

- I. A meeting of the faculty of the Department of Biological Sciences was called to order at 12:33 p.m. on Tuesday, November 14<sup>th</sup>, 2017 in MO 451 by Dr. Don Hauber.
- II. Faculty present: Anderson, ~~Barnes~~, Barrilleaux, ~~Beard~~, Bucolo, Chiasson, ~~Don~~, Hauber, Hood, ~~Jordan~~, Mix, Myers, ~~Rickoll~~, Thomas, ~~Tobler~~, Wolfe.
- III. Minutes were approved for the October 17<sup>th</sup> meeting.
- IV. Announcements
  - A. Good news round robin: skipped due to time restraints
  - B. Biology Research Seminars: The last fall seminar is scheduled for November 28<sup>th</sup> and Dr. Megan La Peyre will be presenting. Possible dates for the spring seminars have been established and David Reeves has been secured to present on April 17<sup>th</sup>. Room reservations have not been confirmed yet by Michael Rachal. Psychology is hosting a seminar on November 28<sup>th</sup> at the same time with Jill Daniel presenting. Chemistry has a seminar scheduled on November 27<sup>th</sup> at 3:30 on RNA sequencing and arthritis. (Kim) Paying for travel and a meal or two for invited speakers is okay but not for airfare and hotel at this time. (Don) As some large conferences are held in New Orleans, we might obtain a more well-known speaker that is already in town. (Kim)
  - C. Health Career Seminars: The next seminar is being held on Thursday, November 16<sup>th</sup> at 5:00 p.m. in Miller 114.
  - D. DSAC update: Julia Racine is attending a DSAC meeting at this time. (Arden)
  - E. DAC update: The ADA Training scheduled for November 16<sup>th</sup> has been postponed to January. All who supervise workers must attend. The next College Assembly will be on November 30<sup>th</sup>. I-9 compliance is being reinforced for all new employees. Implementing the Faculty 180 is being delayed. Having students transcribe the information proved to have errors, so it's more efficient for the individual to upload it themselves. This is supposed to make it easier to apply for grants. Faculty Vita updates are due to Don and Mona by December 1<sup>st</sup>. Don will send all of them to Maria at once. For class syllabi, we must follow the format of the syllabus template which identifies what needs to be included and in a specific order. It also identifies statements regarding disability services and accommodations, emergency interruption of operations, and enforcement of honesty policy. Part of the teaching evaluation (for evaluation and merit) is based on whether or not you submitted a syllabus and if you did so in the correct format. Regarding students with disabilities, we must accommodate them even if they are late in notifying us. There is a new Incomplete Policy being enforced. 1) When an "I" is assigned, the student must be passing the course; 2) the student must have no more than 20% of the coursework remaining; and 3) the faculty member is committed to working with the student for the 6 weeks leading up to when the grade must be update. The Online course cap is now set at 25. (Don)
  - F. Spring/Summer schedule update: There are quite a few classes with many on the waiting list. Work is being done to see if changes can be made to accommodate the students.
  - G. Faculty Search update: We need to move on the searches whether the tenure tracks are approved or not.

- H. Updating department website, faculty blurbs; using listerv: NA
- I. Other Announcements: The Environment Program is hosting a speaker to discuss biking in New Orleans this Thursday at 7:00 p.m. in Nunemaker.

V. Old Business:

- A. Spring CHEM A 105: There are scheduling conflicts with the number of students who want or need to take this course.
- B. Equipment & Space committee: Keep an eye out for space needed for new faculty.
- C. New course proposals – A&P I and A&P II: These two are being offered in the summer and Don is working on the course proposal to offer them in fall of 2018. Students from other campuses are seeking to take these courses.

VI. New Business:

- A. Protocol update: We need to come up with a consistent policy for faculty scholarships. We need to come up with a method for giving professors credit for working with students. It can be put on a vita, but that doesn't count toward a course release. It would count toward merit pay but there hasn't been merit pay in years. The Provost is likely to move tenured faculty to 3-4 or 4-4 if they're not satisfying the minimal level of scholarship or service. (Don) It was discussed that we should educate the administration on what it takes to do research in biology which is not like chemistry, for example. There are differences in various disciplines. This can be discussed at the next meeting before Don submits it to Maria.

VII. The meeting was adjourned at 1:52 p.m.