Faculty Senate Meeting Minutes
Monday October 22, 2018
Harrison Board Room, Foundation Building

Attendance

Faculty Senate Executive Committee members present:

1. Mandi Lopez (Vice-President, Vet Med)
2. Kevin Cope (Past President, English)
3. Fabio Del Piero (Member-at-Large, Vet Med)
4. Joan King (Secretary, Food Science)
5. Judith Sylvester (Member-at-Large, Mass Comm)
6. Nan Walker (Member-at-Large, OCS)
7.

Parliamentarian: Louay Mohammed

Senators present (X = Present; A = Alternate; P = Proxy):

1	X	Fereydoun Aghazadeh	25	X	Katherine Henninger	49	X	Laura Riggs
2	X	Kwame Agyemang	26	X	Paul Hrycaj	50		Tracey Rizzuto
3	X	Priscilla "Lilly" Allen	27	X	Stuart Irvine	51	P	Bhaba Sarker
4	X	Aly Aly	28	X	Brendan Karch	52	X	Dan Sheehy
5	X	Kai Aryana	29	X	Kyla Kazuschyk	53	X	Stephen Shipman
6		Michael Banks	30	P	Kelli Scott Kelley	54	X	Gregory Sioles
7	P	Chris Barrett	31	X	Yunjung Kim	55	X	Carlos Slawson
8	P	Dorin Boldor	32	P	Roger Laine	56	X	Andrew Sluyter
9	P	Jeffrey Brooks	33	P	Elecia Lathon	57	X	Kevin Smith
10	X	Konstantin Busch	34	X	Julia Ledet	58	X	Jared Soileau
11	X	Prosanta Chakrabarty	35		Vincent LiCata	59		Kristen Stair
12	X	Cassandra Chaney	36	P	Juan Martinez	60	X	Rachel Stevens
13		Brett Collier	37	X	Bryan McCann	61	X	Brenton Stewart
14	X	Belinda Davis	38	X	James Matthews	62	X	Judith Sylvester
15	X	Fabio Del Piero	39	X	Mustajab Mirza	63	X	José Torres
16	X	Charles Delzell	40	X	William Monroe	64	P	Matthew Vangjel
17	P	Michael Desmond	41	X	Carl Motsenbocker	65	X	Nan Walker
18	X	Rodrigo Diaz	42	X	Pius Ngandu	66	X	Sonja Wiley
19	X	Cyndi Dicarlo	43	X	Rafael Orozco	67	X	Cathy Williams
20	X	Levent Dirikolu	44		Niki Pace	68		Donghui Zhang
21	X	Brooks Ellwood	45		Megan Papesh			
22		Kenny Fasching-Varner	46	X	Tracy Quirk			
23		Gregory Griffin	47	X	Suresh Rai			
24	X	Kristen Healy	48		Maria Rethelyi			

Guests:

Tom Glenn	Stacia Haynie	Jane Cassidy	Matt Lee	Joseph Givens
Stephen Beck	Arend Van Gemmert	Hope Dawan		

Consideration of the Minutes from September 20, 2018

Moved by Fereydoun Aghazadeh and seconded by Fabio Del Piero.
Approved unanimously with potential corrections.

President's Report

1. Discussions started on PS-27 Authorship guidelines and Dispute Resolution and graduate student mentor policies.
2. Drafts of PMs being worked on for PM-79 Freedom of Speech and Expression, PM-80 Prohibition of Hazing.
3. FSEC interviewed three candidates for VP Public Safety.
4. Skype interviews will be on Nov 7 and 8 for Provost candidates.
5. A job description is being worked on for the VP of Strategic Communications.
6. Meetings have been held with Provost Haynie concerning the holistic admissions.
7. The Presidential Symposium Behind the Ballot will be held October 29 and 30 on campus.
8. There will be AAUP guest speakers about progressive economic policies and the future state of universities

Q&A Summary:
None.

Announcement of Nation Day of First Generation Students – Joseph Givens, LSU McNair Scholars Program

November 5 to 8, 2018 there will be a celebration for first gen students, #CelebrateFirstGen. The week will celebrate promoting first generation students. There is a national day to recognize First Generation students. Sponsored by NASAPA and Council for Opportunity. Monday from 11 to 1 pm there is a Parade Ground Resource Fair. They will give away buttons and stickers. November 6 Women's Basketball will show videos and have other events. November 7 there will be a Town Hall and Ice Cream Social. November 8 there will be a faculty and staff lunch and learn focused on First Generation Students. November 9 there will be a carnival style fair with food and games. LSU is transformative in influence, where students experience a lot of firsts here. Students become national voice and have national influence.

Q&A Summary:

Fereydoun Aghazadeh
Explain the McNair program.

Joseph Givens
Founded for astronaut who died in the Challenger explosion, Ronald McNair. Founded for first generation, low income, underrepresented students, who are paired with faculty mentors on research projects. The goal is to prepare students to be competitive graduate school applicants and successful graduate school students. Partner with the Honors College.

Mandi Lopez
Do you know how many faculty identified as first gen students?

Joseph Givens
Do not have that information yet. Possibility of sending out a survey.

Senator
Is this going to be on the LSU home page?

Joseph Givens
Yes, more information will be put out. There is a lot of information on the website under first generation students.

Senator
Is this just a celebration?

Joseph Givens
This week is a welcoming and celebration.

Aly Aly
He is first generation, but no one gave him attention. Do these students need special service to help them succeed? Are there some statistics that first generation students are not as successful?

Joseph Givens
There are many studies on this issue. We want to bring awareness through events and get faculty talking about this.

<u>Update on Online Accessibility requirements – Dr. Matt Lee, Vice Provost</u>

Doing this to get in compliance with federal regulations. They have an agreement with the Office of Civil Rights with the Department of Education for websites, internal and external facing, software, PowerPoints, Word documents, PDFs, etc. They have a working group with faculty and staff called OAWG. They are working with Usable net to conduct website and digital content audits. They have an awareness campaign and established that new content going forward will meet with accessibility requirements WCAG 2.0, Level 2A and will work on remediation for existing content. Remediation has started for all OU campus and some WordPress sites on the lsu.edu domain and overseen by Strategic Communications. Things are moving along, right on track. They developed a training program for units that have those websites. A revision of PS-26 received final approval September 6, 2018. They developed a web-based course for faculty and staff called Designing and Teaching Accessible Courses which will start November 5. Next there will be a flyer on how to get signed up for that training. They are making an online hub of how to, video tutorials, GROK articles and FAQs to be unveiled later this month. The Faculty Technology Center is getting people trained to provide help to faculty and they will provide workshops starting in January. They will provide methods for captioning. A pilot program is being done for faculty in the context of Moodle to go over courses materials weekly to update them. The online accessibility group meets weekly to field questions and respond. The deadline is August 2019 for completion.

Q&A Summary:

Judith Sylvester
Have you figured out who is going to pay for captioning software and is this going to be available to the community or is this going to be pushed back to the departments?

Matt Lee
They have Kaltura which is now turned on and this will be the main resource for video captioning.

Judith Sylvester
The best software is only catching 80%. You still need someone to sit there and capture the other 20% not caught by the software. Most departments do not have help for that.

Matt Lee
We do not have any resources set aside for this yet. They are relying on the professionals. The program meets the needs of accessibility.

Mandi Lopez
Has anyone tried it to see how it works?

Matt Lee
It's a national standard and high quality.

Lilly Allen
Kaltura is an interface for her online courses. She is not aware of it being a captioning software.

Matt Lee
That feature was recently turned on and can caption videos.

Arend Van Gemmert
Kaltura works better than YouTube.

Lilly Allen
You cannot do a video, and have it magically caption the video.

Arend Van Gemmert
It uses speech recognition.

Cynthia Dicarlo
She is only aware of using Kaltura when creating video. Some of us have existing videos and we are not aware that you can upload them into Kaltura to caption them.

Matt Lee
He will check with Sasha Thackaberry on the program.

Senator
If we link outside resources to Moodle, say YouTube, are we responsible for those as well?

Matt Lee
This is an unresolved issue. In principle they are supposed to be.

Senator
Should we be looking to alternatives that are compliant?

Matt Lee
To an extent, yes. For example, when you photocopy something to a PDF, those are not compliant. If you link to the original item, say from the library, then it is compliant because all digital content from the library is compliant.

Stuart Irvine
He puts a lot of scanned readings on Moodle. He can't do that anymore because those won't be compliant. If we get a link to the library, we assume that the library is comprehensive, but it doesn't even come close.

Matt Lee
These are things that we are still searching for solutions to. Someone is chemistry calibrated their class over several years and it is not close to being compliant. He doesn't want to rebuild from scratch. We don't have a full answer for that professor yet.

Senator
He heard good things about Kaltura, better than the 80% mentioned. He heard that a better standard is required for courses, closer to 100%. There are no plans for human-assisted captioning in the future?

Matt Lee
There are no resources set aside now. They are in the phase of getting an idea of what kind of support is needed.

Senator
His department posts PowerPoints to Moodle. With this new requirement of accessibility, the easiest way to obey the rule is to not post to Moodle and do the students a disservice.

Matt Lee
It is his understanding that all digital content and communication must be compliant, whether on Moodle or not. He will get clarification for standards.

Senator
Some of his classes are hand written notes for graduate courses for example. He will not type them up.

Matt Lee
Will get clarification on that.

Senator
The system they have now is that a note taker would be provided for someone with disabilities.

Matt Lee
Accommodation and accessibility can't be conflated, they are two different things. For example, when a new building is being built now, it is built with accessibility standards regardless of whether they assume that someone with special needs is ever going to enter the building. They use the legal term proactive accessibility, where it does not create an excessive burden or necessitate a fundamental alteration, but it should be made available. He noticed at is drive through bank, the ATM itself has braille on it, building it to an accessibility standard and making it available should the need arise.

Kyla Kazuschyk
They are in theater with hours of videos they use to teach. Who is responsible for captioning these videos and what are the consequences?

Matt Lee
There are no specific consequences now. Local units should do what they can to get into compliance. In engineering they have slide decks with complex equations. They are trying to figure out how to deal with equations. He doesn't think you have to re-explain the equations all over again because it is assumed that there is a level of proficiency.

Senator
Are details going to be provided for how to do this? Is the remediation plan with details published somewhere?

Matt Lee
There will be a hub with videos and tutorials for how to do this step by step.

Mandi Lopez
When will hub be available?

Matt Lee
Next week. They are shooting for November 5.

Mandi Lopez
Where can you submit questions?

Matt Lee
Questions can be summitted to him or the online accessibility working group, oawg@lsu.edu.

Update on Student Modernization project – Tom Glenn, Student Program Director, ITS

Modernization project started last summer/fall. He covered the areas related to student services including integrations to other third-party systems.   Student records are isolated by campus with different programs, so it is multi-institution. All codes are separate. LSU operates as a multi-institution system. A student transfers from one campus to another. They had stake holders identify operations need through the life cycle of a student. They looked at recruiting, admissions, financial aid, student financials, academic advising and student records. They asked Workday to demo certain parts of students' systems, such as admissions, recruitment, etc. Workday met 92% of our requirements. The other 8% were identified as blockers. They asked Workday when they would deliver the other items. They met with IT governance to recommend going forward with the Workday student module. The recommendation was accepted, and business process mapping started Spring 2018 with 3 phases. Those phases are: map out your current state, an analysis of your current state, and match out the future state. They used transforming Solutions Inc. to map processes. They scheduled 162 two-hour meetings with stakeholders on the campuses. They found 348 business process maps. They found places to improve how business is done today. There is a significant amount of manual at LSU. They looked at functional areas of which there are 191 here on this campus. The current state processing will not scale for online programs. They went ahead and mapped out the current LSU online program. Workday comes out with new releases every 6 months. They met in March and proposed two phases. First LSUE being fully deployed by 2019, and phase 2 with the other three campuses fully deployed by 2020 using what they learned from phase 1. Workday requires a clear definition between multi-institution vs multi-campus systems. Ohio State is multi-campus. All application processing is done on the main Ohio State campus. That is different for LSU. Each campus needs to have their own transcripts, catalog, terms, etc. Workday could not provide complete live functionality by 2020. They will have to move the timeline a year to do that with a clear articulation of the term multi-institution. They are working to decommission the mainframe for student services. This fall they have been working with Workday to identify what are the blocker and critical requirements needed. Currently they have 1326 student system requirements and 167 new requirements related to LSU online. Those requirements were submitted to Workday, in which 65 needed more clarification. They held sessions at LSU Alexandria with people from several campuses to find out what processes need to be verified in the Workday product. Workday will be here on our campus Oct 23 and 24 to test systems. Systems must integrate with each other for HCM, Finances and student areas. There can be hierarchies for academic unit structures. They want to identify multi-institutional requirements. They have direct contact with the programmers. December 18 they will present the results to IT governance.

Q&A Summary:

Fereydoun Aghazadeh
Is the campus trying to fix the problems that exist now with Workday?

Tom Glenn
Workday is highly configurable. He was not here when they implemented Workday. They didn't have the people they needed here for the problems. Success is that people can do their jobs and that is why they worked on process mapping. When they went to the Workday conference, many people heard us speaking about multi-institutional systems, which we have experience in. We need to add value to the system where we can roll reports up.

Mandi Lopez
Are there really 5000 cobalt programs?

Tom Glenn
LSU has sophisticated systems. Instead of writing all files down they did program logic for them to write to each other.

Mandi Lopez
How will that be phased out?

Tom Glenn
Ohio State customized Peoplesoft heavily so they cannot support the old release. They either needed to implement and new updated model or chose another. The life of ERP systems is about 15 years and LSU's system is beyond that expiration date. Workday is a sophisticated product.

<u>Update from Office of Research and Economic Development –Dr. Stephen Beck, Associate Vice President</u>

He spoke about electronic research administration. For the last 15 years, LSU has used SPS, Sponsored Programs Systems. SPS was designed to only handle pre-award information. Three years ago, LSU started using Info Ready review for internal grants and contracts. It was not possible to do post award processing and reporting or conflicts of interest checking. They are replacing SPS because of the retirement of the mainframe. Many vendors offer a specific kind of software package to manage grants, therefore, it did not make sense to continue developing SPS or build a new system of our own. They wanted a platform that provided integrative services for grant preparation, on demand reporting, etc. A committee was put together to find a new eRA system with members from LSU, AgCenter and PBRC. All institutions are charged based on the HERD survey, all numbers are combined when submitted.   They looked at companies for a year, bringing in companies to describe their products. There were several criteria to be met: that it was intuitive user interface, easy to configure and easy to manage across the board. It had to be enterprise grade for multi-institutional support, that could grow. They started in Fall 2016, wrote a RFP the following summer and then submitted a procurement in 2017. The implementation process began this fall. They chose InfoEd Global which does the SPIN database. They focus 100% on research administration. They have approximately 400 clients including several research-one universities. It is fully integrated product that can be integrated with Digital Measures and Workday. You will submit through this system and it will submit to the funding agency. The benefits for faculty include that it will be faster to get information into the system because of ties to Workday, it will create current and pending forms and calculate automatically. It will have an integrated conflict of interest management system. It will work like Turbo Tax where it asks you questions and you provide the answers. It will integrate with Faculty360 and will have a modern system for IRB and IACUC. For administrators, routing and on demand reporting will be available. It will be integrated with faculty annual reports. It will store all information in a single location, greatly reducing duplication data entry. Award and modification documents will be in the system. There will be continuous updates to follow sponsors programs when changed. It is a shareable service with role-based granular access control. This is part of TAIL, Transforming and Architecting Information, ITS's effort to modernize the ITS system on campus. They are first deploying modules on conflicts of interest, then sponsored programs, then modules on human and animal subjects. InfoEd will come on campus to develop prototypes with user testing and feedback. There will be training and support with online training and there is imbedded user help throughout the application. They are working on conflicts of interest right now, they are about to work on sponsored programs module to be tolled out in May 2019. Human subjects will be completed Fall of 2019 and animal subjects in May 2020. They want to brand the eRA platform for which they have a contest that suggestions must be submitted by Dec 1, 2018. www.lsu.edu/resreahc/era.

Q&A Summary:

Aly Aly
Does this mean that we will not have two review processes?

Stephen Beck
You shouldn't have to do fast lane or grants.gov again, manually.

Senator
Who updates current and pending grant forms?

Stephen Beck
They will be able to create a report for current and pending. Right now, there is a standard form that they use. You won't have to print it out again. We will be working to make sure that information gets directly fed in based on the applicant to the grant.

Mandi Lopez
Wasn't there a goal to have templates from NIH, etc.?

Stephen Beck
The templates come in from the granting agency and the program will assemble it into the form.

Mandi Lopez
She tried it out and got stuck but was able to get unstuck.

Judith Sylvester
This has a lot of good possibilities. She used to use SPIN but now it's gone. She has a website in WordPress that has been down. She is in the pilot for Moodle and when there are problems for which they say they must contact the vendor. If we have many items through vendors, what are we going to be able to fix ourselves?

Stephen Beck
InfoEd has been doing this for 25 years with many institutions. If there is a problem, it will hit everyone at the same time. There is a lot of consistency and resiliency to the program. It is amazingly configurable. They have a team of people already managing InfoEd for us. There may a time when we must call the vendor. The question then becomes, should we call the vendor or fix it ourselves. It is more effective to work directly with the vendor. The problems should not be there because we are plugging into an existing product.

Judith Sylvester
Is the program going to pick up all the grants that are old and done with?

Stephen Beck
Data migration happens at every stage. The plan is to have all the data imported for reporting and history.

Mandi Lopez
You did say you were going to mention something about PM-11.

Stephen Beck
They have worked to convert PM-11 to a digital process. Typically, it takes aa week to 3 or 4 months depending on the nature of it. With electronic routing it could take a day. The dashboard will allow those that need to see it more easy access. They can enable the system to send a reminder to re-new your PM-11.
_____

Old Business
None.

_____
New Business

First Reading Resolution 18-02, "University Protocol for Death of an LSU Employee", *Sponsored by Faculty Senate Executive Committee in support of Staff Senate Resolution 18-01 Implementation of University Protocol Following Death of an LSU Employee*

Read by Judith Sylvester

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LSU A&M Faculty Senate Resolution 18-02
University Protocol for Death of an LSU Employee
Sponsored by Faculty Senate Executive Committee in support of Staff Senate Resolution 18-01 Implementation of University Protocol Following the Death of an LSU Employee
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Whereas Louisiana State University does not currently have a standard University-wide protocol available to guide campus departments through the appropriate actions following the death of an employee,

Whereas the loss of an employee can be devastating to families and work colleagues, as standard protocol or checklist could easily guide departments through the necessary administrative actions and communications to ensure everything is handled in a sensitive, appropriate, and highly coordinated manner,

Whereas the LSU Strategic Plan 2025 recognizes the importance of creating a community in which all faculty and staff are valued for their contributions in their respective roles. This should not only include creating a culture of support for current employees following the death of a colleague, but should also recognize the contribution of the deceased employee, which can provide comfort to the loved ones of the deceased,

Whereas Louisiana State University does have a similar process in place following the death of a student with PS-63 Procedure for Notice when a Regularly Enrolled Student Dies,

Whereas universities such as University of North Carolina at Charlotte, University of Illinois at Chicago, Utah Valley University and others have similar protocol and resources in place,

Therefore, be it resolved that the LSU Administration, with adequate staff and faculty representation, develop an appropriate protocol and resources to follow when there is a death of a an LSU employee.

Moved in discussion.

Q&A Summary:

Charles Delzell
Maybe change wording in second whereas for section where 'as' is.

Senator

Just change it to 'and'.

Judith Sylvester
Doesn't it just need to be 'a'

Mandi Lopez
Given that this is the first reading, we will accept that.

Lilly Allen
Is this just at the discussion stage? Where would this checklist come from?

Mandi Lopez
There is not current procedure for handling this. Out of respect to the family and colleagues it is to establish a standard operating procedure.

Sonja Wiley
Do we have the example to look at from these universities listed?

Judith Sylvester
The staff senate started this, so they may have the information.

Mandi Lopez
We will have that information next time.

Lilly Allen
Will we have our own resolution that mimics the staff senate resolution?

Mandi Lopez
This would be specific to faculty, while theirs is specific to staff

All moved to adjourn at 4:40 pm.