's students instead of them coming to New Orleans
 - Concerns were expressed about the size of the program needed in Baton Rouge to be viable; need approximately 300 students; only 60 in program in New Orleans now

Library:

- Citation Manager RefWorks class will be held on Wed October 16 at noon; in person and Zoom
- Library Suggestion Boxes have resulted in another upgrade based on student input.
 - Old wooden chairs were removed from 4th and 5th floors and replaced with adjustable chairs; 10 new chairs were added to each floor
- Library researchers are conducting a research study about the Peer Review Process. Seeking input from faculty who have been peer-reviewers and would like to share their experiences in one hour interview.

Public Commentary (2 minutes) - none

Adjourn at 4:57 Motion by Sen McGee, Second by Sen Rosebush