



Southeastern Louisiana University
Academic Affairs Council
April 20, 2020
Google Meet

Members Present

Tena Golding, Chair
Jeff Temple
Eric Summers
Ann Carruth
Karen Fontenot

Kay Maurin
Jackie Guendouzi
Dan McCarthy
Eric Johnson
Erin Horzelski

Mary Ballard
Karley Bordelon
Toni Phillips
Lorett Swank
John Boulahanis

Members Absent

Paula Calderon
(sent email vote)

Call to Order

Tena Golding, Chair called the meeting to order at 9:05 am

Agenda Items

- 1. Minutes of the April 15, 2019 meeting – Approved** (Eric Johnson; Kay Maurin seconded).
Tena Golding asked for approval of the minutes with addition of Erin Horzelski as Members Present. The minutes were approved as distributed with that correction.
- 2. Credit Hour Policy – Approved** (Erin Horzelski; Karen Fontenot seconded).
This updated policy resulted from work by an ad hoc committee appointed last fall to review and revise the existing policy. The previous policy was criticized for its complexity. The revised policy is simpler and also addresses online learning.
- 3. Faculty Workload Policy – Approved** (Mary Ballard; Erin Horzelski seconded).
This policy is consistent with current practice. Putting in the form of a policy aids documentation of compliance with accreditation standards and ensures consistency within accreditation reports. One edit was made before approval.
In the Faculty Workload Policy, page 2, under Visiting Faculty.
Previous statement: 3 workload credits of **research**, and have some limited other responsibilities. Replace the word research with **research/scholarly/creative activity**
- 4. Selection of Department Heads Policy – Approved** (John Boulahanis; Jackie Guendouzi seconded).
The process described is similar to the previous process, includes more of a role for instructors. Instructors make a significant contribution to each department and can offer a different perspective during the selection process. It was agreed that representatives from the full-time instructors should be included in the screening committee. The following edit was made.
Previous: 2. The **full-time faculty** in the department shall have the option of serving as the screening committee or of electing a screening committee from this group. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee.
Revised: 2. The full-time tenured or tenure track faculty in the department shall have the option of serving as the screening committee or of electing a screening committee from this group. **The screening committee shall also include representation from full-time instructors.** Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee.

There was also discussion of problems resulting from requiring three names to be submitted, as there may not be three acceptable candidates. Understanding that the dean can ask the committee to revisit the pool or reopen the search if not satisfied with the names submitted, the following edit was made.

Current: 6. At the conclusion of the search process, the screening committee shall meet to cast a secret ranked poll. The chairperson shall submit to the dean the names **of the top three candidates**, unranked, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

Revised: 6. At the conclusion of the search process, the screening committee shall meet to cast a secret ranked poll. The chairperson shall submit to the dean the names **of up to three acceptable candidates**, unranked, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

Meeting adjourned at 9:44 a.m.