

Loyola Marymount University

Faculty Senate Minutes

September 20, 2007

Collins Center

3:00 p.m. – 5:00 p.m.

Present: Jeffery Davis, Patricia Douglas, Charles Erven, Sonny Espinoza, Rudy Fleck, Vicki Graf, Paul Harris, Christina Hennessey, Amir Hussain, Lily Khadjavi, Gary Kuleck, Yvette Lapayese, Blake Mellor, K. J. Peters, Nina Reich, James Roe, Jonathan Rothchild, Beth Serlin (present for Susan Scheibler), Patrick Shanahan, and Seth Thompson.

Excused: Chun Lee, Ellen Ensher, Susan Scheibler, Mel Mendelson, Patrick Rago, Jok Madut Jok, and Jennifer Offenberg.

Welcome

President Peters called the meeting to order at 3:04 p.m. He began by thanking Vicki Graf for her years of service as the Faculty Senate President and followed with a quotation from Emerson. A moment of silence was observed to remember Mary McCullough and her family after the recent loss of her mother. President Peters reiterated the Faculty Senate's charge this year which is to amplify voice of faculty, determine curriculum, and defend academic freedom. Senators took time to introduce themselves to the group.

Approval of Minutes

Motion 1a: Approval of minutes from 04/06/07 Faculty Senate Meeting:

Motion passed: 19 for, 0 opposed, 1 abstain

Motion 1b: Approval of minutes from 04/12/07 Faculty Senate Meeting:

Motion passed: 19 for, 0 opposed, 1 abstain

Announcements

- The October 4, 2007 Faculty Senate Meeting will be an academic convocation held in Hilton 100. The meeting is not issue specific and will seek faculty guidance on agenda items for subsequent meetings.
- CAO's Faculty open forum will be held on October 11, from 3:00pm-5:00pm.
- The Stone Soup social sponsored by the CAO will be held on September 27, 2007 4:00pm-6:00pm at the Collins Facility.
- The Governance task force is reconvening and anyone interested in serving should contact Susan Scheibler.
- Senators are asked to please request time at department meetings to introduce themselves as a member of the Faculty Senate.
- All faculty and their families are invited to the 54th Annual Alumni BBQ on Sunday September 30th. Login to Manegate under "Message from the President" for faculty online registration and RSVP.
- Student Affairs invites faculty to a happy hour in the Loft on September 21st from 4:00pm-7:00pm. Food and drink from Hawaii will be served.

Housekeeping

Vice President Paul Harris will keep a speakers list, unless senate votes to suspend rules of order and deference given to those who haven't spoken. Agenda time limits will be kept and if extensions are necessary a motion will be made and voted on.

Proposed Senate Agenda

The theme for the year is: Distractions do not serve the scholar or the student.

-The Rank and Tenure procedures and new appeals process will be addressed. Vicki Graf is serving as CAO Rose's special assistant working on this issue and is currently gathering information.

-A review of senate committees will be made to determine activity, viability, and opportunities for reorganization. The committee on committee procedures will be reviewed by Mary McCullough chair of committee on committees. The handbook revision committee will begin organizing and meeting again this semester.

Q & A

Comment: The issue of housing should be worked on by senate. Other issues such benefits are changing from year to year and should also be looked at.

Comment: The senate should get a report back from CAO Rose on housing assistance from last year.

Comment: Business and Finance is open to look at additional mortgage and rental assistance plans. There is money allocated to faculty housing that is not being used. Additionally, it would be helpful to get input on experience with realtors.

Motion 2: Move to establish a committee to investigate faculty housing options to include senators Charles Erven, Lily Khadjavi, and Pat Douglas.

Motion passed: 20 for, 0 opposed, 0 abstain

Q & A

Q. Could a stipend be provided for faculty committee work?

A. This request can be addressed with CAO Rose.

Comment: We could also work with academic affairs to have Faculty Senate representatives on a joint committee.

Comment: Some committees feel as if a stipend is appropriate while others do not.

Comment: Senate should request an update on the children's center.

-Report of Pat Oliver case from Scott Wright and review board.

Comment: The plan is to invite the review board to a future meeting.

-Faculty senate will continue to explore shared governance options and give ad hoc committee guidance. Susan Scheibler the chair of the governance committee is currently on sabbatical this semester.

-Solicit report on administrators' reviews. The senate will report later in the meeting.

-Investigate LMU's participation in FACHEX and the overall viability of the FACHEX system. This is the system in which children of faculty may be sent to other Jesuit universities.

-Consider faculty leave policy submitted by HR. Have positive recommendation from members of last year's committee.

-Additional agenda items?

Comment: Any agenda items may be e-mailed to the executive committee.

Q & A

Q. Can Vicki comment on her role as the special assistant to the CAO?

A. Rank and Tenure should be clarified and we should look at new models and other universities to identify best practice. We will look at what is happening on campus, present a work plan and ask for input.

Comment: There are concerns about Rank & Tenure and a need to address both long and short term topics. There is a privacy of information issue surrounding individuals serving within a department and on the committee.

Secondly, the appeals process was a one year thing and it must be determined if there will be an appeals process this year.

Action Items:

Motion 3: Continuing the work of Dr. Matt Dillon, it is moved that the following individuals form a committee to provide guidance, priorities, and recommendations for the revision of the handbook. Ralph Quinones, James Roe, Vicki Graf, Jeff Siker, and Barbara Marino.

Motion passed: 20 for, 0 opposed, 0 abstain.

Comment: CAO Rose has asked to attend all Senate meetings.

Motion 4: It is moved that the faculty Senate Executive invite the CAO only when it is deemed necessary. Motion passed: 20 for, 0 opposed, 0 abstain.

Q & A

Comment: Perhaps the CAO could join us at the beginning of each meeting to answer questions and then leave. I propose that his presence be limited.

Comment: I also support a limited presence as faculty voices could be muted with the CAO in regular attendance. It would also be difficult to get any work done this semester.

Motion 5: Faculty Leave Policy. It is moved that the Faculty Senate table the discussion on the updated faculty leave policy and send it back to the vice president of human resources for clarification and answers to questions raised by the senate. It is also moved that the vice president of human resources be invited to the next regular meeting of the faculty Senate to clarify changes and respond to questions.

Friendly amendment passed: 20 for, 0 opposed, 0 abstain.

Motion passed: 20 for, 0 opposed, 0 abstain.

Q & A

Comment: The updated version of the faculty leave policy has different time frames for pregnancy leave stating up to one semester off while it previously stated 16 weeks.

Q. Has Human Resources approved this version?

A. This version is currently enforced however human resources would like to be open to make edits.

Q. Can the handbook be changed by human resources at any time?

A. Some issues and areas are able to be changed or revised based on need.

Q. The policy on leave is not very clear and I'm wondering about allocating time for course remission.

A. I think the best thing to do is to send the document back to human resources for clarification.

Comment: There is also a concern of gender inequity as female faculty are allotted an entire semester off while male faculty only ten weeks. There may however be state leave policies included. Overall, I think it is a good idea to look at a gender neutral policy.

Comment: I would also like clarification on item number seven to get a better understanding if leave time can be used for individual research.

Comment: Despite the need for clarification, I do prefer this over the lack of a policy.

Comment: The best course of action is to have the vice president of human resources invited to the next regular senate meeting.

Deans and CAO evaluation

Q & A

Comment: The context for this discussion is outlined in the April 26, 2007 minutes. The dean's evaluations were sent as a pilot. The subcommittee remained engaged during the summer and will reconvene this semester. The deans will meet individually with Rebecca Chandler to discuss their evaluations and then will address the school and faculty. CAO Rose will address the faculty senate about his evaluation.

Comment: I feel a positive discussion was held and there was feedback provided which can be utilized.

Q. Will we not see the actual evaluation?

A. CAO Rose will serve as a check and providing what will be shared and we will see if deans address issues and have an open discussion with the faculty.

Q. Will CAO Rose be present at the faculty senate meetings discussing the evaluations?

A. We will need to direct that question to CAO Rose.

Q. How is it the business of the Faculty Senate to know about the performance of the deans?

Comment: The relationship with deans is unique to a university setting and can not be compared to a business model.

Comment: The evaluations need to be both transparent and useful.

Comment: The structure of the university dictates that deans respond to, advocate for and represent the faculty. Therefore, they need feedback to serve in this manner.

**Motion 6: Move to extend the discussion for an additional 10 minutes.
Motion passed: 20 for, 0 opposed, 0 abstain.**

Comment: The faculty makes the ultimate hiring recommendation for a dean, making the relationship between faculty-dean different than the business model of employee-boss.

Comment: The Faculty Senate will continue discussing this matter to make progress this semester.

Student Evaluation Committee

The course evaluation committee represented by James Roe, Jackie Dewar and Margaret Kasimatis provided and update. The subcommittee was created as a result of discussions held September and October 2006 surrounding current and proposed course evaluations. Their work is content focused and entails looking at the current evaluation form and exploring new practices in student evaluations. The committee is proposing using a mixture of uniform questions and school/activity specific questions. They are working with a November 12th deadline and are planning on piloting several classes using both the old and new forms. Questions may be sent to profeval@lmu.edu.

Q & A

Q. Will the evaluation still be in a scantron format?

A. We are hoping to pilot and move towards an on-line format.

New Business

Two articles were provided for reading, an LA Times article with a mention the LMU Women's Studies Program and the Slow University Manifesto. President Peters reminded everyone that the rules of order may be suspended with a vote to allow ten to twenty minutes of open debate. Additionally, proposed agenda items and motions should be sent to the executive board by Tuesdays the week of senate meetings.

**Motion 7: Motion to adjourn.
Motion passed: 20 for, 0 opposed, 0 abstain.**

The meeting was adjourned at 4:45pm.

Submitted by: Patrick Shanahan

Prepared by: Robert Houghtaling