



Southeastern Louisiana University  
Academic Affairs Council  
Minutes of May 10, 2021  
Google Meet

**Members**

Tena Golding, Chair	Kay Maurin	Mary Ballard	L'Oreal Williams- absent
Jeff Temple	Jackie Guendouzi	Paula Calderon	
Eric Summers -absent	Dan McCarthy	Toni Phillips	
Ann Carruth	John Boulahanis	Lorett Swank	
Karen Fontenot	Erin Horzelski	Janie Branham - absent	

**Call to Order**

Meeting called to order at 10:00 a.m. by Tena Golding

**Agenda Items**

1. **Approval of the minutes from the June 22, 2020 meeting** – (John Boulahanis; Dan McCarthy seconded; unanimous approval).
2. **Revise the *Appointment to Faculty Policy* as follows.**
  - a. Add Clinical Appointments as a new type of faculty appointment.  
**(APPROVED - Jackie Guendouzi; Erin Horzelski seconded; unanimous approval).**
  - b. Update the requirements for appointment to Assistant Professor in the policy to align with current practice and requirements in the *Tenure and Promotion Guidelines* (TP).  
**(APPROVED - Toni Phillips; Karen Fontenot seconded; unanimous approval).**

For appointment as an Assistant Professor, the *Appointment to Faculty Policy*

**Replaced old sentence:**

“The applicant must have earned 24 hours beyond the master's degree in the subject field in which he/she teaches, or he/she must have been formally accepted into a doctoral program in an accredited university.”

**With new sentence:**

“The applicant must have earned the appropriate doctorate or other terminal degree from an accredited university in the subject field in which he/she teaches.”

- c. General review for clarifications and put in new format.  
**(APPROVED - Jackie Guendouzi; Erin Horzelski seconded; unanimous approval).**
3. **Create an Honors recognition category for part-time students.**

A student enrolled in 6-11 hours in the Fall or Spring may qualify for the semester honor of *Provost's List* if the following criteria is achieved:

- Grades of A or B in all courses enrolled for the given semester; and
- A semester grade point average of 3.5 or better.

**(APPROVED - Jeff Temple; Toni Phillips seconded; unanimous approval).**

4. Clarification and clean-up of *Distance Education Policy* – e.g. Replace Office of Online Learning with Southeastern Online, replace “blended” with hybrid, etc.

**(APPROVED in part – John Boulahanis; Erin Horzelski seconded; unanimous approval)**

Approved with the change of Step 4 on page 2 –return to the previously approved 2 semesters rather than the edit to 1 semester. Council felt the change to 1 semester was a procedural change that needed further discussion. Council also recommended a more in-depth look at the policy to align with current best practices in the near future. Discussions should include faculty teaching via distance. Ideally, those discussions would be held in the fall semester, rather than toward the end of a spring semester.

#### **5. Other**

Dr. Maurin discussed the needed changes to the SAP – Student Academic Progress. Recommended SAP be reported at the end of each term, rather than annually AND that a template/form be developed to help department heads record the required Academic Plan. Council indicated this is something department heads had been requesting. The draft template will be shared with the Council of Department Heads for comments.

**(APPROVED – John Boulahanis; Erin Horzelski seconded; unanimous approval)**

**Meeting adjourned at 11:15 a.m.**

**(Jackie Guendouzi; Paula Calderon seconded; unanimous approval)**