

November 5, 2018 @ 8:30 a.m.
Leadership Team Meeting

Absent: Dana Clawson, Kim McAlister, Thomas Reynolds

Frances Conine:

- Homecoming parade and pep rally was great. The venue and band made one of the best ever. Possible record number of alumni and students attended.
- Enrollment Management is working hard on spring re-enrollment.
- Recruiters are very busy on the road and hosting many campus tours.
- Student Affairs area is very busy. We meet weekly with a campus wide committee to plan campus programs.
- Maxient, a student conduct program will be launched soon. Academic departments will be asked to train on the academic integrity part.
- Counseling office seeing many students. They have a short waiting list but are assessing students as they sign up. Contact Rebecca Boone if you have a student you think needs attention more quickly.
- Student Union projects are being assessed and budgeted. We will be renovating bathrooms first. That project will begin immediately.
- NSU lost two students two weeks ago. A memorial was held for Danae Gordon last week. A memorial service for Beth Monahan will be held on Wednesday, November 7th at 1:30 p.m.
- Request that all NSU students, faculty, and staff come out to send NSU Football team off to SFA by lining Caspari Street on November 15th at 12:30 p.m.

Jacob Ellis:

- Margot Shetterly, brought in by SGA, is to speak on Monday, November 5th at 6:15 p.m. in A.A. Fredericks Auditorium.
- The Council of Student Body Presidents will be on campus Friday and Saturday for a monthly business meeting.
- The Student Memorial has been approved and the plans are underway for that project.
- SGA is planning a Mental Health event in the near future.
- The Leadership NSU Committee has begun meeting to plan our annual Leadership NSU conference.
- The SGA office will be done with renovations this week.
- The Student Technology Advisory Team will meet this week to approve the budget.

Vickie Gentry:

- At the October ULS Board of Supervisors' meeting, Northwestern's Proposal for Bachelor of Science in Resource Management was approved. It will go before the Board of Regents at either their December or January meeting. If approved, it will be available for enrollment in the spring 2019 semester.
- External evaluator for the proposed M.S. in CIS was selected by the Board of Regents – Dr. Lee Freeman from the University of Michigan.

- All vice presidents for academic affairs of the ULS have been meeting regarding textbook affordability in order to reduce costs to students. NSU's plan will be submitted to the ULS in December. Follett Bookstore is working with us; ebooks will be pushed. Faculty will need to review and make selections. Northwestern is leading in savings to students.
- Need to move forward in selecting a faculty profile system for the University. We have met with different providers, but believe that Interfolio offers the best product. This information will be shared with department heads/directors at this afternoon's meeting.

Frank Hall:

- Coordinated/participated in the Budget Enhancement Request process meeting for the 2019-2020 Budget Year (BY).
- 2019-2020 Budget Year (BY) Enhancement Request process announcement will go out on 15 November 2018 via messenger. They will be due on 15 February 2019.
- Have started to meet with organizations/coordinators regarding the mid-year assessment requirements. Will review with the University Assessment Committee on 15 November 2018.
- The mid-year assessment brief Strategic Focus Area slides will be disseminated as part of the Strategic Planning Team Meeting on 14 November.
- Continuing to work on the best way to quantitatively assess Organizational growth in comparison to peer institutions.

Roni Biscoe:

- Long-time employee, HR Director, Cecil Knotts passed away Sunday, November 4.
- Supervisors should remind employees to complete mandatory training by December (before the winter break).
- Dawn Eubanks, Pat Jones, and Roni Biscoe are reviewing both HR and Business Affairs web pages to update.
- Administration of the Fall 2018 Student Evaluations of Course and Instructor begins Tuesday, November 6th and will close on December 4th.
- IR is working with ITS using Tableau for reporting data.

Greg Handel:

- 240 candidates applied for graduation. All but 4 are cleared at this point.
- Registration starting today.
- Math and English Co-Reqs. Are still going very well:
 - ENGLISH: At midterm, about 70% of our students had a C or better in the program. However, in the online pairing, the percentage drops to about 50%. We will be looking at that trying to figure out how to better meet the needs of those students.
 - MATH: Going very well. Student feedback is excellent. 93% passing with a C or better.
 - 48% passing with an A
 - 37% passing with a B
 - 8% passing with a C
 - 6% passing with a D
 - 1% not passing with an F

- Three very successful events this last weekend: J-Day on Friday with over 200 students; Scholars' Day on Saturday with over 70 students and parents; and Classic on the Cane Marching Contest on Saturday with over 30 bands and 10,000 spectators.
- CAPA: Had a great Jazz Orchestra alumni reunion and concert during Homecoming, and GALA rehearsals start this week.

Dawn Eubanks:

- Travel to McNeese for training with their internal audit – received lots of valuable information.
- Planning stages of an audit that will span till mid-January.
- Attended LACUA – Louisiana Association of College and University Auditors in Monroe. Again, lots of valuable information. Also, while attending the conference, I attended a Director of Internal Audit meeting for the UL System.
- Reminder that Policy and Procedures play an important part of internal controls. They should be reviewed anytime there are changes but at least annually. As I review our policies, I am reaching out to departments for any possible updates.

Jerry Pierce:

- Marketing/Branding:
 - Design/Publishing of the Columns Fund Annual Giving Mailings.
 - Filmed Homecoming 2018 festivities.
 - Designed (2) print advertisements for The Advocate Higher Education Guide and (2) digital advertisements.
 - Designed Athletic Marketing Training Center Campaign 2018 BiFold Brochure/Flyer.
- WRAC:
 - IM in conjunction with student activities held the Homecoming “Glow Run” on Monday, October 29th (rained out October 24th). We had 200 participants.
 - IM is currently in our 13th sport/events of the fall – football – we have 18 teams and 279 participants.
- Rec Complex:
 - Great turnout for Homecoming golf tournament with 17 teams.
 - Waiting on the City to finish cables for driving range set to open in the spring.
 - Trimming trees for next year. Ready for spring.
 - Finished tile work on pool.
- Informational Services:
 - We hired an assistant graphic designer, who will begin later this month.
 - Extensive coverage of NSU Athletics, Homecoming Events, CAPA programs, academic programs, community enrichment (such as CLIP program), and highlight the accomplishments of students, student athletes, and faculty.
 - Worked extensively with Recruiting, SGA, SAB, and Alumni to create and print engagement materials.

Margaret Kilcoyne:

- School of Business:

- Continuing Legal Education will be held on Friday, November 16th. The cost will be \$250 for attorneys. We are continuing to make an effort to include others like accountants. Total is 6 credit hours. <http://www.eventbrite.com/e/cle-tickets-51226892013> .
- Inferno Pitch-Phase 3-Final Pitch competition will be announced on Tuesday, November 7, 2018. The Inferno Pitch will be held on Tuesday, November 13, 2018 beginning at 3:00 p.m. The top 5 participants and/or teams will pitch their business models to a panel of judges. <http://www.infernopitch.com/> .
- Speakers at Northwestern State University's 52nd annual J. Walter Porter Forum encouraged students to lead the fight against sexual harassment in the workplace. Themed "Leadership and Empowerment: Time's Up," this year's forum featured Julie Couret and Keith Poirrier who discussed how to identify and speak up about inappropriate behaviors in the workplace and promote a culture of teamwork and accountability. <http://news.nsula.edu/home/porter-forum-time-s-up/> .
- 2018 School of Business Executive Board Meeting, 10/19/18.
- Met with business stakeholders to receive feedback to help strengthen curricula. Amazing opportunity to also showcase HMT students and our SAOB students. All had a wonderful time.
- Felipe Ruiz Moreno, Associate Dean for Internationalization & Mobility, from the University of Alicante, will be visiting us on November 5 to November 9 approx. He will be visiting with us about the Erasmus+ cooperation grant program, the dual degree program in business, the summer program, and international week.
- Engineering Technology
 - Robotics: The Department of Engineering Technology at Northwestern State University hosted its Fall Robotics Competition and Smart Structures Show (RC&S3) on November 28, 2018. All middle schools within 200 miles radius from City of Natchitoches are welcome to participate. This year, we organized a smart structures show to provide opportunities for high schools and other organizations that are involved in robotics related projects to show their creativity at our event. There was no registration fee for the competition or show, however, those interested in participating in the competition must respond to the announcement by submitting a letter of intent and a press/photo release form (for each team member) no later than November 16, 2018. All forms are attached. Documents should be sent to Ms. Erin Bates at batese@nsula.edu .
 - The National Manufacturing Month – October: Northwestern State University's Department of Engineering Technology hosted the inaugural Engineering Technology Symposium to connect students with industry partners and raise awareness of job opportunities in central Louisiana. High school groups and NSU students already enrolled in the program learned from a variety of speakers who discussed emerging technologies, STEAM (Science, Technology, Engineering, Art and Mathematics) education, innovative training programs and competencies needed in the work place. <http://news.nsula.edu/home/et-hosts-inaugural-symposium/> .
- Hospitality Management and Tourism:
 - Engaged with stakeholders: Northwestern State University's Hospitality Management and Tourism program hosted a career forum on Thursday, October 25 in the Student Union Ballroom from 12:30 – 2:00 p.m. This event was open to all NSU students and

included discussion about professionalism, networking and career goals in general. Speakers were Lauren Sharplin of Sharpco Hotels, Tracy Young representing the Shreveport Hilton, Warren Patterson of P.J. Chang's and Zach Ebarb, Visit Baton Rouge. <http://news.nsula.edu/home/hmt-career-forum-thursday/> .

Drake Owens:

- Successful 2018 Homecoming Festivities: All events were well attended including the golf tournament, decade parties, breakfast and bingo, induction ceremonies, and tailgating.
- NSU Foundation, Alumni Association, and Gallaspy Trust board meetings were held in conjunction with Homecoming as well as a ribbon cutting for the Campus Marketplace.
- Columns Fund mailer in production; will be sent to 42,000 alumni and supporters, accompanying video will be posted on all social media outlets.
- Thank a Donor Day was held on November 1st. Over 2,000 hand written thank you notes were compiled and mailed to donors.
- Plans are underway for remaining home tailgating events and annual Christmas Gala reception.
- Applicants for the Association Director of Alumni Affairs position are being interviewed this week.
- The Long Purple Line selection committee will meet on November 8th to review nominations.

Dana Clawson (presented by Drake Owens):

- **Update on BSN NCLEX rates:** 79 students from Summer 2018 graduating class have now tested and we have 100% pass rate.
- **Growing Pains:** Still have not located space for MUST HAVE spring 2018 distance classroom to accommodate 65 students. Meeting with Curtis Penrod Thursday to discuss possible space in College of Business and Technology. Must get location this week. *See attached chart.
- **Grants:**
 - Maxine Johnson, Carolyn Hartt, and Jason Parks worked together and wrote grant proposal for **CENLA Healthcare Sector Partnership Committee** funding to increase the number of nurses in CENLA through nursing programs for over \$1,700,000.00.
 - Maxine Johnson and Whitney House wrote grant proposal for \$285,000 for staff support (intrusive advising) to **Community Foundation of Northwest Louisiana**.
 - Dr. Donald Johnston had second stage of funding of **All of Us** Research Grant from National Institutes of Health & American Association of Colleges of Nursing funded for \$15,000.00.
- **Continuing to work on New Programs:** 1) First priority for Nursing is the Accelerated BSN (BS to BSN); 2) Second Priority is for Paramedic/Medic to RN; 3) Third priority is BSN to DNP. Allied Health: 1) First priority Post Bacc. Certificate in CT; 2) Second priority is Resp. Therapy with Concentration in Sleep Apnea. We have received initial approval to move forward on both new undergraduate nursing programs, but must submit a new program complete proposal. Dr. Simmons, Pam Holcombe and teams are working on these. Hope to have full board approval by beginning of next year and being admissions by Fall 2019. This will require two new faculty positions (one for each program).
- **SAH & BSN faculty finalized needed curriculum revisions for 15/15; 30 year.** SAH submitted curriculum revisions to CRC; BNS working on CRC submission.
- **Positions:**

- Still have 3 open undergraduate Shreveport positions; will be 5 after Fall. No applicants probably due to salary; **this has been discussed with Dr. Gentry**. We either have to increase salaries of those positions ASAP (ones that are posted) or decrease admission numbers for Spring.
- Also have some faculty with salaries less than what positions being advertised; **also has been discussed with Dr. Gentry**.
- Need a Doctorate Program Director for nursing and have that position submitted but waiting on final approval; this will help us to begin development of BSN to DNP and will address the need for additional faculty for the growing DNP program.
- **Bookstore:** Building complete **waiting on Jennifer Kelly** to move in. Expected Thanksgiving.
- **Facilities:** Anatomage has arrived and in-service on how to use happening this Thursday.
- **Technology:** Student tech requests submitted. Finally have Pilot test of ATI with iPads scheduled this week. Hallelujah. Tracy Brown has been a phenomenal help getting this implemented.

Ron Wright:

- Banner 9 update: We now have an operational Banner 9 production environment alongside our test system. We will begin transitioning our users that have been assisting with testing to this new instance very shortly so that they can certify that everything is operational. Next steps will include providing all existing Banner users with access to the version 9 test system so that they may begin familiarizing themselves with the new format before we transition everyone to the production environment in January upon completion of the spring registration process. We will be announcing orientation sessions to cover the changes that users will see the coming weeks.
- ITS has been meeting with key stakeholders regarding final exit plans for the old SIS/HRS/FRS systems. Information was gathered regarding historic data that should be archived for reporting purposes. Plans are underway to design and implement a data warehouse for this purpose.
- ITS is working with Institutional Research as part of a joint project to implement the Tableau data visualization and business analytics software suite. This will allow for the visual analysis of large data sets in ways that will allow those unfamiliar with their specific properties to see and identify relationships providing greater insight for campus decision making processes. A recent Tableau users conference held in New Orleans attracted 17,000 attendees from around the world.

Greg Burke:

- External:
 - Basketball Season Tickets now on sale.
 - Demons Unlimited Foundation annual fund drive continues.
 - Sponsorships are being renewed and have already exceeded 2017-18 totals.
 - N-Club:
 - Membership numbers and dollars have exceeded 2018-19 goal.
 - Reunion for 1988 and 1998 conference championship team held at Homecoming.
 - Hall of Fame induction ceremony held at Homecoming.
 - Unveiled new N-Club hospitality area at Homecoming game.
 - A grant for \$50,000 was submitted in early August to the Weyerhaeuser Foundation for repairs and updates at the Walter Ledet Track and Field Complex in anticipation of hosting

the LHSAA cross country meet and Southland Conference outdoor championship meet in May 2019. Response to proposal expected in November.

- The “Perpetually Purple” endowment brochure has been updated and a direct mail piece has been sent to over 1,000 former athletes and donors.
- Multi-media contract signed with Peak Sports Management.
- Academic/Life Skills:
 - Fall Etiquette Dinner held on October 15.
 - Meetings held with each coach to discuss mid-term grades.
 - Pre-registration for spring semester classes conducted.
- Facilities:
 - N-Club Hall of Fame display – **completed in August (\$50,000).**
 - Strength and Conditioning Annex – **renderings/cost received; collateral and solicitation strategy in progress (\$3.5M).**
 - Baseball Operations Building – **on hold (\$2.5M).**
 - Baseball Grandstand Project – **in progress (\$500,000); completion Spring 2019.**
 - Tennis Locker Room – **some funds received; major solicitation in October.**
 - Track Complex Upgrades
 - **New seating/press box installation in December (\$288,000).**
 - **Other renovations (\$50,000...grant proposal submitted to Weyerhaeuser Foundation).**
 - **Locker Room – future**
 - Softball Dugouts – **in progress (cash and in-kind donations totaling \$20,000); completion late fall, 2018.**
 - Volleyball Locker Room – **near future.**
 - Turpin Stadium Front Entrance
 - **Road/parking completed – August**
 - **Planters/irrigation completed – September**
 - **Four 75’X25’ banners installed prior to October 6 home game.**
****Total cost of project TBA but will be close to \$600,000.**
 - Nutrition Center – **Completed August (\$10,000).**
 - Soccer dugouts – **Near future (approximately \$12,000).**
 - Soccer Drainage – **Completed by City of Natchitoches in Spring 2019.**
 - Carpet (Fieldhouse 2nd Floor, MBB Locker Room, VB Locker Room) – **Completed by September 23 (\$35,000).**
 - N-Club “NZone” Tailgate Hospitality Area – **Completed October 2018 (\$20,000).**
 - **Total of Projects Completed or Pending = \$9,605,00**
- General:
 - SACS – Athletics Prominence metrics chart and narrative submitted for 2017-18 year.
 - Retiring Jersey/Number – policy drafted and being reviewed for comment.
 - Football Scheduling (LSU in 2019, Tulsa 2020 and Mississippi State in 2022; focus now is on a guarantee game for 2021 and pursuing options in 2024). A home and home contract for FCS member Tennessee-Martin was signed for 2019 and 2021. Contract sent for home game on 9-07-19 (TBA).
 - Personnel changes:

- Assistant Facilities Director – hired former student worker Chance Creppel.
- Greg Burke met with NRMCC CEO Kirk Soileau to discuss the Vivature endeavor, staff replacement, and other matters.
- Planning continued for NSU to host the Southland Conference Volleyball Tournament November 16-18.
- The women's soccer team qualified for the conference tournament for just the second time in nine seasons but did so this year with new co-head coaches and 13 freshmen.
- Greg Burke attended the following meetings:
 - NCAA Committee on Academics in Indianapolis October 8-10.
 - Southland Conference Fall AD's meeting in Frisco October 23-25.
- Under the leadership of Associate Athletic Director for Compliance Dustin Eubanks, NSU hosted two Southland Conference staff members for its mandatory compliance review.
- Head coaches and select staff members attended a luncheon hosted by the Natchitoches Regional Medical Center to discuss the sports medicine program.
- Planning continued for NSU to host the Louisiana High School Athletic Association Cross Country Championship Meet on November 12-13.
- Greg Burke participated in three weekly teleconferences as an ad hoc member of the Football Championship Subdivision (FCS) West Region Playoff Advisory Committee.
- The Athletic Department mourned the passing of track and field student-athlete Daeshon Gordon and held a candlelight service in her memory on October 25.

Kim McAlister (represented by Ruth Weinzettle):

- Education:
 - Working with LA State Department of Education to add CTE Leadership Track in Educational Leadership (M.Ed.).
 - Six faculty members presenting at Mid South Educational Research Association (MSERA) this week in Pensacola.
- Health and Human Performance:
 - Met the N-Side View recruits and spoke with 27 recruits and some attending family (largest number of interviews ever!).
 - Have posted PE faculty position search on Higher Ed Jobs.
 - Graduate students in Sports Administration and Health Promotion ate at Dr. McAlister's home on 10/29.
- Military Science:
 - Oct. 3,7: Hosted Executive Council Meetings of Demon Regiment (alumni)
 - Oct. 5: Contracted CDT Ethan Lewis
 - Oct. 6, 13, 27: Supported three home football games by presenting the colors, discharging tunnel smoke, firing cannon, and Arch of Steel for Homecoming. Honored the military service of 6 veterans and members of the military.
 - Oct. 12: Commissioned 2LT Taimata Luafalemana.
 - Oct. 15-19: Counseled Cadets on mid-term grade results.
 - Oct. 15-19: Mr. Ed Kelly, Supply Tech, completed logistics training, Fort Knox, KY.

- Oct. 19-21: Completed successful field training exercise at Fort Polk with Grambling University. Focused training on land navigation; call for fire; and recon, ambush, and movement to contact lanes.
 - Oct. 22: Updated MOS with LSUA (awaiting LSUS signature).
 - Oct. 23: Completed For Record Army Physical Fitness Test (23 of 33 Cadets passed)
 - Oct. 25: Toured Noe Armory with Dean, GCEHD, and discussed needed repairs.
 - Oct. 27: Participated in Homecoming Parade with a float and additional vehicle.
 - Oct. 31: Supported local community by participating in Witch Way to Main Street, face painting and candy for children.
- Psychology:
 - Psi Chi:
 - **Graduate:** Two fund raisers for Empower Nepali Girls (ENG).
 - Project Empowerment and,
 - 2) NSU Halloween Food Bank Drive.
 - **Undergraduate:**
 - Nineteen (19) students met the requirements to become members of Psi Chi, International Honor Society in Psychology.
 - 2) Dr. Jay Bamburg, Clinical Psychologist and Board Certified Behavior Analyst (BCBA) was guest speaker at the last Psi Chi meeting.
 - 3) Meeting to prepare for the GRE.
 - Addiction Studies Club:
 - Participated in “Fill the Bucket” project for victims of the hurricane.
 - Participated in Hope Project: to inspire individuals to raise awareness about substance abuse for National Alcohol and Drug Addiction Recovery Month.
 - Psychology Club:
 - October 17th they had mental health awareness event on Kyser’s brick way. Passed out DIY stress balls, mental health awareness ribbons, candy, and had a pledge poster for people to sign.
 - Colleges Against Cancer: Helping with fill the food pantry.
 - Faculty Outreach: presentation by Mrs. Beverly Broadway and Dr. Jennifer Hodges-Crowder delivered workshop *Understanding Challenging Behaviors* to the Neighbors Helping Neighbors on October 25, 2018.
 - Social Work:
 - Denise Bailey presented her paper “Sacred Duties: The Roles of the Children’s Aid Society and the New York Foundling Hospital in the Orphan Train Movement” at the Orphan Train Interdisciplinary Colloquium on the campus of the University of Nebraska’s Kearney campus in October 2018.
 - Search committee is working to hire a new faculty member to begin Spring 2019. The committee has narrowed the search to top 2. Candidates were on campus Wednesday, October 31.
 - Twenty-five applications for internship have been received for Spring 2019.

- The Coordinator of Online Studies was created and filled by Demetrius Payne. He is coordinating transcript analysis of transfer students and will be developing initiative to strengthen online courses and program.
- Using Title IV E grant funds, the acting Department Head is developing a new Grant Program Manager position.
- A Child Welfare Scholars Room is being developed on the 3rd floor of Kyser Hall using Title IV E grant funds and a proposal for NSU Technology funding.

Marcus Jones:

- Physical Plant:
 - **Stage at Iberville Green:** Metal frame up and brick should arrive next week. The structure will be painted a stain black. The roof will be a metal roof charcoal color. Estimate completion date end of November.
 - **TEC elevator:** The elevator shaft is complete. The wiring is finished. The elevator car should arrive on campus next week. Installation will begin the week after that. Completion should be in 4 weeks.
 - **Coffee shop street lights:** Should arrive next week and will be installed as soon as they hit the ground.
 - **Track Bleachers:** Shop drawings have been submitted to the engineer for approval. Demo will begin after the State Cross Country meet. Bleachers should arrive on campus after the first of the year. Estimate 30-45 days to construct.
 - **Student Union Restrooms:** Designer us under contract for the renovation. Should have drawing and rendering next week for our approval. Construction should begin sometime in December.
 - **Theatre West:** Repair should start December 10 and be complete by January 11.
 - **New Flooring:** Floors just completed are: Student Union SGA office, Greek Life office, Grill 155 hallway, the Football offices and hallway on the second floor of the Fieldhouse.
 - **Floors on order:** Bienvenu 105, TEC 150, and Russell Hall 107.
 - **Russell Hall new stadium seating, paint and flooring:** New seating to arrive on campus in December 2018 and work will be done during the Christmas break. Same as #6.
 - **Tree Trail:** Preparing list to order tree markers to identify trees on walk. Have completed list and ordering plaques to put at trees. Had to enter all data in Plantmap.com to order trees--done.
- University Police:
 - Jon and Craig are working with Roni to develop a half-day class. The class will be on investigative techniques and be offered to a few of Roni's staff members to assist them in internal investigations. It looks like November 27, 2018, will be the start date.
 - STOP THE BLEED campaign is a national campaign where law enforcement and the general public are taught how to help save lives when it comes to major trauma. Trying to get some instructors trained so we can offer classes to our student/faculty and staff community.
 - Reatha and Craig are selecting dates for the (SHARPP) Rape Prevention classes. They are trying to develop it so that it can be taught throughout the year, and to anyone within the NSU community.

- Environmental Health & Safety:
 - The ORM Safety Audit went well! There will be some recommendations. The results for previous years are below:
 - 2014 75.7%
 - 2015 83.34%
 - 2016 83.41%
 - 2017 87.58%
 - 2018 expected to be 90% or above
- International Student Resource Center:
 - Spring enrollment:
 - 15 new full-time students (Colombia, Mexico, Honduras, Cuba)
 - 4 exchange students (Colombia and France)

Thomas Reynolds:

- The NSU Faculty Senate met on Tuesday, October 23, 2018. During that meeting, the Senate:
 - Heard from Dr. Terrie Poehl, Chair of the Faculty Standard Committee, on forthcoming updates to the Faculty Handbook, including the Faculty Sabbatical Policy, which should be voted upon at our next meeting.
 - Heard from Dr. Davina McClain, Chair of the Ad Hoc Committee for a Policy on Administrators Returning to Faculty Status. The Senate provided input and moved toward finalizing a proposal, which should be voted upon at our next meeting.
 - Heard from Dr. Thomas Reynolds on class size issues. Dr. Reynolds is collecting data across departments to better understand this issue. Early indications suggest the class size issue is most pressing in general education courses, which makes sense due to our recent increase in student enrollment.
 - Heard from Dr. Benjamin Forkner, Senator from the Department of English, Foreign Languages, and Cultural Studies, about issues involving extra services contracts. That discussion resulted in a Senate vote to send those concerns to Provost, Dr. Vickie Gentry.
- The Senate's final meeting of the semester will be held on Tuesday, November 27, 2018.

Pat Jones:

- Thanks to all for warm welcome and assistance given as I returned to Northwestern.
- Travel – Workflow:
 - State mandated – implementation is required by December 7.
 - Employee or administrative assistants will be required to scan in travel documentation for all charges make on T-Card.
 - This will not eliminate the need to complete the university's travel documentation. Workflow will be duplication.
 - Once implementation is complete, Business Affairs will research the possibility of using Workflow as NSU's travel report.
- Policy and Procedures:
 - Thanks to Dawn and Roni for identifying the duplication of HR policies on Business Affairs on web page.

- Plan to have staff review all policies and procedures in future for other duplications and omitted items.

Darlene Williams:

- Ongoing Digital marketing efforts to recruit online students continue in preparation for spring, 2019.
- Preparation underway for Education Advisory Board onsite visit (November 7-8).
- Plans to participate in ULS NASH initiative.
- Continuing participation in Economic Impact Study – the project is nearing completion.
- Participation in national QM meeting – quality standards and practices for online education.
- Received follow-up regarding accepted participation in ULS CompeteLA project.
- Ongoing work with dual enrollment schools and students in prep for spring, 2019.
- Increase in CENLA requests for meeting space – Requests extend into the spring.
- Completed updates to CENLA foyer.
- Completed development of new website for the military.
- Multiple Regents Support Fund proposals submitted.
- Ongoing community engagement through TIED staff in local, regional, and state events and meetings throughout Shreveport/Bossier, Alexandria, Leesville, Marksville, and Natchitoches.

The next scheduled meeting will be held on **Monday, December 3** at 8:30 a.m. in the Henderson Conference Room. The appointments for the upcoming first half of 2019 are as follows:

- **Monday, January 7, 2019**
- **Monday, February 4, 2019**
- **Monday, March 11, 2019**
- **Monday, April 8, 2019**
- **Monday, May 6, 2019**
- **Monday, June 3, 2019**