

December 3, 2018 @ 8:30 a.m.  
Leadership Team Meeting

Absent: Thomas Reynolds

- Frances Conine:
  - Wrapping up recruiting season which went very well.
  - Counselors' Luncheons wrapping up this week. Partnered with Colleges to Showcase programs.
  - Working with students on FA and other issues that hinder re-enrollment.
  - Disability Services busy; they could use extra help proctoring tests between 8:00 – 5:00; contact Catherine Fauchaux.
  - Student Union renovations of bathrooms about to begin.
  - Frances, Jana and Reatha will go on retreat to work on SACS.
  - Winter Wonderland activity was very successful.
  - Gearing up for spring activities.
  
- Jacob Ellis:
  - Last SGA meeting of the fall semester was held last Monday.
  - End of the year Christmas party to be held on December 3<sup>rd</sup>.
  - The Bronze for the Student Memorial has been ordered as well as the granite.
  - Surveying students for name for stage with a \$200 award for named picked.
  - SGA is sponsoring a free late night breakfast at Iberville Dining Hall for students; also gave out free Scantrons.
  - Recently held mental health awareness event.
  
- Kim McAlister:
  - Have begun a new initiative hosting student groups and their faculty for dinner to better get to know them; will continue in the spring.
  - Two new hires will be joining the faculty in the coming weeks.
  - New grant with U.S. Dept of Education and The Rapides Foundation is about to kick off.
  - SGA will be helping to fund certain students for Psychology trip to Nepal.
  
- Vickie Gentry:
  - Faculty Institute, spring 2019, will be a professional development day with break-out sessions, rather than one large, whole group meeting. It will be held either January 7<sup>th</sup> Or 8<sup>th</sup>. More information to follow.
  - ULS Conference-For Our Future will be held on February 14-15, 2019 in Lafayette. Proposal deadline is December 5. They will be taking nominations for outstanding faculty and staff.
  - If faculty and/or students conduct research, they will have to have ethics training which has previously been offered by NIH at no charge. This has changed and NIH now charges \$39/person. The IRB Committee has temporarily designed a training for students to use this semester, but effective January 2019, NSU will contract with a vendor to provide this service. More information to follow.
  - A recommendation from Faculty Senate was given to Dr. Gentry for consideration. The policy pertains to administrators who return to faculty status; the salary will be in line with faculty in the discipline who hold the same rank and experience.
  - Negotiations continue with Interfolio for faculty profile system. Training for the new system will be in early February.

- Will be submitting textbook plan to System Office this week (3-year plan) to save students money.
- Frank Hall:
  - Will re-announce the 2019-2020 Budget Year (BY) Enhancement Request process in the 5 December 2018 messenger. Suspense for submission is 15 February 2019.
  - Set to attend the SACSCOC Conference 9-11. Acknowledge the meeting with Crystal Baird at 6:15 on 10 December regarding Monitoring Report.
  - The framework, requirements, and associated suspences for the myriad of assessment activities are ongoing. Mid-year review is scheduled for 13 February.
  - Depending on SACSCOC outcome, recommend we pursue **The Excellence in Assessment (EIA)** designation through the National Institute for Learning Outcome Assessment. The EIA designation evaluation process is directly linked to the National Institute for Learning Outcomes Assessment (NILOA) **Transparency Framework** and builds on the foundation of student learning outcomes reporting within the Voluntary System of Accountability (VSA). The Transparency Framework provides a structure to make evidence of student accomplishment accessible, useful, and meaningful to audiences both on and off campuses. We would pursue an Excellence in Assessment designation.
    - **Excellence Designees** are institutions demonstrating strong leadership and commitment to a culture of evidence-based decision-making centered on the use of campus-level assessment results. Excellence campuses may, for example, have in place widespread program assessment but are integrating their use of student learning outcomes to inform campus decision-making. Alternatively, Excellence campuses may already have completed most of the steps of assessment student learning at the campus level but are intentionally addressing gaps in the integration of their processes.
    - Through the application process for the EIA designations, campuses will identify the strengths of the university's campus-level assessment activities as well as areas for growth and improvement. Applications are evaluated by faculty and assessment experts on eight domains.
      1. The diversity of groups and individuals engaged in assessment activities.
      2. Student learning outcomes statements.
      3. Assessment plans.
      4. Assessment resources.
      5. Current assessment activities.
      6. Evidence of student learning.
      7. Use of student learning outcomes results.
      8. Growth and improvement plans.
    - Designees receive a commemorative plaque, along with a certificate and a logo that can be used by the institution to demonstrate their achievement and commitment to student learning outcomes assessment. Designations will be publicly announced in August following each application cycle. Designations will be awarded for a 5-year period, e.g., designations awarded in 2019 will last until 2024.

- Greg Handel:
  - Busy learning candidate for graduation.
  - Math and English Co-requisite will hopefully present at the UL System Conference.
  - Very successful GALA.
  - More events to come: Jazz for Pups, Lessons and Carols, Makers Faire.
  
- Roni Biscoe:
  - Fall 2018 Student Evaluation of Course and Instructor will close at 11:45 p.m. on Tuesday, December 4<sup>th</sup>.
    - Currently at 41.18% response rate.
    - This rate surpasses the 36.78% response rate from Fall 2017.
  - Remind your faculty and staff to complete the mandatory annual trainings before December 14<sup>th</sup> (Ethics and Preventing Sexual Harassment)
  - Election Day leave reminder – it is a courtesy of the State to offer 2 hours of leave when voting in the parish in which you work (8 hours for outside the parish) when you CANNOT get to the poles at another time.
  - SGA Bill regarding student representation will be reviewed this week to discuss the parameters of how students will participate in the search and hiring process.
  
- Dawn Eubanks:
  - In the middle of an audit that will wrap up in January; everyone has been very kind, quick to respond and provide any requested information.
  - Sister school had an LLA audit; employees were paid for time they approved themselves – human error does happen. Payroll does a great job, but we all need to think about what we are doing and if it doesn't feel right, we need to ask the questions.
  
- Pat Jones:
  - Discussed leave requests.
  - Workflow about to go online; users will be required to take online training.
  - As we implement Banner 9, we are also reviewing our procedures to make purchasing more user friendly.
  
- Jerry Pierce:
  - Marketing/Branding:
    - Produced Columns Fund Mailer and Video
    - Designed Athletic Capital Campaign Marketing Brochure
    - 25 to finish Website and Marketing Campaign geared towards Early Registration for Spring 2019 semester.
  - WRAC:
    - The IM department brought several teams to LA Tech November 16-19 for the fall state IM championships in volleyball and football.
    - The WRAC held its annual RECY awards banquet on Wednesday, November 28<sup>th</sup> to recognize WRAC student employees and IM team/individual champions – over 200 students were in attendance.
  - Rec Complex:
    - Continue to host Rotary and Kiwanis for weekly luncheons.
    - Hosted the First Responders golf tournament and the NSU Homecoming scramble.
    - Hosted the Natchitoches Chamber of Commerce for a luncheon.

- We continue our general maintenance and upkeep of the golf course.
  - Informational Services:
    - Hired a graphic designer, who is off to a very promising start.
    - Continued coverage of news and events, student and faculty activities and accomplishments by Sports Information, News Bureau, and Photo Services, including athletic events, Gala, and new external partnerships.
    - Sold 39 copies of Steel Magnolias Scrapbook in October and November.
- Drake Owens:
  - Held annual Christmas Gala reception to thank donors and supporters; nearly 200 in attendance.
  - Partnered with City of Natchitoches to host annual Christmas Festival party.
  - Compiled IRA rollover tax incentive appeal and mailed to alumni and supporters aged 70.5 and older.
  - Annual Columns Fund giving campaign underway. Over \$30,000 in contributions received in first week.
  - Long Purple Line selection process to be finalized this week.
  - Delivering NSU Santa figurines to donors and supporters and contacting prospects to fulfill annual financial commitments.
  - Planning for spring alumni events.
  - Job vacancies have been filled and new hires will be announced by week end.
- Dana Clawson:
  - First Natchitoches BSN graduating class this fall. Mrs. Baxter is having pictures taken and giving to students.
  - Accreditation Mid-Cycle report BSN, MSN, DNP submitted to CCNE. Kudos to Dr. Clark and all the directors for leading this directive.
  - BSN last graduating class 100% NCLEX pass rates.
  - iPad testing issues with Respondus-exam soft.
  - AACN “All of Us” – Dr. Johnson will present at ULS.
  - Full accreditation site visit for DNP and post masters certificate program will be September 14-16, 2020.
  - Moving the bookstore on December 18 to new location. Students having many ideas for the old bookstore location, such as aromatherapy/stress room, but mainly for exercise room.
  - Beth Mann and Justin are working on Christmas cards for alum
- Margaret Kilcoyne:
  - Hour of Code will be held:
    - Monday, December 3<sup>rd</sup>: 3:00 p.m. to 5:00 p.m. at the Natchitoches Parish Library. We expect from 10 – 20 kids.
    - Wednesday, December 5<sup>th</sup>: 8:00 a.m. to 11:00 a.m., Natchitoches Room, Russell Hall, Middle Lab students.
    - Friday, December 7<sup>th</sup>: Natchitoches Room, Russell Hall.
      - 8:00 to 9:00: 4<sup>th</sup> grade, 51 students; \*\*\*Need lots of help here to set up so come before 8!!!
      - 9:00 to 10:00: 3<sup>rd</sup> grade, 24 students
      - 11:00 to 12:00: 3<sup>rd</sup> grade, 24 students
      - 12:00 to 1:00: 5<sup>th</sup> grade, 28 students
      - 1:00 to 2:00: 5<sup>th</sup> grade, 28 students

- Monday, December 3, 2018: ET Industry Advisory Committee Meeting with student presentations.
- Greg Burke:
  - External:
    - Basketball Season Tickets within 95% of equaling last year's total.
    - Football season tickets for the 2019 season were put on sale December 3.
    - Demons Unlimited Foundation annual fund drive continues with a hard push towards year-end giving.
    - Sponsorships are being renewed and have already exceeded 2017-18 totals.
      - N-Club – Membership numbers and dollars have exceeded 2017-18 goal.
    - The Weyerhaeuser Foundation informed NSU Athletics that it will award \$18,000 for repairs and updates at the Walter Ledet Track and Field Complex in anticipation of hosting Southland Conference outdoor championship meet in May 2019.
    - The “Perpetually Purple” endowment brochure has been updated and a direct mail piece has been sent to over 1,000 former athletes and donors.
  - Academics/Life Skills:
    - Planning for end of semester grade reports and graduation reception in progress.
    - The faculty response rate regarding student-athlete academic work has been very good.
    - The most recent NCAA Graduation Success Rate (GSR) report reflected a 78% graduation rate for NSU student-athletes, a mark that is a program record and four percentage points higher than the 2017 report.
  - 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; awaiting response.**
    - Track Complex Upgrades
      - **New seating/press box installation in December (\$288,000)**
      - **Other renovations – Weyerhaeuser Foundation grant funds**
      - **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)**
    - Carpet (Fieldhouse 2<sup>nd</sup> Floor, MBB Locker Room, VB Locker Room) – **Completed by Sept. 23 (\$35,000)**
    - N-Club “NZone” Tailgate Hospitality Area – **Completed October 2018 (\$20,000)**

- **Total of Projects Completed or Pending = \$9,605,000**

- General:

- SACS – Athletic Prominence metrics chart and narrative submitted for 2017-18 year. Mid-year metrics being secured and updates to narrative in progress.
- 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 with FCS member Tennessee-Martin was signed for 2019 and 2021. Contract sent for home game on 9-7-19 (TBA).
- Personnel changes – no openings as of December 2.
- NSU hosted the Southland Conference Volleyball Tournament November 16-18. Between ticket sales and grant monies secured, costs to host were covered.
- Under the leadership of Associate Athletic Director for Compliance Dustin Eubanks, NSU hosted two Southland Conference staff members for its mandatory compliance review. A final report has been submitted by the conference office and has been reviewed by the Athletic Department. No major recommendations were made.
- NSU hosted the Louisiana High School Athletic Association Cross Country Championship Meet November 12-13.
- Athletic and University administrators participated in entry meeting for legislative audit of athletic department financials.
- In-person senior exit meetings were held for football, soccer and volleyball.
- The Athletic Department provided breakfast for the Natchitoches Coffee Club in appreciation of its volunteer efforts for the LHSAA cross country meet.
- Negotiations to renew the athletic program's flagship radio contract in progress.
- Greg Burke campus/community engagement:
  - Attend CAPA Christmas Gala
  - Attend funeral for NSU employee Tommy Dunagan
  - Kiwanis Terrific Kids presentation in Goldonna
  - Breakfast with Faculty Senate President, Dr. Thomas Reynolds
  - Attend Bobby DeBlieux dedication at Natchitoches Park
  - Attend NSU Student Government Association reception for the LA SGA Council
  - Attend Fellowship of Christian Athletes banquet
  - Attend Long Purple Line selection committee meeting

- Ron Wright:

- Primary focus through the end of the semester will be on final preparations for Banner 9 go-live in January.
- All current Banner users that have not been a part of the testing up to this point are being provided with access to the TEST system this week.
- Users will receive access to Banner 9 Production on January 3<sup>rd</sup>.
- Banner 8 will remain available through the end of February to ensure a smooth transition into the Spring semester.
- ITS has maintenance scheduled for Saturday, December 15<sup>th</sup>. Services will be available sporadically throughout the day.
- The modernization of older, legacy systems continue. Projects are currently underway to rewrite the literary rally support system and the facilities utilization reporting system.

- Marcus Jones:

- Received update on Capital Outlay; Kyser Hall is a priority.
- Some seating/flooring replacements for Bienvenu Hall, Russell Hall, and Theatre West.
- Raising floor in TV Studio.
- Darlene Williams:
  - Launched tv commercial to market to prospective online students in Shreveport/Bossier and Alexandria markets.
  - Additional digital marketing efforts to recruit online students continue in preparation for spring, 2019.
  - All websites being reviewed and edited.
  - Preparing for sunseting of faculty course submission application (effective end of fall term).
  - EAB recruiting project fully underway and preparing for next wave of contacts.
  - Discussion underway regarding another project with the Education Advisory Board.
  - Initial collection of information for the ULS Compete LA initiative underway, preparing template information for website.
  - Economic Impact Study – reviewing information and data for final report.
  - Ongoing work with dual enrollment schools and students in prep for spring, 2019.
  - Initiated enhanced presence for off-campus instructional sties on main page of NSU website.
  - Ongoing community engagement through TIED staff in local, regional and state events and meetings throughout Shreveport/Bossier, Alexandria, Leesville, Marksville, and Natchitoches.
- Thomas Reynolds:
  - The NSU Faculty Senate met on Tuesday, November 27, 2018. During that meeting, the Senate:
    - Approved a recommendation for a Policy on Administrators Moving into Faculty Status. That recommendation was sent to Provost Vickie Gentry for her consideration.
    - Heard from a number of Senators about SGA Resolution SB.F.2018-03. That discussion resulted in a Senate vote to send those concerns to President Chris Maggio, Provost Vickie Gentry, and Vice President for the Student Experience Frances Conine.
    - Heard from a number of Senators about the ECE course registration process and web interface. That discussion resulted in a Senate vote to send those concerns to Provost Vickie Gentry, Vice President for Technology, Innovation and Economic Development Darlene Williams, and CIO Ron Wright.
  - The Senate’s next meeting will be held on Tuesday, January 22, 2019.

The next meeting is scheduled for **Monday, January 7 at 8:30 a.m.** in the Henderson Conference Room. The remaining appointments for the first half of 2019 are as follows:

- Monday, February 4
- Monday, March 11
- Monday, April 8
- Monday, May 6

- Monday, June 3