

Minutes of the 12 November 2004 AgCenter Faculty Council Meeting

The meeting called to order at 10:00a by Steve Harrison.

Members present: Allen Hogan, Kurt Guidry, Chris Clark, Jerry Whatley, Becky Kelly, Troy Menard, Paul Wilson, Donald Boquet, Krishna Paudel and Denyse Cummins.

Members absent: Bill Branch, Nona Fowler, Clayton Hollier, Linda Hooper, Becky Kelly, David Lanclos, Brian Leblanc, Debbie Melvin and Todd Schupe.

Jerry Whatley moved and Denyse Cummins seconded a motion to accept the minutes of the September meeting as distributed by email.

Old Business

Election: The results of the election for new members whose terms will begin in 2005 were reported by Steve Harrison. Current members who were re-elected for three-year terms were Denyse Cummins from Northwest representing off campus associate rank and Allen Hogan from Jefferson Davis representing off campus full rank. Newly elected members are Ken McMillin from Animal Science representing on campus full rank; Cynthia Stephens from Ouachita representing off campus full rank; Joan King from Food Science representing on campus associate rank, and Markaye Russell from Ouachita representing off campus assistant rank.

Allen Hogan suggested that a letter be sent to all AgCenter announcing the winners of the election. Steve Harrison agreed to send out the email message.

Faculty Evaluation Forms: Steve Harrison moved that the Council drop any action on the forms due to lack of any action by the committee. Chris Clark seconded. The motion was approved.

Support Services Survey: Kurt Guidry, chair of the committee gave a report on the survey progress. The results of the AgCenter Diversity Survey are still not available and it seems unlikely that the results will be reported at the Annual Conference as had been agreed to by the Diversity Office. The committee is working on the survey and it will be ready when the former survey is resolved.

Paul Wilson suggested sending out a brief set of questions to faculty instead of a complete survey. Kurt said that this may not tell us more than we already know, i.e. there is a negative opinion of some support units. The intended survey will be brief anyhow and will identify specific problems. Steve Harrison noted that the intent was to have the units provide input for the survey and this still needed to be done.

Jerry Whatley thought the Council should again address the issue of no published results from the Diversity Survey and the non-accountability of the Diversity Office. He suggested sending another letter to the Chancellor with a copy of the first letter.

Troy Menard agreed that another letter should be sent to the Chancellor.

Chris Clark questioned whether there was still a need for the survey given that Advisory Committees were in place and will have been in place for a year by the time a survey is completed.

Steve Harrison responded that there was still a need for a survey because one of the purposes of the survey was to inform administration of the problems with the units.

Becky Kelly said that she was on the Diversity Office Advisory Committee that was scheduled to meet the next day (13 November). She would inquire about the progress of the Diversity Survey and report to the Council.

Support Services Advisory Committees: Chris Clark said that the agendas of the first meetings of the Advisory Committees were set by the support units. These meetings were mostly informative type meetings with the unit representatives providing information about the units.

Steve Harrison asked if the Council should recommend that the Advisory Committees have a chair from outside the service unit.

Jerry Whatley agreed that this was needed for proper communication.

Paul Wilson pointed out that many faculty do not know what support units do.

Chris Clark agreed and said that this points out that the Advisory Committees need to inform the faculty regarding what their functions are.

Steve Harrison asked for discussion on how the Advisory Committees can inform faculty on what they are doing; perhaps have a web page for the Advisory Committees to post minutes of their meetings and actions.

Krishna Paudal reported on the Advisory Committee meeting for International Programs (IP). IP seemed to be concerned that faculty who work on foreign assignments do not get credit for their contributions.

Chris Clark said that most faculty have very little activity in IP.

Allen Hogan noted that agents in IP are paid by the country and not by the AgCenter, so credit is not an issue with them.

Jerry Whatley said that this type of service should be considered service contributions.

Krishna said there is a lack of publications from IP assignments

Steve Harrison thought there should be documentation of accomplishments in IP.

Jerry Whatley agreed because there is little known of what IP does.

Krishna Paudel said that this is recognized by IP, but they are cautious about too much being known because IP activities may be viewed by some people as providing support to our competitors.

Kurt Guidry reported on the Communications Unit Advisory Committee meeting held 5 November. He thought this was a positive meeting. The function of Communications is to communicate to the public what the AgCenter does. There was discussion of how to get the media to pick up more AgCenter articles. Communications was interested in receiving recommendations on ways to improve their web page.

Steve Harrison suggested that the Council recommend that each Support Services Advisory Committee have a chairperson, who is not a member of the support unit. The chairperson would serve as the primary contact with administration. There also should be a visible internet site for each Advisory Committee.

Jerry Whatley agreed this was needed for proper communication.

Troy Menard suggested that the Advisory Committees report to the Faculty Council on a regular basis

After discussion, the Council agreed that Steve Harrison should draft a letter to the Chancellor with these suggestions. The letter will be sent to Council members for approval.

PS20: Paul Wilson distributed a revised version of PS20. The Faculty Council will vote on the new version in January.

Continuing Education Proposal: Krishna Paudel distributed copies of the revised proposal. Steve Harrison will place the proposal on the internet with a request for comments. It will be voted on at the Faculty Council meeting in January.

PS39: Revisions were proposed to PS39 by Ann Coulon. The intent is to require all faculty to complete an annual evaluation form, or be subject to dismissal procedures. The Faculty Council approved the proposed changes. Steve Harrison will send a letter to Ann Coulon notifying her of the Faculty Council action.

PS44: Steve Harrison noted that there was misunderstanding and misinterpretation of the language in PS44. The \$100.00 limitation on professional organization dues was intended for state funds. There is no limit on the use of grant funds to pay professional dues and the language should be changed to clarify this. Steve Harrison will discuss this with administration.

PS42: Ann Coulon proposed changes to clarify the timing and routing of outside reviews. A section was added that described a new process – Notification to administration of the intent to apply for promotion and/or tenure. The Faculty Council approved these changes and additions. Steve Harrison will notify Ann Coulon of the Faculty Council action.

AgCenter Promotion and Tenure Committee: The Faculty Council executive committee met with the vice chancellors and Ann Coulon to select faculty members to recommend to the

Chancellor for service on this committee. The Chancellor will select 22 (11 professors and 11 full rank agents) of which 5 will be from the Faculty Council. The executive committee also recommended that all tenure-track candidates have a representative from their department available to answer questions the committee members might have during the committee discussions of candidate qualifications.

New Business

Improved Communication with faculty: Steve Harrison recommended developing means to improve communication. The Council needs to have capability to send email to allAgCenter. Perhaps there should be a committee of 2 to 3 members to develop material to send out.

Denyse Cummins said that most faculty members do not know what Council functions are.

Allen Hogan suggested that the minutes should be open to all faculty.

Steve Harrison suggested that to improve communication with faculty the following should be done: 1) get permission for the Faculty Council Chair to use allAgCenter email, 2) establish a separate email address for the Faculty Council, 3) send an email agenda to all faculty 7-10 days before each meeting, 4) solicit suggestions from faculty for agenda items, 5) invite all interested faculty members to meetings.

Kurt Guidry agreed that there was a need to improve communication with constituency.

Steve Harrison said that posting of Council minutes on the web page needed to be faster.

Steve Harrison appointed a committee of Kurt Guidry (chair) and Troy Menard to write a protocol on Communications with faculty using the internet. The committee will have a draft for the January Council meeting.

Attendance Policy: Steve Harrison and Kurt Guidry brought up attendance at Faculty Council meetings for discussion. Attendance at Faculty Council meetings has not been a priority with some members who were elected after agreeing to represent their constituency.

After brief discussion of the need to improve attendance, Steve Harrison placed on the agenda for the January meeting Development of a Written policy on Attendance at Faculty Council Meetings.

Compensation time: Denyse Cummins requested the Faculty Council discuss comp time because agents were required to work nights and weekends as well as Monday through Friday with no time off. Agents are burning out and leaving and the divorce rate among agents is increasing. There seems to be no clear consistent policy across the AgCenter for comp time. The Faculty Council agreed to look into this issue and will appoint a committee to research what policies presently exist. Denyse Cummins will chair the committee.

The meeting adjourned at 1:00p.
The next meeting is scheduled for 18 January 2005.