

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

March/April Virtual Board Meeting

April 24, 2020

9 a.m.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING
Committee of the Whole
Friday, April 24, 2020
9:00 a.m.

AGENDA

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s):

Part 1

- A. Minutes of the February 21, 2020 Regular Meeting of the Board of Supervisors
- B. Request to Establish the David Raines Endowed First-Generation Undergraduate Scholarship Fund in Nursing and Allied Health (SUSLA)
- C. Request to Appoint Dr. Fitzgerald Spencer as Professor Emeritus in the College of Sciences and Engineering (SUBR)
- D. Request Approval to Rename the Bachelor of General Studies Program to Bachelor of Interdisciplinary Studies Program (SUNO)
- E. Request Approval of Letter of Intent to Develop an Online Degree Program in Hospitality and Food Industry Leadership (SUBR)
- F. Request Approval of Resolutions for the Conferring of Degrees for the 2020 Spring Semester
 1. Southern University Baton Rouge (SUBR)
 2. Southern University New Orleans (SUNO)
 3. Southern University Shreveport (SUSLA)
 4. Southern University Law Center (SULC)
- G. Request Approval of Recommendations of Endowed Professorships (SULC)
 1. Regina Ramsey James – The Charles Hatfield Endowed Professorship
 2. Willmai Rivera-Perez – The Kendall Vick Foundation Endowed Professorship
 3. Marc Roark – The Louisiana Outside Counsel Health & Ethics Endowed Professorship
 4. Shawn Vance – The Justice Revious O. Ortigue Endowed Professorship

H. Request Approval of 2019 – 2020 Recommendations for Tenure and Promotions (SUNO)

RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK
 *Effective Date: Fall Semester of 2020 Campus: Southern University at New Orleans
 *Provided all approvals are secured prior to this date.

Name or Faculty Member (last name first). Attach Listing of Publications or Other Scholarly Works for Each	Department	Promotion from Present Rank to →	Next Rank	Years of Experience at SU as a Full-Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if this Promotion is Approved (Indicate Yes or No)?	Temporary track (non-Probationary) Probationary (Tenure track) Tenured
Dr. Yi Zhen	Natural Sciences	Assistant Professor	Associate Professor	6	6	Yes	
Dr. Dr. Nebiat Sisay	Natural Sciences	Assistant Professor	Associate Professor	6	6	Yes	
Dr. Torin Sanders	School of Social Work	Assistant Professor	Associate Professor	4.5	4.5	Yes	
Dr. Kenneth Foy	Social Sciences	Assistant Professor	Associate Professor	6	6	N/A	Tenured
Dr. Robert Azzarello	Arts & Humanities	Associate Professor	Full Professor	11	4	N/A	Tenured
Dr. Bashir Atteia	Natural Sciences	Associate Professor	Full Professor	9.5	4	N/A	Tenured

- I. Request Approval of Promotion from Associate Professor to Full Professor for Prentice White (SULC)
- J. Request Approval of Revised Mission Statement (SUNO)
- K. Request Approval of Fees for Online Graduate Certificate and Supply Chain Management (SUBR)
- L. Request Approval of Action Plan for the distribution of emergency student funds provided by the CARES Act (All Campuses)
- M. Request Approval to adjust fee schedule for online session for Summer 2020 (SUBR)
- N. Request Approval for iPad fees for Incoming First Year Law Students (SULC)
- O. Request Approval of COVID-19 Special Grading Policies
 - 1. Southern University Baton Rouge (SUBR)
 - 2. Southern University New Orleans (SUNO)
 - 3. Southern University Shreveport (SUSLA)
 - 4. Southern University Law Center (SULC)

Part 2

- P. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Karen Crosby	Dean of The Dolores Margaret Richard Spikes Honors College (New Appointment) SUBR	\$120,000.00	State

2.	Taisheika Davis	Interim Director, Student Financial Aid (Interim Appointment) SUBR	\$72,000.00	State
3.	Zachary Grossi	Asst. Football Coach / Offensive Coordinator (New Appointment) SUBR	\$75,000.00	State
4.	Dawn Kight	Dean of Libraries (New Appointment) SUBR	\$115,000.00	State
5.	Muhammad M. Rahman	Dean of Graduate School (New Appointment) SUBR	\$145,000.00	State
6.	Blanche Smith	Internship / Job Placement Director Nelson Mandela College of Governmental & Social Sciences (New Appointment) SUBR	\$61,893.00	State
7.	Jananna Snowden	Director of the Southern Institute for Medicinal Plants and Medical Marijuana Program Coordinator/Chief Scientist (Additional Duties) SUAREC	\$120,000.00	State/Federal/Auxiliary
8.	Henry Thurman	Assistant Director (Salary Adjustment) SUBR	\$65,000.00	State

Q. Request Approval of MOU between California Community Colleges Chancellor's Office and Southern University at New Orleans (SUNO)

6. Informational Item(s)

A. Pathway Legal Education Options for the City of Shreveport (SULC)

B. Finance Update

1. Interim Financial Reports

C. COVID – 19

1. SUS COVID-19 Update

2. Louisiana Health Equity Taskforce

D. Legislative Update

E. Resolutions

7. Other Business

8. Adjournment

PART 1

**Southern University and A&M College System
BOARD OF SUPERVISORS MEETING**

3050 Martin Luther King, Jr. Drive
Jesse N. Stone Lecture Hall
Shreveport, Louisiana
Friday, February 21, 2020
9:00 a.m.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chairman Atty. Domoine Rutledge.

The **Invocation** was given by Rev. Quincy D. Gardner a native of Monroe, La.

The **Academic Affairs Committee** meeting was called to order by the Chair, Dr. Curman Gaines.

Present: Dr. Leon Tarver, Mr. Sam Gilliam, Mr. John Barthelemy, Rev Samuel C. Tolbert, Jr. and Atty. Domoine Rutledge

Absent: Dr. Leroy Davis

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leon Tarver and second by Mr. Sam Gilliam the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: SPECIAL PRESENTATIONS

A. SUSLA Alumni Student Scholarship Check Presentation (SUSLA)

The alumni presented a check to Dr. Ellis and SUSLA in the amount of \$20,000.

B. LED Academic Support Check Presentation (SUSLA)

LED presented a check to Dr. Ellis and SUSLA in the amount of \$1,135,000.

AGENDA ITEM 7: ACTION ITEM(S)

Dr. Tarver made a motion to approve Items 7A through 7E globally and Mr. Gilliam second the motion.

Motion passed

- A. Request Approval of Professor Emeritus Status for Dr. Ali Fazely - College of Sciences and Engineering (SUBR)
- B. Request Approval of Professor Deleso Alford to be granted prior service credit at Florida A&M College of Law for purposes of tenure (SULC)
Rev. Tolbert questioned the request from the professor. There was discussion around the time and service from another university and the waiting period for purposes of tenure. It was mentioned "the professor brings a significant amount of experience and her information can be reviewed in the packet and she is a qualified individual."
- C. Request Approval of Dr. Shelby Sanders Endowed First Generation Undergraduate Scholarship and Check Presentation (SUSLA)
The scholarship was introduced by Ms. Stephanie Rogers. "Dr. Shelby Bryant Sanders was an educator at the secondary and post-secondary levels, raised from meager beginnings at Tuskegee, Alabama. Dr. Sanders excelled in school, and with support from scholarships and grants, was the first in her immediate family to achieve an advanced degree. She was an avid supporter of equality and dedicated her career to create opportunities for low income individuals, especially young women through access to higher education. Not only that, Dr. Shelby Sanders was the mother of our very own Dr. Rodney Ellis." Dr. Ellis spoke very highly of his mother and what inspired him to donate to SUSLA. He wrote a check for \$30,000 to the foundation and title Three matched the donations with \$30,000 to total \$60,000. The \$60,000 gift was taken to the board of regents and they matched it with \$40,000 for a total of \$100,000.
- D. Request Approval of 2020-2021 Academic Catalog (SUSLA)
SUSLA provided a copy to everyone.
- E. Request Approval of 2017-2020 Faculty Handbook (SUSLA)
SUSLA provided a copy to everyone.

AGENDA ITEM 8: INFORMATIONAL ITEM(S)

- A. Discussion of Feasibility Study to Increase Legal Education Capacity (SULC)
Presented by Chancellor Pierre – Chancellor Pierre presented his observation and proposal option to the Board of Supervisors in reference to establishing a Law School in the Shreveport/Bossier area. The Caddo Parish Commissioner funded a study. The location will be in the Downtown Memorial Library. The building would be free. Will present a roadmap for the board to consider.
Atty Rutledge thanked the Caddo Parish commissioner for putting the money up to fund the study. Dr. Belton recognized Erica Bryant and mentioned we are committed to relationship and partnership.
- B. 2020-2025 Quality Enhancement Plan (SUBR)
Presented by Dr. Sahoo and Dr. Finley – "A peer review team from SACSCOC will be on campus March 2 – March 5 and an essential component for review by SACSCOC is the Quality Enhancement Plan. Dr. Sahoo and Dr. Finley presented a power point presentation which was in a handout provided to everyone. They did a full discussion of

the plan and the courses as well as acknowledging the QEP Team and QEP Time-Line and introduced the Gateway to completion and Gateway to completion senior advisor (See Handout)

C. Aviation Maintenance Program Presentation (SUSLA)

Presented by Dr. Ellis and one of the employer partners – They discussed the Aviation Maintenance program in its entirety. The presentation was thorough. Dr. Ellis introduced the faculty at SUSLA. There was a handout provided to everyone. (See Handout) He introduced a graduate who wanted to speak about their successes and plans in the industry. The graduate gave his testimony and experience in the industry and Mr. Dunbar and Atty Whitfield thanked him for coming and mentioned he may want to come back and speak to the students in inspire them with the work that he does.

AGENDA ITEM 9: OTHER BUSINESS

None

AGENDA ITEM 10: ADJOURNMENT

Mr. Barthelemy made a motion to adjourn, Mr. Gilliam second the motion.

Motion passed.

**FACILITIES AND PROPERTY COMMITTEE
(Following Athletics Committee)**

3050 Martin Luther King, Jr. Drive
Jesse N. Stone Lecture Hall
Shreveport, Louisiana
Friday, February 21, 2020
9:00 a.m.

MINUTES

The Facilities and Property Committee was called to order by Vice Chair Dr. Rani Whitfield.

Present: Mr. John Barthelemy, Mr. Richard Hilliard, Mrs. Ann Smith and Atty. Domoine Rutledge

Absent: Dr. Leroy Davis

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Barthelemy and second by Mr. Gilliam, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

Dr. Mostafa Elaasar – SUNO Faculty Senate “commented on the status of the three new buildings which are not functioning properly. There are issues with the lighting, and the wires aren’t working properly. This isn’t acceptable.” Dr. Elaasar stated, “The buildings need to be investigated.” The greenhouses heater doesn’t work. He says he want the state to be accountable. “I would like for Mr. Guillory to come and meet with the faculty to hear from them directly.

AGENDA ITEM 5: INFORMATION ITEM

A. Priority Projects Updates by Campuses

Mr. Eli Guillory addressed the SUNO buildings and mentioned he would follow-up. He stated, we are moving forward with some issues with the dome on the Baton Rouge Campus, the demolition of Jones Hall on the back of the campus and some mechanical upgrades.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Mr. Barthelemy made a motion to adjourn and Atty Magee second the motion.

Motion Passed

**FINANCE COMMITTEE
(Following the Facilities and Property Committee)**

3050 Martin Luther King, Jr. Drive
Jesse N. Stone Lecture Hall
Shreveport, Louisiana
Friday, February 21, 2020
9:00 a.m.

Minutes

The Finance Committee was called to order by Committee Chair Atty Edwin Shorty

Present: Atty Edwin Shorty, Mr. Richard Hilliard, Dr. Leon Tarver II, Dr. Curman Gaines, Mr. Sam Gilliam, and Atty Domoine Rutledge

Absent: Mrs. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Hilliard and second by Dr. Tarver, the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

Patrick Shaw – SUNO SGA President, was introduced by Mr. Donald Dunbar, SUBR SGA President and Board Member. Mr. Shaw gave a brief explanation of the action items 5A – 5C along with the faculty senate Dr. Elaasar and asked the board to vote in favor.

AGENDA ITEM 5: ACTION ITEM(S)

- A. Request Approval for Utilization of Prior Year Funds (SUNO)**
- B. Request Approval for Utilization of Prior Year Funds – Technology Fee (SUNO)**
- C. Request Approval for Utilization of Prior Year Funds – Student Approved Yearbook Funds (SUNO)**

Dr. Tarver made a motion to approve Items 5A through 5C globally and Mr. Hilliard second the motion.

Motion passed

Atty Magee thanked the students and faculty for all they are doing at SUNO and he commended each of them for coming together as one.

AGENDA ITEM 6: INFORMATIONAL ITEM

- A. **Interim Financial Report** - Mr. McClinton presented the report. He stated that each campus report was prepared by the CFO of each campus and he reviewed each report to verified and confirmed that all budgets balanced. There were no questions.

AGENDA ITEM 7: OTHER BUSINESS - Dr. Ammons addressed the board and community guest. "He thanked the SGA President and Faculty Senate for their support and for being in Shreveport to attend the meeting and represent SUNO. He thanked the administrative team for their openness and transparency and for their willingness to include faculty and students in every step to ensure the fiscal stability. Dr. Ammons informed everyone that both Mr. Shaw and Dr. Elaasar were added to his leadership administrative team. He said, "he looks forward to working with them to continue on our quest to stabilize SUNO."

AGENDA ITEM 8: ADJOURNMENT

Dr. Farver made a motion to adjourn and Dr. Gaines second the motion.

Motion Passed

GOVERNANCE COMMITTEE
(Following the Finance Committee)

3050 Martin Luther King, Jr. Drive
Jesse N. Stone Lecture Hall
Shreveport, Louisiana
Friday, February 21, 2020
9:00 a.m.

Minutes

The Governance Committee was called to order by Committee Chair Sam Gilliam

Present: Dr. Leon R. Tarver II, Dr. Curman Gaines, Atty Patrick Magee, Rev. Samuel C. Tolbert, and Atty Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Magee and second by Atty Rutledge, the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

- A. Request Approval of Academic Complaint and Grievance Policy (SUSLA)
- B. Request Approval of Student Complaint Policy (Non-academic) (SUSLA)
- C. Request Approval of Credit Hours Definition (SUSLA)
- D. Request Approval of Transcript Resend Policy (SUSLA)
- E. Request Approval of Administrative Costs Policy (Direct and Indirect) (SUSLA)
- F. Request Approval of Curriculum Committee Guidelines Policy (SUSLA)
- G. Request Approval of Minimum Admissions Policy (SUBR & SUNO)

Atty Magee made a motion to approve Items 5A through 5G globally and Dr. Tarver second the motion.

Motion Passed

Dr. Belton asked Dr. Appeaning to give a presentation on items 5G. Dr. Appeaning summarized the policy rationale for item 5G - Minimum Admissions Policy (SUBR & SUNO). Dr. Appeaning explained that the purpose of the policy was to establish minimum standards for regular admission for first-time freshmen at Southern University and A&M College (SUBR) and Southern University at New Orleans (SUNO). Each campus could adopt more specific or rigorous requirements for admission.

Minimum Admission Standards for First-Time Freshmen at SUBR and SUNO

TOPS Core Curriculum / Louisiana Board of Regents' Core Curriculum	19 Units comprised of the following: <ul style="list-style-type: none"> • 4 Units – English • 4 Units – Mathematics • 4 Units – Natural Sciences • 4 Units – Social Sciences • 2 Units – Foreign Language / Speech • 1 Unit – Arts
AND	
Minimum Overall High School GPA	2.00 on a 4.00 scale
AND	
Literacy and Numeracy Requirements for Placement	ACT English Sub-Score: 15 ACT Math Sub-Score: 16
AND	
Number of Developmental Courses Allowed	One (1)

Dr. Appeaning further shared that the adoption and implementation of this policy aligns with the Louisiana Board of Regents Supplement to the Minimum Admission Standards for 4-Year Universities under the Regents' Academic Affairs Policy 2.18. In his discussions with the leadership of SUBR and SUNO, both institutions expressed their commitment to providing supplemental instruction/tutoring/co-requisite courses and other academic and student support services necessary to support student success.

With respect to implementation procedures of Policy 2-001, Dr. Appeaning explained that the Offices of Enrollment Management at SUBR and SUNO will review all applications to determine if students meet the minimum admission standards approved by the Southern University System Board of Supervisors on February 21, 2020.

With respect to student placement, Dr. Appeaning explained that once a first-time freshman is admitted to SUBR or SUNO under Board Policy 2-001, the student will be placed into either an academic college (aligned to selected major), or the university college. The placement decision will be predicated on the following criteria.

Placement into Academic College:

- Completion of TOPS Core Curriculum
- High School GPA of 2.00
- ACT English sub-scores of 18 or better
- ACT Mathematics sub-cores of 19 or better

Placement into University College:

- Completion of TOPS Core Curriculum
- High School GPA of 2.00

- ACT English sub-scores of 15-17
- ACT Mathematics sub-cores of 16-18

Dr. Appeaning provided an overview of the University College's role to provide comprehensive academic and student support services to assist admitted, in-coming, first-time students with making the transition from high school to college. The University College will provide a first year experience program that would empower the students with the knowledge and skills necessary for success in the collegiate environment. Comprehensive academic support services will include intrusive academic advising; academic support such as supplemental instruction and tutoring; career planning; peer mentoring; and new student orientation. Finally, an Early-Alert System will be employed to monitor the academic progress of each student.

Dr. Appeaning also explained that both developmental and co-requisite courses will be available. Dr. Appeaning further shared that students will be domiciled in University College until they complete the exit requirements for entry to an academic college related to their selected academic major. The exit requirements are as follows:

- Passage of a college level Mathematics and English course with an end-of-course grade of C or better.
- Maintain a cumulative GPA of 2.00 or better on a 4.00 scale.

Finally, Dr. Appeaning expressed his deepest appreciation for the leadership and support demonstrated for this minimum admissions initiative for SUBR and SUNO by the President - Dr. Ray L. Belton, Board Chairman – Attorney Domoine Rutledge, Louisiana Board of Regents Commissionaire for Higher Education – Dr. Kim Hunter-Reed, Chairman of the Louisiana Board of Regents – Mr. Marty J. Chabert, and Louisiana Senate Education Committee Chairman, the Honorable Senator Cleo Fields and his legislative staff for facilitating the meeting that provided clarification and support allowing SUBR and SUNO to move forward with the minimum admissions policy.

Dr. Appeaning addressed questions from Mr. Gilliam, Dr. Whitfield, Ms. Ann Smith and Mr. Barthelemy. They all thanked Dr. Appeaning and Dr. Belton. Dr. Belton recognized Chairman Rutledge and Senator Fields for pushing this initiative forward and he said, "he (Dr. Belton) appreciates all that had been done." Mr. Gilliam inquired about the impact on SUSLA connect. Both Drs. Belton and Ellis indicated that while there could be up to a 20% impact on SUSLA connect, that percentage would be offset by improved efficiencies.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Dr. Whitfield made a motion to adjourn and Dr. Tarver second the motion.

Motion Passed

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

3050 Martin Luther King, Jr. Drive

Jesse N. Stone Lecture Hall

Shreveport, Louisiana

Friday, February 21, 2020

9:00 a.m.

Minutes

The Personnel Affairs Committee was called to order by Committee Chairman, Atty Patrick Magee

Present: Mr. John Barthelemy, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Dr. Curman Gaines and Atty. Domoine Rutledge

Absent: Ms. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Barthelemy and second by Dr. Gaines, the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

None

Agenda Item 5: Action Items

Mr. Barthelemy made a motion to approve Items 5A (1-8) globally and Dr. Tarver second the motion.

Motion passed

	Name	Position/Campus	Salary	Funding Source
1.	Alex Appeaning	Vice President for Policy, Strategic Planning, Institutional Effectiveness/Vice-Chancellor for Academic Compliance (salary adjustment) SUS/SUBR	\$140,000.00	State
2.	Corinne Blache	General Counsel (New Appointment) SUS	\$140,000.00	State
3.	Sharon Herron-Williams	Full Professor and Special Assistant to the Chancellor for Institutional Priorities (Reassignment) SUSLA	\$78,030.00	State
4.	LaShunda Hodges	Assistant Research Plant Science Professor (New Appointment) SUAREC	\$75,000.00	Federal
5.	James Obuya	Associate Research Plant & Soil Science (New Appointment) SUAREC	\$65,000.00	Federal
6.	Linda Schweitzer	Research Scientist (Continuation-FT Status) SUAREC	\$65,000.00	Federal
7.	Akal Smith	Director for ADA and Title IX Compliance (New Appointment) SUBR	\$72,000.00	State
8.	Cedric Upshaw	Executive Director of Governmental Relations (Title Change) SUS	N/A	N/A

Agenda Item 6: Other Business

Atty Magee commented, "I would like to thank Dr. Belton for allowing Chairman Rutledge and myself to venture out and try to find someone to fill the legal counsel position. There were several qualified applicants. But however, there was one good person that seem to go above and beyond. Her name is Ms. Corinne Blache. She comes to us from the La Department of Justice. She come highly recommended with no faults as a manager or a person. She is the new legal counsel for the university, and she's been here two weeks. I'm very proud of Corinne and I want to welcome her."

Atty Magee also mentioned and notified everyone that our outside legal counsel. Atty Winston Decuir, Jr., has accepted the general counsel job at La State University. Atty Magee shared information about the Atty Winston Decuir background history and mentioned his brother Atty Brandon Decuir will be replacing his brother spot at the table as the outside legal counsel. Atty Magee stated, "I have no doubt from an outside counsel standpoint, we will receive phenomenal service from this gentleman."

Agenda Item 7: Adjournment

Mr. Barthelemy made a motion to adjourn and Dr. Whitfield second the motion.

Motion passed.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS
(Following the Recruitment and Admissions Committee)

3050 Martin Luther King, Jr. Drive
Jesse N. Stone Lecture Hall
Shreveport, Louisiana
Friday, February 21, 2020
9:00 a.m.

Minutes

Board of Supervisors Full Board meeting was called to order by Chairman of the Board Atty. Domoine Rutledge

PRESENT

Atty. Domoine Rutledge – Chairman
Dr. Samuel C. Tolbert, Jr. – Vice Chairman
Dr. Rani Whitfield
Mrs. Ann A. Smith
Dr. Curman Gaines
Dr. Leon R. Tarver II
Mr. Sam Gilliam
Mr. John Barthelemy
Atty. Edwin Shorty
Mr. Richard Hilliard
Atty Patrick Magee
Mr. Donald Dunbar

ABSENT

Dr. Leroy Davis
Mr. Raymond Fondel
Mrs. Arlanda Williams

UNIVERSITY PERSONNEL ATTENDING

System President, Ray Belton
Chief of Staff, Dr. Katara Williams
Interim Executive Vice President/Executive Vice Chancellor Bijoy Sahoo (SUBR)
Systems Vice Presidents Flandus McClinton (Finance and Business Affairs), Vladimir Appeaning (Strategic Planning, Policy and Institutional Effectiveness), and Robyn Merrick (External Affairs)
Chancellors Dr. James Ammons (SUNO), Dr. Orlando F. McMeans (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Brandon DeCuir, and Deidre Robert

Agenda Item 3: Adoption of the Agenda

Upon the motion by Dr. Whitfield and second by Atty Magee, the agenda was recommended for adoption

Motion passed

Agenda Item 4: Public Comments

None

Agenda Item 5: Special Presentations

A. Above and Beyond Award

Presented by Ms. Leslie McClelland, Chief of Staff. The recipient was Ms. Linzola Dudley Winzer, Special Administrative Assistant to the Chancellor at SUSLA. She has been employed at SUSLA for 13 years and worked for two Chancellors and one Interim Chancellor. She is the hardest working woman on the campus. She is a cancer survivor and a fierce champion for SUNO and the System.

Atty Rutledge congratulated and thanked Ms. Winzer for her services. Dr. Whitfield thanked her for her services. He commended the president for implemented the above and beyond award.

Agenda Item 6: Action Item(s)

Dr. Tarver made a motion to approve items 6A – 6H globally and Dr. Whitfield second the motion. Motion passed.

- A. Approval of Minutes of January 10, 2020 Regular Meeting of the SU Board of Supervisors
- B. Approval of Committee Reports and Recommendations
- C. Request Approval of Letter of Intent by the Louisiana Department of Children and Family Services in favor of the Southern University Law Center to create the Vulnerable Communities & People Initiative (SULC)
 - Chancellor Pierre introduced Secretary Marketa Garner Walters and her Assistant Secretary to speak on behalf of the La Dept of Children and Family Services. She spoke on behalf of the department and she mentioned her assistant was a graduate of Southern University. She gave history on the initiative and she and Chancellor Pierre both signed the resolution for the file. The Letter of Intent was included in the packet for reference.
- D. Request Approval of Memorandum of Understanding for IBM Global University Programs (SUS)
- E. Request Approval of Joint Affiliation Agreement between SUSLA and SUSLA CDC (SUSLA)
- F. Request Approval of Uniform Affiliation Agreement between SUSLA and SUSLA Alumni Association (SUSLA)

G. Request Approval of MOU between SUSLA and Texas A&T regarding Academic Preparation for Student Athletes (SUSLA)

H. Resolutions

Dr. Katara Williams, Chief of Staff read resolutions and commendations for the following:

- Mrs. Sharon Broussard Landry
- Mr. Willis Andrews
- Mrs. Danita Morgan Sweetnam
- Mr. Willie Belton
- Mrs. MaryAnn Johnson
- Mr. Willie D. Burton
- Mr. Harold Carmichael – Commendation

Dr. Tarver made a motion which was seconded by Dr. Whitfield to adopt the resolutions. Motion passed.

Agenda Item 7: Informational Items

A. Banner Consolidation

Update from Dr. Belton. “Members of the Board, as you are aware, we have been providing you weekly updates as relates to the advancement of the banner consolidation that has an effect of consolidating all of the database for the campuses. Admittedly, that consolidation process has been a challenge and I really want to thank the Chancellors and their staff for their patience and more importantly their work in trying to work through some issues that align with that implementation. We are still in the midst of registration and trying to facilitate students who have some challenges completing their registration. But today, many of the campuses or I say most of the campuses have reached milestones that were comfortable for last spring, and in some cases, they have exceeded those enrollment milestones. So, I ultimately believe that we are over the worst part. There are some issues that we are working through. But we believe that at the end of the day, this consolidated platform enable us to really automate our registration process and provide for students the opportunity to complete that process, but without being burdened by having to come to campus having to engage face to face with the staff at our respective. So, I offer that as an update. Are there any questions?”

Mr. Dunbar commended Dr. Belton on behalf of the students. He said, “I just want to say thank you President Belton. You know, it's very different from what we experienced last semester that's going on now and I noticed this semester everything went very smoothly. Thank you for your leadership and thank you.”

Chairman Atty Rutledge thanked Dr. Belton for the weekly updates as requested.

B. Commencement Protocol

Update from Dr. Katara Williams. Everyone was given a packet of information which consists of several proposed changes to the protocol for Southern University Baton Rouge campus. Of course, we always anticipate our commencement activities as being one of the most celebrated events every semester. And so, we want to make sure that we feel we are exuding the utmost decorum in our commitment practices. And so, as a committee, we met. The chair of that committee is the registrar. We've also been working with public affairs as well as the SCA. Just to really think about what our commitment protocol needs to look like for Southern University of Baton Rouge. So, there are five specific recommendations to improve the Commencement experience that you have enclosed within the packet of material. They were also emailed. We have spoken with Mr. Dunbar with the SGA who has agreed to champion and be an ambassador for us in terms of talking about the expectations and what's acceptable. So, I'd like to yield to Mr. Dunbar so he can talk a little bit about how he will work with us and carry out this work."

Mr. Donald Dunbar stated, "I would like to thank Dr. Williams and on behalf of my peers at the Fall 2019 graduation, I apologize for the inappropriate things that went on. , I would just like to say that, being a member of a Greek organization, I find oftentimes that you, to get caught up in the moment, and not make a wise decision, but I want to do my best to be a champions with my peers. Let them know this is how we do things in descent and in order. I realize this is a formal ceremony in which each person should enjoy this day and be respected as well. I'm all for meeting with everyone and making sure they know the expectations that we have noted here in the packet. Thank You. "Dr. Williams welcomed any input as they move forward.

C. Legislative Update

Update from Dr. Robyn Merrick. "it is time for the 2020 legislative session. And it's about two weeks away. We are getting started on March the ninth this year. This is a general session that we're facing, that is a little longer than usual 60 days where we'll be able to entertain subjects of general nature." So, we've had several meetings that have occurred already since the governor's inauguration and the new legislature has taken its installation steps of installing 64 new members of the legislature between the House and the Senate and we're getting to know them along the way." Dr. Merrick provided the legislative priority document. She mentioned, "the documents have been put together as the direction of President Belton along with several members of our staff and leadership across the system to include board members as well." She explained the document. She also mentioned, "we will be working with our medical marijuana provider, our Ag Center, and our legal counsel in watching the legislations as it relates to medical marijuana. We will update the board on a weekly basis as we've done in previous sessions and again at every board meeting during the session to give you the updates of what's happening at the legislature and ask you to mark your calendars for March 31. That is going to be SU day at the Capitol. The entire month of March we set aside to dedicate Founders Day at Southern University as you will know it is our 140th anniversary of the university so we're celebrating the entire month of March and that will conclude for the month of March with SU day at the Capitol on March 31. We're still working with Southern Strategy as well, our consultants, our legislative consultants, Rodney Braxton,

and Kevin Cunningham. And so, you'll be seeing them as well. Happy to entertain any questions regarding our legislative priorities for this year. We're always available by telephone, text, email, whatever works. Also, you have received a flyer regarding our first ever Southern Sunday that is part of our Founders Day activity. Rev. Tolbert has worked with us. Thank you, sir, for your leadership on that. To reach out to the churches across the state of Louisiana and churches across the country where we have alumni who are members and we will be celebrating these virtual Founders Day on Sunday March the eighth. And so that's the second Sunday of March. And there's information that has gone forth to all the churches. We're still getting churches that are registered to be a part of this. For more information, please feel free to contact us on that as well. Thank you, Mr. Chairman, members of the board. Thank you.

D. System President's Report

Dr. Belton thanked the chairman and the board and mentioned the good news that was revealed today about the adoption of the new admissions policy. He mentioned, "we are in fact continuing to work with the Board of Regents about the formula metrics as Dr. Appearing may reference. There are other discussions we'll have with the Board of Regents committee. Dr. Belton reminded everyone about the committee that will be on site at the Baton Rouge Campus the first week in March. He is looking forward to the meeting."

E. Campus Reports

Southern University New Orleans (SUNO) – Presented by Dr. James Ammons. "I want to thank everyone for their support and team effort to ensure the longevity of the institution. This April 14-16, a special committee will visit the campus. There is a plan for the members of the board to be there on April 15. We will send out additional communications as well as discussions on the content of our report. SUNO is involved in a study project in New Orleans. It's called the immersion project and its designed to highlight outstanding higher education institutions in order to attract international and domestic students, researchers and experts to the Greater New Orleans area, and the project is estimated to take about six months to complete. On campus, we have organized the planning committee to address the university's fundraising needs. We've had two successful fundraisers. We had a special worship service. The two pastors that host the worship service from the New Orleans community raised over \$11,000. We want to express our appreciation to both pastors and again we thank them and all the faith leaders across the city of New Orleans who came and supported us. We also had a meet and greet fundraiser. And I want to thank Attorney Edwin Shorty for sponsoring the meet and greet. And I also want to thank Mayor Cantrell for her appearance. There is a new partnership between SUNO and the City of New Orleans. I met with the mayor and her staff to discuss actions that we would take to strengthen the linkages between the city of New Orleans and SUNO. And this partnership demonstrates the city's best interest and commitment to the provision of higher education opportunities for all the citizens of New

Orleans. And this joint venture is another factor that contributes to a beneficial relationship with the larger community.”

Southern University Shreveport Louisiana (SUSLA) – Presented by Dr. Rodney Ellis. “I want to acknowledge our radiology program and program directors. They’ve had for four years a 100% pass rate on their licensure exam and that’s tremendous. We want to acknowledge this past Wednesday at the Board of Regents meeting; we were approved to offer a new Associate Degree in teaching. So, we’re looking forward to potentially beginning that program sometime in 2021. I want to thank the team here at SUNO again for helping to put on this production for the meeting today. A lot of folk on this campus came together to make sure everything was complete and spectacular. I want to thank my team again. If there is anyone else, I forgot, Thank YOU.

Southern University Agricultural Research and Extension Center (SUAREC) – Presented by Dr. Orlando McMeans. “Good afternoon. I want to commend Dr. Ellis for the gift he presented today in the name of an educator. I guess he is putting up a challenge to the rest of us to possibly follow. As for my report, it’s included in the packet. We’ve been doing so much in medical marijuana. We had a ribbon cutting ceremony. It was great. It was amazing. Folks all over the country and HBCU’s started sending emails about their interest in medical marijuana. We were excited about that. But I want to briefly make some announcements of upcoming events. The 77th annual State livestock show will be February 27 to 29. And it will be at the livestock arena. I asked my staff to reach out to you directly because we still have the sales going on for the grand champion steer champions here and grand champion Hall. So, this is an important fundraising event. Also, I want to acknowledge our extension staff. We will have our first camp summit on March 18 from 9-5pm. This is important because a lot of our stakeholders, small farmer growers get involved in that area. Also, our 10th annual Louisiana small farmers conference will be March 19 – 21st. And if you don’t have anything to add that concludes my report.” And finally, I heard people talking about certain amounts of good news. On earlier this week, I was informed by USDA National Institute of Food and Agriculture that we were recommended to receive an award for scholarships. And the amount of this over four-year period is \$2.25 million with the first year \$750,000. So, we’re excited about that. And I want to thank my vice chancellor who are here, for putting that together relatively quickly, and the faculty, they did an outstanding job. And we will be meeting with Congressman to see if we can get those numbers even higher because they do have more opportunity. So, thank you.

Southern University Law Center (SULC) – Presented by Chancellor John Pierre. “I want to thank Dr. Ellis for the great hospitality while we have been here in Shreveport. I want to commend him and thank him for the generous gift that he presented today. I want to remind the board about the SULC SACSCOC and SUS Board of Supervisors Lunch Meeting which will be held on March 25, 2020. This will be part of the onsite visits with the SULC. There are two SACSCOC visits in Baton Rouge. One for the Baton Rouge campus the first week in March and then we’re following on March 23rd. For the March board meeting

we will do a presentation about the QEP for the current University law Center because we are required to do a tune up and this will be the first for the University Law Center. in the sense that we have been recently approved. We look forward to engaging the board in the planning. We look forward to bringing new and innovative ideas to the board. We look forward to engaging conversation with the board especially with respect to the report given today as it relates to legal education needs, in the Shreveport, Bossier, and the Northwest Region. Thank you, this concludes my report.”

Southern University Baton Rouge (SUBR) – Presented by Dr. Bijoy Sahoo. “I’m delighted to report that the 2019 family nurse practitioner certification exam pass rate is 95%. The family nurse practitioner program national average score on the exam was 589. The national average score is 573. These results confirm that exceptional faculty produced exceptional students and results. Thank you to the faculty and staff for your contribution to the success of our students and our program. I also want to highlight that executives from the Walmart enterprise who travel from Bentonville, Arkansas, and from local Walmart stores and Sam’s clubs to meet with Southern University faculty and students to discuss the university’s curriculum alignment with new workforce trends. Walmart Executive Council visited classrooms to engage with Southern University students during the afternoon to discuss career opportunities. Walmart also provided the opportunity for Southern University students. To apply for high demand internships in the United States and provided guidance to Southern University international students on how to apply for internships, and full-time positions abroad. The visit by Walmart’s pages the new model for capacity building between corporate America and our university. This model provides a great opportunity for customization and alignment between corporate segments and the university programming. The Southern University Office of Career Services, the center for philanthropy, and the System Foundation Office hosted this event. I also want to highlight a recent column written by Forbes magazine, Dr. Manicia Finch, Associate Director for Enrollment Management was highlighted as one of the unsung heroes among influences in the university community. Finch was cited for exemplary leadership and service in college admissions with a commitment to student matriculation. Also, to mention that on Wednesday, I attended the Board of Regents meeting and at that meeting I was so proud of and so happy when the Chair of the Board of Regents recognize our SGA, President, and member of the board of supervisors for his leadership. Thank you, this concludes my report.”

Agenda Item 8: Other Business

Chairman Atty Rutledge thanked Dr. Sahoo and all the chancellors as well as Dr. Belton for their reports. He announced to the board that “the Board Retreat in Lafayette, La scheduled in April has been rescheduled to May because of Atty Magee’s schedule. The Board’s office will send updated correspondence with the location change. On another note, the board office normally sends the board packet electronically and they produce the board packets for each meeting. It has been brought to my attention that we are killing a lot of trees, therefore I am going to work with the board office to see how we can reduce the amount of paper printed for the meetings.

We will look at some alternative means by which we can provide the information to everyone. We have the iPad we use at the Baton Rouge meetings. So, we may have to see if we can bring those on the road when we travel. We will work through it. "

Chairman Atty Rutledge asked if there were any questions. There were none. He thanked Chancellor Ellis and the entire community for their hospitality.

Agenda Item 9: Adjournment

Motion was moved and seconded for adjournment.

Motion passed



March 4, 2020

Board of Supervisors
Southern University System
265 South Foster Drive
Baton Rouge, LA 70806

Request to Establish the David Raines Endowed First-Generation Undergraduate Scholarship fund in Nursing and Allied Health

Dear Members of the Board,

Southern University at Shreveport, LA (SUSLA), respectfully requests the Board of Supervisors' approval to establish the **David Raines Community Health Center (DRCHC) Endowed First-Generation Undergraduate Scholarship in Nursing and Allied Health Careers**. With the Board's permission, SUSLA will apply for matching dollars based on guidelines set forth in the Louisiana Board of Regents Support Fund's (BoRSF) Endowed First Generation Undergraduate Scholarship Policies now listed under the BoRSF's Endowed Professorship Program.

This endowment is made possible with a \$30,000 private donation from the David Raines Community Health Center and \$30,000 from Title III Fund for endowment support, totaling \$60,000 in non-state contributions. The private donation will be leveraged with \$40,000 in matching state dollars from the Louisiana Board of Regents to fully endow the fund at \$100,000. The Board of Regents established the First-Generation Undergraduate Scholarship match program for the purpose of increasing college access and success for low-income and first-generation students. The program policy, in Section V. Allocation of BoRSF/Legislative Matching Funds, allows that each two-year campus (with less than 15 Endowed First-Generation Scholarships matched...) "may be provided \$20,000 for a \$30,000 non-State contribution".

If approved, this endowed scholarship will address the program's objectives of enhancing opportunities and quality of life for first-generation students with unmet financial needs and promote Louisiana's economic development through an educated citizen base.

Thank you for considering our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rodney A. Ellis', is written over a horizontal line.

Dr. Rodney A. Ellis
Chancellor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

March 5, 2020

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Appointment of Dr. Fitzgerald Spencer as Professor Emeritus in the College of Sciences and Engineering

The Office of the Executive Vice President/Executive Vice Chancellor recommends the appointment of Dr. Fitzgerald Spencer as Professor Emeritus at Southern University. Dr. Spencer is a distinguished scholar, professor, scientist and researcher. His body of work makes him an ideal candidate to receive this high honor.

The recommendation to appoint Dr. Spencer as Professor Emeritus was unanimously approved by the Academic Council in June 13, 2019. Dr. Spencer comes highly recommended for this appointment with nominations from Dr. Patrick Carriere, dean of the College of Sciences and Engineering; Dr. Oswald D'Auvergne, chairman of the Department of Biological Sciences and Chemistry; and Dr. Caroline M. Telles, associate professor of the Department of Biological Sciences and Chemistry.

Dr. Spencer earned his bachelor's degree in biology from Southern University in 1960 and his master's degree in science education from Utah State University. He also received a master's degree in zoology from the University of Northern Colorado and his PhD. in reproductive physiology from the University of Kansas in 1974.

Dr. Spencer has worked as a researcher and professor during his career. He was hired in 1968 as a research assistant at the University of Northern Colorado and worked there until 1970 when he started working as a teaching and research assistant at the University of Kansas. In 1974, Dr. Spencer was hired as an associate professor of biology at Southern University and was eventually promoted to professor. From 1993 to the present he has served as a Fulbright Senior Scholar, conducting research and mentoring students. From 1996 to the present, Dr. Spencer has served a Chancellor Research Professor.

Page 2

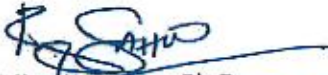
Dr. Fitzgerald Spencer

He has authored or co-authored 25 articles in refereed journals, including the *American Journal of Physiology*, *Chronobiology International* and *Physiology and Behavior*. Among his 31 research presentations are "Sensitivity to Benomyl: The Body Temperature Rhythm and Uterine Metabolism During Decidualized Pseudopregnancy" presented at the Annual Conference on Biological Rhythms and Medications. The research grants he has secured have totaled more than \$1.2 million.

He has received numerous honors and awards, including "Scholar/Researcher of the Year," in 1990 and in 2003; the Chancellor's Renaissance Award for Research/Teaching Excellence at Southern University in 1994 and the Excellence in Research Award from the Sigma Xi Club at Southern University. In 1997, he was invited to speak at the International Congress on Chronobiology in Paris, France.

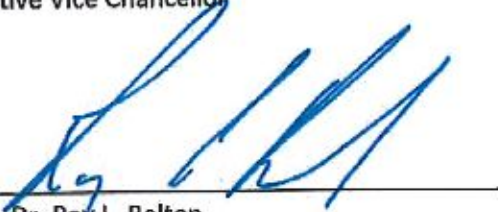
Dr. Spencer is an excellent example of how a university professor can successfully blend his research with a commitment to teaching and learning. I respectfully seek your favorable consideration of this request.

Sincerely,



Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor

Approved: _____



Dr. Ray L. Belton
President-Chancellor



COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

Post Office Box 9969
Baton Rouge, LA 70818
Office: (225) 771-5290
Fax: (225) 771-5721

February 19, 2019

Dr. James H. Ammons
Executive Vice President/Executive Vice-Chancellor
3rd Floor, J.s. Clark, Administration Building, Rm. 301
Southern University and A&M College
Baton Rouge, LA 70813

Re: Professor Emeritus Nomination for Dr. Fitzgerald Spencer

Dear Dr. Ammons:

I highly recommend the nomination for **Professor Emeritus** status to Dr. Fitzgerald Spencer. He has an outstanding record and resume of service to Southern University. He has significant and sustained achievements, contributions, and scholarly pursuits appropriate for an individual to be nominated for this award. Dr. Spencer has made significant contributions to the improvement, visibility, and advancement of Southern University and A&M College, particularly the Baton Rouge campus.

Dr. Spencer continues to offer his talents, experiences, expertise, and dedication to SUBR and to the Southern University System. He is a 1970 graduate of Southern University with a B.S. degree in Biology. He has also received Master's degrees from Utah State University and University of Northern Colorado, respectively. He received a Ph.D. in Reproductive Physiology from the University of Kansas in 1974.

Dr. Spencer arrived at Southern University in 1974, and in his approximately 45 years of service, has received many noteworthy honors and awards, including:

- 1) Excellence in Research Award, Southern University, Sigma Xi Club, 1990
- 2) Chancellor's Research Excellence Award, Southern University, 1990
- 3) Fulbright Senior Scholar, Lecturer at University-College of Belize, Belize, Central America, 1993
- 4) Chancellor's Renaissance Award for Research/Teaching Excellence, Southern University, 1994

- 5) Distinguished Service Award, Biology Department, Southern University, 1995
- 6) Southern University Faculty Research Professor Award, 1996
- 7) Invited Speaker, International Congress on Chronobiology, Paris, France, 1997
- 8) Researcher of the Year, Health Research Center, Southern University, 1999
- 9) Scholar/Researcher of the Year, College of Sciences, Southern University, 1999 and 2003
- 10) Research-Investigator of the Year, Southern University, 2003

Dr. Spencer has a great love for teaching and research, and has received international acclaim with his work in reproductive physiology. He has positively impacted students and faculty during his tenure.

- He has authored or co-authored over 25 publications, had over 30 research presentations, and held 7 research grants totaling \$1,270,523.
- He has served as graduate advisor and/or minor research professor for over 20 undergraduate and graduate students.
- He has attended and continues to attend medical workshops and lecture series both nationally and internationally.
- Since 1974, he has taught courses in Biology at Southern University – Baton Rouge.

The Southern University System and the Baton Rouge campus have benefited greatly from the achievements of Dr. Fitzgerald Spencer. As indicated in the attached vita, Dr. Spencer is well-deserving of being bestowed the title of "**Professor Emeritus**" of this University. I therefore offer his name for your approval of this recognition and request that you bring this request to the Council of Deans for their consideration and approval.

Sincerely,



Dr. Patrick Carriere, Dean
College of Sciences and Engineering



Department of Biological Sciences and Chemistry
244 Williams James Hall, P.O. Box 9310
Southern University and A&M College
Baton Rouge, Louisiana 70813

Voice: (225) 771-5210
FAX: (225) 771-3606


February 18, 2019

Dr. Patrick Carriere, Dean
College of Sciences and Engineering
206 P.S. Pinchback Engineering Building
Southern University and A&M College
Baton Rouge, Louisiana 70813

Dear Dr. Carriere,

The Faculty members in the Biological Sciences Program unanimously voted to bestow the honor of *professor emeritus* upon Dr. Fitzgerald Spencer, retired professor of Biological Sciences at Southern University. The accompanying letter from Dr. Caroline Telles reflects the worthiness of Dr. Spencer to hold this title of honor. During his 40-plus years at Southern University, Dr. Spencer clearly exhibited excellence in teaching, research, and service to the community, the state and the nation. Without any reservation, I speak for the entire biology faculty in endorsing the granting of the title of *professor emeritus* to Dr. Fitzgeralds Spencer.

Yours sincerely,


Dr. Oswald D'Auvergne
Professor and Chairman
Department of Biological Sciences and Chemistry
Southern University and A&M College
Baton Rouge, Louisiana 70813
Telephone: (225) 771-5210



Department of Biological Sciences
P. O. Box 9310
353 William James Hall
Baton Rouge, Louisiana 70813

Voice: (225) 771-0245
Fax: (225) 771-5386
caroline_telles@subr.edu

February 18th, 2019

Dr. Patrick Carriere, Dean
College of Sciences and Engineering
Southern University and A&M College
Baton Rouge, Louisiana 70813

On behalf of the Department of Biological Sciences, I enthusiastically nominate Dr. Fitzgerald Spencer for Emeritus status of Southern University and A & M College. His outstanding accomplishments in teaching and research, which have deservedly led to his wide recognition as a scholar of the first rank, are complemented by his devoted service to the Department, to the College, and to the University. This extraordinary record is in our view, deserving of his elevation to Professor Emeritus.

Dr. Spencer has accomplished so much in his career that I must admit that it is difficult to know exactly where to begin in discussing his career and its many dimensions. Certainly, my comments here are almost bound to be lacking in some way, bound to inadequately portray even a portion of what he has achieved.

Dr. Fitzgerald Spencer obtained a Bachelor of Science degree in Biology from Southern University in 1960. He then pursued a Master's degree in Science Education and Zoology at Utah State University and the University of Northern Colorado respectively. He earned his Ph.D. in Reproductive Physiology in 1974 from the University of Kansas. Dr. Spencer then joined the Southern University faculty as an Associate Professor and was promoted to Professor in 1979.

In his four decades of distinguished service to Southern University, Dr. Spencer consistently embodied the qualities of an outstanding professor with significant contributions to the university, the community, and the biology profession. He is the author and co-author of twenty six published peer reviewed journal articles, the most recent published in 2009. He has received several accolades for his scholastic achievements including the Chancellor's Research Excellence Award in 1990 and Scholar/Researcher of the Year in 1999 and 2003 respectively.

Yet, Professor Spencer's leadership is not limited to scholarly arenas: he has also nurtured our Undergraduate and Graduate Program and contributed in essential ways to instructional innovation and curricular development. Dr. Spencer has made an impact on several generations of biology students in his courses. He has always been a reliable source of wisdom and guidance to the undergraduate and graduate students by serving on several undergraduate and graduate theses' committees. In 1994, he was awarded the Chancellor's Renaissance Award for Research/Teaching Excellence and received the Distinguished Service Award in the Biology Department in 1995. For those who believe that an active research agenda contributes to quality teaching, and especially mentoring graduate students, this has been invaluable for our program.

Additionally, his two most notable distinctions were being designated:

- Chancellor Research Professor Fellow by Southern University in 1996.
- Fulbright Scholar by the United States Congress in 1993 and lectured at the University College of Belize, Central America.

Dr. Spencer, indeed, has been a remarkably challenging and effective pioneer in the teaching of Reproductive Physiology in the Department of Biological Sciences.

Reflective of his eminence as a professional in his field, he was nominated as an inaugural member of the International Biographical Center. His more than thirty presentations, keynote conference presentations and medical workshops on Reproductive Physiology are an outstanding achievement. Just recently, he presented a paper on "Variability of Endometrial Proliferative Responses to Neurogenically-Induced Reproductive Signals" and the "Relationship Between Progesterone and Endometrial Paracrine Mechanisms During Post-Implantation Development" at the 15th World Congress of Gynecological Endocrinology in Florence, Italy. Through his extensive professional travel, he has exerted significant influence within the profession and has proven to be an important ambassador for the Department of Biological Sciences. During his illustrious career, he has secured several research grants:

1. Reproductive and neuroendocrine responses to time-dependent butadiene exposure during decidualization and pregnancy in rodents; National Institutes of Environmental Health Services; \$375,000.00
2. Exposure to 6-methoxy-2-benzoxazolinone; physiological and biochronometric analysis; National Institute of Health; \$357,561.00
3. Uterine metabolism and body temperature rhythm and reproductive functions in rats; Louisiana Quality Support Fund; Research and Development Component; \$84,000.00
4. The synchronizing potential of the pineal gland hormone-melatonin on the circadian rhythm of deep body temperature; National Institute of Health; \$151,921.00
5. Effects of the interaction between Dinoseb and crowding on the deep body temperature in rats during the estrous cycle; National Institute of Health; \$137,627.00
6. Effects of Captan and Thiram on certain reproductive function on rats; National Institute of Health; \$91,890.00
7. Effects of the post-implantation exposure to selected pesticides on reproductivity in rats; U.S. Environmental Protection Agency; \$72,524.00
8. Effects of the post-implantation exposure to two pesticides (Permethrin and EPN) on certain aspects of mammalian reproductivity; U.S. Department of Agriculture; \$78,991.00

In conclusion, Dr. Spencer is an intellectual and personal icon of this institution. He represents in many ways the history of SU, contributing to the growth and intellectual development of Reproductive Physiology nationally and internationally. It is with great pride and enthusiasm that we request emerita status for our colleague, Dr. Fitzgerald Spencer.

Sincerely,



Caroline M. Telles Ph.D.
Associate Professor
Department of Biological Sciences and Chemistry

cc. Oswald D'Auvergne, Ph.D.
Professor and Chair of the Department of Biological Sciences and Chemistry

**Southern University and A&M College
Academic Council Meeting
(Converted to Academic Deans Meeting)
Baton Rouge, Louisiana 70813
Minutes June 13, 2019**

Present:
Donald Andrews
Cynthia Bryant
Habib Mohamadian

James H. Ammons
Diola Bagayoko
Patrick Carriere

Bijoy Sahoo
Herman Brister
Anthony Iglede (Damien Ejigiri)

Absent:
Alex Appeaning
Melvin Chisom
Toni Manogin
Albert Samuels
Edward Willis

Tracy Barley
Diana Gilbert-Depron
Emma Perry
Kimberly Scott

Barbara Carpenter
Jacqueline Hill
Dean Hawis
C. Reuben Walker

Call to Order:

Dr. Sahoo called meeting to order at 9:43 am. Signatures indicated attendees. Meeting was converted to Academic Deans Council Meeting due to persons in attendance. Information will be presented to Academic Council when there is a quorum.

Approval of Previous Minutes

Minutes from May 16, 2019 presented. Dr. Bagayoko to provide Ms. Thomas clarification on wording for Discussion Updates (Section c). All in attendance agreed and minutes were adopted.

Addition(s) to Agenda

Dr. Sahoo advised member that he invited Dr. E. Louanne Bergman to give an update on challenges and issues faced by online course enrollment. Dr. Bergman distributed copies of the Course Evaluation Checklist. Members discussed Deans, Chairs and Program Leaders involvement to engage faculty to encourage and interact with students enrolled in online courses. Dr. Carriere suggested the development of a handbook to be shared with faculty teaching online courses. Dr. Bergman advised that she and Atty. Barley are developing policies and procedures for online instruction also. She then distributed copies of Best Practices for Online Teaching and discussed how Deans, Chairs and Program Leaders should be able to enroll in online courses through Moodle to observe what is being taught and how it is being presented. Online recruitment issues need to be discussed with Student Affairs, Enrollment Management and the Admissions Office. A "Back-to-Basics" workshop to be offered to faculty teaching online courses (possibly last week of July 2019). It should be made MANDATORY for ALL faculty teaching online courses. Dr. Bergman can be reached in her office (J S Clark Administration Building, 3rd Floor, Foundation Office, 225-771-2521 or email: elizabeth.bergman@subc.edu)

Dr. Bryant voiced concerns regarding summer pay and was advised that it is being based on prior semester's policies. Dr. Sahoo advised that the Teaching and Learning Center will be priority once the Writing Center is complete. The Writing Center is temporarily located on the 2nd Floor of the J B Cade Library on the left once you get off the elevator. When construction is complete it will move to the right side of the same floor. Ideas for hiring proposed by Dr. Bryant and will be presented to Dr. Ammons and Dr. Sahoo. Dr. Bagayoko voiced concerns of students receiving adequate opportunities to access the Center. Co-requisites will be put in place to

Continued on Back of Page

help ensure ALL students utilize the Center effectively. Dr. Ammons discussed his concerns with student's reading comprehension. Dr. Bryant informed the group that Reading courses are no longer offered at SU. She suggested using a common novel in ENGL 110 and ENGL 111 for focusing on comprehension. Dr. Ammons discussed the Gallop Report in regards to high demand sustainable jobs and analysis of SU programs. Hanover Research to facilitate the final phase. He indicated that during Faculty Convocation there will be a general discussion followed by break-out sessions to discuss reallocation of resources to accommodate all programs. Programs to do follow-up on graduates and encourage them to enroll in certification courses offered by SU. There are to be 19 certifications offered (information to be provided by Dr. Ammons). Mr. Brister suggested offering these certifications to SU Lab students as well as students in surrounding schools. Computer Science faculty to get certified to teach the courses. Dr. Sahoo discussed Project Management Professional Modules. Dr. Andrews advised that the Business Department has a certified course ~ Supply Chain.

Discussion & Update

a) Distinguished Professor Emeritus

- i) Dr. Ali Fazely, Retired Professor of Physics
- ii) Dr. Fitzgerald Spencer, Professor and Adjunct Professor of Biology
Policies to be emailed to Dr. Sahoo by Dr. Andrews. Both have been approved on the Department and College Dean levels. Recommendations have been made by the Deans. Dr. Sahoo to present to Academic Council at July Council Meeting.

b) Evaluation of Classified and Unclassified Employees

Dr. Sahoo has to evaluate Deans. An email will be sent to Deans indicating issues to be addressed. The same evaluation tools will be used to evaluate Chairs and Program Leaders. Scoring scale and focus areas to be discussed during these evaluations.

c) Academic Council Planning Retreat requested by Dr. Ammons. To be held July 12 or July 16, 2019. Possible locations are the Valdry Center for Philanthropy or the Goodwood Library. Topics of discussion to include Alignment with Mission and Academic Affairs Strategic Plan.

d) SACSCOC Update presented to Dr. Hervey who in turn presented it to Dr. Silver. Waiting on response from Silver.

Update on Fall 2019

- a) Enrollment Update: Anticipated enrollment is 1787 students
- b) G2C (Evolving QEP) - Writing, Speaking, Comprehension to be discussed. Possible presenters need to be suggested.
- c) Faculty Convocation - Planning Input needed from Deans. Convocation is August 12, 2019.

**Announcements/
Adjournment**

Dr. Andrews announced the Louisiana Rural Economic Development Summit at Paragon - July 7-9, 2019 (see handout)

Meeting adjourned at 11:36am.

Submitted by:

ReGina Netter-Thomas, (on behalf of Dr. Bjoy K. Sahoo)
Administrative Assistant, Office of the Sr. Associate Vice Chancellor for
Academic Affairs, (225) 771-2326

Southern University and A&M College
Academic Council Meeting
Minutes from October 3, 2019

Call to Order:	Dr. Sahoo called meeting to order.
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Additlon(s) to Agenda	Discussed the QEP and JAGS (Journey Achieve Greater Success). JAGS has broad-based support of institutional constituencies, focuses on improving specific learning outcomes and/or successes, commits resources to initiate, implement and complete the QEP, and includes a plan to access achievement. Work in Process includes: Academic Affairs Strategic Plan, Academic Affairs Operations Manual, and Gateway Course Engagement.
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Academic Affairs' Plans and Priorities	Suggestion was made to accept and approve graduation applications the semester before the student is to graduate.
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Approval of Professor Emeritus	Dr. Ali Fazely, Retired Professor of Physics and Dr. Fitzgerald Spencer, Professor and Adjunct Professor of Biology were recommended for Professor Emeritus status. A motion was made by Dr. Albert Samuels and seconded by Dr. Damien Ejigiri. Unanimously approved by Academic Council members.
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Discussion & Update	<p>a) Registration and Advisement Issues Discussion on the issues with registration and financial aid. Suggestion was made to have Navigate training for faculty. Mr. Willis informed the members that the Senior Associate Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Success, two Directors, one Dean, and six Professors attended the Gateway Conference at the Gardner Institute.</p> <p>b) Registrar's Update Banner consolidation of SUSLA and SUNO, email a new Louisiana Core Catalog, Curriculum sheets need to be updated for proper advisement, Pre-Registration</p> <ul style="list-style-type: none">- Athletes- First year (students with 0-30 hours)- Band- SU Lab School Dual Enrollment students- Billing statements for students who pre-register should be attainable <p>c) Faculty Orientation & Best Practices Dr. Harrison discussed digitizing documents. A committee needs to be developed. She also discussed the use of Concourse for syllabi revisions. The Mission Statement needs to be sent for placement on monitors campus-wide. It also needs to be sent to the Library. During faculty orientation, faculty members need to be reminded to enter 'SH/NS' in a timely manner.</p>
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Announcements/ Adjournment	<i>Meeting adjourned at 11:30am.</i>
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Submitted by:	ReGina Netter-Thomas, Admin. Assistant (on behalf of Dr. Bijoy K. Sahoo) Office of the Sr. Associate Vice Chancellor for Academic Affairs, (225) 771-2326
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**Curriculum Vita
(2010)**

Fitzgerald Spencer, Ph.D.
Professor, Biological Sciences
Southern University, Baton Rouge, LA

Education

Southern University, Baton Rouge, LA- B.S., 1960, Biology
Utah State University, Logan, UT- M.Ed., 1963, Science Education
University of Northern Colorado, Greeley, CO- M.A., 1970, Zoology
University of Kansas, Lawrence, KS- Ph.D., 1974, Reproductive Physiology

Professional Positions

1968-70 Teaching & Research Assistant, Univ. of Northern Colorado, Greeley, CO
1970-74 Teaching/Research Assistant, University of Kansas, Lawrence, KS
1974-present Assoc. Professor/Professor of Biology, Southern University,
Baton Rouge, LA
1993-present Fulbright Senior Scholar, U.S. Congress/Fulbright Program
1996-present Chancellor Research Professor, Southern University, Baton Rouge, LA

Honors and Awards

Scholar/Researcher of the Year, College of Sciences, Southern University, 2003
Research Investigator of the Year, Southern University, 2003
Scholar/Researcher of the Year, College of Sciences, Southern University, 1999
Researcher of the Year, Health Research Center, Southern University, 1999
Invited Speaker, International Congress on Chronobiology, Paris, France, 1997
Southern University Faculty Research Professor Award 1996
Distinguished Service Award, Biology Department, Southern University, 1995
Chancellor's Renaissance Award for Research/Teaching Excellence, Southern
University, 1994
Fulbright Senior Scholar, Lecturer at University-College of Belize, Belize, Central
America, 1993
Chancellor's Research Excellence Award, Southern University, 1990
Excellence in Research Award, Southern University, Sigma Xi Club, 1990

Publications

- Spencer, F., Shirer, H. W. and Yochim, J. M. Core temperature in the female rat: effect of pinealectomy or altered lighting. *American Journal of Physiology*, 231, 355-360, 1976.
- Yochim, J. M. and Spencer, F. Core temperature in the female rat: effect of ovariectomy and induction of pseudopregnancy. *American Journal of Physiology*, 231, 361-365, 1976.

- Tat-Sing, and Spencer, F., A post-implantational study of the effects of Zinc on reproduction using the decidualized pseudopregnancy rats as a model. *Bulletin Environmental Contamination & Toxicology* 27, 418-425, 1981.
- Spencer, F., An assessment of the reproductive toxic potential of Aroclor 1254 in female Sprague-Dawley rats. *Bulletin Environmental Contamination & Toxicology* 28, 290-297, 1982.
- Spencer, F. and Tat-Sing, L. Reproductive responses to Rotenone during decidualized pseudogestation and gestation in rats. *Bulletin Environmental Contamination & Toxicology* 28, 360-368, 1982.
- Spencer, F. and Z. Berhane. Uterine and fetal characteristics in rats following a post-implantation exposure to Permethrin. *Bulletin Environmental Contamination & Toxicology*, 29, 84-88, 1982.
- Spencer, F. and Tat-Sing, L. Reproductive toxicity in pseudopregnancy and pregnant rats following post-implantation exposure; Effects of the herbicide Dinoseb. *Pesticide Biochemistry and Physiology*, 18, 150-157, 1982.
- Spencer, F. Structural and reproductive modifications in rats following a post-implantation exposure to Cuptan. *Bulletin Contamination & Toxicology*, 33, 84-91, 1984.
- Spencer, F., H.B. Johnson, J. Ganea and B.P., His. The circadian body temperature rhythm in rats: Effects of environmental and endocrine manipulations. *Annual Review of Chronopharmacology*, 5, 111-112, 1988
- Spencer, F., E. Dunbar, M.A. Singleton, and His B.P. Sensitivity to benomyl: the body temperature rhythm and uterine metabolism during decidualized pseudopregnancy. *Annual Review of Chronopharmacology* 7, 79-82, 1990
- Spencer, F., "Hormonal control of protein metabolism" in *Magill's Survey of Science: Life Science Series*, Salem Press, 1347-1352, 1991
- Spencer, F., Chi, L. M. and Zhu, M-X. Dexamethasone treatment: light-dark modulation of the decidualization uterine functions. *Biological Rhythm Research* 26: 445, 1995
- Spencer, F., Chi, L.M. and Zhu, M-X. Temporal effectiveness of dexamethasone treatment on molecular aspects of the decidualized endometrium during pseudopregnancy in the rat. *Chronobiology International*, 13: 124, 1996.
- Spencer, F., Chi, L.M. and Zhu, M-X. Effects of benomyl and carbendazim on molecular mechanisms in uterine decidual growth in rats. *Journal of Applied Toxicology*, 16, 211-214, 1996.
- Spencer, F., Chi, L.M. and Zhu, M-X. Temporal glucocorticoid treatment: modulation of periodic endometrial responses during decidualization and pregnancy in rats. *Physiology and Behavior*, 62, #4, 893-879, 1997
- Spencer, F., Chi, L.M. and Zhu, M-X. Biochemical Characterization of benomyl inhibition on endometrial growth during decidualization in rats. *In Vivo Germ Cell Developmental Toxicology, from Science to Social and Industrial Demand*, Plenum Press, New York 163, 169, 1998
- Spencer, F., Chi, L. and Zhu, M-X. Time-dependent relationship between the estrogen receptors and the matrix metalloproteinases following deciduoma induction in rats. *Comparative Biochemistry and Physiology, Part C*, 120, 283-288, 1998

- Spencer, F., Chi, L. and Zhu, M-X. Circadian modification of uterine responses by day-night dexamethasone treatment during decidualization in rats. *Biological Rhythm Research*, 29, #3, 129-141, 1998
- Spencer, F., Chi, L. and Zhu, M-X. Antiproliferative effects of inducible nitric oxide synthase inhibition on decidualization in pseudopregnant rats. *Proceedings of the Society for Experimental Biology and Medicine*, 218, #5, 45-50, 1998
- Spencer, F., Chi, L. and Zhu, M-X. Hydroxyurea inhibition of cellular and developmental activities in the decidualized and pregnant uteri of rats. *Journal of Applied Toxicology*, 20, 407-412, 2000
- Spencer, F., Chi, L. and Zhu, M-X. Temporal relationships among uterine pituitary adenylate cyclase-activating polypeptide, decidual prolactin-related protein and progesterone receptor mRNAs expressions during decidualization and gestation in rats. *Comparative Biochemistry and Physiology, Part C*, 129, 25-34, 2001
- Spencer, F., Chi, L. and Zhu, M-X. A mechanistic assessment of 1,3-butadiene diepoxide-induced inhibition of uterine decidualoma proliferation in pseudopregnant rats. *Reproductive Toxicology*, 15, 253-260, 2001
- Spencer, F., Chi, L. and Zhu, M-X, Nixon, E., and Lemelle, C. Uterine molecular responses to bisphenol A treatment before and after decidual induction in pseudopregnant rats. *International Journal of Hygiene and Environmental Health*, 204, 353-357, 2002
- Chi, L., Nixon, E. and Spencer, F. Uterine-ovarian biochemical and developmental interactions to the post-inplantation treatment with a butadiene metabolite, diepoxybutane, in pregnant rats. *Journal of Biochemical and Molecular Toxicology*, 16, 147-153, 2002
- Spencer, F. and Qi, L. Biochemical and physiological mechanisms during decidualoma-bearing pseudopregnancy and pregnancy: perspectives on butadiene toxicity in rats. *Trends in Comparative Biochemistry and Physiology*, 10: 31-39, 2004.
- Spencer, F. and Qi L. Regulatory interaction between progesterone and uterine paracrine mechanisms with endometrial proliferation. *Suppl. Giornale Italiano di Ostetricia e Ginecologia*, 31, 130-131, 2009.

Research Presentations

- Spencer, F. and L. Tat-Sing. Dinoseb and reproduction in the female rat. *Proc. of the Louisiana Academy of Sciences*, 44, 161, 1981.
- Spencer, F. Effects of Permethrin on reproduction in albino rats. *Proc. of the Louisiana Academy of Sciences*, 44, 161, 1981.
- Spencer, F. and L. Tat-Sing. The effects of Rotenone on reproduction in white rats. *Proc. of 9th Annual MBS Research Symposium*, #249, 1981.
- Spencer, F. The reproductive toxic potential of Aroclor 1254 in female Sprague-Dawley rats. *Proc. of the Louisiana Academy of Sciences*, 56, #45, 1982.
- Spencer, F. Reproductive toxic potential of Cuptan in decidualized pseudopregnant and pregnant rats. *Proc. of 12th Annual MBS Symposium*, 1984.

- Spencer, F. et al. Sensitivity to Benomyl: The body temperature rhythm and uterine metabolism during decidualized pseudopregnancy. Annual Conference on Biological Rhythms and Medications, 1990, Nice, France.
- Spencer, F., Chi, L. and Zhu, M-X. Dexamethasone treatment: light-dark modulation of the decidualized uterine functions. World Conference on Chronobiology and Chronotherapeutics, 1995, Ferrara, Italy.
- Spencer, F., Chi, L. and Zhu, M-X. Temporal effectiveness of dexamethasone treatment on molecular aspects of the decidualized endometrium during pseudopregnancy in the rat, Seventh International Conference on Chronopharmacology and Chronotherapeutics, 1996, Heidelberg, Germany.
- Spencer, F., Chi, L. and Zhu, M-X. Endometrial mechanisms during decidualization: a potential model for trans-placental AIDS transmission, Fifth NIH/RCMI International AIDS Symposium, 1996, Rio Grande, Puerto Rico.
- Spencer, F., Chi, L. and Zhu, M-X. Biomedical and molecular characterization of benomyl inhibition and endometrial growth during decidualization. Workshop on Reproductive Toxicology, 1997, Granada, Spain.
- Spencer, F., Chi, L. and Zhu, M-X. Phasic profile of uterine zinc metalloenzymes and the estrogen receptors during decidualization in rats. International Congress on Chronobiology, 1997, Paris, France.
- Spencer, F., Chi, L. and Zhu, M-X. Cephalic enzymatic responses to neuroendocrine signaling in rats. Fourth International Congress of Neuroendocrinology, October 1998, Kitakyushu, Japan.
- Spencer, F., Chi, L. and Zhu, M-X. Uterine responses to anti-human immunodeficiency drugs during decidualization and pregnancy in rats. International Society for Neuroimmunomodulation, September 1999, Lugano, Switzerland.
- Spencer, F., Chi, L. and Zhu, M-X. The time-related mRNA expression among molecular mechanisms in the aging rat decidual endometrium. Fifth International Symposium on Neurobiology and Neuroendocrinology of Aging, 2000, Bregenz, Austria.
- Spencer, F., Chi, L. and Zhu, M-X. The functional relationship of temporal pituitary adenylate cyclase activating polypeptide mRNA expression in decidual and pregnant uteri of rats. Eleventh International Congress of Endocrinology, 2000, Sydney, Australia.
- Spencer, F., Chi, L. and Zhu, M-X. Photoperiodic molecular responses in the photosensitive neural-neuroendocrine pathway in pseudopregnant rats. Seventh RCMI International Symposium on Health Disparities, 2000, San Juan, Puerto Rico.
- Spencer, F., Chi, L. and Zhu, M-X. Uterine molecular responses to bisphenol A treatment before and after decidual induction in pseudopregnant rats, Fourth Annual Meeting of the International Society of Environmental Medicine, 2000, Hannover, Germany.
- Spencer, F., Chi, L. and Nixon, E. Comparative placental responses to time-dependent 1,3-butadiene diepoxide exposure during decidualization and gestation in rats. Twenty-fifth Conference of the International Society for Chronobiology, 2001, Antalya, Turkey.

- Spencer, F. Temporal placental molecular profiles during pseudopregnancy and gestation in rats. Twenty-fifth Conference of the International Society for Chronobiology, 2001, Antalya, Turkey.
- Spencer, F., Nixon, E. and Chi, L. Placental responses to butadiene diepoxide treatment in pregnant rats. Forty-first Annual Meeting of the Society of Toxicology, 2002, Nashville, Tennessee.
- Spencer, F., Nixon, E. and Chi, L. Reproductive biochemical and developmental responses to diepoxybutane and developmental responses to diepoxybutane exposure in pregnant rats. Forty Congress of the European Societies of Toxicology, 2002, Budapest, Hungary. Abstract #328, Toxicology Letters 135, 2002.
- Spencer, F., Zhu, M-X and Chi, L. Comparative time-related uterine mRNA expressions between the progesterone receptor and pituitary adenylate cyclase-activating polypeptide in pseudopregnant rats. Second International Symposium on Progestins, Progesterone Receptor Modulators and Progesterone Antagonists, 2002, Siena, Italy.
- Spencer, F., Zhu, M-X, and Qi, L. Comparative reproductive response mechanisms to butadiene toxicity in deciduoma-bearing pseudopregnant and pregnant rats. Tenth International Congress of Toxicology, 2004, Tampere, Finland. Abstract # 856, Toxicology Appl. Pharmacol. 197, 2004.
- Spencer, F., Zhu, M-X. and Qi, L. Age-related reproductive responses to the temporally-induced toxicity of a butadiene epoxide in female rats. Twelfth International Congress of Endocrinology, 2004, Lisbon, Portugal.
- Spencer, F. Progesterone regulation of mRNA expressions in placental molecular mechanisms of pseudopregnant and pregnant rats. European Congress of Endocrinology, 2005, Goteborg, Sweden.
- Spencer, F. Characteristics of mammalian pregnancy: Decidual/placental endocrine and molecular mechanisms. Twelfth World Congress of Gynecological Endocrinology, 2006, Florence, Italy.
- Spencer, F. Chronobiological variability in neuroendocrine-regulated decidual/placental proliferative responses to neurogenic stimulation in rats. Twelfth Meeting of the European Neuroendocrine Association, 2006, Athens, Greece.
- Spencer, F., and L. Qi. Temporal gestational responses in neuroendocrine regulated uterine molecular and developmental mechanisms in rats exposed to butadiene diepoxide. Eleventh International Congress of Toxicology, 2007, Montreal, Canada.
- Spencer, F. and Qi, L. Temporal dexamethasone treatment: responses in uterine proliferative mechanisms induced by neurogenic stimulation. Eleventh European Congress of Endocrinology, 2009, Istanbul, Turkey.
- Spencer, F. and Qi, L. Regulatory interaction between progesterone and uterine paracrine mechanisms with endometrial proliferation. 2009, Eight Congress of the European Society of Gynecology, Rome, Italy.
- Spencer, F., M. Thompson and L. Qi. Estrogenic/progestogenic-regulated endometrial responses to bisphenol A during decidual development in rats.

Fourteenth World Congress of Gynecological Endocrinology, 2010, Firenze (Florence), Italy.

Research Grants

- Reproductive and neuroendocrine responses to time-dependent butadiene exposure during decidualization and pregnancy in rodents; National Institutes of Environmental Health Services/ARCI, \$375,000.00 (1999-2006).
- Exposure to 6-methoxy-2-benzoxazolone: physiological and biochronometric analysis; National Institutes of Health/MBRS, \$357,561.00 (1996-1999).
- Uterine metabolism and body temperature rhythm and reproductive functions in rats; Louisiana Quality Support Fund; Research and Development Component, \$84,000.00 (1989-1992).
- The synchronizing potential of the pineal gland hormone-melatonin on the circadian rhythm of deep body temperature; National Institutes of Health/MBRS \$151,921.00 (1987-1990).
- Effects of the interaction between Dinoseb and crowding on the deep body temperature in rats during the estrous cycle; National Institutes of Health/MBRS \$137,627.00 (1983-1987).
- Effects of Captan and Thiram on certain reproductive functions of rats; National Institutes of Health/MBRS, \$91,890.00 (1980-1983).
- Effects of the post-implantation exposure to selected pesticides (Dinoseb, Aroclor 1254, Rotenone and Zineb) on reproductivity in rats; U.S. Environmental Protection Agency, \$72,524.00 (1977-1980).

Graduate Research Theses

(a)

1. Lemelle, Chad- Chronomodulatory effects of Bisphenol A during decidualization and pregnancy in rats, M.S. degree, 1999.
2. Riley, Theodore- Temporal modification by dexamethasone of plasma enkephalin and uterine proenkephalin mRNA in the decidualized uteri of rats, M.S. degree, 1996.
3. Tat Sing, Leung- The effects of four selected environmental contaminants Dinoseb, PCB (Aroclor 1254), Rotenone and Zineb on post-implantational reproduction in female Sprague-Dawley rats, M.S. degree, 1981.
4. Berhane, Zerom- The effects of EPN and Permethrin on certain aspects of reproduction in the female rat, M.S. degree, 1981.

(b) Involvement as Minor Research Professor

1. Emery, Felicia, M.S. degree, 2010.
2. Palfrey, Henry, M.S. degree, 2010.
3. Huwell, Rosie, M.S. degree, 1991.
4. Jackson, Russhawn, M.S. degree, 1991.
5. Sachdev, Poonam, M.S. degree, 1990.

(c) Graduate Research Training

- I. Seemanapali, S., 1992.

2. Deau, M., 1990.

Undergraduate Research Theses

1. Williams III, Moses- Case study: An evaluation of the toxic potential of bisphenol A on uterine-ovarian function in mammals, 2007.
2. Johnson, Terri- A case study of the evaluation of the in vivo uterine-ovarian toxic potential of diepoxybutane in rats: involvement of signal transduction pathways, 2004.
3. Nixon, Everett- Photoperiodic and pineal modification of the effect of 6-methoxybenzoxazolinone on deciduoma growth in rats, 1999.
4. Kelly, LaTonya- The effects of the photoperiod and 6-methoxybenzoxazolinone on selected molecular aspects of the decidual cell reaction in rats, 1998.
5. Dunbar, Eva- The effects of benomyl and melatonin on reproduction in rats, 1992.
6. Whitefield, Rani- The effect of the pineal hormone, melatonin, on selected aspects of pregnancy in rats, 1992.
7. Hall, Corey- The effect of the pineal hormone, melatonin, on the decidualized uterus and pregnancy profiles in rats, 1991.
8. Selders, Sonja- The reproductive and chronobiological influences of benomyl on decidualized pseudopregnancy and pregnancy, 1991.
9. Singleton, Aretha- Circadian characteristics of the body temperature rhythm in decidualized pseudopregnant rats: effects of benomyl, 1990.
10. Ganes, Jovanka- The photoperiodic, social and endocrine influence on the body temperature circadian rhythm, 1988.
11. Johnson, Helen- The effects of three stressors on the deep body temperature in estrous cycling rats, 1987.
12. Grier, Kimberly- The effects of crowding on the circadian deep body temperature rhythm in estrous cycling and ovariectomized rats, 1986.

Medical Workshops Attended (Endocrine Society)

1. Hyponatremia: State of the Art. June 4, 2007; Toronto, Canada.
2. Incretin Agonists and DPP IV Inhibitors: Novel Approaches in the Treatment of Type 2 Diabetes. June 3, 2007; Toronto, Canada.
3. Emerging Strategies in the Management of Glycemic Control- The Role of Incretin Enhancers. June 26, 2006; Boston, MA.
4. The Endocannabinoid System: A Novel Target for the Reduction of Metabolic and Cardiovascular Risk in Obesity. June 25, 2006; Boston, MA.
5. Incretins and Type 2 Diabetes: The What, Why and How of New Therapeutic Options. June 24, 2006; Boston, MA.
6. Strategies and Goals for Glycemic Control in Type 2 Diabetes Mellitus. June 4, 2005; San Diego, CA.
7. PPARs in Type 2 Diabetes: A Clinical Perspective. June 6, 2005; San Diego, CA.
8. Prandial Glucose Regulation with the Glucose Triad: Emerging Evidence and Insights. June 10, 2003; Philadelphia, PA.

Instructional Responsibilities

1. Graduate Courses- Reproductive physiology, mammalian physiology.

2. Undergraduate Courses- Animal physiology, human physiology, seminar.

Community Service

1. Reviewer of students' research papers for LAMP program; National Institutes of Health/MBRS program; Southern University/MBRS research projects, 1994-2006.
2. Recruiter of students for Southern University Honors College, 1995-2006.
3. Supervisor of research theses for students in Southern University Honors College, 1991-2007.
4. Judge of science fairs at Zachary High School and Peabody High School (Alexandria), 1995-1997.
5. Fulbright lecturer at the University College of Belize, Belize, Central America, 1993.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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OFFICE OF THE CHANCELLOR

March 03, 2020

Dr. Ray L. Belton
President - Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

Please find attached relevant documents in support of the recommendation to rename the **General Studies program** at Southern University at New Orleans to **Interdisciplinary Studies program**. The rationale is that the requested new name more appropriately describes the program's focus, i.e. providing a flexible course of study that establishes an interdisciplinary approach to learning.

The program name change necessitates renaming the degree awarded from **Bachelor of General Studies** to **Bachelor of Interdisciplinary Studies**, with a change in the Classification of Institutional Program (CIP) code from 24.0102 to 30.0000.

The effective date recommended is Fall 2020.

I concur with the recommendations of the Director of General Studies Program, the Dean of the College of Arts and Sciences, the University-wide Curriculum Committee and the Vice Chancellor for Academic and Evening & Weekend Affairs/Accreditation Liaison regarding this matter. I seek your kind approval and the approval of the SUS Board of Supervisors at the March 2020 Board meeting.

Thank you.

Sincerely,


James H. Ammons, Jr., Ph.D.
Interim Chancellor

APPROVAL: 

Dr. Ray L. Belton
President - Chancellor



Curriculum
Committee

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

MEMORANDUM



To: Dr. David Adegboye
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPJ*
University Curriculum Committee

Date: November 30, 2019

Re: November 19, 2019 Meeting-Approved Proposals

The University Curriculum Committee approved the following:

General Studies Program

Propose name changes from General Studies to Interdisciplinary Studies. Proposed Effective Date:
Spring 2020

Rationale: This name change will accurately reflect the fact that students are provided with a flexible course of study that establishes an interdisciplinary approach to their development.

Approved: *DA* 12-06-19
Vice Chancellor for Academic Affairs Date

Approved: *James H. Anderson* 12/12/19
Chancellor Date

Note: The effective date recommended for SUS Board approval is Fall 2020 as Spring 2020 is already in progress.

Southern University at New Orleans
Curriculum Committee Meeting
Wednesday, November 20, 2019, 11:00 a.m.
Administration Building, Room 306

Minutes

Submitted by:
Dr. Sherry Bachus
Date: November 27, 2019

1. General Studies Proposal

Dr. Carl Johnson reported that based upon the Council of Deans and Directors Meeting, the General Studies Proposal must be postponed until they come to a resolution. Dr. Johnson met with Dr. David Adegbeye and the University Curriculum Committee about the same.

Ms. Shatiqua Mosby-Wilson (Guest):

- Reported that the Office of Academic Affairs never approved or disapproved the changes for the General Studies Program. On the proposal, they suspended Items 2 and 3. (*see attached Proposal*).

Admission Requirements: Statement/Item 2:

"Students at the freshmen level of academic study can gain admittance to the General Studies Program; this, allows students at this academic level to fully participate in all components of the General Studies Program". This is a modification of Admission Requirements #2 which currently states in the catalog on page 234 "Generally, students that are admitted into the General Studies Program have completed the General Education core requirement before admittance to the program or, at least be at the sophomore level of academic study."

Admission Requirements: Statement/Item 3:

Statement #3 of Admission Requirements found on page 234 currently reads in the catalog: "Must have a grade point average of 2.0, or a minimum of a grade of "C" in all courses recommended for transfer" should undergo a complete revision. The new statement placed in the catalog will read: Must have a grade point average of 2.0, of which a minimum of a grade of "C" is required in General Education courses, EXCLUDING Math 151/Math161, Math 232/250, and History 210/220. A minimum grade of "D" will be accepted for the aforementioned courses subject to the University policy."

- The name change was approved.

Dr. Johnson:

- The University Curriculum Committee can look at the proposed name change for the General Studies Program.

Ms. Gilda Davis:

- Recommendation for Dr. Deneen Lewis to put the request for the Program's name change on a separate proposal.

Dr. Johnson:

- Recommendation to have a follow-up meeting on Monday, November 25, 2019 to address the General Studies Program name change only as a separate proposal to present to the Committee; (see Proposal).

Part III. Catalogue Description: The Name of the Program currently listed on page 233 is The General Studies Program will undergo a revision to "Interdisciplinary Studies."

Dr. Deneen Lewis:

- *Request:* In General Education courses, Math 151/Math161, Math 232/250, and History 210/220 to accept a minimum grade of "D" will be accepted for the aforementioned courses subject to the University policy. (see Proposal, Item 3).

Dr. Johnson:

- *Response:* There are other disciplinary that students take these courses.

Ms. Davis:

- *Response:* I do not agree. The Program was set-up as a separate Unit. Later, the Program was placed under Arts and Science.

Dr. Lewis:

- *Rationale:* General Studies is a Program and a separate entity/Unit.

Dr. Johnson:

- *Response:* The Deans and Chairs from all the Colleges must agree for this change.
- *Recommendation:* Each item (2 through 7) must be placed on a separate proposal to present to the University Curriculum Committee for review.

The University Curriculum Committee Members agreed to a follow-up meeting on Monday, November 25, 2019 at 11:00 a.m. to address the proposal name change only for the General Studies Program.



Curriculum
Committee

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

Signatures of Curriculum Committee Members:

Dr. David Alijani *David Alijani*

Dr. Sherry Bachus *Dr. Sherry Bachus*

Ms. Gilda Davis *Gilda Davis*

Dr. Carl P. Johnson *Carl P. Johnson*

Dr. Douglas Marshall *DM*

Dr. Jill Murray _____

Dr. Nebiat Sisay *Nebiat Sisay 12/02/2019*



Curriculum
Committee

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

MEMORANDUM

To: Dr. David Adegboye,
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPJ*
University Curriculum Committee

Date: February 3, 2020

Re: February 3, 2020 Meeting-Approved Proposals

In addition to the name change of the General Studies Degree Program to Interdisciplinary Studies earlier approved, the University Curriculum Committee approved the following:

Degree Name Change: From Bachelor of General Studies (B.G.S.) to the Bachelor of Interdisciplinary Studies.

Classification of Instructional Program (CIP) Code: From 24.0102 to 30.0000

Rationale: The request to rename the Program from General Studies to Interdisciplinary Studies was approved by the Curriculum Committee on November 19, 2019. The requested degree name change will accurately reflect the fact that students receive a flexible course of study that establishes an interdisciplinary approach to their development. The Classification of Instructional Program (CIP) Code for Interdisciplinary Studies (the new program name) is 30.0000.

Approved:

AA Ine
Vice Chancellor for Academic Affairs

Date

02-06-2020

Approved:

James H. Ammons
Chancellor

Date

2/7/2020



Curriculum
Committee

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-6461

Signatures of Curriculum Committee Members:

Dr. David Alijani _____

Dr. Sherry Bachus Sherry Bachus

Ms. Gilda Davis Gilda Davis

Dr. Carl P. Johnson Carl P. Johnson

Dr. Douglas Marshall DM

Dr. Harry Russell Harry Russell

Dr. Nebiat Sisay Nebiat Sisay



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

April 10, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

**RE: Letter of Intent to Develop 100% Online Degree in Hospitality
and Food Industry Leadership**

Dear Dr. Belton:

The University Curriculum Committee has unanimously approved the Letter of Intent from the College of Agricultural, Family and Consumer Sciences to develop a Bachelor of Science Degree Program in Hospitality and Food Industry Leadership. As proposed, the degree program will be a 100% online "2+2" degree program that targets students who have completed a transfer degree from an institution in the Louisiana Technical and Community College System, including SUSLA. There is also an opportunity for students from SUNO to complete this program because it is 100% online. When the undergraduate program in Business Administration moves online at SUBR, additional students will also be able to take advantage of the program. Upon completion of this program, students will earn the B.S. degree as well as up to three highly valued industry credentials, and the curriculum plan includes an internship along with a global travel opportunity. Currently, there are no 100% online bachelor's degree programs in hospitality and tourism in Louisiana.

The proposed program is well aligned with Goal I of the *Imagine 20K Strategic Plan*, which is a commitment to student access and affordability:

Objective 1.3

Increase 100% online enrollment

Objective 1.5

Increase undergraduate enrollment

Hospitality and Food Industry

Objective 1.6	Increase transfer student enrollment
Objective 1.9	Increase cross enrollment
Objective 1.10	Increase First Generation (Pell-Eligible) Students
Objective 1.11	Increase adult learners (age 25 and older)

These areas of alignment also provide the greatest potential under the Board of Regents' Funding Formula. I support this proposed program and ask for your support in moving it forward to the Board of Supervisors for consideration for approval.

With kindest regards,



Bijoy K. Sahoo, Ph.D.
Interim Executive Vice-Chancellor
Senior Associate Vice Chancellor for Academic Affairs

April 10, 2020

Bijoy Sahoo, Ph.D.,
Interim Executive Vice Chancellor
Southern University and A&M College
Baton Rouge, Louisiana 70813

RE: Request for Board of Supervisors Approval of the Letter of Intent to Develop a 100% Online BS Degree in Hospitality and Food Industry Leadership

Dear Dr Sahoo:

On April 2nd, the University Curriculum Committee unanimously approved the Letter of Intent from the Department of Family & Consumer Sciences in the College of Agricultural and Family & Consumer Sciences to develop a Bachelor of Science Degree Program in Hospitality and Food Industry Leadership. The Letter of Intent proposes the development of a 100% online “2+2” degree program that maximizes partnership opportunities with schools in the Louisiana Technical and Community College System, Southern University at Shreveport, and Southern University at New Orleans. In addition, the program’s curriculum plan includes collaboration with the Southern University and A&M AACSB accredited College of Business for delivery of high quality, upper-level discipline specific courses. Upon completion of this program, students will earn the B.S. degree as well as specific high value industry credentials.

Tourism is the 4th largest industry in Louisiana, and by offering this program, Southern University can become actively engaged in workforce development for this industry. Currently, there are no 100% online bachelor’s degree programs in hospitality and tourism in Louisiana. This proposed program will create educational access for students by removing the geographic boundaries and social barriers of attending a traditional face-to-face program. Further, as indicated below, it is well aligned with the *Imagine 20K Strategic Plan* Goal 1: Commitment to Student Access and Affordability:

- | | |
|----------------------|---|
| Objective 1.3 | Increase 100% online enrollment |
| Objective 1.5 | Increase undergraduate enrollment |
| Objective 1.6 | Increase transfer student enrollment |

Objective 1.9	Increase cross enrollment
Objective 1.10	Increase First Generation (Pell-Eligible) Students
Objective 1.11	Increase adult learners (25 years and older)

The full Letter of Intent and its supporting documentation, as approved by the Curriculum Committee, is attached hereto. I support this proposal and have been actively engaged with the Department throughout the development process. It aligns with the Strategic Plan, optimizes opportunities under the Board of Regents Funding Formula, and it will maintain academic integrity. On behalf of the College of Agricultural and Family & Consumer Sciences, we would appreciate the Administration's support and ask that this be submitted to the Board of Supervisors for approval.

Kindest Regards,

Tracy Barley

Tracy Barley, Director
Office of E-Learning

Cc: Dr. Cheryl Atkinson, Chairman, Department of Family and Consumer Sciences
Dr. Bernestine McGee, Program Leader Human Nutrition and Food Program
Dr. Renita Marshall, Assoc. Dean College of Agricultural and Family & Consumer Sciences
Dr. Ashagre Yigletu, Chairman, University Curriculum Committee




**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Department of Family & Consumer Sciences
Human Nutrition and Food Program

Voice: (225) 771-4289
FAX: (225) 771-2400
Fax (225) 771-3107

Date: January 14, 2020

To: Orlando F. McMeans, Ph.D.
Chancellor-Dean
Agricultural Research and Extension Center and the
College of Agricultural, Family and Consumer Sciences

From: Bernestine McGee, Ph.D., RDN, LDN, FAND 
Program Leader

Re: Louisiana Board of Regents Letter of Intent -

In response to the current emphasis of Southern University and A&M College to increase the inventory of online degree programs, the Human Nutrition and Food Program has developed a Letter of Intent to offer an online B.S. degree in Hospitality and Food Industry Leadership (HFIL). The establishment of this degree program is aligned with the Southern University and A&M College Strategic Plan, Objective II.6, Strategy II.6.8: Promote online/distance education as a viable option to deliver undergraduate education for the convenience of adult learners.

The B.S. Degree in Hospitality and Food Industry Leadership is an accelerated online 120-semester hour professional hospitality leadership program. The program's curriculum is designed to prepare students to become leaders and managers in the hospitality industry. A systems approach to hospitality leadership will be explored in the curriculum and experiential learning is required. The accelerated 2 + 2 program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix. Under the 2+2 Program, freshman and sophomore courses are provided through the Louisiana Transfer Degree Guarantee (TDG) initiative. Students will have completed all 30 credits of general education requirements as well as 21 credit hours of additional coursework, totaling 60 credit hours. In the accelerated curriculum plan, courses are taught in eight-week sessions for a total of eight sessions.

Permission is requested to submit this Letter of Intent to the Louisiana Board of Regents following University approval.

Thank you for your attention and consideration.

Approval:


Department Chair

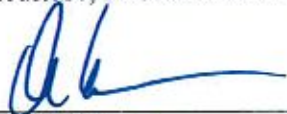
1/14/2020
Date


Vice Chancellor for Academic and Student Services/Associate Dean

1/16/2020
Date


Executive Vice Chancellor and Director of Development;
Agriculture, Research and Extension Center Special Projects

1/28/2020
Date


Chancellor-Dean

1/28/2020
Date

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LETTER OF INTENT to DEVELOP a NEW ACADEMIC PROGRAM (Oct 2015)

General Information

Date: 1/14/2020

Institution: Southern University and A&M College	Requested CIP, Designation, Subject/Title: 52.09.01 Hospitality/Administration Management 52.09.03 Travel-Tourism Management Undergraduate Hospitality and Food Industry Leadership
Contact Person & Contact Info: Bernestine McGee, PhD, RDN, LDN, FAND Program Leader, Human Nutrition and Food Department of Family and Consumer Sciences College of Agricultural, Family and Consumer Sciences 225-771-4289 Bernestine_McGee@subr.edu	

1. Program Objectives and Content

Describe the program concept: purpose and objectives; basic structure and components/concentrations; etc. Include the draft curriculum.

According to the World Travel and Tourism Council, the economics of the 21st century will be dominated by three industries, one of these is tourism. The industry has grown by 500 percent in the past 25 years. It is projected that the hospitality and travel industry will provide 10.5 percent of the total world's employment.

Hospitality and tourism has been and remains a major contributor to Louisiana's economy. The hospitality and tourism industry is the fourth largest employer in Louisiana. The total employment impact of just over 187,000 jobs accounts for 7% of all jobs in the state of Louisiana. (<https://www.crt.state.la.us/Assets/Tourism/research/documents/2018-2019/2018LouisianaTourismEconomicImpactrev.pdf>).

Students earning a Bachelor of Science (B.S.) Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership and professional roles within the global hospitality, food, and tourism industry as well as related careers. HFIL program, offered entirely online, will provide students with a range of knowledge and management skills needed to advance in this fast-growing and wide-ranging global and dynamic industry.

Mission

The mission of the HFIL program is to prepare a diverse community of students to become successful professionals and lifelong learners who aspire to leadership roles in the global hospitality industry and their community.

Goals

- Provide students with knowledge of hospitality leadership principles and practices applicable to the global and dynamic hospitality, food, and tourism industry.
- Promote the development of analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and business ethics; and leadership characteristics.
- Meet demands of nontraditional students who wish to pursue a baccalaureate degree in hospitality leadership.
- Contribute to economic development in the state by delivering educational opportunities that establish and/or improve the workforce for existing, expanding, relocating and new hospitality oriented businesses.

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- Establish a learning environment in hospitality leadership that contributes to cooperation and collaboration with the hospitality industry community in the state.

The B.S. Degree in Hospitality and Food Industry Leadership is an online 120-semester hour professional hospitality leadership program. The program's curriculum is designed to prepare students to become leaders and managers in the hospitality industry. A systems approach to hospitality leadership will be explored in the curriculum; required experiential learning will further strengthen this approach. These curriculum will included online classes, practicum experiences, and a structured internship. The Hospitality and Food Industry Leadership Major at Southern University and A&M College will include three tracks: (1) lodging, (2) food industry, and (3) event management.

Curriculum topics include:

- Hotel, restaurant and event operations
- Cost controls in hospitality operations
- Sales and promotions
- Food and beverage management
- Service systems
- Revenue management
- Facilities management
- Human resource management
- Hospitality law
- Accounting
- Finance
- Marketing

Curriculum – 120 semester hours

- University General Education (34 credit hours)
- Social Sciences (12 credit hours)
- Social and Career Enhancement/Development (3 credit hours)
- Family and Consumer Sciences (6 credit hour)
- Service Learning (3 credit hours)
- Major Core Requirements (18)
- Major Requirements (38 credit hours)
- Hospitality and Food Industry Leadership Specialized Electives (3 credit hours)
- International Experience Requirement (3 credits)

2+2 Program

The Department of Family and Consumer Sciences/ Human Nutrition and Food Program will provide students majoring in HFIL with an opportunity to earn a baccalaureate degree following completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Under the 2+2 Program, freshman and sophomore courses are provided through the Louisiana Transfer Degree Guarantee (TDG) initiative. Students will have completed all 30 credits of general education requirements as well as 21 credit hours of additional coursework, totaling 60 credit hours.

The proposed online program has been developed to allow students to graduate in two years after completing 120 credit hours. Enrollees will be Business, Associates of Arts Louisiana Transfer degree graduates at Southern University Shreveport, LA (SUSLA), Southern University

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New Orleans (SUNO), Baton Rouge Community College (BRCC), Louisiana State University-Eunice (LSU-E), and Delgado Community College (DCC).

Prospective students must apply for admission and be formally admitted into the Southern University prior to taking any courses provided by SUBR. Students who meet all admissions criteria including a Business AA/LT or AS/LT and have satisfactorily completed all course requirements including prerequisites earning a grade of "C" or better and are admitted to Southern University and A&M College will be admitted to the College of Agricultural, Family and Consumer Sciences (HFIL) with junior-level status upon admission to the University. In addition, students must meet the program requirements/prerequisites prior to enrolling in any 300-400 level professional education courses labeled HFIL which are the courses necessary to earn the BS degree.

A formal partnership will be established with the Louisiana Community and Technical College System. The comprehensive articulation agreement will be executed to create a seamless transfer for students from academic programs offered at institutions in the LCTCS.

Proposed B.S. Degree in Hospitality and Food Industry Leadership 120 Hour Curriculum

Students earning a B.S. Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership and professional roles within the global hospitality, food, and tourism industry and related careers. The accelerated 2+2 HFIL program, offered entirely online, provides students with a range of knowledge and management skills needed to advance in this fast-growing and wide-ranging global and dynamic industry. Courses are taught in eight-week sessions for a total of eight sessions (8, 8-week sessions). The courses in the program are delivered fully online via the Moodle learning management system (LMS).

The Hospitality and Food Industry Leadership Major at Southern University and A&M College focuses on three of the areas: (1) lodging, (2) food industry, and (3) event management.

Curriculum

University General Education (34 credit hours)

- T - Freshman Composition I (3)
- T - Freshman Composition II (3)
- T - African American Literature (3)
- T - Pre-Calculus: College Algebra (3)
- T - Calculus for Business & Social Sciences (3)
- T - Biological Science (3)
- T - Biological Science (3)
- T - Physical Science (4)
- T - Humanities Elective (3)
- T - Arts Elective (3)
- T - Foreign Language Elective (3)

Social Sciences (12 credit hours)

- T - Economics I (3)
- T - Economics II (3)
- T - General Psychology (3)
- T - Social Science Elective (3) (above 200)

Social and Career Enhancement/Development (3 credit hours)

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- T - Business Communications (3)

Family and Consumer Sciences (6 credit hour)

- Orientation to Family and Consumer Sciences (1)
- Family and Consumer Sciences Perspectives (2)
- Essentials of Nutrition and Wellness (3)

Service Learning (3 credit hours)

- Service Learning (3)

Program Requirements

Major Core Requirements (18)

- T - Financial Accounting Principles (3)
- T - Managerial Accounting Principles (3)
- T - Business Computer Applications (3)
- T - Principles of Management (3)
- T - Elementary Statistics (3)
- Techniques of Speech (3)

Major Requirements (38 credit hours)

- Introduction to Hospitality and Food Industry Leadership (3)
- Introduction to Travel and Tourism (3)
- Hospitality and Food Industry Leadership Marketing (3)
- Hospitality and Food Industry Leadership Facilities Management (3)
- Hospitality and Food Industry Leadership Human Resource Management (3)
- Hospitality and Food Industry Leadership Financial Management (3)
- Hospitality and Food Industry Leadership Cost Control (3)
- Hospitality and Food Industry Leadership Law and Ethics (3)
- Hospitality and Food Industry Leadership Food Production Management (3)
- Hospitality and Food Industry Leadership Lodging Operations (3)
- Food and Beverage Design Merchandising and Catering (3)
- Hospitality and Food Industry Leadership Practicum I (0)
- Hospitality and Food Industry Leadership Practicum II (0)
- Current topics in Hospitality and Food Industry Leadership (2)
- Hospitality and Food Industry Leadership Senior Capstone (3)

Hospitality and Food Industry Leadership Specialized Electives (3 credit hours)

- Hospitality and Food Industry Leadership Meetings and Event Planning (3)
- Hospitality and Food Industry Leadership Quality Management (3)
- Hospitality and Food Industry Leadership Safety, Sanitation and Risk Management (3)

International Experience Requirement (6 credits)

- International Experience in Hospitality Industry Leadership Elective (6)

International Experience in Hospitality Industry Leadership

Hospitality is a global industry that transcends borders and cultural boundaries. The HFIL major will include an international experience component for students to gain cross-national insight into the political, social, cultural and economic factors that influence the hospitality industry in international environments. The goal is to help students to develop important global competencies resulting in students who will become proficient and more engaged hospitality industry professionals with the potential to be highly competitive in the global business arena. Through this experience student will develop a global mindset to investigate the world beyond their immediate environment; recognize their own cultural intelligence while being able to

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communicate their ideals effectively with culturally diverse audiences as well as learn global hospitality practices. Additionally, emphasis will focus on building a "world class" HFIL program that would appeal to students across the nation and the world. The International Experience in HFIL will be offered through the Southern University Center for International Affairs and Continuing Education, Study Abroad Program. To fulfil this requirement, students will participate in an educational experience during the May intersession of the academic year. The study abroad program will be implemented through established international memorandum of agreements. The HFIL program aligns with the mission and Strategic Plan of the Southern University and A & M College to provide students with global leadership opportunities to develop global leadership credentials.

Certifications available through the HFIL Program

Training programs will be available to reinforce concepts that allow HFIL students to function more effectively in the hospitality industry arena.

- **SERVSAFE** - is a food and beverage safety training and certificate program administered by the National Restaurant Association. The program is accredited by ANSI and the Conference for Food Protection. Sanitation certification is required by most restaurants as a basic credential for their management staff.
- **HACCP Certification** - the Hazard Analysis and Critical Control Points (HACCP) is an international standard defining the requirements for effective control of food safety. It is built around seven principles: 1) conduct hazard analysis, 2) determine critical control points, 3) establish critical limits, 4) establish monitoring procedures, 5) establish corrective actions, 6) establish verification procedures, and 7) establish record-keeping and documentation procedures.
- **Certified Hospitality Supervisor (CHS)** - requires three months of supervisor experience or a degree from an accredited school. Candidates may skip the experience and education requirements if they hold other qualifying certification or complete a specialized training program. Candidates must also pass an exam covering such topics as time management, team building, effective communication, and conflict resolution.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., accreditation, contribution to economic development; related to current or evolving needs within state or region). Cite data to support need: employment projections; supply/ demand data appropriate to the discipline and degree level. Also, identify similar programs in the state and explain why the intended one should not be perceived as unnecessary duplication.

America's hospitality industry, especially lodging and food service, is experiencing tremendous growth. Louisiana is a state rich in culture and tourism. Tourism plays a major part in the state's economy, with visitors drawn particularly to the urban areas of New Orleans and Baton Rouge and the more rural deltas, which house one of the most diverse selections of plant and animal life in the country.

Louisiana attracted a record 51.3 million visitors in 2018, according to the Lieutenant Governor's office, up 9% from the previous year. Some 237,200 jobs were the result of visitor spending in Louisiana last year, according to the U.S. Bureau of Labor Statistics. That's an increase of 2,600 new tourism-related jobs over 2017. Since 2016, a total of 6,700 new tourism-related jobs have been added statewide. (<https://www.businessreport.com>, 5/10/19 (accessed 11/4/19))

Economic Impact of Tourism in Louisiana for 2018 follows.
<https://www.crt.state.la.us/tourism/louisiana>

- Tourism is a major contributor to Louisiana's economy. Tourism spending supports

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7.0% of all jobs in Louisiana. Tourism supports \$1,082 in state and local taxes for every household in Louisiana. Visitor spending generates income, jobs, and tax revenue.

- Louisiana visitor spending of \$15 billion translated into nearly \$22.5 billion in business sales including indirect and induced impacts.
- While the majority of sales are in industries directly serving visitors, significant benefits accrue in sectors like finance, insurance and real estate from selling to tourism businesses.
- Visitors generated \$10.6 billion in state GDP (value added) in 2018 including indirect and induced benefits—4.2% of the Louisiana economy. This excludes the flow of dollars through the Louisiana economy net of import leakages.
- The restaurant industry has the largest economic contribution from traveler spending, followed closely by recreation.
- Visitor spending directly generated 134,247 jobs and 187,355 jobs when indirect and induced impacts are considered.
- Visitors generated nearly \$3.6 billion in direct personal income and nearly \$6 billion including indirect and induced impacts.
- If all employees sustained by tourism were unemployed, the unemployment rate would jump to 11.3% from just 4.9%.

The hospitality industry is now requiring new college graduates who can go directly into management and can hit the ground running on their first day of work. To fill that need, the proposed HFIL program would provide students the required skills the hospitality industry is now, and will be requiring. Specifically, the degree would provide students with skills in management, human resources, hospitality technology, food and beverage operations, and service delivery as well as basic business fundamentals in marketing and accounting.

**Louisiana
Hospitality and Tourism Management
Degree Programs**

School Name	School Type and Setting	Program
Delgado Community College	2-year, public	Certificate of Technical Studies in Culinary Arts Associate of Applied Science in Hospitality Management
Grambling State University	4-year, public	Bachelor of Science in Management, Minor in Hospitality Tourism Management
Louisiana State University – Eunice	2-year, public	Certificate of Technical Studies in Hospitality and Tourism Management Associate of Applied Science in Management with a concentration in Hospitality Management
Northwestern State University of Louisiana	4-year, public	Bachelor of Science in Hospitality Management and Tourism
Southern University at Shreveport	2-year, public	Certificate of Technical Studies in Event Management, Certificate in Food and Beverage Management

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		Associate of Science in Event Management
University of Louisiana at Lafayette	4-year, public	Bachelor of Science in Business Administration-Hospitality Management Online MBA degree – Hospitality Management
University of New Orleans	4-year, public	Bachelor of Science in Hotel, Restaurant and Tourism Administration, Minor in Hotel, Restaurant and Tourism Administration, Executive Online Master's Degree in Hospitality and Tourism

3. Relevance

Explain why this program is an institutional priority at this time. How will it (a) further the mission of the institution and (b) increase the educational attainment or quality of life of the people of Louisiana.

The proposed HFIL program would be the only online 4-year baccalaureate degree program of its kind offered in Louisiana and would cater to one of the largest supplier of jobs in the state. Two online hospitality management programs in Louisiana are at the graduate level at the University of Louisiana at Lafayette and the University of New Orleans. It is proposed to partner with the University of Louisiana at Lafayette and the University of New Orleans to serve as a feeder for the online graduate degree program at these institutions. Additionally, it is proposed to collaborate with the College of Business to offer a concentration in the MBA Online Program.

The establishment of this program is aligned with the Southern University and A&M College Strategic Plan, Objective II.6, Strategy II.6.8: Promote online/distance education as a viable option to deliver undergraduate education for the convenience of adult learners. Online education is a significant opportunity for SUBR to increase enrollment, reach nontraditional students, and generate revenue without substantial physical costs.

Southern University can contribute to the tourism industry and economic growth in Louisiana by adding to the workforce qualified Louisiana graduates with training in hospitality leadership.

The HFIL program, offered entirely online, will attract a new pool of students into the hospitality major and industry rather than just shifting students from other in-state institutions offering similar programs

4. Students

Summarize student interest/demand for the proposed program.

There are five major student pipelines for the proposed program:
Specifically, there are four 2-year colleges and culinary schools offering hospitality management degrees in various forms. There are four major student sources for this program:
Two-year Colleges
Culinary Institutes
ProStart High School Programs

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Traditional High Schools
Second degree prospects

Having the online HFIL major at Southern University and A&M College may encourage some in-state students, who may have otherwise enrolled in out-of-state institutions, that have similar majors (such as the University of Southern Mississippi, University of Mississippi, Arkansas Tech University, Stephen F. Austin State University, Texas Tech University, University of Houston, University of North Texas) to stay in-state. In addition, we anticipate that this new online major will increase out-of-state student enrollment. This will result in a net increase in out-of-state enrollment at the University. With this new major, we believe a larger pool of students will be attracted to the Department of Family and Consumer Sciences (FCS)/ Human Nutrition and Food Program and Southern University and A&M College.

Some of these new students will come from currently enrolled Southern University students in other majors, including undecided majors. However, because Southern University does not currently have a major with "hospitality" in the name, a significant number of new students should also be attracted outside of Southern University including out-of-state students (e.g., because the major and Southern University will pop-up when prospective students do internet searches with the term "hospitality"). Since Southern University does not currently offer a hospitality leadership major, this new major will also provide an avenue for students who have already selected Southern University as their first-choice and have been admitted to obtain a degree in hospitality and contribute to the food and hospitality industry in Louisiana.

The HFIL online degree program is a great alternative for nontraditional students whose schedules can't accommodate attending classes in a traditional manner. This program is very attractive to new students seeking a hospitality leadership degree in Louisiana. However, our ambitions are much higher.

The Department of Family and Consumer Sciences/Human Nutrition and Food Program currently offers a B.S. degree in Family and Consumer/Culinary Management Concentration. The proposed HFIL program will expand the options available to prospective students interested in hospitality leadership.

The proposed online program has been developed to allow students to graduate in two years after completing 120 credit hours. In the first two years, a major source of students would come from the existing pool of Business, Associates of Arts Louisiana Transfer degree graduates at Southern University Shreveport, LA (SUSLA), Southern University New Orleans (SUNO), Baton Rouge Community College (BRCC), Louisiana State University-Eunice (LSU-E), and Delgado Community College (DCC). The first two years of the HFIL degree will be available through Louisiana community colleges thus making it possible for many students to start their degree at their current location before matriculating at Southern University.

Students who graduate with the HFIL degree will have a strategic focus when seeking employment venues/industries including but not limited to hotels, restaurants, casinos, events management, entertainment, attractions and cruises, clubs and spa management, all in a rapidly evolving global marketplace.

5. Cost

Estimate new/additional costs of the projected program for the first five years. Indicate amounts to be adsorbed out of current sources of revenue and needs for additional appropriations (if any). Commit to provide adequate funding to initiate and sustain the program. On the separate budget form, estimate new costs and revenues for the first four years.

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Startup funds will be needed to initiate the program in the first four years. After this period it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation. (please see budget spreadsheet)

Faculty

HFIL courses will be delivered by faculty having either an extensive professional background and/or a scholarly focus in hospitality leadership. Faculty who possess a unique combination of academic excellence and industry knowledge. Inadequate faculty currently exist. Two new faculty positions will be created at the Assistant/Associate Professor level. The salary for these positions will range from \$85,000-\$100,000. Funds will be needed to fund essential faculty overloads as needed. It is anticipated that the current faculty vacancy in food service management will be filled by Fall 2020.

Facilities

A "virtual laboratory" will be created by a contracted external company specializing in the development and maintenance of virtual laboratories for higher education. The virtual laboratory will allow distant-learner students to access the laboratory facilities available on-campus via computer technology. Students will be able to enter the virtual laboratory and view available laboratory equipment and methodologies at their convenience. Necessary equipment, not available in the on-campus facilities, will be included in the design of the virtual laboratory. Simulations of critical hospitality processes will be demonstrated to assist students in meeting core objectives related to (but not limited to):

- Facilities management
- Cost control
- Design merchandising and catering
- Hospitality operations

Faculty will be available to interact with students during specified time periods via live chats and real-time webinars. Students will also be able to post questions and comments on course discussion boards. Students will be required to provide feedback on quality, quantity, accessibility and user-friendliness of virtual resources. Faculty within the Department of Family and Consumer Sciences (Human Nutrition and Food Program) will collaborate with software developers and virtual/3D technology consultants as well as the Office of Information Technology during course content development, maintenance and evaluation; an independent assessor may be contracted to examine program/course outcomes. More importantly, faculty will work closely with university officials to ensure that courses offered within the HFIL program meet curriculum and SACS accreditation standards. Estimated cost = \$25,000

Library Resources

John B. Cade Library/Hospitality and Food Industry Leadership

Library and Information Resources

Consistent with its mission and core themes, the institution holds and provides access to library and information resources with a proper level of currency, depth, and breadth to support the institution's mission, core themes, programs, and services, offered and delivered.

Support for mission

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As an essential pillar of education at Southern University, the library serves as an instructional unit, a learning space, and a virtual library. The library supports all its students, faculty, staff, and community members at the university's campus, as well as those online. The library has adopted to current demands by focusing its efforts on streamlining workflows, purchasing through consortia arrangements, purchasing online tools that improve the user's experience, helping faculty with information literacy instruction, and making economical decisions on collecting print and digital resources.

Selection Criteria for Library Resources

Materials for the John B. Cade Library are selected to meet the teaching and research needs as well as the educational and recreational needs of the Southern University community.

Materials are selected in all formats through various means including approval plans, publisher's brochures, catalogs, sales representatives, and recommendations from faculty, students, and librarians. Standard bibliographical tools are used to select qualitative materials.

Librarians collect resources in appropriate and available formats by adapting strategies that provide for the anticipated needs of patrons. Availability of digital content varies due to disciplinary and developments in the publishing marketplace, and technological advances. Southern University librarians assess the Library's collections for quality and accessibility, and foster peer relationships within the library profession to better increase the library's collection building.

The library has limited resources to collect comprehensively in all subject areas and therefore supplement collections through interlibrary borrowing-lending programs and document delivery services. John B. Cade Library participates in consortia arrangements, and seeks collaborations with other libraries, publishers, commercial and open access enterprises, open source communities, and digital initiatives, to maximize access to resources.

The library collection supports general education with access to consortia holdings as well as its own local collection. As a member of LOUIS Library Consortium, John B. Cade Library benefits from consortia pricing, a shared collection, and widely recognized as a model for cost-effective collaboration in higher education to ensure access to equitable resources, services, and technologies by maximizing purchasing power and shared expertise among librarians.

The chart below reflects Hospitality and Food Industry Leadership holdings and resources in various formats available.

Hospitality and Food Industry Leadership Library Collections (By Number)

Print Books	47
Print Journals	4
Hospitality Electronic Books	378
Food Industry Electronic Books	416
Hospitality Leadership Electronic Books	7
Hospitality Electronic Journals	69
Food Industry Electronic Journals	168
Business Leadership Electronic Journals	156

Access to Electronic Resources in the Library

The library continues to improve service by increasingly adding various components of information technology for access and delivery of electronic content. In this process the library seeks to execute the latest emerging technologies and provides a variety of services in an evolving continuum. The library's website gives access to the following services: online catalog, electronic databases, departmental subject guides (LibGuides), document delivery services,

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chat services, archival documentation, reference sources, dissertation and theses, and more.

Databases

John B. Cade Library subscribes to over 100 databases covering specialized and multiple disciplines. Off-campus access is restricted to the current Southern University community (students, faculty, and staff). EZ Proxy is the service used to provide off-campus access to databases. Southern University Students can access databases off-campus, by logging-on providing a username and password from the Library's Website.

Library Databases/Hospitality and Food Industry Leadership

<i>*Hospitality and Tourism Index</i>	<i>Credo General Reference</i>	<i>Human Resources Abstracts</i>
<i>*Business Source Complete</i>	<i>Dissertation Abstracts Online</i>	<i>JSTOR</i>
<i>EBSCO Discovery Service</i>	<i>eBook Academic Collection</i>	<i>Legal Source</i>
<i>Academic Search Complete</i>	<i>Family Studies Abstracts</i>	<i>SocIndex</i>
<i>Access world News Collection</i>	<i>Funk and Wagnalls New World Encyclopedias</i>	<i>Public Administration</i>
<i>Advocate Collection</i>	<i>GPO Access</i>	<i>Urban Studies Abstracts</i>
<i>AGRICOLA</i>	<i>GreenFile</i>	
<i>CQ Researcher</i>	<i>Health Source</i>	

*Business Source Complete Content Include:

- More than 2,000 active full-text journals and magazines
- More than 1,200 active full-text peer-reviewed journals
- More than 740 active full-text peer-reviewed journals with no embargo
- More than 820 active full-text journals indexed in Web of Science or Scopus

Document Delivery Services

Books and articles owned by the library will be shipped or delivered electronically to students enrolled in online classes. Requested materials not owned by the library can be ordered via Interlibrary Loan. Books received in print format are shipped via courier as soon as they are received. Articles received electronically are emailed to distanced students.

Document Delivery Options consist of the following library services:

- The library's existing collection
- Interlibrary Loan
- IngentaConnect
- Get it Now Service

Open Educational Resources (OER) and Hospitality and Food Industry Leadership

OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.

This is a sample of several OER **Hospitality**

- Introduction to Tourism and Hospitality in BC

This textbook is an introduction to the tourism and hospitality industry in British Columbia and is written with a first-year college and university audience in mind.

- Hospitality, Tourism & Recreation Model

Hospitality Tourism & Recreation is a course designed to introduce the student to the various aspects of Hospitality industry.

Future Library Budget Needs

To ensure currency with the collection in this subject area, the Library requests an annual

LOUISIANA BOARD of REGENTS

budget of \$2,500 to acquire necessary resources.

Certification Costs

- SERVSAFE - \$175.00
- HACCP Certification - \$175.00
- Certified Hospitality Supervisor - \$100.00

These costs will be included in the student fees = \$450.00

Industry Support

Industry support, including the industry stakeholders will help launch the HFIL program through support for field projects and internships.

CERTIFICATION:

Chief Academic Officer

Date

Management Board

Date of Approval by Board

LOUISIANA BOARD of REGENTS
Hospitality and Food Industry Leadership (HFIL)
Plan of Study

FRESHMAN YEAR					
FALL SEMESTER			SPRING SEMESTER		
Freshman Composition I	T	3	Freshman Composition II	T	3
Foreign Language Elective	T	3	Enjoyment of Music or Understanding the Arts	T	3
General Biology	T	3	General Biology	T	3
Pre-Calculus: College Algebra I	T	3	Calculus for Bus & Social Sciences	T	3
Social Science Elective	T	3	Humanities Elective	T	3
TOTAL SEMESTER HOURS 15			TOTAL SEMESTER HOURS 15		
SOPHOMORE YEAR					
FALL SEMESTER			SPRING SEMESTER		
Intro. to African American Literature	T	3	Techniques of Speech	T	3
Physical Science	T	4	Elementary Statistics	T	3
Principles of Economics	T	3	Principles of Economics	T	3
Financial Accounting Principles	T	3	Managerial Accounting Principles	T	3
General Psychology	T	3	Principles of Management	T	3
Business Computer Applications	T	3	Business Communications	T	3
TOTAL SEMESTER HOURS 19			TOTAL SEMESTER HOURS 18		
JUNIOR YEAR					
FALL SEMESTER			SPRING SEMESTER		
Intro to Hospitality & Food Industry Leadership	HFIL	3	HFIL Financial Management	HFIL	3
Intro to Travel and Tourism	HFIL	3	HFIL Cost Control	HFIL	3
HFIL Marketing	HFIL	3	HFIL Food Production Management	HFIL	3
HFIL Facilities Management	HFIL	3	HFIL Lodging Operations	HFIL	3
HFIL Human Resource Management	HFIL	3	HFIL Practicum I	HFIL	0
Orientation to FCSC	FCSC	1			
TOTAL SEMESTER HOURS 16			TOTAL SEMESTER HOURS 12		
SENIOR YEAR					
FALL SEMESTER			SPRING SEMESTER		
HFIL Law and Ethics	HFIL	3	HFIL Senior Capstone	HFIL	3
Food and Beverage Design Merchandising and Catering	FCSC	3	Current Topics in HFIL	HFIL	2
Essentials of Nutrition Wellness	FCSC	3	FCSC Perspectives	FCSC	2
HFIL Practicum II	HFIL	0	Service Learning	SVLR	0
International Experience Elective		3	International Experience Elective		3
HFIL Elective	HFIL	3			
TOTAL SEMESTER HOURS 15			TOTAL SEMESTER HOURS 10		

Student is required to earn a "C" grade or better in division (FCSC and HFIL) courses and all Science Courses. Total Credit Hours = 120

LOUISIANA BOARD of REGENTS

Hospitality and Food Industry Leadership (HFIL)

Accelerated Online Degree Plan

Year 1				
Fall		Spring		Total Hours
Session I	Session II	Session I	Session II	
6	6	6	6	
SU 1		SU 2		
4				
Year 2				
Fall		Spring		Total Hours
Session I	Session II	Session I	Session II	
6	6	5		
SU 1		SU 2		
3		5		
		Total Hours		

LOUISIANA BOARD of REGENTS

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR INTENDED PROGRAM

Institution: Southern University and A&M College

Date: 1/14/2020

Degree Program, Unit: Hospitality and Food Industry Leadership

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$30,000.00	1.5	\$60,000.00	2.5	\$60,000.00	2.5	\$60,000.00	2.5
Graduate Assistants	0.00		0.00		0.00		0.00	
Support Personnel	20,000.00	.5	20,000.00	.5	50,000.00	1	50,000.00	1
Fellowships and Scholarships	0.00		0.00		0.00		0.00	
SUB-TOTAL	\$69,000.00	2	\$110,000.00		\$189,000.00	3.5	\$189,000.00	3.5
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00	
Equipment	40,000.00		5,000.00		5,000.00		5,000.00	
Travel	5,000.00		5,000.00		5,000.00		5,000.00	
Supplies	5,000.00		2,500.00		2,500.00		2,500.00	
SUB-TOTAL	\$75,000.00		\$12,500.00		\$12,500.00		\$12,500.00	
TOTAL EXPENSES	\$144,000.00		\$122,500.00		\$201,500.00		\$201,500.00	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts	0		0		0		0	
*State Grants/Contracts	0		0		0		0	
*Private Grants/Contracts	0		0		0		0	
Expected Enrollment	20		30		45		67	
Tuition	284,400.00		426,600.00		639,900.00		952,740.00	
Fees	12,600.00		14,400.00		17,100.00		21,060.00	
*Other (specify)								
TOTAL REVENUES	\$297,000.00		\$441,000.00		\$666,000.00		\$973,800.00	

* Describe/explain expected sources of funds in proposal text.

**Hospitality and Food Industry Leadership (HFIL)
Plan of Study**

FRESHMAN YEAR						
FALL SEMESTER				SPRING SEMESTER		
Freshman Composition I	T	3		Freshman Composition II	T	3
Foreign Language Elective	T	3		Enjoyment of Music or Understanding the Arts	T	3
General Biology	T	3		General Biology	T	3
Pre-Calculus; College Algebra I	T	3		Calculus for Bus & Social Sciences	T	3
Social Science Elective	T	3		Humanities Elective	T	3
TOTAL SEMESTER HOURS 15				TOTAL SEMESTER HOURS 15		
SOPHOMORE YEAR						
FALL SEMESTER				SPRING SEMESTER		
Intro. to African American Literature	T	3		Techniques of Speech	T	3
Physical Science	T	4		Elementary Statistics	T	3
Principles of Economics	T	3		Principles of Economics	T	3
Financial Accounting Principles	T	3		Managerial Accounting Principles	T	3
General Psychology	T	3		Principles of Management	T	3
Business Computer Applications	T	3		Business Communications	T	3
TOTAL SEMESTER HOURS 19				TOTAL SEMESTER HOURS 18		
JUNIOR YEAR						
FALL SEMESTER				SPRING SEMESTER		
Intro to Hospitality & Food Industry Leadership	HFIL	3		Hospitality & Food Industry Financial Management	HFIL	3
Intro to Travel and Tourism	HFIL	3		Food & Beverage Cost Control	HFIL	3
Hospitality & Food Industry Marketing	HFIL	3		Food Production Management	HFIL	3
Hospitality & Food Industry Facilities Management	HFIL	3		Lodging Operations	HFIL	3
Hospitality and Food Industry Human Resources	HFIL	3		Practicum I	HFIL	0
Orientation to FCSC	FCSC	1				
TOTAL SEMESTER HOURS 16				TOTAL SEMESTER HOURS 12		
SENIOR YEAR						
FALL SEMESTER				SPRING SEMESTER		
Contemporary Legal and Ethical Issues	HFIL	3		Senior Capstone	HFIL	3
Food and Beverage Design Merchandising and Catering	FCSC	3		Current Topics in HFIL	HFIL	2
Essentials of Nutrition Wellness	FCSC	3		FCSC Perspectives	FCSC	2
Practicum II	HFIL	0		Service Learning	SVLR	0
International Experience Elective		6		International Experience Elective		3
				HFIL Elective	HFIL	3
TOTAL SEMESTER HOURS 15				TOTAL SEMESTER HOURS 10		

Student is required to earn a "C" grade or better in division (FCSC and HFIL) courses and all Science Courses. **Total Credit Hours = 129**

Hospitality and Food Industry Leadership (HFIL)

Accelerated Online Degree Plan

Year 3				
Fall		Spring		Total Hours
Session I	Session II	Session I	Session II	
6	6	6	6	24
SU 1		SU 2		
4		4		8
Year 4				
Fall		Spring		
Session I	Session II	Session I	Session II	
6	6	6	6	24
SU 1		SU 2		
4				4
			Total Hours	60

**SOUTHERN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

CURRICULUM CHANGE RECOMMENDATION FORM

College/School: College of Agricultural, Family and Consumer Sciences

Department: Family and Consumer Sciences (Human Nutrition and Food Program)

Course Title:

Course Number:

CIP Code: 52.09.01 Hospitality/Administration Management
52.09.03 Travel-Tourism Management

Course Credit Hours: 120 credit hours

Course Contact Hours:

Course/Concentration/Minor/Program Description: Hospitality and Food Industry Leadership (HFIL)

The B.S. Degree in Hospitality and Food Industry Leadership is an online 120-semester hour professional hospitality leadership program. The program's curriculum is designed to prepare students to become leaders and managers in the hospitality industry. A systems approach to hospitality leadership will be explored in the curriculum and experiential learning is required. These curriculum will included online classes, required work experiences, and a structured internship. The Hospitality and Food Industry Leadership Major at Southern University will include three tracks: (1) lodging, (2) food industry, and (3) event management.

The Department of Family and Consumer Sciences/ Human Nutrition and Food Program will provide students majoring in HFIL, with an opportunity to earn a baccalaureate degree following completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Course/Concentration/Minor/Program Description Goals:

Students earning a Bachelor of Science (B.S.) Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership and professional roles within the global hospitality, food, and tourism industry and related careers. HFIL program, offered entirely online, will provide students with a range of knowledge and management skills needed to advance in this fast-growing and wide-ranging global and dynamic industry.

Course/Concentration/Minor/Program Description Objectives:

The mission of the HFIL program is to prepare a diverse community of students to become successful professionals and lifelong learners who aspire to leadership roles in the global hospitality industry and their community.

Goals

- Provide students with knowledge of hospitality leadership principles and practices applicable to the global and dynamic hospitality, food, and tourism industry.
- Promote the development of analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and business ethics; and leadership characteristics.
- Meet demands of nontraditional students who wish to pursue a baccalaureate degree in hospitality leadership.
- Contribute to economic development in the state by delivering educational opportunities that establish and/or improve the workforce for existing, expanding, relocating and new hospitality oriented businesses.
- Establish a learning environment in hospitality leadership that contributes to cooperation and collaboration with the hospitality industry community in the state.

Rationale for the Course/Concentration/Minor/Program:

According to the World Travel and Tourism Council, the economics of the 21st century will be dominated by three industries. One of these is tourism. The industry has grown by 500 percent in the past 25 years. It is projected that the hospitality and travel industry will provide 10.5 percent of the total world's employment. Hospitality and tourism is a major contributor to Louisiana's economy.

The Department of Family and Consumer Sciences/ Human Nutrition and Food Program will provide students majoring in HFIL, with an opportunity to earn a baccalaureate degree following completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Under the 2+2 Program, freshman and sophomore courses are provided through the Louisiana Transfer Degree Guarantee (TDG) initiative. Students will have completed all 30 credits of general education requirements as well as 21 credit hours or additional coursework, totaling 60 credit hours

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. **Has the course/concentration/program been reviewed by the Department and College Curriculum Committees?**

YES NO

Please attach copies of the curriculum committee's reports, if any.

2. **Are there similar courses in the present curriculum? YES _____ NO**

Title	Number
_____	_____
_____	_____

3. **What is the projected enrollment for the course per semester? 20**

4. **How often will the course be offered? Fall Spring Summer**

5. **Is this a required or elective course and for what curriculum?**

REQUIRED _____ ELECTIVE _____ CURRICULUM _____
ELECTIVE: _____ CURRICULUM: _____

6. **What is the impact of adding this course/concentration/minor on the total number of credit hours required to complete the existing degree program?**

This is a new online degree program and will not impact the existing degree program.

7. **Do you have faculty on your staff to teach the course? YES _____ NO**

If the answer is no, please state the additional funds needed to hire new faculty members.

Startup funds will be needed to initiate the program in the first four years. After this period it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation. (please see budget spreadsheet).

8. **What is the minimum rank required of the faculty members who will teach the course?**

Assistant Professor

9. **What are the qualifications required of the faculty members who will teach the courses (degrees, certifications, professional experience, scholarly research, etc.)?**

HFIL courses will be delivered by faculty having either an extensive professional background and/or a scholarly focus in hospitality leadership. Faculty who possess a unique combination of academic excellence and industry knowledge. Inadequate faculty currently exist. Two new faculty positions will be created at the Assistant/Associate Professor level.

10. **What is the total amount of funds needed to implement this course/concentration, minor, program?**

The total amount of funds needed to implement this degree program is detailed in the budget spreadsheet.

11. **Please attach a copy of the detailed course syllabus and the reading list.**

Comments:

The Louisiana Board of Regents LETTER OF INTENT to DEVELOP a NEW ACADEMIC PROGRAM is attached.

Signatures:


Chairperson of Department

01/31/2020
Date


College Curriculum Committee, Chair

01/31/2020


Dean of College

2/13/2020
Date

Graduate School Dean
(if graduate course/program)

Date

SUBR Curriculum Committee, Chair

Date

Ex. Vice President – Ex. Vice Chancellor

Date

President-Chancellor

Date

Southern University and A&M College at Baton Rouge

Resolution

Whereas, Spring Commencement Exercises originally scheduled for the campus of Southern University and A&M College at Baton Rouge for Friday, May 15, 2020, now scheduled for Friday, August 7, 2020 at 9:30 a. m. in the F. G. Clark Activity Center; and

Whereas, there are approximately 473 prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

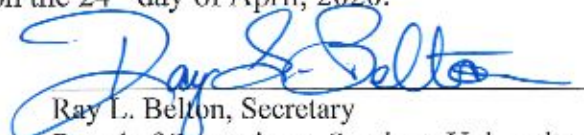
Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Ray L. Belton, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 24th day of April, 2020.




Ray L. Belton, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Domoine D. Rutledge, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Southern University at New Orleans

Resolution

Whereas, Spring Commencement Exercise scheduled for the campus of Southern University at New Orleans on Saturday, May 9, 2020 has been postponed because of the COVID-19 pandemic and it is prudent to formally award diplomas to graduates timely.

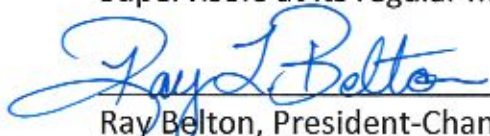
Whereas, there are approximately 411 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

Now, therefore be it Resolved, that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University at New Orleans submitted by President-Chancellor Ray L. Belton and Interim Chancellor James H. Ammons, Jr., upon approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it Further Resolved, that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on **Friday, April 24, 2020**.



Ray Belton, President-Chancellor
Southern University System
Secretary, Southern University Board of Supervisors



Atty. Domoine D. Rutledge, Chairperson
Board of Supervisors, Southern University System



Resolution 2020 SPRING COMMENCEMENT

Whereas, Southern University at Shreveport Louisiana 2020 Spring Commencement is scheduled on Monday, May 18, 2020 at the Shreveport Convention Center, 400 Caddo Street, Shreveport, La 71101, and

Whereas, there are approximately 271 prospective candidates for graduation who expect to receive 223 prospective Associate Degrees, 25 Certificates, and 23 Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be It Resolved that the degrees and certificates will be conferred upon the candidates for graduation during the 2020 Spring Commencement of SUSLA presented by Dr. Ray L. Belton., President for the Southern University System, Dr. Rodney A. Ellis, Chancellor for Southern University at Shreveport Louisiana, upon the approval and recommendations of the Vice Chancellor for Academic Affairs and Workforce Development, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 24th day of April, 2020.

Dr. Ray L. Belton
President-Chancellor
Southern University System

Atty Domoine D. Rutledge
Chairman of the Board
Southern University System Board of Supervisors

Southern University Law Center



Resolution

Whereas, Spring Commencement Exercises originally scheduled for the Southern University Law Center for Saturday, May 16, 2020, is now scheduled for Saturday, August 8, 2020 at 9:30 a.m. in the F. G. Clark Activity center; and

Whereas, there are approximately 120 prospective graduates of the Southern University Law Center who are to receive the Juris Doctor Degree.

Now, therefore be it resolved, that the degrees conferred upon the candidates for graduation at the Commencement Exercises for the Southern University Law Center submitted by Chancellor John K. Pierre, upon the approval and recommendation of the Faculty of the Southern University Law Center and appropriate administration be, and they are hereby approved.

Be it further resolved, that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 23rd day of November 2018.

A handwritten signature in blue ink that reads "Ray L. Belton".

Ray L. Belton, Secretary
Board of Supervisors, Southern University System

Domoine D. Rutledge, Chair
Board of Supervisors, Southern University System



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 10, 2020

Dr. Ray Belton
President/Chancellor
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Endowed Professorships for Southern University Law Center Faculty

Dear Dr. Belton:

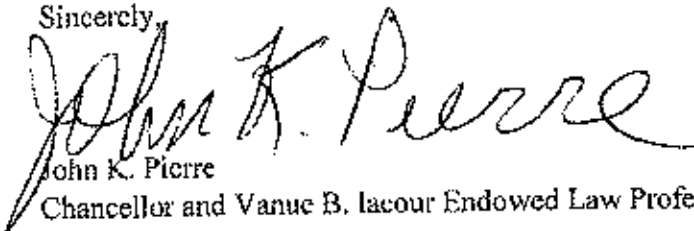
The Faculty Appointment, Retention, Promotion, and Tenure (FARPT) Committee at the Southern University Law Center (SULC) went through an extensive process to recommend the awarding of endowed professorships to Regina Ramsey James, Willmai Rivera-Perez, Marc Roark, and Shawn Vance, effective August 2020. The endowed professorships are as follows:

- Ramsey-James – The Charles Hatfield Endowed Professorship;
- Rivera-Perez – The Kendall Vick Foundation Endowed Professorship;
- Roark – The Louisiana Outside Counsel Health & Ethics Endowed Professorship; and
- Vance – The Justice Revious O. Ortigue Endowed Professorship.

I concur with the FARPT committee and respectfully request that the recommendations be forwarded to the Southern University System Board of Supervisors for consideration at the April Board meeting. The recommendations are in accordance to applicable policies and rules adopted by the Louisiana Board of Regents relating to Endowed Professorships.

If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre
Chancellor and Vanue B. Jacour Endowed Law Professor



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

February 27, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Dear Dr. Belton:

Please find attached the recommendations of Southern University at New Orleans regarding the 2019-2020 Tenure and Promotion exercises for appropriate action. Retention applications were successfully addressed at campus level.

Thank you.

Sincerely yours,

A handwritten signature in blue ink that reads "James H. Ammons, Jr.".

James H. Ammons, Jr., Ph.D.
Interim Chancellor

Attachments

SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK
 Campus: Southern University at New Orleans

*Effective Date: Fall Semester of 2020

*Provided all approvals are secured prior to this date.

Name or Faculty Member (last name first). Attach Listing of Publications or Other Scholarly Works for Each	Department	Promotion from Present Rank to	Next Rank	Years of Experience at SU as a Full-Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted If Approved (Indicate Yes or No)?	Temporary track (non-Probationary) Probationary (Tenure track) Tenured
Dr. Yi Zhen	Natural Sciences	Assistant Professor	Associate Professor	6	6	Yes	
Dr. Dr. Nebiat Sisy	Natural Sciences	Assistant Professor	Associate Professor	6	6	Yes	
Dr. Torin Sanders	School of Social Work	Assistant Professor	Associate Professor	4.5	4.5	Yes	
Dr. Kenneth Foy	Social Sciences	Assistant Professor	Associate Professor	6	6	N/A	Tenured
Dr. Robert Azzarello	Arts & Humanities	Associate Professor	Full Professor	11	4	N/A	Tenured
Dr. Bashir Atteia	Natural Sciences	Associate Professor	Full Professor	9.5	4	N/A	Tenured

SIGNATURES OF APPROVAL:  Vice Chancellor for Academic Affairs Date 02-27-2020 Date

 Interim Chancellor Date 3/9/2020 Date
 Chairman of the Board of Supervisors on Behalf of the Board Date



OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

April 10, 2020

Dr. Ray Belton
President/Chancellor
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Promotion of Prentice White to Full Professor and Customary Pay Raise

Dear Dr. Belton:

The Southern University Law Center's Faculty Appointment, Retention, Promotion and Tenure (FARPT) Committee voted in March 2020 to recommend the promotion of Prentice White to the rank of Full Professor. His promotion from Associate Professor to Full Professor if approved by the Southern University System Board of Supervisors would come with a customary 6% raise, effective August 1, 2020. I concur with the recommendation of the FARPT committee.

I respectfully request that you present this recommendation to the Board of Supervisors for approval at the April 2020 Board meeting.

If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

PRENTICE L. WHITE
ATTORNEY AND COUNSELOR AT LAW
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813

(225) 771-4900 EXT. 229

E-MAIL: [REDACTED]

I. PROFESSIONAL TRAINING AND EXPERIENCE

B.A. 1991, XAVIER UNIVERSITY OF LOUISIANA
M.B.A. 2001, UNIVERSITY OF NEW ORLEANS
J.D. 1995, SOUTHERN UNIVERSITY LAW CENTER

II. ADMITTED TO PRACTICE LAW:

State of Louisiana 1996;
United States, Fifth Circuit Court of Appeal, 2006;
Federal District Court Eastern District of Louisiana, 1997;
Federal District Court, Middle District of Louisiana, 2006;
Federal District Court, Western District of Louisiana, 2006.

WORK HISTORY

ASSOCIATE VICE CHANCELLOR FOR THE EVENING DIVISION & EMERGING INITIATIVES

JULY 2019 to Present

- * Identify emerging trends at the federal, state and local levels which present unique opportunities to the Southern University Law Center.
- * Mapping strategies to determine how certain emerging programs affect accreditation and institutional accountability.
- * Interact and coordinate with the Vice Chancellor for Academic Affairs and the Vice Chancellor for Financial Affairs.
- * Determine the impact specific decisions and proposals relative to the Evening Division and Emerging Initiatives will have on the overall operation and efficiency of the Law Center regarding all of its essential programs and policies.

**CURRICULUM VITAE
PRENTICE L. WHITE**

ASSOCIATE LAW PROFESSOR—SOUTHERN UNIVERSITY LAW CENTER (2014-2019)

Horatio L. Thompson Endowed Professor--2019

April 2014—June 2019

COURSES TAUGHT: TORTS, I, AND II; CORPORATIONS, AGENCY & PARTNERSHIP (CURRENTLY BUSINESS ENTITIES); SALES & LEASE; SUCCESSIONS & DONATIONS; CIVIL LAW PROPERTY; LAW PRACTICE MANAGEMENT; COMMERCIAL PAPER; CRIMINAL PROCEDURE; JOURNAL OF RACE, GENDER & POVERTY WORKSHOP; ADVANCE TORTS; PRODUCTS LIABILITY; ADVANCED LEGAL WRITING AND LOUISIANA CIVIL PROCEDURE I AND II.

SULC REPRESENTATIVE FOR THE SOUTHERN CONFERENCE OF ASSOCIATION LAW SCHOOLS (SCALS)

August 2013—September 2017

- Scheduled presentations for law faculty as well as hosted law faculty from neighboring law schools with presentation on works-in-progress.

SULC COORDINATOR FOR JD/MBA DUAL DEGREE PROGRAM

August 2015—June 2019

- * Composed the Memorandum of Understanding for JD/MBA Program with the College of Business for the Baton Rouge Campus.
- * Consulted with first-year law students interested in participating in the dual degree program.

FACULTY ADVISOR—Journal of Race, Gender & Poverty (JRG&P)

August 2017 to Present

- Counseled Second-Year Law students on the creation of a Law review topic, title and resources for submission into the JRG&P.
- Edited student admissions to the JRG&P.
- Collaborated with the JRG&P Board as well as with the Editor-in-Chief regarding matters relevant to the journal; and
- Apprised students on the vast number of writing competitions available for their individual articles and
- Conferenced with students on the best writing competitions for their specific area of interest.

**CURRICULUM VITAE
PRENTICE L. WHITE**

PRIVATE PRACTICE (NEW ORLEANS & BATON ROUGE) (1997-2000)

- Represented clients in Succession, Personal Injury, Criminal and Domestic Relations cases.
- Executed Chapter 7 Liquidations & Chapter 13 Reorganization plans in Bankruptcy court.
- Coordinated Home-Equity Loans for both Bank One and Traveler's Bank & Trust; and
- Incorporated several small businesses in both the New Orleans and Baton Rouge areas.

LEGAL WRITING PROFESSOR--Southern University Law Center

January 8, 2001--August 2009

Courses Taught--Legal Writing I & II and Advanced Legal Writing.

SENIOR RESEARCH ATTORNEY, October 1997 to December 2000

HONORABLE CHARLES R. JONES, Fourth Circuit Court of Appeal, State of Louisiana.

- Conducted monthly review sessions with J. Jones on pending cases.
- Supervised junior law clerks and externs with writing opinions and familiarizing them with Appellate Procedures.
- Prepared and edited all opinions for publication in the Southern Reporters; and
- Expedited the resolution of all writ applications filed during the scheduled emergency writ duty.

ASSISTANT DISTRICT ATTORNEY, 1996 ORLEANS PARISH

- Prosecuted non-capital felony cases in the Orleans Parish area.

RESEARCH ASSISTANT (WELLONS LAW FIRM—BATON ROUGE) 1993-1996

- Negotiated personal injury settlements.
- Researched all complex legal issues in pending cases; and
- Drafted all federal and state court pleadings—including discovery motions and responses.

Certificate of Completion, Basic Mediation & Conflict Resolution (theory and practice). (July 2001).

**CURRICULUM VITAE
PRENTICE L. WHITE**

Certificate of Completion, Domestic Violence Prevention Training.
(February 2002).

Certification by the Indigent Defender Board as Appellate Counsel in Non-Capital cases, (April 2003).

II. PROFESSIONAL ACTIVITIES

A. CONFERENCE ATTENDANCE AND PARTICIPATION:

January 5, 2002

Attended "American Association of Law Schools Annual Meeting in New Orleans, Louisiana.

May 31, 2002

Attended "Sixth Annual Appellate Defender Seminar" (Hosted by the Louisiana Appellate Project) Mandeville, Louisiana 7.5 CLE credits.

January 2, 2003

Attended "American Association of Law Schools Annual Meeting in Washington, D.C.

March 6-8, 2003

Participated as a Federal Appellate Judge/U.S. Supreme Court Justice in Round I of the National Appellate Advocacy Competition. The Law Students Division of the American Bar Association hosted this competition. The student's arguments dealt with creating a foreign intelligence-gathering exception to the warrant requirement under the Fourth Amendment and expanding the *Strickland v. Washington* factors for proving ineffective assistance of counsel.

March 11-13, 2003

Attended "Collaborating to Stop Violence Against Women." Seventh Annual Conference. Baton Rouge, Louisiana 8.0 CLE credit.

March 28, 2003

Attended "Southern University Law Center Alumni Round-Up." Topic: Ethics & Professionalism: Baton Rouge, Louisiana 3 CLE credits.

**CURRICULUM VITAE
PRENTICE L. WHITE**

May 30, 2003

Attended "Seventh Annual Appellate Defender Seminar" (Hosted by the Louisiana Appellate Project) St. Francisville, Louisiana 7.5 CLE credit.

January 3, 2004

Attended American Association of Law Schools Annual Meeting in Washington, D.C.

March 3-5, 2004

Attended "Collaborating to Stop Violence Against Women." Baton Rouge, Louisiana 5.75 CLE credit.

June 1, 2004

Attended "Eight Annual Appellate Defender Seminar" (Hosted by the Louisiana Appellate Project) Mandeville, Louisiana 7.5 CLE credit.

March 12, 2004

Attended "Ring Around the Rosy, Why the Children All Fall Down." FAMILY LAW FROM A CHILD'S PERSPECTIVE. New Orleans, Louisiana 7.08 CLE credit.

April 2005

Presented a paper entitled "You May Never See Your Child Again: Adjusting the Batterer's Visitation Rights to Protect Children From Future Abuse," to the SULC faculty concerning a forthcoming law review article.

June 1, 2005

Attended "Ninth Annual Appellate Defender Seminar" (Hosted by the Louisiana Appellate Project) Mandeville, Louisiana 7.5 CLE credit.

May 30, 2006

Attended "Tenth Annual Appellate Defender Seminar" (Hosted by the Louisiana Appellate Project) Mandeville, Louisiana 7.5 CLE credit.

August 2, 2006

Sentencing Guidelines Seminar, hosted by the United States Sentencing Commission (Lafayette, Louisiana), 3.0 CLE credit.

**CURRICULUM VITAE
PRENTICE L. WHITE**

2007-2009

Annual CJA (Criminal Justice Act) Panel Seminar, hosted by the Federal Public Defenders Office (Middle and Western Districts of Louisiana), New Iberia, Louisiana, 6.0 CLE credit.

July 2014

Participated in the John Mercer Langston Writing Workshop in Denver, Colorado--hosted by the University of Denver School of Law.

December 2014

Presented the Recent Developments in Criminal Appeals for the CLE sponsored by the Baton Rouge Bar Association.

March 2016

Presented my works-in-process topic of Judicial Expression and its contribution to defective convictions in the Criminal Court System to the faculty at the Thurgood Marshall School of Law at Texas Southern University in Houston, Texas.

February 2014 to Present

Introduced undergraduate students at Xavier University of Louisiana to the law school environment by conducting a mock law school lecture on issues relative to criminal law and professional responsibility.

B. PROFESSIONAL ASSOCIATION MEMBERSHIPS

American Bar Association

Louisiana State Bar Association

Baton Rouge Bar Association
Lawyer Referral Service

American Association of Justice (formerly known as ATLA)
Coach, Mock Trial Competition (2004-2008)

III. TEACHING EXPERIENCE SINCE SPRING 2001

**LEGAL WRITING & ORAL ADVOCACY COURSES
(FALL & SPRING SEMESTERS 2001-2008)**

- A two credit-hour course designed to familiarize entering law students with doing verbal and written legal analysis. My specific duties in teaching these courses were:
 - A. Lectured first-year law students on the importance of ethical and proper grammatical writing.
 - B. Informed the students on how to conduct various techniques in analytical thought and reasoning.
 - C. Distributed, graded and critiqued several writing assignments relative to information discussed during the course.
 - D. Apprised students on the procedures for litigating and representing clients in appellate courts.
 - E. Welcomed several guest speakers during the spring semester to either address oral advocacy skills or preside over the students' oral arguments exercises: and
 - F. Compiled and distributed suggestions to the first-year law students on how to organize their answers to essay questions for their upcoming final examinations.

**ADVANCED LEGAL WRITING
(SPRING 2002)**

- A one-credit hour course developed to enhance writing and analytical skills for second- and third-year law students. This course was organized to give law students a sample of typical assignments offered to law clerks and associates in local law firms within the first year of employment. Each week, students were given assignments that involved drafting the following documents: a personal injury petition, a persuasive memorandum, client letters, a Bill of Sale, and a divorce petition.

**TORTS II
(SPRING 2005 & 2010)**

- This is a two-credit hour course regarding the second portion of the Tort Law curriculum. The students were expected to develop an understanding of Louisiana tort law by reading assigned cases and juxtaposing the rationale of those decisions with examples discussed during my lectures. The specific subject areas presented in this course were selected based on its relevance to the Louisiana Bar Examination. Those areas included: Duty/Risk Analysis, Strict Liability (i.e. Custodial, Vicarious and Absolute Liability), Products Liability, Worker's Compensation and Damages. The ADVANCED TORTS course comprises the same concepts and principles but is geared more towards test-taking strategies and other preparatory skills relative to the Louisiana Bar Examination.

**CORPORATIONS¹
(SPRING 2007 & 2011)**

- This is a three-credit hour course for second and third-year law students regarding the required business law courses at the Law Center. My objective was to provide the students with an in-depth discussion of Corporation laws and concepts, with emphasis on Louisiana corporation statutes. During the course, I lectured the students on how corporations are formed, managed and dissolved by its directors and officers. Towards the end of the course, I designated a portion of the class lecturers on reviewing recent bar examinations questions and drafting concise answers to the questions. Finally, the students' performance was gauged by a graded mid-term examination and a final examination.

**AGENCY & PARTNERSHIP
(SUMMER 2007 & 2008)**

- This is a two-credit hour course designed to introduce second-year law students to commercial statutes, dealing with partnerships and other unincorporated businesses. The students were also advised

¹ The CORPORATIONS course and the AGENCY & PARTNERSHIP course have been merged into the BUSINESS ENTITIES course, which I have been teaching since 2011).

**CURRICULUM VITAE
PRENTICE L. WHITE**

on how agents can be employed to act on behalf of these businesses and their obligations to the principals. The summer session for this course required me to complete my lectures on agency, partnerships, limited partnerships, registered limited partnerships and limited liability companies in six weeks. Each student's performance was determined by a graded mid-term examination and a final examination—both in essay form.

**SALES & LEASE
(FALL 2010-PRESENT)**

- This is a three-credit course for third-year law students. The course deals with the concepts regarding perfection of sales transactions and how those agreements can be invalidated. The second half of the course is designated to an in-depth discussion of verbal and non-verbal lease agreements involving both movable and immovable property. Approximately 40% of class time is spent discussing state jurisprudence regarding sales transactions as well as lease agreements. Generally, the last three weeks of the course is reserved for a discussion of recent bar examination questions regarding sales and lease agreements and how to analyze and write a concise essay answer for those questions.

**LOUISIANA CIVIL PROCEDURE I AND II
(FALL AND SPRING 2011-PRESENT)**

- This is a three and two-credit hour course (respectively) for second year law students regarding the rules of civil procedure for the State of Louisiana. Students are expected to understand and perform a thorough analysis of a civil case from the filing of the petition to the execution of the judgment. The first section of the course deals with filing a petition in civil court, and how to litigate the case using various motions, exceptions and discovery processes. The second portion of the course deals with the execution or the appeal of the civil judgment, executing money judgments, understanding the probate process, interdictions, evictions, tutorships and various writs applications. Throughout the course, the students are given bar examination questions to test their issue-spotting techniques and analytical skills in these areas.

**CIVIL LAW PROPERTY
(SPRING 2009—PRESENT)**

- This is a three-credit course for first-year law students that deal with Louisiana real estate laws. Civil Law Property is a foundational course for the other civil law courses that students will encounter during their three-year matriculation in law school. Understanding property law will help them understand concepts that will be discussed in their Succession & Donations, Sales & Lease, Obligations and Security Devices courses. In this course, students are expected to understand how property can be acquired, encumbered, shared and divided in this state. Possessory actions, prescription principles, personal and predial servitudes, building restrictions and boundary actions are discussed during our four-month session. As stated for the other courses, students are given ample opportunities to review recent bar examination questions to test their issue-spotting techniques and analytical skills.

**SUCCESSIONS & DONATIONS
(FALL 2009)**

- This is a three-credit hour course reserved for third-year law students regarding Louisiana estate planning laws. In this course, the students learn how to construct a testament and the difference between intestate and testate successions. We also discuss the various forms that are needed to open and close a succession. In addition, students are informed on how to determine potential heirs and how property is distributed among those potential heirs when the decedent did not execute a valid will. Students are given ample opportunities to review recent bar examination questions to test their issue-spotting techniques and analytical skills regarding the Code II section of the bar.

**LAW OFFICE MANAGEMENT
(SUMMER 2011)**

- This is an elective course worth one-credit hour for second and third-year law students. The purpose of this course is to advise the students on how to start their own private law firm and how to

**CURRICULUM VITAE
PRENTICE L. WHITE**

advertise and manage their financial obligations. During the latter part of this course, I solicited several speakers to lecture the students on where to locate their law firm, the financial accounts necessary to open their firm and the insurance policies needed to protect their firm from creditors. Students were asked to create business plans and to present their individual proposals to me in a twenty-minute PowerPoint presentation as if they were seeking a small business loan and I was a loan officer in the small business department of a local bank.

**COMMERCIAL PAPER
(SPRING 2009—PRESENT)**

- This is a three-credit hour course that I have been assigned to teach since the Spring 2009. The course is generally taken by second and third-year law students and is governed by the Uniform Commercial Code. The focus of this course is to inform the students on how to identify and transfer negotiable instruments, and to acquaint the student with the liability associated with promissory notes and drafts (checks). During the course, students are expected to understand the rights of a holder in due course, the obligations of the accommodated and accommodation parties. In addition, extensive coverage is given to the three essential warranties in the check processing system and the various rights of endorsers, drawers, and drawees. As part of my teaching methodology, I used several examples, handouts, and bar examination questions to prepare students for the mid-term examinations and the final examination.

IV. RESEARCH AND PUBLICATIONS SINCE JANUARY 2004

STOPPING THE CHRONIC BATTERER THROUGH LEGISLATION: WILL IT WORK THIS TIME? 31 PEPP. L. REV. 709 (SPRING 2004).

YOU MAY NEVER SEE YOUR CHILD AGAIN: ADJUSTING THE BATTERER'S VISITATION RIGHTS TO PROTECT CHILDREN FROM FUTURE ABUSE. 13 AM. U. J. GENDER SOC. POL'Y & L. 327 (SPRING 2005).

WHEN THEORY MET PRACTICE: TEACHING TORT LAW FROM A PRACTICAL PERSPECTIVE, 10, THOMAS COOLEY J. PRAC. & CLIN. L. 311 (2008).

**CURRICULUM VITAE
PRENTICE L. WHITE**

ABSOLUTE IMMUNITY: A LICENSE TO RAPE JUSTICE AT WILL, 17 WASH. & LEE J. C. R. & SOC. JUST. 333 (SPRING 2011); AND

WE WANT OUR LIVES BACK TOO: EXPANDING ABSOLUTE LIABILITY TO INCLUDE A RECOVERY FOR THE VICTIMS OF ECOLOGICAL CATASTROPHES, 3 SEATTLE JOURNAL OF ENVIRONMENTAL LAW 101 (SPRING 2013).

IGNORANCE OF THE LAW IS NO EXCUSE...OR IS IT?, AROUND THE BAR, NO. 294, BATON ROUGE BAR ASSOCIATION MAGAZINE (FEB. 2015).

THE JUDGE MADE ME DO IT: EVALUATING HOW JUDICIAL PARTICIPATION IN PLEA NEGOTIATIONS MAY CONTRIBUTE TO WRONGFUL CONVICTIONS. 54 WILLAMETTE L. REV. 137 (SPRING 2018).

IT'S ALL YOUR FAULT! EXAMINING THE DEFENDANT'S USE OF INEFFECTIVE ASSISTANCE OF COUNSEL AS A MEANS OF GETTING A 'SECOND BITE AT THE APPLE.'" 122 DICKINSON L. REV. 901 (SPRING 2018).

LOUISIANA BUSINESS ORGANIZATIONS: CASES & MATERIALS, (TEXTBOOK PUBLISHED THROUGH ESQUIRE BOOKS, (FORTHCOMING, SPRING 2021).

V. ADDITIONAL INFORMATION

WOODROW WILSON FELLOWSHIP RECIPIENT—University of Michigan (1990).

Co-authored a comprehensive paper to an audience of Nigerian students regarding the history and future of the EUROPEAN UNION, along with a detailed power-point presentation. (November 2001).

January 2002—June 2002

CAPITAL AREA FAMILY VIOLENCE INTERVENTION PROGRAM.

ATTORNEY

Represented battered women in their attempts to obtain protective orders against their abusive mates.

CURRICULUM VITAE
PRENTICE L. WHITE

February 2002—Present

LOUISIANA APPELLATE PROJECT—CONTRACT ATTORNEY.

Provide representation of criminal defendants in state appellate courts by writing appellate brief, writ applications and conducting oral arguments.

May 2006—Present

PANEL ATTORNEY (CRIMINAL JUSTICE ACT)

FEDERAL PUBLIC DEFENDER'S OFFICE—MIDDLE AND WESTERN DISTRICTS.

Provide legal representation of criminal defendants in Federal appellate courts—including the United States Supreme Court—by writing appellate briefs, writ applications and conducting oral arguments.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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OFFICE OF THE CHANCELLOR

March 16, 2020

Dr. Ray L. Belton
President - Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton,

Following a detailed appraisal of the requirements for compliance with SACSCOC **Standard 2.1 Institutional mission (Core Requirement)**, it is noted that the Southern University at New Orleans mission statement that was approved in 2013 has not explicitly addressed “teaching and learning and, where applicable, research and public service”.

The University stakeholders have thoroughly discussed the lapses and hereby recommend the approval of an improved mission statement as follows:

Current Mission Statement

Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs and service to achieve excellence in higher education.

Improved Mission Statement for immediate adoption

*Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, **teaching, research**, and service to achieve excellence in higher education **using various teaching and learning modalities.***

I seek approval of the improved mission statement as stated above by the Southern University System Board of Supervisors at the April 2020 meeting.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "James H. Ammons, Jr." in a cursive style.

James H. Ammons, Jr.
Interim Chancellor



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

April 9, 2020

Dr. Ray L Belton
Chancellor-President
Southern University System
J.S. Clark Adm. Bldg.
Baton Rouge, La 70813

RE: Request for Approval of Tuition and Fees for Online Graduate Certificate in Supply Chain Management

Dear Dr. Belton:

The College of Business at Southern University and A&M College has approval from the Board of Regents to offer the Online Graduate Certificate in Supply Chain Management. The University's intent is to offer the certificate 100% online beginning the fall 2020. The Office of E-Learning and the College of Business have proposed the tuition and fees for the program in accordance with federal financial aid guidelines and a market analysis of similar programs. They propose a total program cost of \$5,775.00 which is a competitive price point for this type of non-degree seeking program; it includes the following:

- \$350 per semester credit hour for the 15-semester credit hour program;
- \$5.00 per credit hour for the mandatory Educational Technology Fee; and
- \$30.00 per credit hour for the Distance Learning Fee for online courses.

Currently, there are no 100% online graduate certificate programs in supply chain management in the State of Louisiana. This is an area where the University can excel and be actively engaged in workforce development in this industry. The proposed program is well aligned with Goal 1 of the *Imagine 20K Strategic Plan*, which is committed to student access and affordability as follows:

Objective 1.3	Increase 100% online enrollment
Objective 1.7	Increase graduate enrollment
Objective 1.11	Increase adult learners (age 25 and older)

I support this Tuition and Fee Schedule and have received approval from Mr. Benjamin Pugh, Vice Chancellor for Finance and Administration. I am asking for approval and your support in moving it forward to the Board of Supervisors for approval.

Sincerely,

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

APPROVED:

Ray L. Belton, Ph.D.
President-Chancellor

DATE:

4/14/20

April 10, 2020

Bijoy Sahoo, Ph.D.
Interim Executive Vice Chancellor
Senior Associate Vice Chancellor for Academic Affairs
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

RE: Request for Board of Supervisors' Approval of the Tuition and Fees for the 100% Online Graduate Certificate in Supply Chain Management

Dear Dr. Sahoo:

The purpose of this memorandum is to request the approval of the tuition and fees for the online Graduate Certificate in Supply Chain Management (GCSCM), to be effective for the fall semester 2020. The "*Graduate Certificate in Supply Chain Management*" refers to the 100% online curriculum of graduate level courses offered by the College of Business leading to the attainment of a certificate in Supply Chain Management. This certificate program was approved by the Louisiana Board of Regents in 2017.

This tuition and fee schedule will only apply to students admitted to the online GCSCM program. The proposed total cost of the 15-semester credit hour program is \$5,775. There is no other online graduate GCSCM program in the State of Louisiana. The package price includes the following:

- \$350.00 per semester credit hour for the 15-semester credit hours
- Educational Technology Fee of \$75.00 (\$5.00 Per SCH for 15)
- Distance Learning Fee of \$30.00 per semester credit hour


This a non-degree program and students are ineligible for federal financial aid assistance to cover the costs; therefore, this is a competitive per semester credit hour price point. The collection of the Educational Technology Fee is mandated by statute.

The proposed Distance Learning Fee is necessary to cover program administrative costs and is typical for online course delivery throughout the state.

Page 2

Tuition and Fees for GCSCM

I have attached the following for your consideration: 1) Plan of Study; and 2) Market Analysis of costs for similar programs. Your approval of this request and subsequent approval of the President-Chancellor and Board of Supervisors is required. I am available if you have additional questions.

APPROVED:  DATE: 4/10/2020

Bijoy Sahoo, Ph.D.
Interim Executive Vice Chancellor
Senior Associate Vice Chancellor for Academic Affairs

APPROVED:  DATE: 4/13/2020

Benjamin Pugh
Vice Chancellor for Finance and Administration

Attachment A

Graduate Supply Chain Management Certificate Accelerated Plan of Study**

OPTION I FALL SEMESTER START

Fall Semester		Spring Semester	
Fall Session I		Spring Session I	
MBAP 535	Supply Chain Analytics	MBAP 540	Supply Design, Planning and Execution
MBAP 537	Global Supply Chain Management and ERP		
Fall Session II			
MBAP 536	Logistics and Transportation Management		
MBAP 539	Enterprise Resource Planning Systems		

OPTION II SPRING SEMESTER START

Spring Semester		Summer Semester	
Spring Session I		Summer Session I	
MBAP 535	Supply Chain Analytics	MBAP 540	Supply Design, Planning and Execution
MBAP 537	Global Supply Chain Management and ERP		
Spring Session II			
MBAP 536	Logistics and Transportation Management		
MBAP 539	Enterprise Resource Planning Systems		

For a non-accelerated Plan of Study, consult with Mary Marshall, Online Program Coordinator for the College of Business.

(Approved 1.24.2020)

Attachment B: Supply Chain Management Programs Cost Comparison

School	Cost	Delivery Format
Michigan State (Premier Program)	\$2480 per eight-week course (3 courses for academic credit)	Online
Georgia Tech (Comparable Regional)	\$1950 - \$3500 per course (4 courses for professional continuing education)	Online/Hybrid
MIT (micro-master's innovator)	\$3900 (Includes a certificate option for additional fee and exam)	One Day Event Face to Face
Penn State Global (Aspirational and Scaled Program)	\$1121 Per SCH or \$13,452 (12 SCH for academic credit)	Online

(Approved 1.24.2020)



MAY 11 2016

Office of the Dean
College of Business
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April 21, 2016

Dana Carpenter, PhD
Chair
Curriculum Committee
Southern University and A&M College

RE: Proposal for Graduate Certificate Program in Supply Chain Management

Dear Dr. Carpenter,

The College of Business plans to introduce graduate certificate program in supply chain management starting fall 2016. The proposal has been reviewed and approved by the College of Business Curriculum Committee and the Graduate Council.

The Graduate Certificate Program in Supply Chain Management consists of 15 credit hours and targets students enrolled in the MBA program, Masters in Engineering, and Masters in Computer Science as well as individuals with bachelors degrees employed by private and public organizations who wish to augment their skills with certification in supply chain management.

I, therefore, appreciate the approval of the University Curriculum Committee of the enclosed proposal so that it could be submitted to the SUBR administrators, the Board of Supervisors and the Board of Regents for further actions.

Sincerely,

Donald R. Andrews, PhD
Professor and Dean



Office of the Dean
College of Business
P. O. Box 9723
Baton Rouge, Louisiana 70813

Voice: (225) 771-2763
FAX: (225) 771-5262
www.subr.edu

April 12, 2016

Dr. Damsien Ejigiri
Professor and Dean of Graduate School
Southern University and A&M College
Baton Rouge, LA 70813

Re: *Revised Proposal for Graduate Certificate Program in Supply Chain Management*

Dear Dr. Ejigiri,

This is in reference to our proposal for Graduate Certificate Program in Supply Chain that was submitted last month for approval by the Graduate. As per the comments and recommendations given by the Graduate Council, the proposal was duly revised and hereby resubmitted. Our plan is to start the program in fall 2016.

I, therefore, highly appreciate your cooperation and prompt action on this matter.

Sincerely,

Donald R. Andrews, PhD
Professor and Dean

SOUTHERN UNIVERSITY CURRICULUM COMMITTEE

**RECOMMENDATION FOR A GRADUATE CERTIFICATE PROGRAM IN
SUPPLY CHAIN MANAGEMENT**

College/School: College of Business

Department: Graduate Programs

Course Title: Graduate Certificate Program

Course Credit Hours: 15 Credit Hours:

I. Program Description:

The Graduate Certificate in Supply Chain and Enterprise Resource Planning Systems (ERP) is designed to prepare future business leaders to assume a number of supply chain-related roles in a variety of industries to solve problems in a holistic manner. The highly focused professional certificate program consists of five 3-credit graduate level new courses beyond the Baccalaureate degree.

II. Program Objectives:

1. Increase the regional workforce talent pool of supply chain management professionals by delivering a high quality professional curriculum that prepares future supply chain leaders with both comprehensive understanding and technical skills of 1) global supply chain logistics strategy, design, and management, 2) supply chain analytics, using SAP business intelligence/analytics tools, 3) ERP using SAP SCM/APO, 4) purchasing and materials management, and 5) Supply Chain Risk Management.
2. Provide students with a professional certificate that leads to full employment opportunities.
3. Make Southern University the place of choice for recruitment of supply chain talent.
4. Foster interdisciplinary collaboration by complementing the professional career path of students currently enrolled in the MBA, MS in Computer Science, and MS in Engineering programs.

III. Rationale for the Graduate Certificate Program:

Students with Supply Chain Management and ERP systems expertise will most likely be hired as supply chain/logistics managers or systems analysis. Employment of supply chain professionals such as logisticians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. Employment growth will be driven by the vital role that supply chain logistics plays in the transportation of goods in a global economy (Source: U.S. Bureau of Labor Statistics, Employment Projections program). The graduate certificate is a response to the projected growth and recent trends in industry demand for supply chain management/ERP professionals that recruit talent at Southern University.

An environmental scan of a number of graduate certificate programs at peer, aspirant, AACSB, for profit institutions revealed that a supply chain management/ERP certificate was not widely available from an AACSB accredited school in an online format.

There is no Supply Chain Management/ERP comparable graduate certificate offered by an AACSB accredited business program in Louisiana and only a few are offered nationwide. As a result, this certificate program meets the need for creating workforce in Supply Chain/Logistics Management and will fill a crucial and high demand workforce development gap in the context of a highly competitive globalized market. The certificate curriculum provides needed competencies that will prepare students to become leaders and drivers of logistics management practices in Louisiana.

The mission statement of Southern University and &M College, indicates that we are "to provide opportunities for a diverse student population to achieve a high-quality, global educational experience, to engage in scholarly, research, and creative activities, and to give meaningful public service to the community, the state, the nation, and the world so that Southern University graduates are competent, informed, and productive citizens." To realize this mission, the College of Business systematically reviews its academic programs to continuously improve our curriculum and offerings.

This proposal is an outgrowth of the College of Business and the Department of Management and Marketing's strategic planning review of its undergraduate programs. It creates an innovative education pathway that integrates students into a high-demand field, Supply Chain Management. It provides high quality unique, and specialized learning opportunities to a diverse student population in response to the need for more employees with Supply Chain Management skills. It attracts more students and professionals to a growing field that is an integral part of Louisiana's economic growth.

In addition, as an AACSB-International (The Association to Advance Collegiate Schools of Business) accredited institution, the College of Business at Southern University and A&M College (SUBR) is in the top one third of all business schools in the nation based on this accreditation. This excellence in business education needs to be sustained by delivering high quality education and research. Thus, offering a Supply Chain Management Certificate Program is consistent with the efforts of many top ranking AACSB Colleges of Business programs in the region, nation, or international level.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES _____ NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar courses in the present curriculum? YES _____ NO _____

Title	Number
<u>Supply Chain Management</u>	<u>MGMT 410</u>
<u>Enterprise Resource Management</u>	<u>MGMT 446</u>

3. What is the projected enrollment for the course per semester? 10 (first year)

4. How often will the course be offered? FALL SPRING SUMMER

5. Is this a required or elective course and for what curriculum?

CURRICULUM: REQUIRED ELECTIVE _____

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES NO _____

If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

Associate Professor

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?

The faculty member must:

PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES NO

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?

None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____

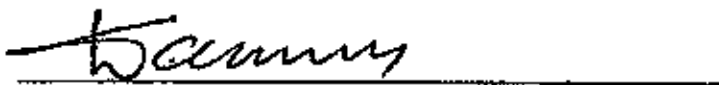
Signatures:


Chairperson of COB Curriculum Committee

04/14/16
Date


Dean of the College of Business

4/14/16
Date



4-21-16

Dean of the Graduate School

Date


Chairperson of Southern University Curriculum Committee

5/3/16
Date


Executive Vice President and Provost

6/30/16
Date

**PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, PBC, GC, PMC, PPC)**

Date: March 07, 2016

Campus: Southern University at Baton Rouge	Program: CIP, Certificate Designation, Title CIP: 520203 Certificate Designation: Graduate Certificate Title: Supply Chain and ERP Systems
Institutional Contact Person & Access Info (if clarification is needed): Jose H. Noguera, PhD Associate Professor of Management & Chair, Department of Management and Marketing Tel.: 225-771-5998; email: jose.noguera@subr.edu	

1. Certificate Description

Describe the program concept; purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

The Graduate Certificate in Supply Chain and Enterprise Resource Planning Systems (ERP) is specifically designed around an interdisciplinary curriculum of business, science, and engineering to prepare future leaders to assume a number of supply chain-related roles in a variety of industries to solve problems in a holistic manner. The highly focused professional certificate curriculum, consists of five, 3-credit graduate level new courses (15-credit hours certificate, two required courses and three electives as indicted in APPENDIX A1) beyond the Baccalaureate degree. Students can earn a certificate in three sequential semesters. The College of Business propose to offer its Graduate Certificate in Supply Chain and ERP Systems Face-to-Face/Hybrid starting Fall 2016.

The program's curriculum and learning outcomes will be in alignment with industry needs by incorporating supply chain certification competencies and standards (one of the program's differentiators) from the American Production and Inventory Control Society (APICS) with the goal of preparing students to pass the professional certification exam in Certified Supply Chain Professional (CSCP) at the conclusion of the graduate certificate program. In addition, the graduate certificate program trains students on the use Enterprise Resource Planning Software (ERP)/SAP R/3 System, Project Management, and other management software, providing highly employable skills. The program incorporates a "capstone" course in which students interact with industry leaders to identify improvement opportunities and develop data-driven solution to demonstrate competency in supply chain management and ERP systems.

The program expands Southern University, College of Business curriculum offerings and seeks to address a need to develop supply chain professionals in Louisiana for the global economic of the 21st century through four specific objectives:

1. Increase the regional workforce talent pool of supply chain management professionals by delivering a high quality professional curriculum that prepares future supply chain leaders with both comprehensive understanding and technical skills of 1) global supply chain logistics strategy, design, and management, 2) supply chain analytics, using SAP business intelligence/analytics tools, 3) ERP using SAP SCM/APO, 4) purchasing and materials management, and 5) Supply Chain Risk Management.
2. Provide students with a professional certificate that leads to full employment opportunities

3. Make Southern University the place of choice for recruitment of supply chain talent.
4. Foster interdisciplinary collaboration by complementing the professional career path of students currently enrolled in the MBA, MS in Computer Science, and MS in Engineering programs.

This certificate program will be face-to-face/hybrid. A combination of learning technologies will be used to support synchronous and asynchronous course/content communication activities. The Blackboard course management system will be the main learning management system (LMS) platform used to deliver the courses and is well within the university's current capabilities. The hybrid model will meet all of the university requirements for hybrid/online programs. Faculty advisors will work closely with the Department Chair to plan and ensure an effective and efficient implementation of an outcome assessment advising management process. Advising will be established to execute strategies that include –regular online chat/discussion sessions, online advisor office hours, special web site with newsletters, professional development and career planning advise.

The proposed program is new and is part of our WISE initiative. The new program would require the development of new course offerings and will use existing faculty. If approved, current funds will be used to provide needed curriculum development and faculty certification training during the first year of the program. The College of Business has an Endowed Chair Position in Supply Chain Management.

Additional curriculum details are provided in APPENDIX A1

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

Students with Supply Chain Management and ERP systems expertise will most likely be hired as supply chain/logistics managers or systems analysis. Employment of supply chain professionals such as logisticians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. Employment growth will be driven by the vital role that supply chain logistics plays in the transportation of goods in a global economy (Source: U.S. Bureau of Labor Statistics, Employment Projections program). The graduate certificate is a response to the projected growth and recent trends in industry demand for supply chain management/ERP professionals that recruit talent at Southern University.

An environmental scan of a number of graduate certificate programs at peer, aspirant, AACSB, for profit institutions revealed that a supply chain management/ERP certificate was not widely available from an AACSB accredited school in an online format.

There is no Supply Chain Management/ERP comparable graduate certificate offered by an AACSB accredited business program in Louisiana and only a few are offered nationwide. As a result, this certificate program meets the need for creating workforce in Supply Chain/Logistics Management and will fill a crucial and high demand workforce development gap in the context of a highly competitive globalized market. The certificate curriculum provides needed competencies that will prepare students to become leaders and drivers of logistics management practices in Louisiana.

Relevance

The mission statement of Southern University and &M College, indicates that we are "to provide opportunities for a diverse student population to achieve a high-quality, global educational experience, to engage in scholarly, research, and creative activities, and to give meaningful public service to the community, the state, the nation, and the world so that Southern University graduates are competent, informed, and productive citizens." To realize this mission, the College of Business systematically reviews its academic programs to continuously improve our curriculum and offerings.

This proposal is an outgrowth of the College of Business and the Department of Management and Marketing's strategic planning review of its undergraduate programs. It creates an innovative education pathway that integrates students into a high-demand field, Supply Chain Management. It provides high quality unique, and specialized learning opportunities to a diverse student population in response to the need for more employees with Supply Chain Management skills. It attracts more students and professionals to a growing field that is an integral part of Louisiana's economic growth.

In addition, as an AACSB-International (The Association to Advance Collegiate Schools of Business) accredited institution, the College of Business at Southern University and A&M College (SU&M) is in the top one third of all business schools in the nation based on this accreditation. This excellence in business education needs to be sustained by delivering high quality education and research. Thus, offering a Supply Chain Management Certificate Program is consistent with the efforts of many top ranking AACSB College of Business programs in the region, nation, or international level.

A. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a market for business education in Supply Chain Management in Louisiana, as well as in the global market. A certificate in Supply Chain provides higher employability, higher competitive salaries, excellent opportunity for career growth, and greater choice of employers for business, computer science, and engineering students. As a result, it is expected to be very attractive and highly demanded certificate program.

In addition, as of today, there is not a Louisiana institution with a Supply Chain Management graduate certificate program; thus a certificate program at Southern University will enhance the course program and make it more attractive to high achieving students. On the other hand, the program is designed to support the certification requirements of major professional organization such as APICS, increasing the attractiveness of the program to potential students and employers.

The expected outcome of the program will be based on the estimated Enrollment projections and Number of Graduates in the Proposed SCM Certificate Program as indicated in Table 3. These projections are based on the expected capabilities of the current department and student's interest in supply chain management in the undergraduate and graduate concentration.

Table 3.

	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020
Enrollment	10	15	20	25	30
Graduates	0	10	15	20	25

Metrics to Demonstrate Improvement

Outcomes from the first year of operation including certification program enrollment, course learning outcome performance, retention rate, certification completion rate, course evaluations, and student exit survey; will be used as a baseline, and progress (improvement) will be measured against that baseline.

The program has been designed to be self-sustaining by implementing effective marketing and recruitment programs, which include a website, email and social media outreach, targeted traditional advertising, and business partnerships.

4. Accreditation

Describe plan for achieving program accreditation.

The College of Business (COB) at Southern University is accredited by the Association to Advance Collegiate Schools of Business (AACSB), and the graduate certificate program will be designed and implemented to comply fully with AACSB accreditation standards. Although, there is not AACSB accreditation for graduate or undergraduate certificates.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Not additional faculty, facilities, equipment, or library resources will be required. Southern University, College of Business has developed a faculty development program under the WISE project for professors who intend to offer online or hybrid courses. Faculty has been train to design, develop, and deliver courses in a fully online environment through the campus course management system (Blackboard). The training program includes modules in pedagogy of distance learning, technology, Quality Matters standards, and the technology of our Learning Management System (LMS). All faculty participating in the Graduate certificate program are Quality Matters certified and have numerous hours of training in using Blackboard and other LMS systems.

The new program would utilize existing resources and existing faculty. However, if approved, current funds will be used to provide any needed curriculum development and faculty certification training during the first year of the program. The College of Business has an Endowed Chair Position in Supply Chain Management.

The proposed program is new and is part of our WISE initiative. If approved, it will be part of our graduate program in the College of Business, delivered and managed by the Department of Management and Marketing with assistance provided by department's staff. A departmental committee will make admission decisions, develop the curriculum, provide students advising, and in general lead all academic aspects of the program under the coordination of the department's chair.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

The following table, indicates the estimated costs and revenues for the proposed program for the first five years. FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES										
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR		FIFTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$ 0		\$0		\$0		\$0		\$0	
Graduate Assistants	8,000		8,000		8,000		8,000		8,000	
Support Personnel										
Fellowships and Scholarships										
SUB-TOTAL EXPENSES	\$8,000		\$8,000		\$8,000		\$8,000		\$8,000	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$0		\$0		\$0		\$0		\$0	
Equipment	0		0		0		0		0	
Travel	7,500		7,500		7,500		7,500		7,500	
Supplies	1,500		1,500		1,500		1,500		1,500	
SUB-TOTAL	\$9,000		\$9,000		\$9,000		\$9,000		\$9,000	
GRAND TOTAL EXPENSES	\$17,000		\$17,000		\$17,000		\$17,000		\$17,000	

Projected expenses justification:

The new program would utilize existing course offerings and existing faculty. However, if approved, 30% percent of the *revenues generated as indicated in the following table by the program projected tuition will be used to fund faculty travel to attend training for continuous curriculum development/innovation, professional conferences, and other faculty development expenses during the first five years of the program.

Program sustainability will be the result of leveraging industry partnerships in the pursue of privately-and publicly-funded research grants related to Supply Chain logistics, Enterprise Resource Planning/SAP R/3, risk supply chain management, and other areas.

REVENUES											
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	
State Appropriations	\$		\$		\$		\$				
Federal Grants/Contracts											
State Grants/Contracts											
Private Grants/Contracts											
* Tuition	\$52,500		\$78,750		\$105,000		\$131,250		\$157,500		
* Fees											
* Other (APICS learning System plus certification exam fees)											
TOTAL	\$52,530		\$78,750		\$105,000		\$131,250		\$157,500		

- Tuition is computed based on an estimated enrollment of 10 FTE students (\$350.00 per credit hour times a total of 15 SCH = \$5250 per student) the first year, 15 second year, 20 third year, 25 fourth year, and 30 fifth year.
- 30 % of the Revenues will be retained to supplement faculty development and purchasing of instructional materials/software or membership fees.

Anticipated Increased Income:

The projected employment growth will drive an increase in enrollment every year that will provide a source of revenue to Southern University.

CERTIFICATIONS:

Dean, College of Business

Date

Dean, Graduate School

Date

Executive Vice President and Provost

Date

President - Chancellor

Date

APPENDIX A1

Program Course Requirements

The certificate will be awarded upon completion of five graduate level courses (15 credit hours) in the area of Supply Chain Management (SCM) and Enterprise Resource Planning (ERP) Systems, with an overall GPA of 3.0 or better across the five courses.

The students need to take the two required core courses and three courses from an area of specialization. A practicum course will serve as the capstone to prepare for a professional certification exam or project. Students will conduct a problem-based project. The courses must be taken in the order indicated.

Required:

GCER 511 Advanced Supply Chain Management
GCER 512 Enterprise Resource Planning Systems

(3 credits, Summer 2016)
(3 credits, Summer 2016)

Plus three elective courses from an area of specialization:

Area of Specialization: Supply Chain Management/Logistics

Description:

The Graduate certificate specialization in Supply chain Management is designed to develop professionals planning to enter, or further, their career in the area of Supply Chain/Logistics. The program incorporates APICS Certified Supply Chain Professional (CSCP) training and certification. No prior Supply Chain Management experience is required. The program is delivered online and it consists of five courses, taught sequentially (GCER 511, GCER 512, GCER 513, GCER 514, and GCER 515).

GCER 513 Designing Supply Chains Strategically
GCER 514 Implementing and Operating Supply Chains
GCER 515 Applied Supply Chain Practicum

(3 credits, Fall 2016)
(3 credits, Spring 2017)
(3 credits, Summer)

Area of Specialization: Enterprise Resource Planning Systems-SAP R/3

Description:

The Graduate certificate specialization in Enterprise Resource Planning Systems is designed for professionals planning to enter, or further, their career in the area of SAP R/3 systems. The program incorporates SAP TERP10 training and certification in partnership with the SAP University Alliance Program. No prior ERP/SAP experience is required. The program is delivered online and it consists of five courses, taught sequentially (GCER 511, GCER 512, GCER 516, GCER 517, and GCER 518).

GCER 516 Configuration and Implementation of ERP/SAP Systems
GCER 517 Development of ERP/SAP Applications
GCER 518 Enterprise Resource Planning/SAP Practicum

(3 credits, Fall 2016)
(3 credits, Spring 2017)
(3 credits, Summer)

Graduate Certificate in Supply Chain and Enterprise Resource Planning Systems

Area of Specialization: Supply Chain Management/Logistics

Description:

The Graduate certificate specialization in Supply chain Management is designed for professionals planning to enter, or further, their career in the area of Supply Chain/Logistics. The program incorporates APICS Certified Supply Chain Professional (CSCP) training and certification. No prior Supply Chain Management experience is required. The program is delivered online and it consists of five courses, taught sequentially (GCER 511, GCER 512, GCER 513, GCER 514, and GCER 515).

GCER 511 Advanced Supply Chain Management	(3 credits, Summer 2016)	LG1.1
GCER 512 Enterprise Resource Planning Systems	(3 credits, Summer 2016)	LG2.1
GCER 513 Designing Supply Chains Strategically	(3 credits, Fall 2016)	LG1.3
GCER 514 Implementing and Operating Supply Chains	(3 credits, Spring 2017)	LG1.4
GCER 515 Applied Supply Chain Practicum	(3 credits, Summer)	LG1.5

Program Learning Goal 1:

The goal of this program specialization in Supply Chain is to provide its students with core concepts and competencies in modern supply chain management strategy and practices, design, implementation, operations, and technology applications that will prepare students to manage global supply chains.

Course Learning Goals (LG)

- LG1.1. Students will be able to demonstrate conceptual learning, critical thinking, problem-solving skills by recognizing and solving problems in supply chain design, operations and strategy, model building, and general research skills.**
- LG2.1. Students will be able to understand and describe the cross-functional business processes that drive technical requirements in business organizations in an ERP context by creating master data and performing process transactions in various SAP application modules such as Sales and Distribution (SD), Materials Management (MM), Finance/Controlling (FI/CO), Production Planning (PP), Inventory and Warehouse Management (WM), and Human Capital Management (HCM).**
- LG1.3. Student will be able to understand the processes that support an organization's strategy, concepts of logistics, supply chain metrics, risk management, sustainability improvements, and communications and information technologies necessary to effectively design a competitive supply chain.**
- LG1.4. Students will be able to understand implementation and operations challenges that involve synchronizing supply and demand by using the right technologies, implementation of demand plans, and continuous improvement techniques.**
- LO1.5. Students will be able to learn and apply the APICS Certified Supply Chain Professional (CSCP) training knowledge and skills to successfully prepare for the APICS certification exam.**

Graduate Certificate in Supply Chain and Enterprise Resource Planning Systems

Area of Specialization: Enterprise Resource Planning (ERP) Systems-SAP R/3

Description:

The Graduate certificate specialization in Enterprise Resource Planning Systems is designed for professionals planning to enter, or further, their career in the area of SAP R/3 systems. No prior ERP/SAP experience is required. Students electing this area of specialization are eligible to receive a certificate of recognition endorsed by SAP America and the SAP University Alliances Program. The program is delivered online and it consists of five courses, taught sequentially (GCER 511, GCER 512, GCER 516, GCER 517, and GCER 518).

GCER 511 Advanced Supply Chain Management	(3 credits, Summer 2016)	LG1.1
GCER 512 Enterprise Resource Planning Systems	(3 credits, Summer 2016)	LG2.1
GCER 516 Configuration and Implementation of ERP/SAP Systems	(3 credits, Fall 2016)	LG2.2
GCER 517 Development of ERP/SAP Applications	(3 credits, Spring 2017)	LG2.3
GCER 518 Enterprise Resource Planning/SAP Practicum	(3 credits, Summer)	LG2.4

Program Learning Goal 2:

The goal of this program specialization in ERP/SAP is to provide its students with core concepts and competencies in ERP/SAP System analysis, design, implementation and operations, that will prepare students to work in SAP System supported Environment.

Course Learning Goals (LG)

- LG2.1. Students will be able to understand and describe the cross-functional business processes that drive technical requirements in business organizations in an ERP context by creating master data and performing process transactions in various SAP application modules such as Sales and Distribution (SD), Materials Management (MM), Finance/Controlling (FI/CO), and Production Planning (PP).**
- LG2.2. Students will be able to develop an in-depth understanding of the full capabilities of ERP systems and learn to configure the financial, materials management, controlling, manufacturing, human capital, and warehouse management modules (SAP's FI, CO, MM, PP, SD, HCM, WM, AM) by using the SAP R/3 system.**
- LG2.3. Students will be able to design and develop Business Intelligence/Analytic application solutions for desktop clients and mobile devices such as dashboards; and manage both transaction data from ERP systems and other business application, data from social networking and mobile applications by using SAP R/3 system technologies and tools such as SAP ECC, SAP NetweaverBW, SAP HANA, SAP BEx, SAP BusinessObjects Design Studio, and SAP Crystal Reports.**
- LG2.4. Students will be able to identify business decision-making requirements and devise and implement solutions to address the needed requirements by using SAP R/3 System tools and applications.**

Course Description

GCER 511: ADVANCED SUPPLY CHAIN MANAGEMENT (3)

Prerequisite: None

This course examines contemporary issues in the field of supply chain management including the integration of raw material procurement, inventory management, and finished goods delivery. The topics covered include planning and managing inventories, transportation, network design, and financial factors influencing supply chain decisions. Each area is analyzed in terms of organizational differences, operational processes, variations in information needs, and performance control mechanisms.

GCER 512: ENTERPRISE RESOURCE PLANING SYSTEMS (3)

Prerequisite: None

This course is designed to provide the students with a comprehensive understanding of Enterprise Information Systems a.k.a. Enterprise Resource Planning (ERP) and the role that these systems play in changing organizations. ERP concepts are addressed using the SAP R/3 4.6B System.

This course covers both functional and technical issues. Students will be introduced to the core business processes of the value chain (Order Management, Manufacturing Planning and Execution, Procurement, and Financial/Management Accounting). Then, technologies underlying the SAP R/3 such as distributed system architecture, enterprise modeling, implementation, transport system, basis functions, and security will be presented. This will provide students with an understanding of the process view, function view, and data view used by SAP R/3 system to fit business requirements. Extensive hands-on experience with the SAP R/3 is provided. The course also introduces the student to the evolution of ERP systems to become Internet and E-commerce enabled in response to current business trends.

GCER 513: DESIGNING SUPPLY CHAINS STRATEGICALLY (3)

Prerequisite: GCER 511

This course is designed to provide students with a comprehensive understanding of how modern businesses design competitive supply chains, implementing process driven organizational strategy, sustainability and continuous improvement practices, and the use of technology to drive logistics and operations.

GCER 514: IMPLEMENTING AND OPERATING SUPPLY CHAINS (3)

Prerequisite: GCER 511

This course is designed to provide students with a comprehensive understanding of supply chain dynamics, managing sourcing, demand plans implementation, and application of continuous improvement practices.

GCER 515: APPLY SUPPLY CHAIN PRACTICUM (3)

Prerequisite: GCER 513 and GCER 514 or approval of the Program Coordinator

A hands-on practical course that requires students to integrate knowledge and demonstrate skills in Supply Chain Management/Logistics. A written paper is required.

GCER 516: CONFIGURATION AND IMPLEMENTATION OF ERP/SAP Systems (3)

Prerequisite: GCER 512

This course covers ERP Systems design and implementation concepts and techniques including: system architecture, business reengineering and implementation strategies, methodologies, and tools. An emphasis is placed on System Configuration, how business requirements for ERP systems are defined and customized to reflect the current business organization and business processes. Key implementation issues such project management, system integration; cross-functional teamwork, change management, and globalization are discussed. Hands-On ERP/SAP Configuration is emphasized.

GCER 517: DEVELOPMENT OF ERP/ APPLICATIONS (3)

Prerequisite: GCER 512

This is a hands-on course that provides the knowledge and skills competencies necessary to model, access, explore and analyze data for enterprise reporting and visualization using SAP's BusinessObjects Tools and Applications. Students will demonstrate competency through a completion of an experiential learning project in which students develop interactive visualizations of data and turn them into personalized dashboards for senior executives and business users to allow faster and more effective decision-making.

GCER 518: ENTERPRISE RESOURCE PLANNING/SAP PRACTICUM (3)

Prerequisite: GCER 116 and GCER 517 or Approval of Program Coordinator

Use ERP Technologies and Tools such as SAP Business Intelligence and Business Warehouse (BI/BW), SAP Netweaver, Visual Composer, Enterprise Services/SOA, plus other emerging technologies to develop Enterprise Systems Application. A hands-on practical course that requires students to use a problem solving approach and tools to integrate knowledge and demonstrate skills in Enterprise Resource Planning/SAP Systems development. A written paper and a prototype system application is required.

APPENDIX A 2

Graduate Certificate Program Admission Requirements

For admission to the Southern University College of Business Graduate Certificate Program in Supply Chain Management (SCM) applicants must provide:

1. A Bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution.
2. For international students, a minimum score of 525 (computer based) or 77 (Internet based) on the Test of English as a Foreign Language (TOEFEL) except applicants from TOEFL exempt countries.
3. Official Transcript showing all undergraduate and graduate work pursued, if any, including GPA.
4. Have a cumulative minimum grade point average (GPA) of 2.50 or above on a 4.0 point scale for all undergraduate work and a 3.0 for a graduate work.
5. A four-page double-spaced Career Objectives Essay on:
 - a. How will the Graduate Certificate Program in SCM help you for your future career development and transformation?
 - b. What special attributes or life experiences do you have that may distinguish you from other applicants.
 - c. What you intend to do or be after you complete the Graduate Certificate program.
6. Current professional resume showing work and leadership experience
7. A Statement of Purpose
8. Three Letters of Recommendation
9. Proficiency in MS Suite applications.
10. Completed Non-Degree-seeking Application Form and a Money Order in the amount of \$25.00.

APPENDIX A1

Graduate Certificate in Supply Chain Management

Program Course Requirements:

The certificate will be awarded upon completion of five graduate level courses (15 credit hours) in the area of Supply Chain Management (SCM), with an overall GPA of 3.0 or better across the five courses.

Description:

The Graduate certificate specialization in Supply chain Management is designed for professionals planning to enter, or further, their career in the area of Supply Chain/Logistics. The program incorporates APICS Certified Supply Chain Professional (CSCP) training and certification. No prior Supply Chain Management experience is required. The program is delivered online and it consists of five courses, as follow:

Current existing courses (these courses are already being offered):

MBAP 536 Logistics and Transportation Management	(3 credits, Fall Semester)	LG3
MBAP 537 Global Supply Chain Management	(3 credits, Spring Semester)	LG1
MBAP 539 Enterprise Resource Planning Systems	(3 credits, Fall Semester)	LG2

New courses (these courses will be developed and approved by the end of Fall 2017 semester):

MBAP 560 Supply Chain Analytics	(3 credits, Spring Semester)	LG4
MBAP 561 Applied Supply Chain Practicum	(3 credits, Summer Semester)	LG5

Program Learning Goal:

The goal of this program in Supply Chain Management is to provide its students with core concepts and competencies in modern supply chain management strategy and practices, design, implementation, operations, and technology applications that will prepare students to manage global supply chains.

Course Learning Goals (LG)

- LG1. Students will be able to demonstrate conceptual learning, critical thinking, problem-solving skills by recognizing and solving problems in supply chain design, operations and strategy, model building, and general research skills.
- LG2. Students will be able to understand and describe the cross-functional business processes that drive technical requirements in business organizations in an ERP context by creating master data and performing process transactions in various SAP application modules such as Sales and Distribution (SD), Materials Management (MM), Finance/Controlling (FI/CO), Production Planning (PP), Inventory and Warehouse Management (WM), and Human Capital Management (HCM).
- LG3. Student will be able to understand the processes that support an organization's strategy, concepts of logistics, supply chain metrics, risk management, sustainability improvements, and communications and information technologies necessary to effectively design a competitive supply chain.

LG4. Students will be able to learn and apply supply chain analytics tools and techniques to improve operational supply chain decision-making.

LO5. Students will be able to learn and apply the APICS Certified Supply Chain Professional (CSCP) training knowledge and skills to successfully prepare for the APICS certification exam.

Course Description

MBAP 537: Global Supply Chain Management and ERP (3)

Prerequisite: None

This course examines contemporary issues in the management and integration of raw material procurement, inventory management, and finished goods delivery. In addition, students will have hands-on experience of using ERP software such as SAP. The topics covered include planning and managing inventories, transportation, network design, and financial factors influencing supply chain decisions.

MBAP 539: Enterprise Resource Planning Systems (3)

Prerequisite: None

This course is designed to provide the students with a comprehensive understanding of Enterprise Information Systems a.k.a. Enterprise Resource Planning (ERP) and the role that these systems play in changing organizations. ERP concepts are addressed using the SAP R/3 4.6B System.

This course covers both functional and technical issues. Students will be introduced to the core business processes of the value chain (Order Management, Manufacturing Planning and Execution, Procurement, and Financial/Management Accounting).

MBAP 536: Logistics and Transportation Management (3)

Prerequisite: None

This course provides an understanding of the design and management of supply chain operations in selected logistic settings. Particular emphasis is placed upon the areas of traffic management, carrier operations, carrier selection and contract negotiation, and warehousing. Each area is analyzed in terms of organizational differences, operational processes, variation in information needs, and performance mechanisms.

MBAP 560: Supply Chain Analytics (3)

Prerequisite: MBAP 539

This is a hands-on course that provides the knowledge and skills competencies necessary to model, access, explore and analyze data for enterprise reporting and visualization using SAP's BusinessObjects Tools and Applications. Students will demonstrate competency through a completion of an experiential learning project in which students develop interactive visualizations of data and turn them into personalized dashboards for senior executives and business users to allow faster and more effective decision-making.

MBAP 561: Applied Supply Chain Practicum (3)

Prerequisite: MBAP 536 and MBAP 537 or approval of the Program Coordinator

A hands-on practical course that requires students to integrate knowledge and demonstrate skills in Supply Chain Management/Logistics. Students will be able to learn and apply the APICS Certified Supply Chain Professional (CSCP) training knowledge and skills to successfully prepare for the APICS certification exam. A written paper is required.

Program Admission Requirements

Students must be admitted to the Graduate School and College of Business Graduate Certificate Program.

Admission to the Supply Chain Management Certificate Program are based on consideration of the applicant's previous academic record, resume, letter of recommendation, and others as indicated:

- (1) Hold a Bachelor's Degree from an accredited institution.
- (2) Meet one of the following criteria:
 - 2.1. An undergraduate GPA of 2.50 and significant acceptable work experience/career relevance (please include a letter from the applicant describing his/her experience and the relevance of the certificate to his/her career goals), OR
 - 2.2. Meet the criteria for acceptance into the Southern University Master of Business Administration (MBA) program or Master of Computer Science program, or Master of Engineering program.
- (3) A recent resume
- (4) Two letters of recommendation
- (3) Be approved by the Program Coordinator.

Southern University and A&M College System



Coronavirus Aid, Relief and Economic Security (CARES) Act:

Higher Education Emergency Funding Relief Fund

FLANDUS MCCLINTON JR

Vice President for Finance and Business Affairs & CFO

SOUTHERN UNIVERSITY SYSTEM ALLOCATION

**State of Louisiana
Southern University System
Higher Education Emergency Relief Fund
Distribution of CARES Act Funding**

Institution	Total Allocation *	Allocation Awarded for Emergency Financial Aid Grants to Students **	Allocation Awarded for Institutional Costs ***
Southern University and A & M College	\$ 9,396,803	\$ 4,698,402	\$ 4,698,401
Southern University at New Orleans	2,481,663	1,240,832	1,240,831
Southern University at Shreveport	2,595,115	1,297,558	1,297,557
Grand Total	\$ 14,473,581	\$ 7,236,792	\$ 7,236,789

* These funds are allocated to colleges and universities based primarily on their share of students receiving the Pell Grant.

** 50% of these funds must be allocated as Emergency Financial Aid Grants to students who have had their semester disrupted by the COVID-19 pandemic.

*** 50% of these funds must be allocated for Institutional Costs to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.

EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

- The University will determine which students will receive the cash grants.
- The University agrees to make available emergency financial aid grants directly to students.
- The University shall not use the advanced funds to reimburse itself for any costs or expenses.
- The University retains discretion to determine the amount of each individual emergency financial aid grant.

EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

- The University should be mindful of each student's particular socioeconomic circumstances.
- The advanced funds should not be used for any purpose other than the direct payment of grants to students.
- Southern University holds funds in trust for students and acts in the nature of a fiduciary.

INSTITUTIONAL PORTION OF HIGHER EDUCATION EMERGENCY RELIEF FUND

- The University agrees to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.
- The University shall not use the advanced funds for payment to contractors for the provision of pre-enrollment recruitment activities, capital outlays associated with facilities, sectarian instruction, or religious worship.
- The University retains discretion in determining how to allocate and use the funds provided.

INSTITUTIONAL PORTION OF HIGHER EDUCATION EMERGENCY RELIEF FUND

- The University may use the funds to reimburse itself for costs related to refunds made to students for housing, food, or other related services that would no longer be provided.
- The University may be reimbursed for hardware, software, or internet connectivity that may have been purchased on behalf of students or provided to students.
- The University may use a portion of the Institutional Costs funds to provide emergency financial aid grants to students.
- The University's Institutional Costs must have incurred on or after March 13, 2020.

UNIVERSITY AGREEMENT WITH EDUCATION DEPARTMENT

In consideration for the advanced funds and as conditions for their receipt, Southern University System warrants, acknowledges, and agrees that:

- Southern University should distribute all advanced funds within one year.
- Southern University will pay all of its employees and contractors during the period of any disruptions or closures related to the coronavirus.
- Southern University shall cooperate with any examination of records with respect to the advanced funds.

Thank You

For Your Continued Support





**SOUTHERN
UNIVERSITY**

2015-2016 ACADEMIC & PROFESSIONAL CATALOG

Vice Chancellor for Finance and Administration

Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

April 13, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University
Baton Rouge, LA 70813

Dear Dr. Belton:

Southern University Baton Rouge campus has announced that all classes offered for the Summer 2020 term will be delivered in an online format.

This decision requires the University to adjust its fee schedule to ensure our prospective students are not charged fees not applicable during an online session.

Based on consultation with Dr. Sahoo, the University will charge the same general fund fees, academic enhancement fees and technology fees as of Summer 2019. All other Summer 2019 fees will be deleted from the schedule. The University will include any potential losses in revenue from the changes in summer school format as a reimbursable item in future reports.

The total full-time fees recommended is two thousand four hundred fifty-nine dollars (\$2,459.00) (see attachment).

If you have any questions, or require additional information, please feel free to call or email.

Sincerely,

Benjamin Pugh

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Flandus McClinton, Jr., Vice President for Finance and Business Affairs
Dr. Bijoo Sahoo, Interim Executive Vice Chancellor

APPROVED:



Dr. Ray L. Belton, President-Chancellor

SOUTHERN UNIVERSITY and A&M COLLEGE
SCHEDULE OF FEES AND EXPENSES
EFFECTIVE SUMMER SEMESTER 2020

FULL-TIME GENERAL FEES

UNDERGRADUATE	\$2,459.00
GRADUATE	\$3,157.00

OUT-OF-STATE FEES

UNDERGRADUATE	\$0.00
GRADUATE	\$0.00

PART-TIME FEES

	Undergraduate Off Campus	Graduate Campus
0 Hours	452.00	408.00
1 Hour	1,317.50	1,181.50
2 Hours	1,343.50	1,248.50
3 Hours	1,372.50	1,315.50
4 Hours	1,763.00	2,062.00
5 Hours	1,789.00	2,131.00
6 Hours	1,816.00	2,198.00
7 Hours	1,845.00	2,265.00
8 Hours	1,872.00	2,331.00
9 Hours	1,899.00	2,407.00
10 Hours	2,403.00	3,022.00
11 Hours	2,431.00	3,091.00
12 Hours & Above	2,459.00	3,157.00

ADDITIONAL FEES

New Students Only		Foreign Students Only	
Live Text	98.00	Insurance Fee	0.00
		Supplemental Fee	15.00
Total New Students Fee	\$98.00	Total Foreign Students Fee	\$15.00

RESIDENTIAL HOUSING FEES

	Bradford	Bethune	Grandison
General Fees	\$0.00	\$0.00	\$0.00
Room	0.00	0.00	0.00
Board (7-Day)	0.00	0.00	0.00
Cable & Internet Fees	0.00	0.00	0.00
Mail Box Rental	0.00	0.00	0.00
	\$0.00	\$0.00	\$0.00

* Basic Meal Plan - Three Other Options Available

*** MBA majors will be assessed an additional \$1,000 per semester. (This amount will be prorated for part-time students)

Note: Fees and Expenses are subject to change without notice.

Fees are to be paid by CASH, CASHIERS CHECK, MONEY ORDER (BANK OR POSTAL), VISA, MASTERCARD
OR DISCOVER. NO PERSONAL CHECKS HONORED

SOUTHERN UNIVERSITY and A&M COLLEGE
BREAKDOWN OF UNDERGRADUATE FEES
SUMMER SEMESTER 2020

CAMPUS FEES	0 HRS	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS	9 HRS	10 HRS	11 HRS	12 HRS
UNDERGRADUATE FEES													
General Fund Fees													
Tuition	353.00	957.00	957.00	957.00	1,229.50	1,229.50	1,229.50	1,229.50	1,229.50	1,229.50	1,613.50	1,613.50	1,613.50
Academic Excellence Fee	0.00	30.00	29.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	105.00	110.00	120.00
Operational Fee	11.00	14.00	14.00	14.00	23.00	23.00	23.00	23.00	23.00	23.00	31.00	31.00	31.00
Other General Fee	2.00	33.00	35.00	38.00	45.00	47.00	49.00	52.00	54.00	56.00	59.00	62.00	64.00
University Support Fee	85.00	286.00	295.00	306.00	393.00	402.00	413.00	423.00	433.00	443.00	537.00	547.00	558.00
Total General Fund Fee	452.00	1,300.00	1,321.00	1,345.00	1,730.50	1,751.50	1,773.50	1,797.50	1,819.50	1,841.50	2,340.50	2,363.50	2,386.50
Dedicated Fees													
Academic Enhancement Fee	0.00	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50
Technology Fee	0.00	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00
Total Dedicated Fees	0.00	17.50	22.50	27.50	32.50	37.50	42.50	47.50	52.50	57.50	62.50	67.50	72.50
TOTAL UNDERGRADUATE FEES	452.00	1,317.50	1,343.50	1,372.50	1,763.00	1,789.00	1,816.00	1,845.00	1,872.00	1,899.00	2,403.00	2,431.00	2,459.00
INTERNATIONAL STUDENT FEES													
General Fund Fees													
General Fund - Supplemental Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Student Insurance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total International Student Fees	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
TOTAL INTERNATIONAL STUDENT FEE	15.00	1,332.50	1,358.50	1,387.50	1,778.00	1,804.00	1,831.00	1,860.00	1,887.00	1,914.00	2,418.00	2,446.00	2,474.00

SOUTHERN UNIVERSITY and A&M COLLEGE
BREAKDOWN OF GRADUATE FEES
SUMMER SEMESTER 2020

CAMPUS FEES	0 HRS	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS	9 HRS	10 HRS	11 HRS	12 HRS
GRADUATE FEES ***													
General Fund Fees													
Tuition	277.00	880.00	880.00	880.00	1,342.50	1,342.50	1,342.50	1,342.50	1,342.50	1,342.50	1,793.50	1,793.50	1,793.50
Academic Excellence Fee	0.00	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00	110.00	120.00
Operational Fee	18.00	19.00	19.00	19.00	35.00	25.00	25.00	35.00	35.00	34.00	31.00	31.00	31.00
Other General Fee	6.00	30.00	15.00	20.00	37.00	65.00	68.00	73.00	78.00	84.00	90.00	95.00	100.00
University Support Fee	77.00	235.00	232.00	249.00	445.00	463.00	480.00	497.00	513.00	532.00	645.00	664.00	680.00
Graduate School Fee	30.00	30.00	60.00	90.00	120.00	150.00	180.00	210.00	240.00	270.00	300.00	330.00	360.00
Total General Fund Fee	408.00	1,164.00	1,226.00	1,288.00	2,029.50	2,093.50	2,155.50	2,217.50	2,278.50	2,340.50	2,959.50	3,023.50	3,084.50
Dedicated Fees													
Academic Enhancement Fee	0.00	12.50	12.50	12.50	12.50	17.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50
Technology Fee	0.00	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00
Total Dedicated Fees	0.00	17.50	22.50	27.50	32.50	37.50	42.50	47.50	52.50	57.50	62.50	67.50	72.50
TOTAL GRADUATE FEES	408.00	1,181.50	1,248.50	1,315.50	2,062.00	2,131.00	2,198.00	2,265.00	2,331.00	2,407.00	3,022.00	3,091.00	3,157.00
INTERNATIONAL STUDENT FEES													
General Fund Fees													
General Fund - Supplemental Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Student Insurance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total International Student Fees	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
TOTAL INTERNATIONAL STUDENT FEES	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
GRADUATE FEES - REHS ***	0 HRS	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS	9 HRS	10 HRS	11 HRS	12 HRS
ON LINE COURSE FEES													
General Fund Fees													
Tuition	425.00	425.00	853.00	1,277.00	1,704.00	2,130.00	2,556.00	3,383.00	3,405.00	3,831.00	4,258.00	4,687.00	5,109.00
TOTAL GRADUATE FEES - REHS	425.00	425.00	853.00	1,277.00	1,704.00	2,130.00	2,556.00	3,382.00	3,405.00	3,831.00	4,258.00	4,687.00	5,109.00

*** All MBA majors will be assessed an additional \$1,000 per semester. (This amount will be prorated for part-time students)



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 14, 2020

Dr. Ray L. Belton
President/Chancellor
Southern University System and
Southern University and A&M College
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Apple iPad Fee for Incoming First-Year Students

Dear Dr. Belton:

The Southern University Law Center is submitting its request for an assessment of a one-time "iPad Fee" of \$800.00 for fall 2020 incoming first-year students. This is a new fee designed to enhance the Law Center's Digital Initiative, which was begun with E-Books for incoming first-year law students in 2019-2020 academic year. This fee will allow the Law Center to develop subsequent classes of digital legal natives who will have learned, lived, and worked with digital legal tools throughout the course of their degree program.

Across all disciplines, technology is accelerating education like never before. An iPad will be provided for each incoming law student, and will be loaded with tools, apps, and programs useful for learning, communicating, and practicing law today, such as Trial Pad, Drafting Essentials, Firm Central, and more. The device will also be able to support personal productivity with apps such as Office 365, OneNote, OneDrive, Dropbox, and more.

SULC students will receive extensive training on the software and tools required for work in today's legal profession. They will explore iPad and other apps that will aid in their legal practice, and receive training directly from experts at tech companies such as Apple, NetApp, and Google.

SULC plans to become a member of LTC4, a nonprofit organization that has established legal technology core competencies and certifications that all law firms can use to measure ongoing efficiency improvements. SULC students will be able to obtain certification in legal technology skills such as Legal Documents, Presentations, Security, Procertas, E-Discovery, and more.

The explosion and dizzying acceleration in the development of artificial intelligence, requires that legal professionals and the law itself must learn to interact with technologies such as smart contracts and other developments that will drive new modes of legal practice. With the explosion of artificial intelligence and related cutting-edge technologies, SULC has an opportunity to create graduates who efficiently and confidently rely on and command technology to better serve their clients, be practices ready, and improve access to justice.

I respectfully request that you present this fee request to the Board of Supervisors for their approval at its April 2020 Board meeting. If you have any questions, please feel free to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive, flowing style with a large initial "J".

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Law Professor



Policy Title
COVID-19 Special Grading Policy

Policy Number
1-010

Responsible Unit: Southern University and A&M College	Effective Date: April 8, 2020
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Origination Date: April 8, 2020

I. Policy Purpose

The purpose of this policy is to provide guidance to SUBR faculty, staff, and students regarding the awarding of final grades during an academic semester that has been interrupted or impacted by the COVID-19 pandemic and is being implemented in accordance with and pursuant to the COVID-19 Academic Guidelines (Attachment A) issued by the Southern University System. The policy establishes a flexible grading system that individual students may choose after final grades for the spring 2020 semester are made available. This policy offers a response to the challenges faced by students, while maintaining academic integrity and quality instruction. This policy establishes grading guidelines that will facilitate student academic progress. The Faculty, Academic Advisors, Department Chairs, and Academic Deans, the Registrar and other support staff will provide guidance to students as they consider these grading options and assess their impact on their academic progression.

II. Policy Scope

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. Policy Compliance

This policy will impact how the final grades are recorded on a transcript of a student in response to the COVID-19 Academic Guidelines issued by the Southern University System.

IV. Policy Definitions

Academic Semester/Session Interrupted or Impacted by the COVID-19 Pandemic

Any academic semester or session during which the delivery of the program of education is modified due to the COVID-19 pandemic or a civic order associated with the pandemic.

Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of "P", "I", or "W."

Grades Available Due to Student Grade Election Procedure

A letter grade of "P" will result in a student passing the course. A "P" grade is not factored into the student's grade point average.

A letter grade of "W" will appear if a student decides to withdraw from a course. Students must be re-take and pass the course if they wish to earn course credit.

A letter grade of "F" is considered a failing grade.

V. Policy Development and Implementation Procedure

The policy was created in accordance with and pursuant to COVID-19 Academic Guidelines issued by the Southern University System on April 3, 2020. The policy was developed by the Vice Chancellor for Academic Affairs with input from the faculty senate and student government leadership on April 6, 2020. As an administrative policy, the policy was adopted by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy Development and Implementation Procedure

Guidelines and Grade Options

All courses will be graded using the normal grading system. Final grades for all spring 2020 courses are due on May 13, 2020. Students will be allowed two weeks to review their final grades, make informed decisions about their academic record, and indicate how they wish to proceed until May 27, 2020. Once grades have been reviewed, the following options will be available:

- If a student accepts their final grade, no action is necessary, and the reported final grade will become permanent on their academic record.
- A student may elect to convert a letter grade earned in a course to a **Pass (P) grade**. The **Pass** grade is reserved for final grades of "A", "B", or "C" for undergraduate courses (with the exception of those

undergraduate programs where a letter grade of "D" is considered passing). The **Pass** grade is reserved for final grades of "A" or "B" for graduate courses (with the exception of those graduate programs where a letter grade of "C" is considered passing). Students who want to convert a letter grade earned in a course to a **Pass grade** will need to complete and submit an **Electronic Request to Receive a Pass Grade Form** which is available on the Registrar's website. Once the student completes and submits the form, it will be routed to the appropriate Faculty, Chair, Academic Dean, who will then route the completed form **back to** the Registrar's Office. **The deadline for submission of this form to the Registrar's office is May 27, 2020.**

- A student may elect to withdraw from a course (or courses) with the grade of "W". The **Withdrawn (W) grade** is more appropriate for final grades of "D" or "F" for undergraduate courses (with the exception noted above). The **Withdrawn (W) grade** is reserved for final grades of "C", "D", or "F" for graduate courses (with the exception noted above). If this option is exercised, the student will need to complete the **COVID-19 Electronic Request to Withdraw Form, which is available on the Registrar's website**. Once the student completes and submits the form, it will be routed to the appropriate Faculty, Chair, Academic Dean, who will then route the completed form **back to** the Registrar's Office. At each checkpoint along the way, the student may seek advice of all possible implications a withdrawal could have on all aspects of their academic and student career. **The deadline for submission of this form to the Registrar's office is May 27, 2020.**

For Students Graduating in May 2020:

It should be noted that any student wishing to graduate at the conclusion of the spring 2020 semester must have all final grades posted per the current University Academic Calendar. **Candidate Grades are due May 5, 2020 by 5:00 pm.**

Note:

- In all instances, students must contact their Academic Advisor, Instructor, Chair, and Academic Dean to determine how decisions will affect their continued academic progress related to prerequisites, co-requisites, and clinical/didactic enrollment for future semesters, as well as professional programs, and other eligibilities.
- Withdrawals approved in response to the COVID-19 pandemic, will not count towards limits in effect during normal operations as described in the Withdrawal Policy or Repeat/Delete Policy in the Catalog. Withdrawals will not affect eligibility for graduate assistantships, fellowships, or scholarships.
- While no quality points will be assigned to a grade of **Pass**, there will be no impact on the student's GPA. Students will work with appropriate offices to determine impacts including, but not limited to, TOPS, financial aid, scholarships, and any other eligibilities.
- All communication from students must originate from their SU email account.

Incomplete Grade(s)

- Adjustments have been made to the Incomplete (I) grade policies. Deadlines for removing an Incomplete grade (I) have been extended. Students receiving an "I" at the end of the spring 2020 semester will be given an extension until December 10th, 2020 to complete the requirements of the course and earn a letter grade. Faculty may assign "I" grades to students who are passing the course but were unable to complete course requirements due to circumstances beyond the student's control. The final decision for awarding an "I" grade rests with the faculty member.

SUBR will include a transcript note, "Semester of COVID-19" on all academic records to indicate the extraordinary circumstances of the spring 2020 semester.

VII. Policy History and Review

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 8, 2020. The policy is temporary and is subject to an annual review cycle.

VIII. Publication of Policy

This policy is published on the Southern University System website at www.sus.edu.

IX. Policy Approval

This policy was approved by:

Ray L. Belton, Ph.D.
President-Chancellor - Southern University and A&M College System

April 8, 2020
Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

APPENDIX A

Southern University System Academic Guidelines

SOUTHERN UNIVERSITY SYSTEM COVID-19 ACADEMIC GUIDELINES

As we manage the day-to-day operations of our campuses, we acknowledge the fact that the COVID-19 pandemic has contributed to a significant disruption in the normal activities for our students, faculty and staff. We commend them for their successful transition to various forms of remote delivery of instruction and student support services. We are committed to ensuring that our students receive quality instruction and support as we demonstrate flexibility in our processes to meet the needs of our community of scholars. Consequently, the Southern University System has established academic guidelines that will assist the faculty and staff in making decisions that will facilitate student academic progress. These student-centered guidelines will apply to all of the institutions of the Southern University System:

1. All courses will be graded using the normal grading system. A campus policy should be established that permits a student to request a Pass/Fail (P/F) option or a withdrawal after final grades have been posted for individual and/or all courses. This policy should be developed in consultation with faculty, chairs, deans, registrar, students and other relevant administrators.
2. Withdrawal dates and the time needed to satisfy a grade of Incomplete should be extended. The maximum time the Southern University System will allow a student to satisfy a grade of Incomplete is up to the end of Spring Semester 2021. Individual campuses have the flexibility of setting shorter completion times.
3. Advisement is encouraged for all students who decide not to receive a grade through the normal grading system to understand the implications of that decision.
4. In the Southern University System, calculations of Pass/Fail (P/F) will not be used in determining scholarship eligibility.
5. Any Pass/Fail (P/F) grades earned during the COVID-19 pandemic should be noted on the student's transcript through an approach that is uniform.
6. All campuses should establish guidelines for withdrawals, incomplete and pass/fail within the parameters of the Southern University System Guidelines.
7. Each campus will establish a communications model that will provide guidance to students as they consider these options. Campus policies will be published no later than April 8, 2020.

Effective Date: April 3, 2020



Policy Title
COVID-19 Special Grading Policy

Policy Number
1-001

Responsible Unit: Southern University at New Orleans	Effective Date: April 8, 2020
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Origination Date: April 8, 2020

I. Policy Purpose

The purpose of this policy is to provide guidance to SUNO faculty, staff, and students regarding the awarding of final grades during an academic semester that has been interrupted or impacted by the COVID-19 pandemic and is being implemented in accordance with and pursuant to the COVID-19 Academic Guidelines (Attachment A) issued by the Southern University System. The policy establishes a flexible grading system that individual students may choose after final grades for the spring 2020 semester are made available. This policy offers a response to the challenges faced by students, while maintaining academic integrity and quality instruction. This policy establishes grading guidelines that will facilitate student academic progress. The Faculty, Academic Advisors, Department Chairs, and Academic Deans, the Registrar and other support staff will provide guidance to students as they consider these grading options and assess their impact on their academic progression.

II. Policy Scope

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. Policy Compliance

This policy will impact how the final grades are recorded on a transcript of a student in response to the COVID-19 Academic Guidelines issued by the Southern University System.

IV. Policy Definitions

Academic Semester/Session Interrupted or Impacted by the COVID-19 Pandemic

Any academic semester or session during which the delivery of the program of education is modified due to the COVID-19 pandemic or a civic order associated with the pandemic.

Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of “P”, “I”, or “W.”

Grades Available Due to Student Grade Election Procedure

A letter grade of “P” will result in a student passing the course. A “P” grade is not factored into the student’s grade point average.

A letter grade of “W” will appear if a student decides to withdraw from a course. Students must be re-take and pass the course if they wish to earn course credit.

A letter grade of “I” is considered a failing grade.

V. Policy Development and Implementation Procedure

The policy was created in accordance with and pursuant to COVID-19 Academic Guidelines issued by the Southern University System on April 3, 2020. The policy was developed by the Vice Chancellor for Academic Affairs with input from the faculty senate and student government leadership on April 6, 2020. As an Administrative policy, the policy was adopted by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy Development and Implementation Procedure

- **Guidelines and Grade Options**

Final Examination Schedule shall remain as published in the Revised Spring 2020 Calendar, i.e. Graduating Seniors’ examinations will be held from April 20-22 and grades are due by April 24; final examination for other students shall be held from May 4-9, with grades due on May 12.

- **Grade Options**

All courses will be graded using the existing grading system. This is the existing grading system and it is already available to all students. If a student is satisfied with the normal grading system, no further action is required on the part of the student. The grades will be posted on the transcript. If a student is not satisfied with the normal grading system, Southern University at New Orleans provides the following three options to assist the student:

○ **Retroactive Withdrawal (W)**

A student may withdraw retroactively from a course or courses using an electronic, modified Withdrawal Form specifically designed to reference COVID-19 flexibility. The course(s) will appear on the transcript with a “W” designation indicating that the student withdrew from the course. The transcript will reflect that the “W” occurred during COVID-19 disruption. The electronic withdrawal form is due in the Registrar’s Office by May 26, 2020.

○ **Incomplete (I) Grade**

A student may petition to receive an Incomplete (I) grade. Per the existing policy, the student initiates the request with the Instructor of Record using the form designed for that purpose. For this policy, the form is electronic and is modified to carry a note that this is in respect to COVID -19 flexibilities. The Instructor of Record having assessed the student, will determine the amount of academic work required to remove the “I” grade to receive an appropriate letter grade. The form makes it clear that it is the student’s responsibility to satisfy all requirements for changing the “I” grade to a satisfactory permanent grade, and should this not be done, the “I” grade will automatically become an “F” on the transcript. The “I” grade petition form is due in the Registrar’s office by May 26, 2020. Instead of a six-week time frame to meet the requirement for “I” grade removal, the time frame is extended to the end of the fall 2020 semester.

○ **Pass/Fail (P/F) grade**

To provide additional flexibilities for students, students may request a Pass/Fail option which will be recorded on the transcript as “P” or “F”. As with the “W” and “I” grades, students are strongly encouraged to seek consultation with their Advisors, Department Chairs and College Deans before selecting this option. The Pass grade is reserved for final grades of “C” or better, with the exception of programs where a “D” grade is acceptable for the particular course. For graduate programs, the Pass grade is reserved for grades of “A” or “B”, unless a grade of “C” is acceptable for the particular course. A “P” or “F” grade has zero quality points and will not lower or raise the grade point average. An electronic request form, reflecting COVID-19 flexibility, will be available timely to process this option. The form is due in the Registrar’s office by May 26, 2020.

VII. Policy History and Review

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 8, 2020. The policy is temporary and is subject to an annual review cycle.

VIII. Publication of Policy

This policy is published on the Southern University at New Orleans website at www.suno.edu.

IX. Policy Approval

This policy was approved by:

James H. Ammons Jr., Ph.D.
Chancellor, Southern University at New Orleans

April 8, 2020
Effective Date of Policy

Ray L. Befton, Ph.D.
President-Chancellor - Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Dominoe D. Rutledge
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

APPENDIX A

Southern University System Academic Guidelines

SOUTHERN UNIVERSITY SYSTEM COVID-19 ACADEMIC GUIDELINES

As we manage the day-to-day operations of our campuses, we acknowledge the fact that the COVID-19 pandemic has contributed to a significant disruption in the normal activities for our students, faculty and staff. We commend them for their successful transition to various forms of remote delivery of instruction and student support services. We are committed to ensuring that our students receive quality instruction and support as we demonstrate flexibility in our processes to meet the needs of our community of scholars. Consequently, the Southern University System has established academic guidelines that will assist the faculty and staff in making decisions that will facilitate student academic progress. These student-centered guidelines will apply to all of the institutions of the Southern University System:

1. All courses will be graded using the normal grading system. A campus policy should be established that permits a student to request a Pass/Fail (P/F) option or a withdrawal after final grades have been posted for individual and/or all courses. This policy should be developed in consultation with faculty, chairs, deans, registrar, students and other relevant administrators.
2. Withdrawal dates and the time needed to satisfy a grade of Incomplete should be extended. The maximum time the Southern University System will allow a student to satisfy a grade of Incomplete is up to the end of Spring Semester 2021. Individual campuses have the flexibility of setting shorter completion times.
3. Advisement is encouraged for all students who decide not to receive a grade through the normal grading system to understand the implications of that decision.
4. In the Southern University System, calculations of Pass/Fail (P/F) will not be used in determining scholarship eligibility.
5. Any Pass/Fail (P/F) grades earned during the COVID-19 pandemic should be noted on the student's transcript through an approach that is uniform.
6. All campuses should establish guidelines for withdrawals, incomplete and pass/fail within the parameters of the Southern University System Guidelines.
7. Each campus will establish a communications model that will provide guidance to students as they consider these options. Campus policies will be published no later than April 8, 2020.

Effective Date: April 3, 2020



POLICY TITLE
COVID-19 Special Grading Policy

POLICY NUMBER
1-004

Responsible Unit: <i>Office of Academic Affairs and Workforce Development</i>	Effective Date: <i>04/08/2020</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs and Workforce Development</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>04/08/2020</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidance to Southern University at Shreveport (SUSLA) faculty, staff, and students regarding the awarding of final grades during an academic semester that has been interrupted or impacted by the COVID-19 pandemic and is being implemented in accordance with and pursuant to the COVID-19 Academic Guidelines (Attachment A) issued by the Southern University System. The policy establishes a flexible grading system that individual students may choose after final grades for the spring 2020 semester are made available. This policy offers a response to the challenges faced by students, while maintaining academic integrity and quality instruction. This policy establishes grading guidelines that will facilitate student academic progress. The Faculty, Academic Advisors, Department Chairs, and Academic Deans, the Registrar and other support staff will provide guidance to students as they consider these grading options and assess their impact on their academic progression.

II. POLICY SCOPE AND AUDIENCE

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. POLICY COMPLIANCE

This policy will impact how the final grades are recorded on a transcript of a student in response to the COVID-19 Academic Guidelines issued by the Southern University System. The policy will impact students enrolled for the full-term of the spring 2020 semester and the B Term spring 2020 semester.

IV. POLICY DEFINITIONS

Academic Semester/Session Interrupted or Impacted by the COVID-19 Pandemic

Any academic semester or session during which the delivery of the program of education is modified due to the COVID-19 pandemic or a civic order associated with the pandemic.

Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of “P”, “I”, or “W.”

Grades Available Due to Student Grade Election Procedure

A letter grade of “P” will result in a student passing the course. A “P” grade is not factored into the student’s grade point average.

A letter grade of “W” will appear if a student decides to withdraw from a course. Students must re-take and pass the course if they wish to earn course credit.

A letter grade of “F” is considered a failing grade.

V. POLICY IMPLEMENTATION PROCEDURES

The policy was created in accordance with and pursuant to COVID-19 Academic Guidelines issued by the Southern University System on April 3, 2020. The policy was developed by the Vice Chancellor for Academic Affairs and Workforce Development in consultation with the faculty, chairs, Divisional Deans, and faculty senate on April 7, 2020. As an Administrative policy, the policy was implemented by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs and Workforce Development will be charged with implementing and enforcing this policy.

VI. POLICY RELATED INFORMATION

Final grades are due on Friday May 15th. The last day for Southern University at Shreveport (SUSLA) students to drop a class has been extended to Monday June 1, 2020, after they have seen their final grades and in order to support a more informed decision on the overall effect of the semester on their transcript. After students have reviewed their final grades in May, they will have several other options concerning their courses:

Students passing a course at mid-term is eligible to receive an incomplete "I" grade. Normal guidelines for "I" grade completion state work must be completed six weeks into the consecutive full semester. This requirement will be waived. Any student requesting an incomplete "I" grade will have until December 16, 2020 to complete all necessary coursework. Students who desire to receive an "I" grade must make the request of their instructor. The instructor will then complete the Incomplete Grade paperwork (See Attachment B) which details the remaining assignments the student must complete. The form is then submitted to the registrar's office. The Incomplete Grade paperwork is an electronic form which can be completed and submitted by email to the Registrar's Office. The course will appear on the transcript with a grade of "I" until the course work is completed, and the instructor submits the "Change of Grade" (See Attachment C) form with the appropriate letter grade. The form makes it clear that it is the student's responsibility to satisfy all requirements for changing the "I" grade to a satisfactory permanent grade, and should this not be done, the "I" grade will automatically become an "I" on the transcript.

Deadline for submission of request to receive an "I" grade is Thursday, April 30, 2020, the last day of classes and before final exams.

To provide additional flexibilities for students, students may request a Pass/Fail option (See Attachment D) which will be recorded on the transcript as "P" or "F". As with the "W" and "I" grades, students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option. The Pass grade is reserved for final grades of "C" or better, with the exception of programs where a "D" grade is acceptable for the particular course.

A Pass/Fail course has zero quality points. This grading structure does not raise or lower the grade point average. However, this grading structure can have an impact on certain types of financial aid. Students considering this option should speak to their appropriate financial aid advisor. Students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option.

Deadline for submission of request for a Pass/Fail is Monday June 1, 2020.

Once students receive their final grades, they may decide to drop a course. To drop a course, students will need to make an electronic request (See Attachment E). The request will be forwarded to the appropriate department chair. After the department chair discusses the decision with the student, if approved, the request will be forwarded to the appropriate dean for final approval. The form will be routed to the Registrar's Office. The course will appear on the transcript with the "W" designation.

Deadline for submission of request to drop a course is Monday June 1, 2020.

Once students review their final grades, students may make the decision to keep an assigned grade for the course. If so, the student will not be required to perform any action. Students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option.

VII. POLICY HISTORY AND REVIEW CYCLE

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 8, 2020. The policy is temporary and is subject to an annual review cycle.

VIII. POLICY URL

This section identifies the Southern University at Shreveport (SUSLA) website where the SUSLA policies are archived – www.susla.edu.

Withdrawal, Add/Drop, Incomplete, and Pass/Fail forms found at www.susla.edu/registrar.

POLICY APPROVAL

This policy was approved by:

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

Attachment A

SOUTHERN UNIVERSITY SYSTEM COVID-19 ACADEMIC GUIDELINES

As we manage the day-to-day operations of our campuses, we acknowledge the fact that the COVID-19 pandemic has contributed to a significant disruption in the normal activities for our students, faculty and staff. We commend them for their successful transition to various forms of remote delivery of instruction and student support services. We are committed to ensuring that our students receive quality instruction and support as we demonstrate flexibility in our processes to meet the needs of our community of scholars. Consequently, the Southern University System has established academic guidelines that will assist the faculty and staff in making decisions that will facilitate student academic progress. These student-centered guidelines will apply to all of the institutions of the Southern University System:

1. All courses will be graded using the normal grading system. A campus policy should be established that permits a student to request a Pass/Fail (P/F) option or a withdrawal after final grades have been posted for individual and/or all courses. This policy should be developed in consultation with faculty, chairs, deans, registrar, students and other relevant administrators.
2. Withdrawal dates and the time needed to satisfy a grade of Incomplete should be extended. The maximum time the Southern University System will allow a student to satisfy a grade of Incomplete is up to the end of Spring Semester 2021. Individual campuses have the flexibility of setting shorter completion times.
3. Advisement is encouraged for all students who decide not to receive a grade through the normal grading system to understand the implications of that decision.
4. In the Southern University System, calculations of Pass/Fail (P/F) will not be used in determining scholarship eligibility.
5. Any Pass/Fail (P/F) grades earned during the COVID-19 pandemic should be noted on the student's transcript through an approach that is uniform.
6. All campuses should establish guidelines for withdrawals, incomplete and pass/fail within the parameters of the Southern University System Guidelines.
7. Each campus will establish a communications model that will provide guidance to students as they consider these options. Campus policies will be published no later than April 8, 2020.

Effective Date: April 3, 2020



Records and Registration

Change of Grade Form

Policy Governing Change of Grades

All course grades except "T" grades are intended to be final and permanent when posted by the faculty of record. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is the faculty's direct and personal responsibility to ensure that grades are fair and reported correctly the first time. Final grades cannot be improved by submission of 'make-up' work' after grades have been submitted by the instructor at the end of the term.

If an error occurs in the calculation or recording of a grade, it can be corrected only by the faculty of record completing a Grade Change Form which must include the items listed in the University Catalog.

The form must have the signature of the instructor and division dean and must be forwarded to the Vice Chancellor for Academic Affairs for final approval. Requests for grade corrections must be submitted to the Registrar's Office by the Vice Chancellor for Academic Affairs within six weeks of the next regular enrollment period.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed. Students must appeal in writing to the Vice Chancellor for Academic Affairs within six (6) months following the completion of the course.

This form authorizes the Registrar's Office to make a grade change to a student's permanent academic record. The information must be **typed** and **supporting documentation attached** for processing (i.e., roll book information, test scores, exams, etc.).

Date Requested: _____

Division of Allied Health and Nursing	Division of Business, Math, Science and Technology
Division of Arts, Humanities, Social Sciences and Education	Early College/Dual Enrollment

Semester: (Indicate semester and year of grade change)

Fall: _____	Summer I: _____
Spring: _____	Summer II: _____
LPN: _____	Summer III: _____

I hereby request a Grade Change for:

Student's Name _____
 SUSLA Banner ID or Last Four Digits of SSN _____ or XXX-XX-_____
 Course Registration Number (CRN) _____
 Course Prefix & Course Number _____
 Course Title _____

Grade Change Original Grade: _____ New Grade: _____

Rationale for Grade Change: _____

Required Signatures:

Instructor (type name and sign)	Date
Division Dean (type name and sign)	Date
Vice Chancellor for Academic Affairs and Workforce Development	Date
University Registrar	Date
Grade Posted By:	Date



Records and Registration
COVID-19 Pass/Fail Grading
Option Request Form

Policy Governing Pass/Fail Grading Option

To provide additional flexibilities for students, students may request a Pass/Fail option which will be recorded on the transcript as “P” or “F”. As with the “W” and “I” grades, students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option. The Pass (P) grade is reserved for final grades of “C” or better, with the exception of programs where a “D” grade is acceptable for the particular course.

A Pass/Fail course has zero quality points. This grading structure does not raise or lower the grade point average. However, this grading structure can have an impact on certain types of financial aid. Students considering this option should speak to their appropriate financial aid advisor.

This form is for **Spring 2020 only**. This emergency accommodation will allow the listed course(s) to change from graded to pass/fail when submitted by **June 1, 2020**.

Name: _____ **SUSLA ID#** _____
Last First Middle

Phone: _____ **SUSLA Skymail Email:** _____@skymail.susla.edu
NOTE: This request must be submitted from a SUSLA email address. Requests from other email addresses will not be processed.

Enter the subject, course number, section number, and class number for each course that you would like to change to Pas/fail grading. Example: Subject (ex: ENGLISH), CRN (ex. 10001), Course Prefix (ex. SENL), Course Number (ex: 101S), Section Number (ex: 001)

I request the pass/fail grading option for the following course(s):

Subject	CRN	Course Prefix	Course Number	Section Number

Acknowledgement: I understand that by typing my name in the signature box, I am providing my electronic signature. This certifies my authorization to change the listed course(s) from graded to pass/fail.

Student's Signature: _____ **Date:** _____

3050 Martin Luther King, Jr. Drive
 Shreveport, Louisiana 71107
www.susla.edu

Phone: (318) 670-9229
 FAX: (318) 670-6344
registraroffice@susla.edu

Registrar's Office Use Only
Date Changed: _____
Date Verified: _____
Processed by: _____



Records and Registration
Add/Drop Form

Year: _____ Term: Fall Spring Summer I
 Summer II
 Summer III

Name: _____ SUSLA Student ID#: _____

Check this box if the student is under the advisement of the Center for Student Success (0-31 earned college credit hours).
 Instructions: Complete all information before returning this form to the Registrar's Office by the established deadlines. Students seeking an override should return this form before the official census date for the semester. See the Southern University at Shreveport academic calendar for deadline dates and fees. **This form must be typed for processing.**

A D D	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature	Override Reason			
						*1 Class Closed	**2 Time Conflict	**3 Maximum Hours Exceeded	*4 Other

Reason/Justification for Adding: _____

Current Total Semester Credit Hours (SCH): _____ Semester Credit Hours (SCH) with Overload: _____

Overload Approval: 19 hours constitutes an overload (Fall and Spring) and 10 hours constitutes an overload for a single Summer term. A student may take up to 21 hours in Fall or Spring and 15 hours (combined terms) for the Summer with approval of the Vice President for Academic Affairs, the appropriate academic dean and advisor, provided the student has maintained a cumulative grade point average of 3.0 or above prior to the overload request.

Advisor's Signature/Date _____
 Center for Student Success Advisor's signature required for students with less than 32 hours.

Division Dean's Signature/Date _____
 *Required for ALL override reasons and ALL overload requests.

Vice Chancellor for Academic Affairs' Signature/Date _____
 **Required for override reasons 2 and 3 and ALL overload requests.

D R O P	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature

Reason/Justification for Dropping: _____

Before submitting this form to the Registrar's Office for processing, please read the information on the reverse side of this form.

I understand that I must be registered for at least 12 semester credit hours (SCH) to be considered a full-time student. Any changes in my course load may affect my financial aid, athletic, academic scholarship or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule at any time through my Banner Web account.

Student's Signature: _____ Date: _____ Phone#: _____

FINANCIAL AID
 Do you receive financial aid? Yes No
 If yes, a Financial Aid staff member must sign below.
 Note: Your financial aid may be affected by changing your credits.

 Financial Aid Advisor's Signature Date

Form Submission Information	
Registrar's Fax Number	318-670-6344
Cashier's Phone Number	318-670-9305
Registrar's Office Use ONLY	
Processed by:	Date:



Policy Title
COVID-19 Special Grading Policy

Policy Number
1-411

Responsible Unit: Southern University Law Center	Effective Date: April 8, 2020
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Origination Date: April 8, 2020

I. Policy Purpose

The purpose of this policy is to inform S.U.L.C. faculty, staff, and students of the manner in which final grades will be awarded during an academic semester that has been interrupted or impacted by the COVID-19 pandemic and is being implemented in accordance with and pursuant to the COVID-19 Academic Guidelines (Attachment A) issued by the Southern University System.

II. Policy Scope

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. Policy Compliance

This policy will impact how the final grades are recorded on a transcript of a student in response to the COVID-19 Academic Guidelines issued by the Southern University System.

IV. Policy Definitions

Academic Semester/Session Interrupted or Impacted by the COVID-19 Pandemic

Any academic semester or session during which the delivery of the program of legal education is modified due to the COVID-19 pandemic or a civic order associated with the pandemic.

Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of "P" or "W."

Grades Available Due to Student Grade Election Procedure

A letter grade of "P" will result in a student passing the course thereby earning course credit; however, the grade is not factored into the student's grade point average.

A letter grade of "W" will appear if a student decides to withdraw from a course. Such a course must be taken over by the student and passed in order to earn course credit.

A letter grade of "F" is considered a failing grade.

Student Grade Election Form (Attachment B)

The form which must be completed by a student in order to change a grade pursuant to this policy.

V. Policy Development and Implementation Procedure

The policy was created in accordance with and pursuant to COVID-19 Academic Guidelines issued by the Southern University System on April 3, 2020. The policy was developed by the Vice Chancellor for Academic Affairs and discussed with the faculty on April 3, 2020. As an Administrative policy, the policy was implemented by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

- A. The Spring 2020 semester and Summer 2020 session have been designated herein as semesters/sessions interrupted or impacted by the COVID-19 pandemic.
- B. All SULC courses will be graded using the normal grading system for the Spring 2020 semester.
- C. The date to withdraw from a course, during the Spring 2020 semester without earning a failing grade, has hereby been extended until April 15, 2020.
- D. During the Spring 2020 semester, once final grades are awarded and posted, the following Student Grade Election Procedures are available to students:
 - 1) A student can elect to keep each grade originally awarded by a professor.
 - 2) A student can elect to change a passing grade to a letter grade of "P." Passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D and D-.
 - 3) A student shall not elect to change a failing grade. A letter grade of "F" is a failing grade.
 - 4) A student shall not be permitted to change a letter grade of "D" or "D-" to "P" if the student had a cumulative grade point average of less than a 2.5 in the immediately preceding semester. However, such a student may be permitted to withdraw from the course.

- 5) A student may elect to withdraw from any class and the grade originally awarded in that course by the professor will be removed from the student's transcript. A student must repeat a course from which he/she elects to withdraw under these procedures, unless that course is not required for graduation.
 - 6) If a student is awarded an incomplete grade during the Spring 2020 semester, such student will have until September 30, 2020 to satisfy the incomplete grades, unless additional time is granted by the Vice Chancellor for Academic Affairs.
- E. The Student Grade Election Procedure described above shall be available to a student for fourteen days after the student's final grade is posted by the Office of Records and Registration, unless extended by the Vice Chancellor for Academic Affairs.
 - F. Under SULC's existing policies, a passing grade earned while employing a "Pass/Fail" system, is not used in the calculation of a student's grade point average. A "P" grade awarded as a result of the student election procedures above will also not be used in the calculation of a student's grade point average.
 - G. Any student choosing to utilize the Student Grade Election Procedures stated above, must complete and sign a form evidencing his or her election. This form, which will be developed by the Office of Records and Registration, must be reviewed by an Academic Counselor/Instructor. The Academic Counselor/Instructor will also sign the form indicating that s/he have advised the student of the implications of the decisions contained on the Student Grade Election Form.
 - H. A student who entered the Spring 2020 semester on academic probation and fails to raise their cumulative grade point average to at least a 2.0 at the completion of the Spring 2020 semester, will not be academically dismissed. Such a student will not be permitted to enroll in school during Summer 2020 session. Such a student who fails to raise their cumulative grade point average to at least a 2.0 at the end of the Fall 2020 semester will be academically dismissed.

VII. Policy History and Review

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 7, 2020. The policy is temporary and is subject to an annual review cycle.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

IX. Policy Approval

This policy was approved by:

John K. Pierre
Chancellor, Southern University Law Center

April 8, 2020
Effective Date of Policy

Ray L. Belton, Ph.D.
President-Chancellor - Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

APPENDIX A

Southern University System Academic Guidelines

SOUTHERN UNIVERSITY SYSTEM COVID-19 ACADEMIC GUIDELINES

As we manage the day-to-day operations of our campuses, we acknowledge the fact that the COVID-19 pandemic has contributed to a significant disruption in the normal activities for our students, faculty and staff. We commend them for their successful transition to various forms of remote delivery of instruction and student support services. We are committed to ensuring that our students receive quality instruction and support as we demonstrate flexibility in our processes to meet the needs of our community of scholars. Consequently, the Southern University System has established academic guidelines that will assist the faculty and staff in making decisions that will facilitate student academic progress. These student-centered guidelines will apply to all of the institutions of the Southern University System:

1. All courses will be graded using the normal grading system. A campus policy should be established that permits a student to request a Pass/Fail (P/F) option or a withdrawal after final grades have been posted for individual and/or all courses. This policy should be developed in consultation with faculty, chairs, deans, registrar, students and other relevant administrators.
2. Withdrawal dates and the time needed to satisfy a grade of Incomplete should be extended. The maximum time the Southern University System will allow a student to satisfy a grade of Incomplete is up to the end of Spring Semester 2021. Individual campuses have the flexibility of setting shorter completion times.
3. Advisement is encouraged for all students who decide not to receive a grade through the normal grading system to understand the implications of that decision.
4. In the Southern University System, calculations of Pass/Fail (P/F) will not be used in determining scholarship eligibility.
5. Any Pass/Fail (P/F) grades earned during the COVID-19 pandemic should be noted on the student's transcript through an approach that is uniform.
6. All campuses should establish guidelines for withdrawals, incomplete and pass/fail within the parameters of the Southern University System Guidelines.
7. Each campus will establish a communications model that will provide guidance to students as they consider these options. Campus policies will be published no later than April 8, 2020.

Effective Date: April 3, 2020

PART 2



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

April 12, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Adm. Bldg.
Baton Rouge, Louisiana 70813

Dear Dr. Belton:

I am asking that the university waive the advertising and search process for the position of Dean of the Dolores Margaret Richard Spikes Honors College and appoint Dr. Karen Crosby as dean. She has the expertise and commitment to excellence to serve our community of scholars. During the past four months, she has worked as interim dean of the Honors College, showing that she is a proven leader.

Dr. Crosby has served as a member of the faculty at Southern University since 2000, starting as an assistant professor and becoming a professor in 2012. She is a former program director for the National Science Foundation Education and Human Resources Directors' Division of Undergraduate Education.

A graduate of Southern University, Dr. Crosby earned her bachelor's degree in mechanical engineering. She went on to earn her Ph.D. from Louisiana State University with a major in engineering science with an emphasis in materials science, including corrosion, materials characterization, and mechanics of engineering materials.

I am recommending that she receive a 12-month salary of \$120,000. Dr. Crosby's CV is attached for your review and kind consideration.

With Kindest Regards,

Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	1	5
-----------------	---	---	---	---	---	---

CAMPUS: SWS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ X OTHER _____ (Specify) _____

Academic _____ Non-Academic _____ Civil Service
 Temporary _____ Part-time (_____ % of Full Time) _____ Restricted
 Tenured _____ Undergraduate Student _____ Job Appointment
 Tenured Track _____ Graduate Assistant _____ Probationary
 Other (Specify) _____ Retiree Return To Work _____ Permanent Status

Previous Employee Dr. Diola Bagayoko Reason Left Retired
 Date Left 6/30/2019 Salary Paid \$25,000 (Honors College portion)

Profile of Person Recommended

Length of Employment May 1, 2020 To _____
 Effective Date May 1, 2020

Name Dr. Karen E. Crosby SS# S0001550 Sex F. Race* BLK

Position Title: Dean of Honors College Department: Honors College

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable)

Years Experience 30 Southern University Experience 19

Degree(s): Type/Discipline B.S. in Mechanical Engineering Institution/Location (SU-Baton Rouge): Southern University Year: 1993

Ph.D. Engineering Sciences Louisiana State University 2000

Current Employer SUBR

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds 211001-22326-61002-24100

Identify Budget: _____ Page _____ Location _____
 Form Code: _____ Item # _____

Change of: _____
 Position From Interim Dean of the Honors College To Dean of the Honors College

Status _____
 Salary Adjustment \$115,000 \$120,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 4/13/2020
 Vice Chancellor [Signature] Date 4/13/2020
 Director/Personnel [Signature] Date 4/14/2020
 President [Signature] Date _____

Dean/Unit Head [Signature] Date 4/14/20
 Chancellor [Signature] Date _____
 Vice President/Finance Business Affairs/Comptroller [Signature] Date _____
 Chairman/SU. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person whose origins is any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

COMMENTS: Effective May 1, 2020, Dr. Karen Crosby will serve as Dean of the Honors College replacing Dr. Diola Bagayoken.

EMPLOYEE REGULAR WORK SCHEDULE: M-R, H-S
EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Saloo
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5000
NUMBER OF EMPLOYEES SUPERVISED, (if any): Approximately 12

HR USE ONLY: STATUS (circle one): **EXEMPT** **NON-EXEMPT**

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval- "Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form Admin Fac/Unit Positions (Civil Service Application for classified employees)
 - Authority to Release (signed by employee) (submitted to Human Resources with Criminal Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee, verified and signed by supervisor)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment
 - Proposed Employee Clearance
 - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Dean, Honors College AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Dolores Margaret Richard Spikes Honors College



- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <i>(Department or Unit)</i> | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Unclassified | <input type="checkbox"/> Grant-in-Aid |
| <input type="checkbox"/> Tenured | <input checked="" type="checkbox"/> Probationary (For Faculty this is same as tenure track) | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).




The Dean of the Honors College reports to the Senior Associate Vice Chancellor for Academic Affairs. The person in this position advises the chief academic affairs officer on personnel, financial and student needs of the college. The dean helps provide for faculty and student participation in the determination of the college and departmental policies and practices in course content, instructional procedures, and budget.

Salary/Range: \$120,000 Previous Incumbent (if replacement): Dr. Diola Bagayoko

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		4/12/2020
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		4/12/2020
		Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
_____ Yes	_____ No
Employee Class:	Job Class:
Verified By:	Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		4/12/2020
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		4/14/20
		Chancellor/Vice President	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		4/14/20
		President	Date

**DOLORES MARGARET RICHARD SPIKES HONORS COLLEGE
SOUTHERN UNIVERSITY AND A&M COLLEGE
Baton Rouge, Louisiana 70813**

JOB DESCRIPTION

◆
Dean

The authority and responsibilities of Deans are delegated to them by the Chancellor/Designated Administrator, who is responsible for the total operation of the University. The duties of the deans are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student academic needs; recommend, plan, and manage activities of the departments/divisions under their supervision; make recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for their colleges or schools; and, after consultation with their faculties, make recommendations on personnel matters relating to the members of the staff under their direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence.

A. Some Generalizations

1. Deans are expected to possess educational vision and to exercise sound judgment.
2. Deans are expected to administer their programs in accordance with University policies.

B. Teaching

Deans are expected to teach a minimum of three (3) credit hours each year.

C. Administrative Routines

The College/School Dean

1. Assists with the preparation of schedules of course offerings;
2. Ensures that the registration of students is in accordance with the University's registration plan;
3. Approves students' requests for program changes;
4. Assists with the preparation of budgetary recommendations for his/her college/school;
5. Approves catalog materials for his/her college/school;
6. Secures and submits professional personnel data and teaching loads for each instructor;
7. Certifies that students have met requirements for the degree, (orders for both undergraduate and graduate diplomas will be processed through the registrar's office);
8. Assists the registrar in securing final grades from teachers (all official transcripts are to be housed by the registrar);
9. Ensures that all teachers distribute to each student a course outline describing the objectives, nature, and requirements of the course, announce and maintain conference hours for student conferences, meet all classes as scheduled, begin classes on time, provide a full period of organized instruction, dismiss classes ten (10) minutes before the hour, and keep an accurate record of class attendance;

PAGE 2 OF 2
JOB DESCRIPTION (DEAN)

10. Ensures adherence to class attendance regulations;
11. Acts on travel requests;
12. Acts on purchase requisitions; and
13. Encourages research initiatives by faculty and students.

D. Student Personnel Relations

The College/School Dean

1. Approves applications for admission to college or school concerned;
2. Monitors the evaluation of transcripts of transfer students;
3. Ensures the administration and supervision of a student advisement program by
 - a. Keeping up with student progress;
 - b. Advising students in the selection of courses; and
 - c. Advising students who have academic difficulties;
4. Promotes job placement of graduates; and
5. Ensures the implementation of an alumni assessment program.

E. Teaching Personnel

The College/School Dean

1. Prepares recommendations for faculty appointments, retention, promotions, tenure, and salaries;
2. Assists in determining the class loads and other responsibilities of teachers; and
3. Promotes faculty participation in the determination of departmental policies and practices in
 - a. Course content,
 - b. Instructional procedures,
 - c. Budget, and
 - d. Other areas of obvious pertinence.

F. Programs

The College/School Dean

1. Assists in evaluating proposals for program changes;
2. Ensures periodic examinations of course objectives in terms of the general objectives of Southern University programs;
3. Studies and examines proposals for changing and revising course offerings;
4. Supervises the program of instruction in all departments;
5. Monitors the development of syllabi and other instructional materials for all course offerings;
6. Approves plans for evaluation of teaching practices;
7. Schedules periodic college/school meetings; and
8. Promotes the securing and maintenance of research grants and funds for sponsored initiatives.

G. Others

The College/School Dean

1. Ascertains physical needs, equipment, and supplies needed for instruction;
2. Reviews periodically library requirements and standards for all areas of the instructional program;
3. Serves as an appeal station for students with academic problems;
4. Promotes a climate that stresses teaching, learning and investigation through research and other initiatives; and
5. Provides leadership for division and department chairs.

Karen E. Crosby, Ph.D.

Dolores Margaret Richard Spikes Honors College
Southern University and A&M College
Baton Rouge, Louisiana 70814

OBJECTIVE: To lead using my varied experience in higher education, including teaching, engineering and education research, and program management at the local and national level, to promote undergraduate and graduate education in Science, Technology, Engineering, and Math (STEM) in collaboration across all disciplines while empowering students, faculty, and other stakeholders to participate fully in a diverse global workforce ecosystem.

EDUCATION

Ph.D., Louisiana State University (LSU), Baton Rouge, Louisiana. Major: Engineering Science with emphasis in materials science, including corrosion, materials characterization, and mechanics of engineering materials. Degree: Ph.D. August 2000. Special Honors: Louisiana Board of Regents Fellowship (1993-1997), LSU Graduate School Fellowship (1998-2000), nominated for LSU Best Dissertation Award (2000)

B.S., Southern University (SU), Baton Rouge, Louisiana. Major: Mechanical Engineering (ME). Degree: Bachelor of Science (Cum Laude), May 1993. Special Honors: Most Outstanding Mechanical Engineering Student (1992), Baton Rouge Senior Section - American Society of Mechanical Engineers Most Outstanding SIME Student (1993)

WORK EXPERIENCE

1. **Southern University and A&M College,** Baton Rouge, Louisiana. Dates: August 2000 - present

Dolores M. R. Spikes Honors College, Interim Dean (November 2019 – present). College governance including policy and budget management, scholarship administration and providing leadership to three to four in-house faculty and staff plus a dynamic roster of faculty research advisors working with students across all disciplines in preparing honors theses; report directly to the Vice Chancellor of Academic Affairs with responsibility to the Deans Council and Academic Council in setting campus academic policies

Mechanical Engineering Department, Professor (2012 – present), Associate Professor (2005 – 2012), Assistant Professor (2000 – 2005); Courses taught: Graduate: Materials Characterization; Undergraduate: Materials Science, Engineering Materials & Material Selection/Materials Processing, Engineering Mechanics (Statics), Freshman Engineering I, Technical Communication, Principles of Sustainability, and Engineering Seminar

College of Sciences and Engineering (CSE), Retention Director (September 2017 – December 2019). Set an agenda for retention activities and coordinated with the Office of First- and Second-year Programs for all CSE departments and academic programs to incorporate a common curriculum based on the Seven Habits of Highly Successful College Students in all freshman introductory-level seminar courses

2. **National Science Foundation (NSF),** Arlington, Virginia. Dates: September 2014 - September 2017

Program Director, Education and Human Resources Directorate/Division of Undergraduate Education (EHR/DUE) – Program management, including consideration of project intellectual merit and broader impacts in making recommendations for awards and declines of submitted proposals; evaluating and negotiating project and program budgets and overall program portfolio; arranging and managing proposal review processes; monitoring active projects and evaluation of project reports; STEM community outreach; and collaboration with other program officers, directorates and divisions. Program Responsibility: Program Lead, Innovation Corps for Learning (I-Corps L) - initiated Dear Colleague Letter NSF 16-049, managed team selection and award processing for the 2016 teams cohort; facilitated I-Corps L evaluation for EHR/DUE; Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM); Improving Undergraduate STEM Education (IUSE:EHR), Advanced Technological Education (ATE). Additional Program and Other Responsibility: Interim EHR liaison to the Engineering Directorate - Improving Undergraduate STEM Education: Revolutionizing Engineering and Computer Science Departments (IUSE:RED); Engineering Education Centers site visit team; EHR Core Research (EHR); Internal domain expert/panel observer, site visit team - Experimental Program to Stimulate Competitive Research (EPSCoR); DUE liaison to EHR/Human Resource Development (HRD); Panel management: Graduate Research Fellowship Program (GRFP) and Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST)

3. *NASA Glenn Research Center*, Cleveland, Ohio. Dates: June-August 2002. **Faculty Research Fellow** – Metallography Scanning Electron Microscope study and mechanical behavior modeling of copper alloys and diamond-copper metal matrix composites
4. *NASA Marshall Space Flight Center*, Huntsville, Alabama. Dates: June-August 2000. **Graduate Research Fellow** - Researched metals and metal alloys for joining polymer composite and metal/alloy pipes
5. *Southern University*, Baton Rouge, Louisiana. Dates: Fall 1999. **Laboratory assistant** – demonstrated metallurgy experiments, instructed and graded laboratory reports, and composed additional assignments
6. *Los Alamos National Laboratory*, Los Alamos, New Mexico (Materials Science and Technology Division). Dates: January-February 1999, October 1997, May-August 1996, May-August 1995. **Graduate Research Fellow** – Microstructural analysis including metallography, microscopy (optical and electron-TEM), crystallographic texture analysis using x-ray diffraction techniques, sample preparation, and Hopkinson bar high impact testing
7. *General Electric Aircraft Engines*, Cincinnati, Ohio. **Intern** – (1) Dates: May-August 1991 (Combustor Design Department). Duties: Engine flameout study including data collection and analysis. **Received GE Engineering Achievement Award** for implementing timesaving spreadsheet method to simplify engine flameout test analysis. (2) Dates: May-August 1990 (Fan Design Department). Duties: Geometry simulation and stress analysis of engine flange bolt holes using ANSYS finite element program
8. *Packard Electric division of General Motors (Delphi)*, Clinton, Mississippi. Dates: May-August 1989. **Intern** – Conducted and managed a Statistical Process Control (SPC) study of wire manufacturing processes within the plant. Responsibilities included coordinating with machine operators, collecting and measuring samples of the product, determining the ability of various machines and machine operators to manufacture product within specifications, and instructing personnel at supplier facilities in performing SPC methods

RESEARCH EXPERIENCE

Engineering-STEM Education Research & Human Resource Development Projects

1. Principal Investigator of the NSF-funded Improving Undergraduate STEM Education (IUSE) project, *Enhancing Additive Manufacturing Education with Cybersecurity and Virtual Reality*, 2019 - 2024. This project will develop an additive manufacturing (AM) spine in the mechanical engineering curriculum using virtual reality (VR) technology to train students to identify and defend against cyberattacks in the AM process chain. A key project component involves investigating development of computational thinking skills in students using VR.
2. Co-Principal Investigator of the NSF-funded *HBCU-UP Ace Implementation Project: The New Energy Workforce*, 2010-2015. Project activities exposed undergraduate students to sustainable materials, energy, and technologies through an interdisciplinary dual degree curriculum that integrates academics, research and global engagement with international universities, and engage students and faculty in interdisciplinary sustainable materials, energy and technologies research activities with special emphasis on clean and renewable resources suitable for commercialization and replication.
3. Co-Principal Investigator and Outreach Coordinator of the NSF-funded *NextGenC³ Composites CREST Center (Phase I)*, 2009 - 2014. The center focuses on research related to advanced composites such as self-healing structures and supports education activities and outreach for students from K-12 to the doctorate.
4. Principal Investigator of the NSF S-STEM-funded *Scholarships Creating Opportunities for Retention in Engineering (SCORE)* program at Southern University, 2007-2011. These scholarships attracted qualified students into the College of Engineering and helped to prepare them as entering freshman for the engineering curriculum by providing an eight-week summer workshop lead by an engineering graduate student who carried the students through hands-on demonstrations showing the applications of mathematics to various engineering topics. Scholars were also required to take a math course during the first summer to help them get on track with the Calculus requirements of the engineering curriculum to assist on-time matriculation.
5. Team member/Outreach Coordinator on Department of Energy Project: *Towards Miniaturization of the Naval Nuclear Propulsion Reactors: Novel Processing Routes of Fabricating Microstructures on Pressurized Water Reactors*, 2005 - 2008. The major goal was to develop innovative methods to enhance performance of naval reactors by optimizing manufacturing of complex structures made with high performance materials that can withstand extreme high pressure and elevated temperature. Outreach methods included a "research-oriented approach" designed to attract and retain a greater number of high-quality minority students in STEM

disciplines, accomplished by providing training for graduate and undergraduate researchers in the fundamental area of design, fabrication techniques of microstructures, thermo-mechanical analysis, materials characterization, and advanced experimental techniques.

6. *Historically Black Colleges and Universities--Undergraduate Program (HBCU-UP)/Strengthening Minority Access to Research and Training (SMART)*, 2004-2009. This project involved various programs intended to increase enrollment of underrepresented groups into science, technology, engineering and mathematics (STEM). Additionally, one of the major goals was to increase the number of underrepresented groups pursuing advanced degrees in the STEM fields. Participants and other graduates in STEM fields were tracked to provide information and best practices for dissemination to federal agencies and other entities.
7. *Recruitment, Retention, and Advancement Initiative for Student Excellence (RAISE)*, 2002-2005. The main goal of this project was to provide scholarships to undergraduate and graduate students in the fields of computer science, engineering, and mathematics. Particular attention was paid to the recruitment of students with two-year degrees into four-year programs in the previously named disciplines. Retention and graduation information were monitored to provide feedback on the relative success of the participants.

Materials Science and Engineering/Energy Research

1. Team member and research mentor, 2019 – present. *NextGenC³ Composites CREST Center Phase II and Consortium for Innovation in Manufacturing and Materials (CIMM)* projects
2. *Louisiana Department of Natural Resources K-12 Technical Support Project*, 2001. This project sought to address the energy conservation needs of Louisiana's K-12 school systems by focusing attention on energy conservation retrofit projects to enhance comfort levels & productivity while reducing the energy budget expenditures on wasted energy consumption. Eighteen (18) East Baton Rouge Parish (EBRP) schools (about 5% of total number of EBRP K-12 schools) were benchmarked using the Environmental Protection Agency Portfolio Manager software.
3. Dissertation Research: *Effects of Microstructure and Crystallographic Texture on Yield Behavior of Al-Cu-Li 2195 Plate*, 1995-2000. The material studied exhibits increased strength and lower density than conventional aluminum alloys with practical applications in aerospace/aeronautics. This project included experimentation and analysis of crystallographic texture, electron microscopy, and mechanical testing of the alloy. Properties studied include microstructure, anisotropy, and yield behavior using experimental and theoretical methods. Additional contribution to research in biaxial testing and fatigue properties of aluminum lithium alloys.
4. *Study of the Matrix/Diamond Interface and Wear Characteristics of Cobalt-Tungsten Carbide/Diamond Composite Grinding Tools*, 1994-1995. Participation in this research involved the study of the metal matrix and diamond particle interface using Scanning Electron Microscopy (SEM). This research has practical applications in the stone grinding industry including tombstones and highway stone/concrete applications. The focus of the research was the observation of the interface for determining properties of the bond between the metal and diamond in the hot-pressed part. Backscattered electron SEM imaging was used to identify a chemical bond at the interface.
5. *Study of the Work Hardening of Ultra-High Strength Steel*, 1991-1993. This research encompassed the areas of mechanical response using tensile testing and hydraulic bulge testing and characterization using crystallographic texture with practical application to the automotive industry. As a research assistant for this project, duties included tensile specimen preparation, mechanical test data collection, data reduction, data analysis using spreadsheet software, and usage of graphical software to produce stress-strain flow curves and crystallographic texture orientation distribution plots.

PROPOSALS AWARDED

Engineering-STEM Education Research & Human Resource Development Projects

1. Principal Investigator (PI): *Enhancing Additive Manufacturing Education with Cybersecurity and Virtual Reality*, NSF IJSE 1915520, \$1,650,090, 2019-2024
2. Co-Principal Investigator (Co-PI): *Historically Black Colleges and Universities-Undergraduate Program (HBCU-UP) Ace Implementation Project: The New Energy Workforce: Sustainable Materials, Energy and Technology*, NSF HBCU-UP 1043316, \$3,000,000, 2010-2015

3. Co-PI: *Next Generation Composites Crest Center (Next-Gen C³)*, NSF CREST 0932300, \$5,000,000, 2009-2014.
4. PI: *Scholarships Creating Opportunities for Retention in Engineering (SCORE)*, NSF S-STEM 0631121, \$500,000, 2007-2011
5. Co-PI: *HBCU-UP/Strengthening Minority Access to Research and Training (SMART)*, NSF HBCU-UP 0310426, \$3,145,602, 2004-2009
6. PI: *Recruitment, Retention, and Advancement Initiative for Student Excellence (RAISE)*, NSF CSEMS 0123137, \$399,000, 2002-2005

Materials Science and Engineering Research

1. Co-PI: *Towards Miniaturization of the Naval Nuclear Propulsion Reactors: Novel Processing Routes of Fabricating Microstructures on Pressurized Water Reactors*, Department of Energy \$1,500,000, 2005-2009
2. Southern University HBCU-UP/SMART Research Start-Up Grant, \$3500, 2000-2001
3. Southern University HBCU-UP/SMART Equipment Grant, \$1000, 2000-2001
4. NASA/Louisiana Space Consortium (NASA/LaSPACE) EPSCoR - Louisiana Board of Regents grant, \$21,666, 1999- 2000. Topic: *Crystallographic Texture and Yield of Al-Cu-Li 2195*
5. NASA/LaSPACE travel grant, \$750, January-March 1999
6. NASA/LaSPACE grant, \$4000, 1997-1998. Topic: *Study of Fatigue and Fracture of Aluminum Alloy 2195*
7. Oak Ridge National Laboratory SHaRE program travel grant, 1994. Provided for travel to Oak Ridge National Laboratory, Oak Ridge, Tennessee. Performed SEM of Tungsten Carbide -diamond composite grinding tools

PUBLICATIONS

Engineering-STEM Education Research & Human Resource Development Projects

1. Weatherton, Yvette Pearson, **Karen E. Crosby**, Edgar Blevins, Beth Isbell, Andrew Kruzic, Stephen Mattingly, Lynn Peterson, and J. Carter Tiernan. (2016). "Challenges, Opportunities, and Impacts of S-STEM Projects: Insights for Institutional Capacity Building at Minority Serving Institutions," *2016 American Society for Engineering Education Annual Conference Proceedings*
2. Yaprak, Ece, **Karen Crosby**, Olga Pierrakos, Abby Ilumoka, John Krupczak, Yvette Pearson Weatherton, Elliot Douglas, James Moore. (2016). "National Science Foundation Programs that Support Engineering Education Research," *2016 Frontiers in Education Conference Proceedings*
3. **Karen Crosby**, Samuel Ibekwe, Guoqiang Li, Su-Seng Pang, and Kun Lian. "AC 2007-1589: Tiered Mentoring in a Cross-Disciplinary and Multi-Institutional Research Project," *2007 American Society for Engineering Education Annual Conference Proceedings*
4. **Karen E. Crosby** and Mildred R. Smalley. "Recruitment and Retention of 2-year Degree Students into 4-year Programs in Engineering, Math and Computer Science," *Proceedings of the 2002 American Society for Engineering Education Gulf-Southwest Annual Conference*, The University of Louisiana at Lafayette, March 20-22, 2002.
5. **K. E. Crosby**, R. A. Mirshams, H. P. Mohamadian, and C. L. Burris. "Use of Undergraduate Assistants in Evaluating Work Hardening of Sheet Steels," *The Journal of Materials Education*, Vol. 15, No. 4, p. 225 (1993)

Materials Science and Engineering/Energy Research

1. Patrick F. Mensah, Solomon Abdi, Amitava Jana, Samuel Ibekwe, **Karen Crosby**, Laurence Henry, and Bill Notardonato. "Development of a Smart Material Integrated Sensor Thermal Switch for Thermal Management," *American Society of Mechanical Engineers Heat Transfer/Fluids Engineering Summer Conference Proceedings*, Charlotte, North Carolina, July 11-15, 2004, Paper No. HT-FED2004-56267
2. Samuel Ibekwe, Chun-Ling Huang, **Karen Crosby**, and Shedrick Armstrong. "Microstructure Analysis of Shot Peened Cast Ti-6Al-4V after Fatigue Fracture," *American Society for Engineering Education Proceedings of the Mid Atlantic Conference*, Koan University, Union, New Jersey, April 11-12, 2004
3. Chu-Chen Chen, Parviz S. Razi, **Karen E. Crosby**, and Louis W. McArthur. "Technical Support for K-12 Schools in Louisiana," *Proceedings of WEEC 2001*, October 24-26, 2001.

4. **Karen E. Crosby**, Brett H. Smith, Patrick F. Mensah, and Michael A. Stubblefield. "Applications of Materials Selection for Joining Composite/Alloy Piping Systems," *Proceedings of American Society of Mechanical Engineers Engineering Technology Conference on Energy 2001*, Houston, Texas, February 5-7, 2001
5. **K. E. Crosby**, R. A. Mirshams, and S. S. Pang. "Development of Texture and Texture Gradient in Al-Cu-Li (2195) Thick Plate," *Journal of Materials Science*, Vol. 35, No. 13, p. 3185 (2000)
6. **K. E. Crosby**, R. A. Mirshams, and S. S. Pang. "Crystallographic Texture and Yield Behavior of Al-Cu-Li (2195) Plate," *Materials Research Society 1999 Fall Meeting (Nov. 29-Dec. 3, Boston, MA) Symposium A Proceedings: Multiscale Phenomena in Materials Experiments and Modeling*, Vol. 578, Ed. D. H. Lassila, I. M. Robertson, R. Phillips, B. Devincere, Materials Research Society, Warrendale, PA
7. R. A. Mirshams, H. P. Mohamadian, and **K. E. Crosby**. "On the Effects of Predeformation on Work Hardening Behavior of Ultra Low Carbon Sheet Steels," *Journal of Materials Engineering and Performance*, Vol. 3, No. 1, p. 65 (1994)
8. A. Mirshams, **K. E. Crosby**, H. P. Mohamadian, and C. L. Burriss. "The Influence of Biaxial Stretching on the Texture of Ultra Low Carbon (ULC) Sheet Steels," *Scripta Metallurgica et Materialia*, Vol. 29, No. 4, p. 433 (1993)

PROFESSIONAL ACTIVITIES

Presentations

1. *Keynote Speaker*: American Society of Mechanical Engineers Design Engineering Division, International Design Engineering Technical Conference, August 2017
2. PVAMU/TAMU NSF ADVANCE-PAID Workshop, Houston, Texas, May 21, 2011 (Panel Speaker). Panel discussion: *Establishing an Engineering Research Institute, Building Collaborations*
3. BEYA Global Competitiveness Conference, Washington, D.C., February 18, 2011 (Panel Speaker). Panel discussion: *Novel Materials for Energy Generation and Structural Systems*
4. Two-Year College Chemistry Consortium (2YC3), Baton Rouge, Louisiana, April 4-5, 2008. Topic: *Strengthening Minority Access to Research and Training (SMART) Program*
5. American Society for Engineering Education Conference and Exposition, June 2007, Honolulu, Hawaii, 2007. Presentation topic: *Tiered Mentoring in a Cross-Disciplinary and Multi-Institutional Research Project*
6. Graduate Seminar: Michigan Tech University, Houghton, Michigan, October 2006. Topic: *Novel Processing Routes of Fabricating Microstructures on Pressurized Water Reactors*
7. 2002 ASEE-GSW Regional Conference, Lafayette, Louisiana. Topic: *Recruitment and Retention of 2-year Degree Students into 4-year Programs in Engineering, Math and Computer Science*
8. 2001 ASME Energy Sources Technology and Exhibition Conference, Houston, Texas, February 5-7, 2001 (Session Co-Chair). Topic: *Applications of Materials Selection for Joining Composite/Alloy Piping Systems*
9. Louisiana School Facility Manager's Association Meeting, Alexandria, Louisiana, March 22-23, 2001. Exhibition: Louisiana Department of Natural Resources Technical Support Project in Energy Management
10. 2000 ASME Region X Student Conference/Graduate Student Technical Conference Oral Competition, University of Louisiana, Lafayette. Topic: *Development of Texture and Texture Gradient in Al-Cu-Li 2195 Thick Plate*. Award: Third Place (\$500)
11. 1999 Materials Research Society Fall Meeting, Boston, Massachusetts. Topic: *Crystallographic Texture and Yield Behavior of Al-Cu-Li (2195) Plate*
12. 1999 ASME/ETCE Conference, Houston, Texas. Topic: *Microstructure and Texture Considerations for Application to Finite Element Modeling of Deformation of Precipitate-Strengthened Alloys*
13. 1998 ASME/ETCE Conference, Houston, Texas. Topic: *Biaxial Yield Loci of Al-Li 2195*
14. 1994 National Conference on Undergraduate Research, Union College, Schenectady, New York. Topic: *Study of the Matrix/Diamond Interface and Wear Characteristics of CD-WC/Diamond Composite Grinding Tools*
15. 1993 American Society for Engineering Education/Gulf-Southwest Region Conference, Austin, Texas. Topic: *Use of Undergraduate Students in a Study of Work Hardening of Ultra-High Strength Steel*

Workshops

1. *Strategies to Grow Your Honors Program or College*, New Orleans, Louisiana, March 2 – 3, 2020
2. *Advanced Manufacturing Workshop*, hosted by Morgan State University and NSF, Alexandria, Virginia, November 6 – 8, 2019
3. *STEM Leadership Institute for STEM Faculty*, hosted by the American Association of Colleges and Universities (AAC&U) and Project Kaleidoscope, Adamstown, Maryland, July 17 – 22, 2018
4. *Transforming Undergraduate Engineering Education*, Meeting of stakeholders in the Engineering community to identify critical components of engineering curricula, pedagogy, and educational culture necessary to support the future education of engineers. Phase III, Seattle, Washington, June 12 – 13, 2015; Phase IV, Washington, D.C., April 18 – 19, 2017
5. *HBCU-UP/WIDER Workshop on Evidence-based Instructional Strategies for STEM and Education Faculty at HBCU-UP Grantee Institutions*, November 9 – 10, 2012, Baltimore, Maryland
6. *AAC&U Institute on Integrative Learning and the Departments*, The University of Vermont, July 11–15, 2012, Burlington, Vermont
7. *How People Learn Engineering Workshop*, Colorado School of Mines, August 1 - 5, 2010, Golden, Colorado
8. *ABET Faculty Workshop on Assessing Program Outcomes*, Tampa, Florida, February 2008
9. *Developing Faculty for the 21st Century Workshop* offered by Project Kaleidoscope (PKAL), Kansas City, Missouri, September 30 – October 2, 2005
10. *Conducting Rigorous Research on Engineering Education Workshop*, Colorado School of Mines, Golden, Colorado, July 31 – August 5, 2005
11. Louisiana Board of Regents, *Grant-Writing Workshop*, Southern University, September 18, 2003
12. *Technical Assistance Workshop*, Dryden Flight Research Center, Edwards Air Force Base, California, 2002
13. *MME Mechanics and Materials Linkage Summer School*, University of California San Diego, 1994

Conferences/Meetings

1. *Association of Public and Land-grant Universities (APLU) 2019 HBCU Engineering Faculty Workshop*, Tennessee State University, Nashville, Tennessee, May 22 - 24, 2019
2. *Quality Education for Minorities (QEM) Annual Legislative Conference (ALC) HBCU Research Action & Practice (RAP) Symposium*, Washington, DC, September 11-12, 2018
3. *American Society for Engineering Education (ASEE) Conference*, Columbus, Ohio, June 25 – 28, 2017
4. *Frontiers in Education Conference*, Erie, Pennsylvania, October 12 - 15, 2016
5. *ASEE Conference and Exposition*, New Orleans, Louisiana, June 26 – 29, 2016
6. *Frontiers in Education Conference*, El Paso, Texas, October 21 – 24, 2015
7. *ASEE Conference and Exposition*, Seattle, Washington, June 14–17, 2015
8. *AAC&U - General Education and Assessment: New Contexts, New Cultures*, New Orleans, Louisiana, February 23–25, 2012
9. *SU Global Sustainability Institute Research*: Beijing, Nanning, & Guiyang, China, May 28 – June 7, 2011
10. *HBCU-UP SMART Global Energy Research Experience*: Shenzhen, Changsha, & Shanghai, China, 2009
11. *National Science Foundation Joint Annual Meeting*, Washington, D.C., May 2009 & March 2003
12. *HBCU-UP National Research Conference*, 2009, 2008 & 2007
13. *Consortium for International Management, Policy, and Development (CIMPAD) Conference: Transitional and Sustainable Approaches to Improving Development and Administration*, Accra, Ghana, June 13-24, 2009
14. *ASEE Conference and Exposition*, Honolulu, Hawaii, June 24 – 27, 2007
15. *Gulf States Alliance Gulf Coast Post-Katrina Forum: Network Science and Recovery*, Gulfport, Mississippi, August 19 – 21, 2007
16. *Rigorous Research in Engineering Education Reflection & Planning Meeting*, Golden, Colorado, August 2-3, 2007

17. *ASEE Conference and Exposition*, Chicago, Illinois, June 21-24, 2006
18. *Dane and Mary Louise Miller Symposium and Center for the Advancement of Scholarship on Engineering Education (CASEE) Annual Meeting*, San Diego, California, October 28-29, 2006
19. *Frontiers in Education (FIE) Conference*, San Diego, California, October 29-31, 2006
20. *National Women of Color in Technology Awards and Conference*, Atlanta, Georgia, October 21-23, 2005
21. *Frontiers in Education (FIE) Conference*, Indianapolis, Indiana, October 19-22, 2005
22. *Dane and Mary Louise Miller Symposium & CASEE Annual Meeting*, Indianapolis, Indiana, Oct. 18-19, 2005
23. *American Society of Mechanical Engineers, Region X Conference*, Houston, Texas, March 2003
24. *Louisiana EPSCoR State Conference*, Baton Rouge, Louisiana. Sponsored by the Louisiana Board of Regents and National Science Foundation, April 10 – 11, 2002
25. *Florida-Georgia Louis Stokes Alliance for Minority Participation Expo*, Tallahassee, Florida, Jan 31–Feb 3, 2002

Reviews

1. Engineering Papers Reviewer: NSF Envisioning the Future of Undergraduate STEM Education (EnFUSE), 2016
2. Proposal Reviewer:
 - National Science Foundation
 - United States Department of Agriculture/ Small Business Innovation Research
3. Editorial Staff: *SMART Findings: An Undergraduate STEM Research Journal* (2007)
4. 2003 – Article Review: *Metallurgical and Materials Transactions*

Public Outreach

1. *Living the STEM Life!* initiative integrated into the Mentoring Program of the National Coalition of 100 Black Women, Metropolitan Baton Rouge Chapter. Exposed African American girls in the Baton Rouge area to role models and mentors with similar cultural and ethnic backgrounds (February 2019).
2. *NSF Programs Outreach* -- American Society for Engineering Education (ASEE) Annual Meeting; Columbus, Ohio (June 2017), New Orleans, Louisiana (June 2016), and Seattle, Washington (June 2015); *Frontiers in Education Conference*: Erie, Pennsylvania (October 2016) and El Paso, Texas (October 2015); *Envisioning the Future of Undergraduate STEM Education: Research and Practice Symposium*, Washington, D.C. (April 2016); *North Carolina A&T NSF Day*, Greensboro, North Carolina (April 2016); *Creating Futures Through Technology Conference*, Biloxi, Mississippi (March 2017 and March 2016); *HBCU-UP/CREST PI Meeting*, Washington, D.C. (February 2016); *Florida International University*, Miami, Florida (September 2015); *HBCU Leadership Conference*, Atlanta, Georgia (July 2015); *University of Maryland Eastern Shore*, Princess Anne, Maryland (April 2015); *Bowie State University*, Bowie, Maryland (March 2015); *HBCU-UP/CREST PI Meeting*, Washington D.C. (February 2015).
3. Invited Speaker - *Hidden Figures* viewing and panel discussion, Rice University College of Engineering, Houston, Texas. This event introduced approximately 70 mostly African American middle-school students to opportunities available in STEM fields and introduced them to engineering. (May 2017). Online article at <https://engineering.rice.edu/news/engineering-hosts-showing-hidden-figures> (as of December 2019).
4. Invited Speaker - *March for Science Baton Rouge*, Louisiana Capitol Building. March for Science 2017 was a non-partisan movement to celebrate science and the role it plays in everyday lives (April 2017).
5. Invited Speaker - *Louisiana State University (LSU) Hidden Figures* event organized by the LSU College of Sciences. 1) STEM outreach/talk for high school girls and 2) panel discussion with LSU STEM graduates and featuring high school STEM teacher, Katherine Sanders, granddaughter of Katherine Johnson, the NASA mathematician portrayed in the *Hidden Figures* movie (March 2017).
6. Invited Speaker - *Career Panel, Capital City Public Charter School*, Washington, DC. Panel participants exposed a group of about 150 high school girls to a variety of career paths with multiple narratives of success, encouraging them to persist in the face of family and financial challenges (March 2017).
7. Color of Leadership Conference, Arlington Public Schools, Arlington, Virginia. Topic: *Get Moving with S.T.E.A.M.: Materials Science and Engineering* (November 2015).

8. Dual Degree Program Recruitment, presentation at Guizhou University, Guiyang, China, Also, transcribed Southern University history video for translation and created Chinese subtitles (June 2012).

HONORS & AWARDS

1. 2013: Inductee: Southern University "Millionaire Club" for research awards (in collaboration, 2009 – 2012)
2. 2011–2012: Preparing Critical Faculty for the Future (PCFF) participant (Cohort II)
3. 2012: Center for HBCU Media Advocacy Female Faculty of the Year Award Nomination
4. 2011: Minority Access National Role Model Award
5. 2005: National Women of Color in Technology Educational Leadership Award
6. 2005: HBCU Engineering Education Research Team – Center for the Advancement of Scholarship on Engineering Education (CASEE) of the National Academy of Engineering
7. 2003-2005: Southern University College of Engineering Teacher of the Year
8. 2003-2004: Southern University Outstanding Service Award for Honors Thesis Research
9. 2000–2004: Most Outstanding Faculty Member in Mechanical Engineering
10. 2001–2002 Southern University Young Research Investigator of the Year
11. 2001 Inductee: "SU Young Faculty Award: Science, Mathematics, Engineering, & Technology Hall of Fame," Southern University, Baton Rouge
12. 2000, Third Place (\$500 cash, plus \$500 cash for LSU ASME student section). ASME Region X Student Conference/Graduate Student Technical Conference Oral Competition, University of Louisiana, Lafayette
13. 1991-1992 & 1992-1993: Who's Who among American Colleges and Universities
14. 1991: General Electric Aircraft Engines (Cincinnati, Ohio) Engineering Achievement Award
15. 1992: Inducted to Pi Tau Sigma Mechanical Engineering Honor Society.
16. 1990-1992: General Electric Aircraft Engines Scholar
17. 1988-1993: National Action Council on Minority Engineering Scholar
18. 1988-1993: Southern University Honors College Scholar

UNIVERSITY/COLLEGE/DEPARTMENTAL SERVICE

1. Marketing and Branding SUBR Revitalization Task Force, 2014
2. Committee to Develop a General Studies Degree, 2003
3. Engineering Graduate Advisory Council
4. Strengthening Minority Access to Research and Training (SMART) Steering Committee, 2002 - 2004
5. SMART Summer Research Experiences for Undergraduates (SREU) Research Activities Coordinator, 2003 - 2008
6. College of Engineering / College of Sciences and Engineering Council of Visitors Strategic Planning Committee
7. Mechanical Engineering Department Course Outcomes Assessment Workshop (design and delivery), Fall 2018
8. Accreditation Board for Engineering & Technology (ABET) SU Mechanical Engineering Report Editorial Committee Chair (2008, 2003)
9. Course Development: Undergraduate: *Principles of Sustainability* (ENGR 210); Graduate: *Materials Characterization* (MEEN 565) - Developer, *Corrosion Science & Engineering* (MEEN 552) - Co-developer
10. Mechanical Engineering Department LS-LAMP Mentoring Coordinator (2000 – 2010)
11. Faculty Advisor
 - Pi Tau Sigma Mechanical Engineering Honor Society, Southern Delta Mu chapter, 2000 – 2014
 - Society of Women Engineers, 2011 – 2014, 2018 – present

12. Mechanical Engineering Departmental Council
13. Mechanical Engineering Department Laboratory Committee
14. SU Engineers Week Activities
 - 2014, 2010 and 2006 Chair: College of Engineering Committee
 - 2005 Chair: Mechanical Engineering Department Committee
 - 2001-2006 Planning Team Member, 2011 Chair: Student Activities

RESEARCH ADVISEMENT

Undergraduate Projects

1. Increasing Sustainability in Tire Tread: Fabrication of Natural Jute Fiber (Fall 2019)
2. Degree of Crack Closure Facilitated by Bisphenol-PUPS Blend Reinforced with Flexinol Wires (Spring-Summer 2019)
3. Self-Healing Composites and Their Applications in Aerospace (Spring 2019)
4. Honors College Theses:
 - *The Effect of Nanomanufacturing on Today's Society* (B.S. 2008)
 - *The Study of the Proper Design of a Motorized Scooter* (B.S. 2004)
 - *The Aeronautical Approach to the Design of an Aircraft and the Four Forces Which Affect Flight* (B.S. 2004)
5. Metal Matrix Composite Welding (2001)
6. Energy Efficiency Study of Louisiana K-12 Schools (2001)

Graduate Committee Member

Current M.S. Eng. student topics:

1. Increasing Sustainability in Tire Tread: Fabrication of Natural Jute Fiber
2. Sustainability of GFRP Composite Laminates Using Recyclable UV Curable SMP and SMA Zippings
3. Efforts towards DLP AM Process Optimization for Advanced Polymer Nanocomposite Materials

Graduates topics (2004 – 2011):

1. *Examination of Engineering Design Teacher Self-Efficacy and Knowledgebase in Secondary Technology Education and Engineering-related Courses* (Ph.D. 2011)
2. *Nanoclay Functionally Gradient Syntactic Foam Sandwich Structures* (M.S. Eng. 2011)
3. *African-Americans Achieving PhDs: An Examination of Environment, Self and Behavior and its Effect on Effort towards Pursuing a Doctoral Degree in Engineering* (Ph.D. 2011)
4. *Modeling of Cracks in Syntactic Foams* (M.S. Eng. 2010)
5. *High-temperature Oxidation and Hot Corrosion Effects of Advanced Multi-layer Thermal Barrier Coatings* (M.S. Eng. 2010)
6. *3D Confined Thermomechanical Characterization of Shape Memory Polymer-based syntactic Foams* (M.S. Eng. 2009)
7. *Nanoparticulate Functionally Gradient Syntactic Foam Composites* (M.S. Eng. 2009)
8. *Nanoclay Grid Vinyl Ester Composite Foam Structures* (M.S. Eng. 2009)
9. *Integrated Syntactic/Nanoparticulate Grid Foam Composites* (M.S. Eng. 2009)
10. *Nanoclay Vinyl Ester Foam Composite Structures* (M.S. Eng. 2009)
11. *Self-Healing Polymer Composites with Reinforced Hollow Glass Fibers* (M.S. Eng. 2005)
12. *Autonomous Shape Memory Alloy Thermal Switch* (M.S. Eng. 2004)

PROFESSIONAL CERTIFICATION

Engineer-in-Training, Louisiana, 1993

PROFESSIONAL MEMBERSHIPS

- American Society for Engineering Education (ASEE)
- American Society of Mechanical Engineers (ASME)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

**Office of the Interim Vice Chancellor for Student Affairs,
Enrollment Management, & Student Success**

Baton Rouge, LA 70813
Phone: (225) 771-3922

March 5, 2020

Bijoy Sahoo, Ph.D.
Interim Executive Vice Chancellor
3rd Floor J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

**Re: Appointment of Taisheika Davis as Interim Director of Student
Financial Aid**

Dear Dr. Sahoo:

I respectfully submit this letter to request approval for Ms. Taisheika Davis to serve as Interim Director for Student Financial Aid effective February 13, 2020.

This position became vacant on February 12, 2020. Ms. Davis currently serves as the Associate Director of Financial Aid at Southern University and A&M College. Additionally, she has served in other financial aid roles including Financial Aid Advisor and Assistant Director of Financial Aid at Southern University at Shreveport.

She has a Bachelor of Science and Master of Arts from Northwestern State University in Natchitoches, LA.

I believe she is qualified to serve the university in this interim capacity as we search for a permanent replacement. I recommend a salary of \$72,000.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward M. Willis". The signature is fluid and cursive, with a large loop at the end.

Edward M. Willis
Interim Vice Chancellor
Student Affairs, Enrollment Management, & Student Success

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
-----------------	--	--	--	--	--	--

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify) ___

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (% of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) ___ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee K. Micheal Francis Reason Left Termination
 Date Left 3/17/2020 Salary Paid \$85,000

Profile of Person Recommended

Length of Employment 2/13/2020 To June 30, 2020
 Effective Date 2/13/2020

Name Talshleka Davis SS# S00017644 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Director, Student Financial Aid Department: Financial Aid

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAT, if applicable.)

Years Experience _____ Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BS	Northwestern State University	2003
	MA	Northwestern State University	2007

Current Employer Southern University A & M College

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Interim Replacement

Recommended Salary \$72,000 Salary Budgeted \$85,000

Source of Funds General Fund 211001-26301-61002-23000

Identify Budget: _____ Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Associate Director, Student Financial Aid Interim Director, Student Financial Aid

Position _____
 aStatus _____
 Salary Adjustment \$55,000 \$72,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-26301-61002-25000	\$72000

*See Reverse Side
 Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable):

Supervisor [Signature] Date 3/6/2020
 Vice Chancellor [Signature] Date 3/6/2020
 Director Personnel [Signature] Date 4/14/20
 President [Signature] Date _____
 Dean/Unit Head [Signature] Date _____
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

SOUTHERN UNIVERSITY SYSTEM
 I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.

Allowability/Compliance Verified By: G
 Date: 12/3/20
 Doc ID # 21801-2301

EMPLOYEE REGULAR WORK SCHEDULE:

8-5 Monday-Friday

EMPLOYEE DIRECT SUPERVISOR:

Dr. Monica Finch

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225.771.2300

NUMBER OF EMPLOYEES SUPERVISED, (if any)

N/A

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, I-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	HI	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

**Do Not Write Below This Area
 For Human Resource and Budgetary Control Use Only!**

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



Director of Financial Aid

Southern University and Agricultural & Mechanical College is a world class research institution and America's oldest and only historically Black University system. For 138 years Southern has educated, nurtured and empowered citizens of the world focused on global change, leadership and service. Southern University and A&M seeks a Director of Financial Aid who will help establish a framework for meeting institutional recruitment, retention and graduation goals.

The Director of Financial Aid provides leadership and management of an established financial aid program (federal, state and institutional funds) and adheres to regulations with integrity, along with upholding the mission and vision of Southern University. The Director also manages the Financial Aid team, works closely and effectively with departments across the entire University, provides financial aid related advisement to students and families, establishes and regulates procedures and policies in compliance with current federal, state and institutional guidelines, and monitors budgets. The incumbent will be expected to deliver quality services to students and their families while also providing leadership, professional development and recognition of employees with a high degree of ethics and maintenance of an environment which is conducive to innovation, positive thinking and expansion.

Responsibilities

1. Responsible for maintaining Title IV Participation Agreement with the U.S. Department of Education. Submits all required reports, programs, needed approvals and ensures compliance with Title IV aid programs. Performs all standard financial aid functions including need analysis, verification, loan processing, etc.
2. Supports and actively participates in the University's major initiatives for achieving strategic plans and process improvement. Integrates efforts to maximize Financial Aid's role in recruitment and retention of students. Facilitates coordination and communication between departments to create positive educational experience for students.
3. Supervises, trains, and evaluates department staff; works with staff to assign responsibilities, determines department priorities and procedures, and ensures cross-training occurs. Lead staff meetings, share information as appropriate, promote new ideas and the development of improved service and efficiency, encourage teamwork.
4. Partners with Southern University Athletics team to effectively and smoothly administer athletic and academic recruitment, retention and graduation.
5. Effectively and efficiently manage and administer donor generated scholarship funds. Collaborate with the Southern University Advancement team and participates in an advisory capacity to team efforts.
6. Advises students, parents, staff, high school counselors, other college personnel, and off-campus agencies on all aspects of student financial aid. Develops and conducts financial aid talks for outreach to educate enrollees. Revises, maintains, updates publication of relevant and required financial aid information on website and other channels of information.
7. Administers satisfactory academic appeal (SAP) evaluation and oversees appeal process for students seeking reinstatement of financial aid eligibility.
8. Takes appropriate action to maximize usage of grant funds and to prevent over awards.

UNIVERSITY OF THE SOUTH ALABAMA
OFFICE OF THE CHANCELLOR
2010-2011 14 Feb 11:02

9. Monitors enrollment reports to identify students subject to Return of Title IV aid policy. Calculates aid earned, makes necessary adjustments, and notifies students and accounts receivable of outcome.
10. Manages annual budget process for department. Approves and monitors office expenditures.
11. Works effectively with Bursar and Business Office to ensure accurate and timely exchange of information about awards. Assist as needed in reconciliation of account balances.
12. Prepares, provides information during audits and official reviews to justify policies, procedures, and variances. Writes and files required state and federal reports; answers questions and resolves issues.
13. Attends meetings and conferences, reviews newsletters, and reports changes to program requirements; establishes, modifies, and upgrades computer parameters in need analysis, fund management, document tracking, and reporting programs; updates department policies and procedures to ensure compliance with fund limitations and requirements.
14. Coordinates the Financial Aid Office's compliance with University accreditation standards and assessments
15. Performs other related tasks as required.
16. Demonstrate proficiency in timely collections (for the entire Office): -90% aid paid consistently by end of 5th week of term and 98% by end of 8th week of term.
17. Maintain consistently clean files shown through Training Assessments for Compliance with Federal/State regulations and school policies and procedures (for the entire Office).
18. Complete the appropriate training modules within 30 days of the new or revised module becoming available.
19. Perform special projects as assigned.

A Bachelor's Degree or equivalent in student affairs, higher education administration, or related field is required. A Master's Degree is preferred. At least 3-5 or more years of increasingly professional responsibility in financial aid or student accounts, preferably in a post-secondary institution. The candidate must three or more years of supervisory experience. In addition, they should possess the following:

1. In depth knowledge of principles, practices, methodology, and procedures for the provision of student financial aid.
2. Knowledge of Southern University policies pertaining to the provision of student financial aid.
3. An understanding of institutional financial and financial aid processes.
4. A history of enthusiastically embracing the value and mission of a historically black land grant institution.
5. Ability to think about concepts of diversity, inclusion and intercultural relations.
6. A collegial, friendly, flexible and collaborative approach to student development, leadership and campus culture.
7. A commitment to shared governance and sensitivity, fairness, compassion, empathy, objectivity, and transparency in decision-making.
8. A demonstrated ability to build and manage budgets and use financial resources wisely.
9. Excellent communication, strategic planning, assessment, and budgeting skills. Strong interpersonal skills, and a commitment to collaboration with a variety of partners on and off campus.
10. A demonstrated passion for students focusing on their well-being, development and learning, and a personal track record of continuous learning to stay current on new ideas and technologies relevant to the position.
11. Demonstrated understanding of diverse student populations and best practices to support and serve the breadth of students at Southern University.
12. A desire to work in a complex environment that values both data-driven decision making and innovation.

TAISHIEKA DAVIS

PROFESSIONAL SUMMARY

Dedicated and focused education professional extensive background in counselling, student relations, financial training and financial analysis in a competitive student affairs position that excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Flexible and hardworking with the drive to succeed.

SKILLS

- Strong management, supervisory and planning skills
- Strong outstanding analytical and problem solving skills
- Strong communication and computer working skills
- Meticulous Attention to Detail
- Strong Organizational & Interpersonal Skills

EXPERIENCE

Associate Director of Financial Aid

October 2018 - Current

Southern University at Baton Rouge | Baton Rouge, LA

- Ensure timely, customer friendly updates and processing deadlines are given to students via publications, announcements, and e-mail messages.
- Meet regularly with the Director to discuss priorities, new developments, problems, or other issues that need to be resolved.
- Research and review all new, current, and revised federal and state regulations, and inform the Director of Financial Aid of all changes that may impact financial aid programs and student enrollment.
- Supervise and train financial aid counselors/program administrators and information specialists to ensure accurate and consistent information is disseminated to students, families, external agencies and the campus community.
- Maintain detailed administrative and procedural processes to improve accuracy and efficiency in awarding Title IV funding.
- Conduct random audits to ensure that office policies and procedures are followed and aid is awarded based on federal and state eligibility guidelines are being followed by staff.
- Developed and implemented a Financial Counselor's Manual (job description and process for awarding financial aid).
- Directly support Financial Aid Director in managing operation work flow and make appropriate business decisions in the Director's absence.

Administrative Assistant

October 2014 - September 2018

City of Shreveport Property Standards Department | Shreveport,

LA

- Developed effective systems for record retention by creating database for daily correspondence tracking.
- Updated contractor's files and information on a daily basis.
- Created monthly reports of the total projects completed by each contractor and the total amount paid for each job.
- Prepared contracts which outline the work specification and price for each job that the contractor accepts for care of premise and/or securing.
- Organized files, developed spreadsheets and scanned documents.
- Performed calculation for the amount that should be paid for each lot that the contractor cut based on square footage and height of the grass.
- Greeted visitors and answered telephone lines as needed in receptionist absence.
- Properly routed contracts and invoices through the signature process.

Assistant Director of Financial Aid

August 2008 - February 2013

Southern University at Shreveport | Shreveport, LA

- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
- Supervised and trained Financial Aid Advisors, Loan Coordinator and Banner Coordinator.
- Administered federal, state, and institutional aid programs in compliance with federal and state laws, regulations, and industry standards.
- Collaborated with Admissions and Registrar's Office for financial aid awarding purposes.
- Directly supported Financial Aid Director in managing operation work flow.
- Made appropriate business decisions in the Director's absence.
- Developed and implemented a Financial Advisor Manual (job description and process for awarding financial aid).
- Supervised and trained financial aid counselors/program administrators and information specialists to ensure accurate and consistent information is disseminated to students, families, external agencies and the campus community.
- Developed and implemented department's policies and procedures.
- Maintained up-to-date knowledge of proposed and current legislation, and informed senior management of all changes that may impact financial aid programs and student enrollment.
- Verified, evaluated and interpreted documents submitted by students for all Federal, state and institutional financial aid programs.
- Maintained and updated important financial aid documents submitted to office.
- Established work priorities to meet deadlines and service goals.
- Advised undergraduate student's placed on an Academic Plan due to failure of meeting the minimum Satisfactory Academic Progress percentage and/or GPA requirements to receive financial aid.
- Met regularly with the Director to discuss priorities, new developments, problems, or other issues that need to be resolved.
- Ensured timely, customer friendly registration policy updates are given to students via publications,

announcements, and e-mail messages.

- Conducted random audits to ensure that office policies and procedures were followed and aid was awarded based in federal and state eligibility guidelines by staff.

Financial Aid Advisor

January 2007 - July 2008

Southern University of Shreveport | Shreveport, LA

- Informed individuals and groups about the financial assistance available to college or university students.
- Processed confidential information.
- Initiated follow up appointments with applicants for additional information as necessary.
- Implemented Federal, State and Institutional Program Regulation and Guidelines.
- Matched students' needs and eligibility with available financial aid programs.
- Administered of one or more Federal or State financial aid programs, and monitored expenditures and reconciled student accounts.
- Assisted in selection of financial award candidates using electronic databases to certify loan eligibility.
- Maintained and reviewed students' account records, updating and re-categorizing them according to status changes.

EDUCATION

Master of Arts

May 2007

Northwestern State University, Natchitoches, LA, United States

GPA: 3.4

Bachelor of Science

May 2003

Northwestern State University, Natchitoches, LA, United States

GPA: 3.0



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | P.O. BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [f /SOUTHERNUJAGUARS](#) | [t @SOUTHERNUSPORTS](#)

February 28, 2020

Dr. Ray L. Belton, President/Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

RE: Position Approval for Assistant Football Coach/ Offensive Line Coach – Zachary Grossi

Please accept this request for approval of the position of Assistant Football Coach/ Offensive Coordinator. This position is a full-time 12-month appointment with full-time responsibilities within the Football Program. For this position, a focused search was conducted due to several recent resignations within the football program. With spring practice approaching, this position should be filled as soon as possible.

We have identified a candidate to fill this position immediately. It is my pleasure to recommend Zachary Grossi for this position, with a recommended salary of \$75,000.00. Zachary has over 6 years of collegiate football experience. I am therefore requesting your endorsement and the approval of the Southern University Board of Supervisors of Zachary Grossi as the new Assistant Football Coach/ Offensive Coordinator.

Sincerely,

Roman Banks
Director of Athletics

APPROVED:

Dr. Ray L. Belton, President/Chancellor

DEFENDERS OF THE GOLD AND BLUE

POS CLASS				
EMP CLASS				
III		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	7	4
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SINO ___ SUSLA ___

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify) ___

TYPE OF APPOINTMENT:

___ Academic (Vac)	<u>X</u> Non-Academic (Incl)	___ Civil Service
___ Temporary	___ Part-time (___ 100 % of Full Time)	___ Restricted
___ Tenured	(must be indicated if less than 100%)	___ Detail # of mos
___ Tenured Track	___ Undergraduate Student	___ Job Appointment
___ Other (Specify)	___ Graduate Assistant	___ Probationary
	___ Retiree Return To Work	___ Permanent Status

Previous Employee Chennia Berry Reason Left Another Position
 Date Left 2/7/2020 Salary Paid \$97,760

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2020
 Effective Date of Employment March 2, 2020

Name Zachary Grossi SS# U01894310 Sex M Race* W
 (Last 4 digits only)

Position Title: Assistant Football Coach / Offensive Coordinator Department: Athletics

Check One X Existing Position *Visa Type (See Reverse Side):

--	--	--

New Position Visa Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAT, if applicable.)

Years Experience 6 Southern University Experience 8 years

Degree(s): B.S. Type/Discipline (BA-Education): Concord University Institution/Location (SU-Baton Rouge): 2008-12 Year: _____

Current Employer Southern University

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Substantial ___ Leave of Absence
 ___ Transfer X Replacement ___ Other (Specify) _____

Annual Salary \$75,000.00 Salary Budgeted \$75,000.00 Hourly Rate, if applicable: _____

Pay Cycle: ___ Biweekly X Monthly ___ Faculty

Source of Funds: State Identify Budget: 218900-21802-61002-29000 Location: _____

Change of: From _____ To _____

Position: _____
 Status: _____
 Salary Adjustment: \$75,000.00 Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21802-61002-29000	\$75,000.00

*See Reverse Side
 Comments: (Use back of form)

*See Reverse Side Graduate School signature (if applicable): _____

Roman P Banks / (105) 2.28.2020 Roman P Banks / (105) 2.28.2020
 Supervisor Date Dean/Unit Head Date

[Signature] / 2/4/2020 [Signature] / 2/4/2020
 Vice Chancellor Date Director/Personnel Date

[Signature] / _____ [Signature] / _____
 President Date Vice President/Finance Date
 Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic, a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.
- American Indian or Alaskan Native, a person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Zachary Grossi is a new football coach receiving the salary of \$75,000 effective March 9, 2020.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S
 EMPLOYEE DIRECT SUPERVISOR: Roman Banks
 SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908
 NUMBER OF EMPLOYEES SUPERVISED, (if any) None

HR USE ONLY: STATUS (check one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

- TYPE**
- United States Citizen/Certificate of Naturalization
 - Resident Alien
 - H-1 Visa (Distinguished Merit & Ability)
 - J-1 Visa (Exchange Visitor Program)
 - F-1 Visa (Student Emp. FT Student at S.U.)
 - OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

CODE **FUNDS AVAILABLE**
 OFFICE OF THE COMPTROLLER
 SOUTHERN UNIVERSITY SYSTEM

US
 RA
 HI **MAR 04 2020**
 JI
 F1
 F0

[Signature]
 COMPTROLLER OFFICE

Do Not Write Below This Area - For Human Resource Use Only

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.suhr.edu/humanresources).

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

Southern University and A&M College

Department of Athletics

Job Descriptions

Assistant Coach--Football

Description:

The Assistant Coach for Football is responsible for the direct and independent coaching of student-athletes during practice and games, the assessment and recruitment of prospective student-athletes, the creation of individualized development plans for each student-athlete, development of overall game plans, facilitating team meetings, participating in public relations, marketing and fund raising for the football program and the athletic department, monitoring the academic progress of football student athletes, monitoring football summer camps and clinics, complying with NCAA and Southern University, and state of Louisiana rules and regulations and other administrative duties as assigned by the Head Football Coach.

Characteristic Duties and Responsibilities:

Responsibilities include, but are not limited to: Assist the Head Football Coach in the day-to-day operations of a Division I program, ensure that the Football program demonstrates a commitment to academics and to maintain compliance with NCAA, SWAC, Southern University, and State of Louisiana rules and regulations, recruit student-athletes for Southern University, promote SIJ Athletics through functions and events, perform additional duties as assigned by the University.

Qualifications:

A bachelor's degree or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired; Previous experience working in a collegiate athletics department; Demonstrated knowledge and ability in the areas of facilities management, capital projects, student-athlete development, community relations, academics and compliance. Experience in strategic planning and execution; Knowledge of contracting, negotiating and change management; Ability to facilitate and participate in group meetings; Professional written and verbal communication and interpersonal skills; Previous experience in overseeing sport programs; Must be willing to work weekends, evenings and some holidays; Must be able to work cooperatively with the Department's administrative, coaching and support staff as well as various entities and constituents on and off-campus; A master's degree preferred or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired; Experience in NCAA AMA and Compliance related matters preferred; Previous experience in a Division I collegiate athletics department preferred.

ZACHARY M. GROSSI

EDUCATION

Concord University, Athens, WV

Bachelor of Science- Recreation and Tourism Management (Concentration in Sports Management)

Graduated May 2013

California University of Pennsylvania, California, PA 2008

WORK EXPERIENCE

Hampton University (Hampton, Virginia) – Big South Conference

Quarterbacks Coach – February 2019- Present



- Responsible for recruiting and developing the Quarterbacks
- Implemented NFL passing game
- Set school records for completions, yards and touchdowns
- Recruited the 757, Washington DC, Maryland and Quarterbacks nationally
- Recruited and signed Florida State QB Deondre Francois

Tampa Bay Buccaneers (Tampa, Florida)

Offensive Quality Control – January 2017 – January 2019



- Assist Offensive Coordinator Todd Monken with the call sheet, practice plan, in game tendency charts
- Assist Wide Receivers Coach Skyler Fulton with all things pertaining to the Wide Receivers (2018), including but not limited to installing the game plan each week, on field drills
- Assist Quarterback Coach Mike Bajakian with all things pertaining to the Quarterbacks (2017)
- Breakdown ALL Opponent & self-scout film, provide self-scout and tendency reports

Assistant to the Head Coach – January 2016 – January 2017



- Assist Head Coach Dick Koetter in all matters of football operations
- Assist Quarterback Coach Mike Bajakian with all things pertaining to the Quarterbacks
- Create Power Points for all Team Meetings
- Manage the football calendar
- Create and distribute all practice schedules and scripts

Pro Scout – May 2015 – January 2016



- Prepare Advance Scouting Reports & present them to the Coaching Staff
- Evaluate NFL rosters in preparation for preseason cuts
- Evaluate upcoming Free Agents
- Organize and run Free Agent workouts with the Coaching Staff
- Monitoring waiver wire and update depth charts daily

Scouting Assistant – April 2014 – May 2015



- Evaluate NFL teams during preseason in preparation for roster cuts
- Evaluate Pro and College players
- Arrange free agent workouts and college visits
- Create Profile Tapes of College Players and Free Agents
- Attend college pro days and evaluate players
- Assemble advance scouting reports for upcoming opponents

Concord University (Athens, West Virginia)

Offensive Graduate Assistant / Tight Ends Coach / Video Coordinator - August 2013- April 2014



- Responsible for coaching and evaluating the Tight Ends
- Assisted Offensive Coordinator with game planning
- Assisted Strength coach with in season workouts, organized and executed redshirt conditioning program
- Assisted Special Teams Coordinator specifically with the Punt Return team
- Broke down and evaluated opposing teams' film in preparation for games

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Offensive Coordinator/ Asst. Football Coach AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Athletics

{Department or Unit} ATHLETICS - 4 A 11:35

Source of Funds
 State
 Grant-in-Aid
 System Revenue
 Agency Fund State

Replacement New Position Unclassified
 Civil Service Temporary Faculty
 Tenured Probationary (For Faculty this is same as tenure track)

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of firm must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Offensive Coordinator/ Asst. Football Coach, Budget #218900-21802-61002-29000

Salary/Range: \$70,000- \$80,000 Previous Incumbent (if replacement): Chennis Perry

Approved Disapproved Roman P. Bono (AD) 2/11/2020
 Department Head Date

Approved Disapproved [Signature] 2/11/20
 Dean/Director/Supervisor of Budget Unit Date

248874

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>2/20/20</u>
Budget Number	<u>218900-21802-29000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>24310</u>
<u>[Signature]</u>	<u>2/14/2020</u>
Verified By:	Date:

Approved Disapproved [Signature] 2/28/20
 Vice Chancellor Date

Approved Disapproved [Signature]
 Chancellor/Vice President Date

Approved Disapproved [Signature]
 President Date

An Equal Opportunity Employer

ROVU SUBR BUDGET OFFICE
 20 FEB 18 AM 11:52

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 02/10/2020 Department: Athletics

SUS SUBR SULC SUARBC SUNO SUSLA

Application Deadline: 02/24/2020 Date position to be filled: 03/2/2020

Position Title: Offensive Coordinator/ Asst. Football Coach Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: \$70,000 to \$80,000

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Roman Banks Telephone No: 225-771-5930

Contact Email Address: Roman_Banks@sou.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

The Offensive Coordinator will report directly to the Head Coach of Football. Efficiently and effectively managing and overseeing the day-to-day operations, attend daily staff meetings; coach student-athletes in practice sessions and game day prep; maintain ethical relations with all student-athletes; coordinate and assist with oversight of team managers; adherence to laws, bylaws, rules, regulations and constitutional provisions of the federal government, state of Louisiana, NCAA, SWAC, Southern University and/or any other governing authority.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

Bachelor's degree from a 4 year university
 Possess strong, written and oral communication skills and organizational skills
 Must be available to work and travel evenings and weekends
 Must demonstrate successful coaching and/or playing experience at the collegiate level
 Valid driver's license

Remarks/How To Apply (letter of application, curriculum vita, resume², references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:
 Mail letter of application, resume, and references to Roman Banks, Director of Athletics, Southern University, P.O. Box 9942, Department of Athletics, Baton Rouge, LA 70813.

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

April 12, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Dear Dr. Belton:

I am asking that the university waive the advertising and search process for the position of Dean of Libraries and consider Ms. Dawn Ventress Kight as the new dean. Since September 1, 2019, Ms. Kight has served as interim Dean of Libraries and has demonstrated qualities needed to help Southern University and A&M College achieve its strategic goals.

Prior to her appointment, Ms. Kight has served as assistant dean at the John B. Cade Library. Upon her retirement, former Dean of Libraries Emma Perry recommended her as interim dean. Recently, I interviewed Ms. Kight and feel that she has the qualifications, skills and abilities to serve as dean.

During her short tenure as interim dean, she has advanced library services for students, faculty and staff by offering new research and technological services. In addition, the John B. Cade Library has opened a new Research and Collaboration Learning space and provided leadership in expanding access to e-textbooks and other resources through the Louisiana Board of Regents/Louis Open Education Resources Initiative.

Ms. Kight serves as president of the American Library Association Information Technology Policy Advisory Committee, which has influence on the development and utilization of electronic access to information that will impact libraries across America and the world. She earned her bachelor's degree from Southern University in computer science, a master's degree in library and information science from Louisiana State University and is expecting to earn her Ph.D. in math and science education from Southern University in December 2020.

I am recommending that she receive a 12-month full-time salary of \$115,000. Ms. Kight's CV is attached for your review and kind consideration.

With Kindest Regards,

A handwritten signature in blue ink, appearing to read 'D. Kight'.

Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

Five



*Science and Mathematics Education Doctoral (SMED) Program
PBS Pinchback, Suite 321 Rm 326
P.O. Box 9256, Baton Rouge, La 70813
225-771-5932 office/fax*

April 10, 2020

Bijoy Sahoo, Ph.D.
Senior Associate Vice Chancellor of Academic Affairs
Southern University and A&M College

Dear Dr. Bijoy Sahoo,

This letter comes to support the application of Ms. Dawn Ventress Kight for the position of Southern University and A&M College (SUBR) Dean of Library. Dawn is approaching the final stages of completing her PhD in the Science and Mathematics Education Doctoral (SMED) program at SUBR. She is on track and is expected to complete the SMED PhD in May 2021 but no later than December 2021. Her research topic is *"Information Literacy Instruction: An Analysis of Information Literacy Instruction and its Impact on STEM Students."* Dawn's formal education, training and professional experiences in Computer Science and Information/Learning science, coupled with her dissertation research in the area of information literacy makes her an excellent choice to lead Southern University and A&M College's Library operations.

Since knowing Dawn, I have personally witnessed her tireless efforts championing STEM education through STEM research, grant writing, serving in various leadership roles, and using her expertise in Computer Science and Information Learning Science to support teaching and research across educational disciplines. Most important to the position of Dean of Library position at SUBR, Dawn has demonstrated the ability to secure grant funding; to create and strengthen library and academic partnerships virtually and face-to-face; and to position SUBR Library to be a model for other institutions. She currently serves as the President of the American Library Association(ALA) and is a leader on the ALA Information Technology Policy Advisory Committee.

Please contact me at 225.241.8981 or via email at Albertha_lawson@subr.edu should you have any questions about this recommendation.

Sincerely,

A handwritten signature in blue ink that reads "Albertha Lawson".

Albertha H. Lawson, Ph.D.
Professor and Chair of Science
Mathematic Education Doctoral (SMED) Program
Southern University and A&M College

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	0	9
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

Academic Non-Academic
 Temporary Part-time (___ % of Full Time)
 Tenured Undergraduate Student
 Tenured Track Graduate Assistant
 Other (Specify) Retiree Return To Work

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

Previous Employee Dean Emma Perry Reason Left Retired
 Date Left August 31, 2019 Salary Paid \$120,000

Profile of Person Recommended

Length of Employment May 1, 2020 To _____
 Effective Date May 1, 2020

Name Dawn Ventress Kight SS# S00018486 Sex F Race* BLK
 (Last 4 digits only)

Position Title: Dean of Libraries Department: University Library

Check One Existing Position *Visa Type (See Reverse Side): U S _____
 New Position Expiration Date: _____
 (Position vacancy authorization forms must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable)

Years Experience 28 Southern University Experience 18

Degree(s):

Type/Discipline	Institution/Location (SU-Baton Rouge):	Year:
<u>B.S. in Computer Science</u>	<u>Southern University</u>	<u>1984</u>
<u>M.LIS in Lib. And Info. Sci</u>	<u>Louisiana State University</u>	<u>1992</u>
<u>Ph.D. Math/Sci Education</u>	<u>Southern University</u>	<u>Pending</u>

Current Employer SUBR

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$115,000 Salary Budgeted \$115,000

Source of Funds _____

Identify Budget: 211001-22561-61002 24500 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____

Position Interim Dean of Libraries From Dean of Libraries To _____
 Status _____
 Salary Adjustment \$108,000 \$115,000

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:
 *See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if applicable): _____

Supervisor [Signature] Date 4/13/2020

Vice Chancellor [Signature] Date 4/13/2020

Director/Personnel [Signature] Date 4/14/2020

President [Signature] Date 4/14/2020

Dean/Unit Head [Signature] Date 4/14/2020

Chancellor [Signature] Date _____

Vice President/Finance Business Affairs/Comptroller [Signature] Date _____

Chairman/SU. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaska Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Effective May 1, 2020, Dawn [Gigit wll] serve as Dean of Libraries replacing Emina Perry.

EMPLOYEE REGULAR WORK SCHEDULE: M-F, 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahon

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5000

NUMBER OF EMPLOYEES SUPERVISED, (if any): 23

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1A-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

**Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!**

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin Vac/Uncl Positions/Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal Background Check form)
- Supervisory Criminal Background Check Form (completed by employee, verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Dean of Libraries AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR John B. Cade Library



- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <i>(Department or Unit)</i> | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Unclassified | <input type="checkbox"/> Grant-in-Aid |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | <input type="checkbox"/> Faculty | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

The Dean of Libraries reports to the Senior Associate VC for Academic Affairs. The dean is the chief administrator and budgetary officer of the Universities Library and plays a key role in working with faculty, other deans, and University administration to advance the mission of the University. The dean seeks opportunities for collaborations within the region and nationally, while advancing digital initiatives, scholarship and research.

Salary/Range: \$115.00 Previous Incumbent (if replacement): Mrs. Emma Perry

<u>X</u> Approved	<u> </u> Disapproved		<u>4/12/2020</u>
		Department Head	Date
<u>X</u> Approved	<u> </u> Disapproved		<u>4/12/2020</u>
		Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY

Funds Available

 Yes No

Signature Date

Budget Number



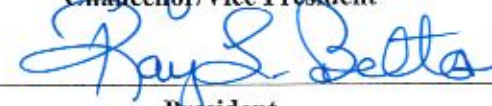
HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

 Yes No

Employee Class: Job Class:

Verified By: Date:

<u>X</u> Approved	<u> </u> Disapproved		<u>4/12/2020</u>
		Vice Chancellor	Date
<u>✓</u> Approved	<u> </u> Disapproved		<u>4/14/20</u>
		Chancellor/Vice President	Date
<u>✓</u> Approved	<u> </u> Disapproved		<u>4/14/20</u>
		President	Date

Southern University and A&M College

Dean of Libraries

The dean of the libraries is the chief administrative and budgetary officer of the University Libraries and plays a key role in working with faculty, other deans, and university administration to advance the mission of the University. The dean develops and articulates a compelling vision for University Libraries and is responsible for enhancing resources through various partnerships. He/She is responsible for all matters relating to the administration of University Libraries, including recruiting, supervising, evaluating faculty and staff; managing and developing collections and grant writing; assuring that the Libraries remain on the cutting edge of information technology; administering the libraries' budget; assuring excellent and innovative service to faculty, staff and students; and representing the library to communities outside the University. The Dean seeks opportunities for collaborations within the region and nationally, while advancing digital initiatives, scholarship and research.

Dawn Ventress Kight

→ Academic Librarian → Information Technologist → Team Leader → Customer-Focused

Career Objective

Proactive professional with 25+ years of experience and a proven knowledge of library operations management, e-learning, and emerging technologies. Aiming to leverage my skills to successfully serve in an academic library leadership role in higher education.

Contact

✉ dawn.kight@sulr.edu
(225) 837-7252
6505 Stonewall Ave, Baton Rouge, LA 70714

Education

SOUTHERN UNIVERSITY AND A&M COLLEGE

Baton Rouge, LA
Ph.D. Math and Science Education
(Expected Graduation-May 2021)

LOUISIANA STATE UNIVERSITY

Baton Rouge, LA
Master of Library and Information Science
(1993)

SOUTHERN UNIVERSITY AND A&M COLLEGE

Baton Rouge, LA
B.S. Computer Science (1988)

Continuing Education

Harvard Graduate School for Education- Leadership Institute for Academic Librarians

HBCU Library Alliance
Leadership Institute Fellow
University of Florida Exchange Librarian
Frye Technology Leadership Institute Fellow, Emory University

Association of Research Libraries, Leadership and Career Development Program

Additional Skills

Student-centered information literacy instruction, technology, team management, project management, and budget operations

Professional Experience

2019 – Present

Southern University and A&M College
Interim Dean of Libraries

Responsible for all matters relating to the administration of the University Libraries, including recruiting, supervising, and evaluating faculty and staff; managing and developing collections; assuring that the Libraries remain on the cutting edge of information technology; administering the libraries' budget; assuring excellent service to faculty, staff and students; short and long term planning; leading Open Educational Resources and Information Literacy efforts and representing the libraries to communities outside the University.

2013 – Present	<p>Southern University and A&M College Assistant University Librarian for Technology and Information Services Responsibilities include a significant role in all aspects of library-wide planning, budgeting, operations, technology, communications and policy development; acts on behalf of the Dean in her absence and reports directly to the Dean of Libraries; writes proposals for and manages Title III grant funding; manages public service areas (Reference, Circulation, Reserves, User Services, Interlibrary Loan, Research Information Services, Emerging Technologies, and Computer Labs); and teaches information literacy classes.</p>
2002 – 2013	<p>Southern University and A&M College, Baton Rouge, LA Manager, Library Systems & Technology (Systems Librarian) Team Leader of a staff of five engaged team members; responsible for planning, supporting and implementing all library technologies; designed and implemented web-based user services; served a LOUIS Consortium System Administrator; Title III Library Project Director; prepared requests for proposals for library technology bids; analyzed system usage and prepared statistical reports; coordinated closely with the campus IT department; and served as library liaison to the SU Computer Science department.</p>
2000-2003	<p>Association of Research Libraries, Washington, DC Visiting Program Director for Distance Learning Managed the Office of Learning and Management Services online learning initiative. Developed strategies for continued operation of the Association's Online Lyceum which provided e-learning professional development courses to member and non-member libraries. Worked and engaged with leading Librarians and Library Deans throughout the United States and Canada to enhance this initiative.</p>
Jan. 2000 – Sept. 2000	<p>Association of Research Libraries, Washington, DC Visiting Program Officer – Initiative to Recruit a Diverse Workforce Worked with the Diversity Officer to enhance the online presence of the organization's initiative to develop a diverse workforce for research libraries throughout the United States and Canada.</p>
July 1993 – Jan. 2000	<p>Southern University and A&M College, Baton Rouge, LA Systems Librarian Implemented the online integrated library system (NOTIS). Trained staff in all library areas including Reference, Circulation and Technical Services. Worked closely with the library statewide consortium. Created workflows for departments to efficiently transition to automated processes. Implemented library wide email and supported servers to offer online research databases to students, faculty and staff. Served on the Dean's Library Management Team.</p>
Oct. 1989 – July 1993	<p>Southern University and A&M College, Baton Rouge, LA Computer Programmer/Analyst Assisted with the initial planning, coding, conversion and implementation of the library's first automated library system. Developed database programs to support various functions of library services.</p>
Aug. 1990 – May 1992	<p>Westside Technical College Computer Instructor – Adjunct</p>

Presentations

“Open Educational Resources”, Panelist, LUC Conference, 09, 2019
“Open Textbook Network Faculty Workshop”, Southern University, 4/2019
“Mission Critical: Information Literacy to the Rescue”, LUC Conference, 9/2018
“Affordable Learning Model: Using Open Educational Resources”, Innovate Conference, 4/2017
“Open Textbook Network Faculty Workshop”, Southern University, 3/ 2017
“Open Educational Resources”, Panel Facilitator, Open Education Week, Southern University 2016
SU New Faculty Library Orientation, 2016
Webinar Presenter: Using Technology to Enhance User Services, 2015, HBCU Library Alliance
LSU SLIS/LIA Diversity Interest Group Speaker, “Keeping Pace with the Transformation of Libraries in an Ever-Diverse Society”, 2013
HBCU Library Alliance Membership Meeting, 2010
Collaborative Learning Spaces, HBCU Library Alliance Membership Meeting, North Carolina, 2008
Collaborative Learning Spaces: Designing for Now and Beyond, ALA Black Caucus, Dallas, TX, 2007
“Using the Booking Module”, ACRI/LUC Conference, Natchitoches, LA, 10/2002
“Career Development”, Louisiana Library Association Annual Conference, Alexandria, LA, 3/2001

Publications

“Library Staff Development and Training for Assessment of Services” Library Administration and Management, Winter 2002
“ Grant Resources on the Web” C&RL News, July/August 1999 , co-author (with Emma Perry)
“Electronic Reserve Library: Moving from Paper to the Web”, Journal of Cause/Effect, vol. 21, Nov. 4, 1998.
Co-author (with Angela Proctor)
“Joining the LOUIS Consortium”, Louisiana Library Newsletter, vol. 6 no.3, 1998
“Digitization of Reserves and Archives” Books & Bytes, vol. 6, no. 1, winter 1998

Funded Projects/Grants

- Open Textbook Network Workshop, Faculty Stipends & Workshop funded, LOUIS/Louisiana BoR, 4/2019, \$2,200, Administrator & Facilitator
- Project SALUTE-Strengthening Access & Learning Using Technology Enhancements, U.S. Department of Education –Title III, 2017-2020, Project Director, \$520,000
- Open Textbook Network Workshop, Faculty Stipends & Workshop funded, LOUIS/Louisiana BoR, 3/2017, \$2,000, Coordinator & Facilitator
- Enhancing Library Support for Faculty Research, HBCU Library Alliance/Mellon Foundation, 2014-15, Principal Investigator, \$6,000
- John B. Cade Library Enhancement Project, U.S. Department of Education –Title III, Project Director, 2007-2015
- “Enhancement of Electronic Resources for Faculty Teaching and Distance Education”, Louisiana Board of Regents Support Fund, Co-Principal Investigator, 1999-2000, \$117,900
- “Enhancement of Electronic Research for Educational Support”, Louisiana Board of Regents Support Fund, Co-Principal Investigator, 1998-99, \$78,700
- “Electronic Reserve Desk”, U.S. Department of Education, Project Director – Title III, 1997-2000, \$360,000
- “Library Learning Resource Center Enhancement, Louisiana Education Quality Support Fund, Co-Principal Investigator, 1996-97, \$89,500

Selected Workshops/Conferences/Committees (2015-2019)

- American Library Association Conference Information Technology Policy Advisory Committee, 2020-2022
- Southern University Academic Affairs Digitization Committee, 2019-

Selected Workshops/Conferences/Committees (2015-2019)

- LOUIS-BoR Alignment Master Plan Working Group, 2019-2020
- LOUIS- IT Best Practices Working Group, 2019-2020
- American Library Association Conference, Washington, DC 2019
- SU Student Technology Fee Oversight Committee, 2019
- Louisiana Library Association Annual Conference, 2019
- Chair, Library SACSCOC Subcommittee, 2019
- Educational Technology Fee Oversight Committee, 2019-
- SU Online Taskforce Committee, 2018-present
- Text Mining with the Hathitrust: Empowering Support of Digital Scholarship Research - Tulane University, 2018
- Quality Matters Certification, QM Workshop, Southern University, 2018
- American Library Association, New Orleans, LA 2018
- SU Quality Enhancement Plan Task force, 2017
- LUC Conference, Baton Rouge, LA, 2017
- Creative Commons, University of New Orleans, 2017
- Association of Colleges and Research Libraries, Baltimore, Md. 2017
- American Library Association, Orlando, FL 2016
- SU Faculty Senate Library Representative, 2016
- Association of Colleges and Research Libraries, Portland, Or. 2015
- Chair, Library's Grant Writing Team

Awards/Recognition/Special Programs

- Established the Library Student Advisory Council, 2019
- Renovation Project Acknowledged in *Against the Grain* Publication, February 2012, Southern University and A & M College in Baton Rouge Streamlines Library Service Points
- University of Florida Exchange Librarian, 2011
- Polaris Award Winner, 2004
- Outstanding Leadership Award, Girl Scouts Audubon Council, USA, 2003
- National Agricultural Library Director Shadow (ARI I.CDP Program, 2000)
- Librarian of the Year Runner-up Award, 1996
- Southern University Distinguished Service Award, 1995
- Southern University Quality Employee of the Year Award, 1995

Consulting

- | | |
|-------------|---|
| 2001 - 2002 | Entrepreneurial Training and Technical Assistance Program (ETTAP), Southern University College of Business
Designed, implemented and facilitated a course on e-business and web design |
| 1999 - 2000 | Technical Consultant, Texas College, Tyler Texas <ul style="list-style-type: none">➤ Lead project analyst➤ Digitized registrar's records➤ Recommended software and hardware acquisition |
| 1997 | Library Advance Technology Training Workshops, Continuing Education Division, Southern University, Baton Rouge, LA |



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

April 9, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Dear Dr. Belton:

The committee assigned to help recruit our next Dean of the Graduate School at Southern University A&M College has completed its work. The committee recommended three top candidates and all three were invited for personal campus interviews. The day-long interview process led to the identification of the top candidate. There is consensus, and I agree, that Dr. Muhammad Mustafizur Rahman is our best choice for this position. Dr. Rahman is presently serving as the Bloomfield Endowed Chair Professor and Dean's Fellow at the New Strategic Initiatives College of Engineering at Wichita State University. Dr. Rahman has earned a terminal degree in mechanical engineering from the University of California, Berkeley. He has an outstanding academic profile and has served as Department Chair of the Mechanical Engineering Program at University of Wichita State from August 2014 to August 2019, and as Director of Graduate Programs at University of South Florida from August 2007 – August 2014. Dr. Rahman's CV is attached for your review.

I am recommending a 12-month full-time appointment at a salary of \$145,000. Separately, the College of Sciences and Engineering has been consulted and it is willing and happy to offer Dr. Rahman an endowed professorship appointment. I am also recommending that we consider an evaluation of transfer of tenure using our usual university procedure. If you approve, and also gain the consent of the Board of Supervisors, I would like Dr. Rahman to start as early as June 1, 2020.

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	3	6
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (_____ % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) _____ Retiree Return To Work Permanent Status

Previous Employee Dr. Hadib Mohamadian Reason Left Retirement
 Date Left December 31, 2019 Salary Paid \$132,492

Profile of Person Recommended

Length of Employment June 1, 2020 To _____
 Effective Date June 1, 2020

Name Dr. Muhammad Mustafizur Rahman SSN 3002 Sex M Race* _____
 (Last 4 digits only)

Position Title: Dean of Graduate Studies Department: Division of Academic Affairs

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before presenting PAF, if applicable)

Years Experience 32 Southern University Experience 0

Degree(s):

Type/Discipline	Institution/Location (SU-Baton Rouge)	Year
<u>B.S. in Mechanical Engineering</u>	<u>Bangladesh University of Engineering</u>	<u>1980</u>
<u>M.S. in Mechanical Engineering</u>	<u>University of Manitoba</u>	<u>1983</u>
<u>Ph.D. in Mechanical Engineering</u>	<u>University of California, Berkeley</u>	<u>1988</u>

Current Employer Wichita State University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$145,000 Salary Budgeted \$145,000

Source of Funds State

Identify Budget: 210888 211001 22301 61002 24100 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by Southern University:
 *See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable): _____

Supervisor <u>[Signature]</u> Date <u>4/13/2020</u>	Dean/Unit Head <u>[Signature]</u> Date <u>4/13/2020</u>
Vice Chancellor <u>[Signature]</u> Date <u>4/14/2020</u>	Chancellor <u>[Signature]</u> Date <u>4/14/20</u>
Director/Personnel <u>[Signature]</u> Date <u>4/14/20</u>	Vice President/Finance Business Affairs/Comptroller _____ Date _____
President <u>[Signature]</u> Date _____	Chairman/SU. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaska Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Effective June 1, 2020, Dr. Muhammad Mustafizur Rahman will serve as Dean of the Graduate School at Southern University and A&M College.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8-5
EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5600
NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (see receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, I-9 and J-1 visa, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp./FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**
- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - _____ Application for Employment Form Admin Fee-Und Positions (Civil Service Application for classified employees)
 - _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal Background Check Form)
 - _____ Supervisory Criminal Background Check Form (completed by employee, verified and signed by supervisor)
 - _____ Exemptions Survey Form (signed by employee and budget head)
 - _____ Proposed Employee Appointment
 - _____ Proposed Employee Clearance
 - _____ Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

MUHAMMAD MUSTAFIZUR RAHMAN

Bloomfield Endowed Chair Professor and Dean's Fellow–New Strategic Initiatives
College of Engineering

~~Wichita State University, Wichita, Kansas 67261~~
~~Tel: (316) 979-6343, E-mail: muhhammad.rahman@wichita.edu~~

EDUCATION

- Ph.D Mechanical Engineering, University of California, Berkeley (1988).
- M.Sc Mechanical Engineering, University of Manitoba (1983).
- B.Sc Mechanical Engineering, Bangladesh University of Engineering & Technology (1980).

EMPLOYMENT

Wichita State University, College of Engineering, Wichita, Kansas

Bloomfield Endowed Chair Professor and Dean's Fellow-New Strategic Initiatives, August 2019 - Present.

Bloomfield Endowed Chair Professor and Mechanical Engineering Department Chair, August 2014 – August 2019.

University of South Florida, Department of Mechanical Engineering, Tampa, Florida

Professor and Director of Graduate Programs, August 2007 – August 2014.

Associate Professor (tenured), August 1999 – August 2007.

Assistant Professor, August 1993 - August 1999.

Mainstream Engineering Corporation, Rockledge, Florida

Senior Research Mechanical Engineer, August 1991 - August 1993.

Wright State University, Dayton, Ohio

Research Assistant Professor/ Research Associate, March 1988 - August 1991.

ACCOMPLISHMENTS AS DEPARTMENT CHAIR (2014 – 2019: 5 years)

1. Establishment of new faculty lines and hiring of 9 new tenure-track faculty members in the Department of Mechanical Engineering at Wichita State University (50% increase in faculty size in 4 years).
2. Enhancement of diversity in faculty by inclusion of 1 African American and 4 women faculty members in the ME Department at WSU.
3. Mentoring of a junior faculty with the securing of a NSF-CAREER award by the mentee in 2016.
4. Enhancement of research expenditure of WSU ME Department by over 900% in the last 4 years.
5. Development of a new faculty workload policy to provide release time for enhancement of scholarly activities and faculty innovation.
6. Prepared the WSU-ME Self Study Reports for WSU Academic Affairs and Kansas Board of Regents in 2015 and 2018.
7. Establishment of a new staff position for Mechanical Engineering Undergraduate Student Success Advisor and implementation of a new model for undergraduate advising with shared advising role by professional advisor, faculty, undergraduate coordinator, and the department chair.
8. Enhancement of opportunities for student participation and faculty support for SAE Mini Baja and Formula design competitions at WSU.

9. Enhancement of collaboration with industry with fully funded industrial projects to support ME Capstone Design course at WSU.
10. Achievement of 4 patent filings from undergraduate student innovations in ME Capstone Design Projects in 2015-2018.
11. Initiated fully online course offering in the Department of Mechanical Engineering at Wichita State University.
12. Initiated strategic summer school model at Wichita State University by balancing course demand and student enrollment to make it self-sustaining.
13. Initiated an undergraduate certificate on "Sustainable Materials and Design" and a graduate certificate on "Nano Engineering" in the Mechanical Engineering curriculum.
14. Initiated a graduate certificate program on "Additive Manufacturing" in collaboration between Mechanical Engineering and Industrial, Systems, and Manufacturing Engineering Departments.
15. Enhancement of Co-Op and Internship programs for undergraduate and graduate students with highest number of placements of Mechanical Engineering students compared to all departments for last 3 years.
16. Developed collaborations with international institutions and participated in international recruitment activities for enrichment of number, quality, and diversity of students entering in undergraduate and graduate programs.
17. Established "Mechanical Engineering Graduate Innovation Fellowship" with alumni donation to support new PhD students at WSU.
18. Established "Mechanical Engineering Graduate Research Enhancement Fund" with international corporate donation to support graduate students at WSU.
19. Initiated "Lankarani Graduate Assistantship Fund" in honor of Professor Lankarani with WSU Alumni Donation.
20. Initiated Venture Capital support to provide seed funds for ME faculty research at WSU.
21. Winner of the Wichita State University Faculty/Staff Fundraising Award in 2017.

ACCOMPLISHMENTS AS GRADUATE PROGRAM DIRECTOR (2007-2014: 7 years)

1. Lead role for local and international student recruitment, graduate admissions, graduate advising, handling students with special needs, planning, scheduling, and arrangements of faculty for graduate classes, new student orientations, and coordination of qualifying examinations for PhD candidacy.
2. Enhancement of ME PhD program at USF with 5-fold increase of student population (from ~ 10 to ~ 50) during 2007-2014; leading to marked increase in annual PhD degree production from <3 before 2007 to >10 after 2014.
3. Prepared Graduate portion of USF-ME SACS Evaluation Criteria and Reports for accreditation visit in 2014.
4. Prepared USF-ME Self Study Report for External Evaluation of Graduate Programs in 2012.

PROFESSIONAL LEADERSHIP EXPERIENCES

1. Dean's Fellow-New Strategic Initiatives, College of Engineering, Wichita State University (2019 ~ Present).

2. Chair, Mechanical Engineering Department, Wichita State University (2014 – 2019).
3. ABET-Engineering Accreditation Commission Program Evaluator (2013 – Present).
4. Higher Learning Commission – Peer Corps Member: Institutional Accreditation Evaluator (2018 – Present).
5. Member of National Academy of Inventors (2017 – Present).
6. Co-Chair, International Conference on Recent Innovations in Engineering and Technology, Tokyo, Japan, September 2018.
7. Co-Host – US Department of Agriculture Bio Jet Fuel Forum, Wichita, Kansas, July 2017.
8. Fellow of Wichita State University Leadership Academy (2015-2016).
9. Wichita Blueprint for Regional Economic Growth - Oil and Gas Production and Transportation Cluster (2015- 2016).
10. ASME Board of Technical Knowledge Dissemination and Technical Communities Operating Board – Strategic Planning Committee: Chair (2012-2014), Member (2009-2012).
11. ASME Energy Conversion Group Operating Board (2007-2013).
12. Director of Graduate Programs in the Department of Mechanical Engineering at University of South Florida (USF) (2007 - 2014).
13. Chair, ASME Advanced Energy Systems Division (2006-2007).
14. Technical Program Chair, ASME Conference on "Energy Sustainability," Long Beach, California, June 2007.
15. Associate Technical Editor, ASME Journal of Energy Resources Technology (2007–2013).
16. Member of Editorial Board, International Journal of Energy Research (2007–2011).
17. Chair, ASME/AESD Direct Thermal Power Generation and Thermal Management Technical Committee (2000-2004).
18. USF Graduate Council: Chair, Fellowship Committee (2003-2004); Chair, Curriculum Committee (2002-2003).
19. Co-Chair, USF Publications Council (2002–2005).
20. EXCEL (Excellence through Leadership) Fellow at USF (1999-2000).
21. Associate Technical Editor, ASME Journal of Solar Energy Engineering (1998-2004).

HONORS AND AWARDS

1. Bloomfield Endowed Chair of Engineering, Wichita State University (2014 – Present).
2. Fellow of the American Society of Mechanical Engineers (ASME) (2007-Present).
3. Wichita State University Faculty/Staff Fundraising Award, 2017.
4. ASME Dedicated Service Award, 2010.
5. ASME Advanced Energy Systems Division (AESD) Best Paper Award, 2007 and 1999.
6. ASME Florida West Coast Section 2004 Engineer of the Year Award.
7. University of South Florida (USF) President's Award for Excellence, 2003.
8. SAE (Society for Automotive Engineers) Ralph R. Teetor Educational Award, 1999.
9. State of Florida Teaching Incentive Program Award, 1998.
10. USF College of Engineering Teaching Excellence Award, 1996-97.
11. University of South Florida Outstanding Teaching Award, 1996-97.
12. Outstanding Service Recognition Certificate/Plaque: ASME (2007), ASME (2005), AIAA (2004), SAE (1999).
13. Invited Keynote Speaker at 7 international conferences.

COURSES TAUGHT

Undergraduate:	Thermal Systems and Economics Thermodynamics I Heat Transfer Statics System Dynamics	Fluid Systems Thermodynamics II Power Plant Engineering Dynamics Foundations of Engineering
Graduate:	Advanced Fluid Mechanics Advanced Conduction Analysis Advanced Engineering Mathematics Numerical Methods in Heat Transfer	Convection Heat Transfer Multiphase Flow and Heat Transfer

THESES AND DISSERTATIONS SUPERVISED (PhD = 8, MSME = 35)

1. Khan Habeeb Ur Rahman, "Optimization of System Layout of Thermal Energy Storage with Multiple Materials," Ph.D. Dissertation, August 2018.
2. Shantanu Shevade, "Simulation of Turbulent Air Jet Impingement for Commercial Cooking Applications," Ph.D. Dissertation, August 2018 (Co-Advisor: Guldiken).
3. Rashid Alshatti, "Heat Transfer Analysis of Slot Jet Impingement onto Roughened Surfaces," Ph.D. Dissertation, December 2015.
4. Antonio Ramos Archibold, "Thermal Assessment of a Latent-Heat Energy Storage Module during Melting and Freezing for Solar Energy Applications," Ph.D. Dissertation, December 2014 (Co-Advisor: Goswami).
5. Prashanth Sridharan, "Aspect Ratio Effect on Melting and Solidification during Thermal Energy Storage," M.S. Thesis, August 2013 (Co-Advisor: Goswami).
6. Rupa Nath, "Encapsulation of High Temperature Phase Change Materials for Thermal Energy Storage," M.S. Thesis, August 2012 (Co-Advisor: Goswami).
7. Swetha Pendyala, "Macroencapsulation of Phase Change Materials for Thermal Energy Storage," M.S. Thesis, August 2012 (Co-Advisor: Goswami).
8. Rashid Alshatti, "Analyses of Variable Refrigerant Flow and Exergy in Air Conditioning Systems," M.S. Thesis, December 2011.
9. Mark Dobbertean, "Steady and Transient Heat Transfer for Jet Impingement on Patterned Surfaces," M.S. Thesis, December 2011.
10. Mageed J. Guirguis, "Energy Recovery Devices in Seawater Reverse Osmosis Desalination Plants with Emphasis on Efficiency and Economical Analysis of Isobaric versus Centrifugal Devices," M.S. Thesis, December 2011.
11. Ammar Bahman, "Modeling of Solar-Powered Single-Effect Absorption Cooling System and Supermarket Refrigeration/HVAC system," M.S. Thesis, August 2011.
12. Mutasim Elsheikh, "Numerical Simulations of Heat Transfer Processes in a Dehumidifying Wavy Fin and a Confined Liquid Jet Impingement on Various Surfaces," M.S. Thesis, May 2011.
13. Ejiro S. Ojada, "Analysis of Mass Transfer by Jet Impingement and Study of Heat Transfer in a Trapezoidal Microchannel," M.S. Thesis, December 2009.
14. Jorge C. Lallave, "Heat Transfer during Partially Confined, Confined, and Free Liquid Jet Impingement with Rotation," Ph.D. Dissertation, May 2009 (Co-Advisor: Kumar).
15. Son H. Ho, "Numerical Modeling and Simulation for Analysis of Convective Heat and Mass Transfer in Cryogenic Liquid Storage and HVAC&R Applications," Ph.D. Dissertation, December 2007.

16. Phaninder Injeti, "Numerical Simulations of Steady State and Transient Heat Transfer in Microchannels," M.S. Thesis, August 2007.
17. Cesar F. Hernandez-Ontiveros, "Numerical Analysis of Heat and Mass Transfer during Jet Impingement on Curved Surfaces," M.S. Thesis, August 2007.
18. Abdullatif Gari, "Analysis of Conjugate Heat Transfer in Tube-in-Block Heat Exchangers for Some Engineering Applications," Ph.D. Dissertation, August 2006.
19. Mark Brown, "Simulations for Thermodynamic Analyses of Transcritical Carbon Dioxide Refrigeration Cycle and Reheat Dehumidification Air Conditioning Cycle," M.S. Thesis, August 2006.
20. Hamza Begdouri, "Analysis of the Impact of the Location of a Window Type Air-Conditioner on Thermal Comfort in an Office Room," M.S. Thesis, May 2005.
21. Santosh K. Mukka, "Computation of Fluid Circulation in a Cryogenic Storage Tank and Heat Transfer Analysis During Impinging Jet," M.S. Thesis, May 2005.
22. Son H. Ho, "Numerical Simulation of Thermal Comfort and Contaminant Transport in Air-Conditioned Rooms," M.S. Thesis, December 2004.
23. Chin T. Hong, "Analysis of Flow in a 3D Chamber and a 2D Spray Nozzle to Approximate the Exiting Jet Free Surface," M.S. Thesis, December 2004.
24. P.S.C. Rao, "Analysis of Fluid Circulation in a Spherical Cryogenic Storage Tank and Conjugate Heat Transfer in a Circular Microtube," M.S. Thesis, August 2004.
25. Shantanu S. Shevade, "Analysis of Microchannel Heat Exchanger with Magnetic Heating and Cooling," M.S. Thesis, May 2004.
26. Ryan Mead, "Analysis of Flow in a Spray Nozzle with Emphasis on Exiting Jet Free Surface," M.S. Thesis, December 2003.
27. Vinod Challa, "An On-Demand Microfluidic Actuated Micro Galvanic Cell as an On-Chip Power Source," M.S. Thesis, May 2003 (Co-Advisor: Bhansali).
28. Samer El Ajouz, "Numerical Prediction of Pressure Drop Across a Power Plant Cooling Water System," M.S. Thesis, May 2003.
29. Padmaja Dontaraju, "Analysis of Heat Transfer in Confined Jet Impingement Using Ammonia as the Working Fluid," M.S. Thesis, December 2002.
30. Tolani Owosina, "Numerical Modeling of Conjugate Heat Transfer During Free and Confined Liquid Jet Impingement," M.S. Thesis, December 2001.
31. Raveendra Siribaddana, "Finite Element Modeling of Thermal Fatigue and Damage of Solder joints in Electronic Packages," M.S. Thesis, December 2000.
32. Luis Rosario, "Analysis of Heat Transfer in a Finned Dehumidifier Coil," M.S. Thesis, August 1999.
33. Amjad E. Musallam, "Flow Visualization Study in Counterbalance Valves and Numerical Simulation of Snow Melting Systems," M.S. Thesis, August 1999.
34. Antonio J. Bula, "Numerical Modeling of Conjugate Heat Transfer During Free Liquid Jet Impingement," Ph.D. Dissertation, May 1999.
35. Kiran K. Ambatipudi, "Steady and Transient Conjugate Heat Transfer in Microchannel Heat Sinks," M.S. Thesis, May 1999.
36. Shan Gao, "A Numerical Study of Mixed Convective Cross-Flow in Rectangular Partial Enclosures," M.S. Thesis, December 1998.
37. Steven T. Weber, "An Investigation of Flow Induced Noise in Hydraulic Counterbalance Valves," M.S. Thesis, May 1998.
38. Antonio J. Bula, "Mixed Convective Burning of a Vertical Fuel Surface in the Presence of a Horizontal Cross Flow," M.S. Thesis, May 1997.

39. Jagannath Raghavan, "Numerical Computation of Steady and Transient Heat Transfer Near Flush and Mounted Heat Sources on a Circuit Board," M.S. Thesis, May 1997.
40. Chockalignam Pathanjali, "Numerical Computation of Three-dimensional Transport in Thin Liquid Films and in Furnehoods," M.S. Thesis, August 1996.
41. Prashant Gadepalli, "Cross-Flow Mixed Convective Transport and Conjugate Heat Transfer in Electronic Packages," M.S. Thesis, December 1995.
42. José Rujano, "Analysis and Computation of Steady and Transient Conjugate Heat Transfer in Trapezoidal Microchannel Heat Sinks in a Silicon Substrate," M.S. Thesis, August 1995.
43. Sathyamurthy Rajagopalan, "Mass Transfer to a Thin Liquid Film over a Rotating Disk with Simultaneous Chemical Reaction," M.S. Thesis, May 1995.

VISITING SCHOLARS HOSTED

1. Professor Muthukumar Palanisamy, Indian Institute of Technology, Guwahati, India (March – July 2018).
2. Professor Lei Yanhua, South China Agricultural University, Guangzhou, P.R. China (January - August 2014).
3. Professor Hassan M. Soliman, University of Manitoba, Winnipeg, Manitoba, Canada (January – May 2014, December 1999 - June 2000).
4. Professor Enli Iyu, South China Agricultural University, Guangzhou, P.R. China (September 2013 – August 2014).
5. Professor Yousef M. Abdel-Rahim, Assiut University, Egypt (September 2011 – December 2013).
6. Professor Luis Rosario, Universidad de Los Andes, Merida, Venezuela (January 2004 – December 2006, August 2007 - August 2008, August 2009 – May 2012).
7. Professor Xiaoling Ma, Yunnan Polytechnic University, Kunming, Yunnan, P.R. China (March 2000 – March 2001).
8. Professor Ahmed Hassaneen, Industrial Education College, Cairo, Egypt (September 1999 - March 2000).
9. Professor Abo El-Azim A. Hemida, Helwan University, Cairo, Egypt (September 1998 - February 1999).

FOUNDATION AWARDS (Total = \$235,000)

1. M.M. Rahman (Lead), *Lankaruni Graduate Assistantship Fund*, WSU Alumni Donation, \$100,000, January 2019 – December 2022.
2. I. Alarifi, R. Asmatulu, and M.M. Rahman (Co-Lead), *Mechanical Engineering Graduate Research Enhancement Fund*, Fibers National Factory, Saudi Arabia, \$27,000, September 2015 – December 2018.
3. M.M. Rahman (Lead), *Mechanical Engineering Graduate Innovation Fellowship*, Anonymous Donor, Wichita, Kansas, \$108,000, August 2015 – December 2020.

RESEARCH GRANTS AND CONTRACTS (Total > \$ 9.14 Million)

1. R. Asmatulu and M.M. Rahman (Co-PI), *Re-mineralizing Tooth Cavities Through Antibacterial Nanocomposite Fibers*, Wichita Medical Research and Education Foundation, Wichita, Kansas, \$15,000, May 2018 – February 2020.

2. M.M. Rahman (PI), R. Asmatulu, and D. Eichhorn, *Development and Characterization of Water-Diesel Fusion Process for Improved Fuel Efficiency and Lower Carbon Footprint in Internal Combustion Engines*, Fuel Technology, Wichita, Kansas, \$392,001, July 2015 – April 2017.
 3. Y. Goswami, E. Stefanakos, and M.M. Rahman (Co-PI), *Development of a Low-Cost Thermal Energy Storage System Using Phase Change Materials with Enhanced Radiation Heat Transfer*, ARPA-E, United States Department of Energy, Washington, DC, \$2,939,450, December 2011 – December 2015.
 4. Y. Goswami, E. Stefanakos, M.M. Rahman (Co-PI), M. Romero, and J. Gonzales-Aguilar, *Innovative Latent Thermal Energy Storage System for Concentrating Solar Power Plants*, E.ON Engineering Limited, \$ 814,108, January 2011 – March 2014.
 5. Y. Goswami, E. Stefanakos, and M.M. Rahman (Co-PI), *Development and Demonstration of an Innovative Thermal Energy Storage System for Baseload Power Generation*, United States Department of Energy, \$ 961,607, August 2010 – July 2012.
 6. A.K. Sunol, A. Yalcin, M.M. Rahman (Co-PI), S. Wilkinson, and W. Moreno, *Design of Manufacturing Facilities and Products for Specialty Non-Woven Textiles*, Misty LLC, Tampa, Florida, and Florida High Tech Corridor Program, \$100,000, September 2009 – September 2010.
 7. Y. Goswami, E. Stefanakos, M.M. Rahman (Co-PI), A.K. Sunol, D. Hahn, and R. Reddy, *Design, Construction, and Operation of CSP Solar Thermal Power Plants in Florida*, Florida Energy Systems Consortium, \$1,285,965, January 2009 – June 2013.
 8. A.K. Sunol, S. Wilkinson, M.M. Rahman (Co-PI), and A. Yalcin, *Development of Temperature Modulated Products*, Temptroll LLC, Tampa, Florida, and Florida High Tech Corridor Program, \$156,000, January 2009 – May 2010.
 9. A.K. Sunol, M.M. Rahman (Co-PI), S. Wilkinson, and A. Yalcin, *Design and Development of Self Cooling Products that Utilize Evaporative Technologies*, Temptroll LLC, Tampa, Florida, \$50,000, May 2007 – March 2009.
 10. M.M. Rahman (PI) and S. Katkooi, *Modeling and Design of a MEMS Micropump*, National Institutes of Health/Children's Hospital Los Angeles, \$19,739, December 2006 – May 2008.
 11. E. Stefanakos, B. Krakow, M.M. Rahman (Co-PI), V. Bethanabotla, S. Bhansali, and R. Benson, *USF Research on Hydrogen Production, Storage, and Monitoring*, National Aeronautics and Space Administration, \$2,020,000, June 2002 - December 2006.
- Individual Research Projects:
- (a) M.M. Rahman (PI), *Three-Dimensional Thermo-Fluid Analysis and Design Optimization of Cryogenic Storage Systems with Zero Boiloff*, National Aeronautics and Space Administration, \$130,600, January 2005 - December 2006.
 - (b) S. Bhansali and M.M. Rahman (Co-PI), *Prototype and Simulation Model for a MEMS Magnetocaloric Refrigerator*, National Aeronautics and Space Administration, \$485,932, June 2002 – December 2006.
 - (c) M.M. Rahman (PI), *Numerical Simulation Model of Cryogenic Storage Systems with Zero Boiloff*, National Aeronautics and Space Administration, \$176,347, June 2002 - December 2004.
 - (d) B. Krakow, M.M. Rahman (Co-PI), and E. Stefanakos, *Solar-Powered Hydrogen Liquefaction by Metal Hydride Devices*, National Aeronautics and Space Administration, \$300,000, June 2002 – December 2003.

12. M.M. Rahman (PI), *Computation of Pressure Drop in Condenser Cooling Water System*, Tampa Electric Company, Apollo Beach, Florida, \$17,982, February 2003 - June 2003.
13. M.M. Rahman (PI) and T. Eason, *Measurements of Thermal Expansion Coefficient in Electronic Packages using Moire Interferometry*, Honeywell Space Systems, Clearwater, Florida, \$1,250, October 2002 - December 2003.
14. M.M. Rahman (PI), *Thermal Control of Microelectronics in Space*, Honeywell Space Systems, Clearwater, Florida, \$30,000, July 2002 - December 2003.
15. M.M. Rahman (PI), *Further Investigations of Jet Impingement Cooling Using Ammonia as the Working Fluid for Military Applications*, Air Force Research Laboratory, Wright-Patterson AFB, Ohio, \$26,282, September 2001 - October 2003.
16. M.M. Rahman, *Aircraft and Spacecraft Thermal Management*, Air Force Research Laboratory Summer Faculty Fellowship, \$ 13,714, June 2001 - August 2001.
17. M.M. Rahman (PI) and D.P. Hess, *Solder Joint Reliability for Ball and Column Grid Array Components Fielded in Space Environments*, Honeywell Space Systems, Clearwater, Florida, \$31,860, October 1999 - December 2000.
18. M.M. Rahman (PI), *Development of a Web Based Interactive Software*, Display International, Oviedo, Florida, \$15,000, January 1999 - June 2001.
19. M.M. Rahman (PI), *Modeling of Laser Machining Processes and Free Liquid Jets*, Embassy of the Arab Republic of Egypt, Washington, D.C., \$6,000, September 1998 - March 2000.
20. M.M. Rahman (PI), *Investigation of Jet Impingement Cooling Using High Prandtl Number Fluids*, Air Force Research Laboratory, Wright-Patterson AFB, Ohio, \$43,470, September 1998 - September 2001.
21. M.M. Rahman (PI) and J.L.F. Porteiro, *Investigation of Flow Induced Noise and Development of Design Modifications for Smaller Size Counterbalance Valves*, Sun Hydraulics Corporation, Sarasota, Florida, \$ 10,000, February 1998 - June 1998.
22. J.L.F. Porteiro and M.M. Rahman (Co-PI), *A Comprehensive Experimental and Numerical Investigation of Fluid Dynamics in Direct-Acting Differential Area Relief Valves*, Sun Hydraulics Corporation, Sarasota, Florida, \$ 100,000, January 1998 - December 1999.
23. M.M. Rahman, *Computation of Free Surface Flows with Applications in Capillary Pumped Loops, Heat Pipes, and Jet Impingement Cooling of Electronics*, Air Force Office of Scientific Research Summer Faculty Fellowship, \$ 11,261, June 1997 - August 1997.
24. M.M. Rahman (PI), *Development of an Expert Tutor to Enhance Undergraduate Engineering Education*, USF Instructional Development Grant, \$ 7,500, March 1997 - January 1998.
25. W. Moreno and M.M. Rahman (Co-PI), *Thermal Management of Teklogix TKX-3000 Pentium Computer*, Teklogix Corporation, Enterprise Florida, and NASA, \$ 39,930, January 1997 - September 1997.
26. M.M. Rahman (PI) and J.L.F. Porteiro, *Equipment Support for USF Hydraulic Test Bench*, Sun Hydraulics Corporation, Sarasota, Florida, \$ 6,644, December 1996 - June 1998.
27. M.M. Rahman (PI) and J.L.F. Porteiro, *An Experimental Investigation of Flow Induced Noise in Counterbalance Valves*, Sun Hydraulics Corporation, Sarasota, Florida, \$ 17,985, December 1996 - January 1998.
28. M.M. Rahman (PI), *Analysis of Conjugate Heat Transfer in Electronic Packages*, USF Research and Creative Scholarship Grant, \$ 7,500, April 1994 - April 1995.

PATENT

1. M.K. Ram and **M.M. Rahman**, "Systems and Methods for Detecting the Presence of a Contaminant," *United States Patent No. 9,823,188 B1*, November 21, 2017.

PUBLICATIONS (Journal Papers = 94, Book Chapters = 3, Papers in Conference Proceedings = 151, Citations = 3681, h-Index = 27, i10-index = 54)

1. S.S.A. Kumar, M.N. Uddin, **M.M. Rahman**, and R. Asmatulu, "Introducing Graphene Thin Films into Carbon Fiber Composite Structures for Lightning Strike Protection," *Polymer Composites*, Vol. 40, pp. E517-E525, 2019.
2. A.K.M.S. Rahman, **M.M. Rahman**, and R. Asmatulu, "Nanocomposite-Based Targeted Drug Delivery System," *Advances in Nanotechnology*, Vol. 22, pp. 53-82, Nova Science Publishers, Hauppauge, New York, 2019.
3. F.N.M. Elwekeel, A.M.M. Abdala, and **M.M. Rahman**, "Effects of Novel Collector Roof on Solar Chimney Power Plant Performance," *Journal of Solar Energy Engineering*, Vol. 141, No.3, 2019.
4. A.B. Sengul, **M.M. Rahman**, and E. Asmatulu, "Evaluation of Media and Light Source Effects on the Growth of *Botryococcus braunii* for Biofuel Production," *International Journal of Environmental Science and Technology*, Vol. 16, No. 7, pp. 3193-3202, 2019.
5. M.N. Uddin, H.T.N. Gandy, **M.M. Rahman**, and R. Asmatulu, "Adhesiveless Honeycomb Sandwich Structures of Prepreg Carbon Fiber Composites for Primary Structural Applications," *Advanced Composites and Hybrid Materials*, Vol. 2, pp. 339-350, 2019.
6. P. Muthukumar, A. Kumar, N.N. Raju, K. Malleswararao, and **M.M. Rahman**, "A Critical Review on Design Aspects and Developmental Status of Metal Hydride Based Thermal Machines," *International Journal of Hydrogen Energy*, 2019 (in press, available online).
7. J.S. Prasad, P. Muthukumar, F. Desai, D.N. Basu, and **M.M. Rahman**, "A Critical Review of High-Temperature Reversible Thermochemical Energy Storage Systems," *Applied Energy*, 2019 (in press, available online).
8. F.J. Desai, A. Atayo, P. Muthukumar, **M.M. Rahman**, and E. Asmatulu, "Experimental Studies on Endothermic Reversible Reaction of Salts for Cooling," *Proceedings of the International Conference on Polygeneration*, Fukuoka, Japan, May 2019.
9. M. Belaed, **M.M. Rahman**, and R. Guldiken, "Effect of Optical Thickness on the Melting of Phase Change Material during Thermal Energy Storage for Concentrated Solar Power," *Proceedings of the 7th European Conference on Renewable Energy Systems*, Madrid, Spain, June 2019.
10. K. A. Brauning, K. Arifa, **M.M. Rahman**, and R. Asmatulu, "Free Edge Effects of Machined Composite Surfaces and Their Mitigation," *Proceedings of the 27th International Conference on Composites or Nano Engineering*, Granada, Spain, July 2019.
11. K.H.U. Rahman and **M.M. Rahman**, "Review of High Temperature Combined Sensible-Latent Heat Storage Systems," *International Journal of Industrial Electronics and Electrical Engineering*, Vol.6, No.11, 2018.
12. K.H.U. Rahman and **M.M. Rahman**, "Evaluating the Performance of a Combined SHS-LHS System," *International Journal of Materials Science and Engineering*, Vol. 6, No. 4, pp. 106-113, 2018.

13. T.K. Aldoss and **M.M. Rahman**, "Latent Heat Energy Storage System with Continuously Varying Melting Temperature," *International Journal of Mechanical Engineering and Robotics Research*, Vol. 7, No. 2, pp. 113-119, 2018.
14. I.M. Alarifi, W.S. Khan, **M.M. Rahman**, and R. Asmatulu, "Mitigation of Lightning Strikes on Composite Aircraft via Micro and Nanoscale Materials," *Advances in Nanotechnology*, Vol. 20, pp. 39-66, Nova Science Publishers, Hauppauge, New York, 2018.
15. S.S. Shevade, R. Guldiken, and **M.M. Rahman**, "Analysis of Controlling Parameters During Turbulent Air Jet Impingement for Applications in Commercial Cooking," *Turbulence, Heat and Mass Transfer*, Vol. 9, pp. 603-606, Begell House, New York, 2018.
16. E. Asmatulu, A. Alonayni, M. Alamir, and **M.M. Rahman**, "Sustainability of Fiber Reinforced Laminate and Honeycomb Composites in Manufacturing Industries," *Proceedings of the SPIE Smart Structures and Nondestructive Evaluation Conference*, Denver, Colorado, March 2018.
17. N. Paranjpe, M. Alamir, A. Alonayni, E. Asmatulu, **M.M. Rahman**, and R. Asmatulu, "Strength and Failure Analysis of Composite-to-Composite Adhesive Bonds with Different Surface Preparations," *Proceedings of the SPIE Smart Structures and Nondestructive Evaluation Conference*, Denver, Colorado, March 2018.
18. F.S. Tanzim, **M.M. Rahman**, and R. Asmatulu, "Exploring the Effects of Highly Conductive Carbon Fiber Composites on Evaporation and Desalination Rates of Salt Water," *Proceedings of the 2018 Tech Connect World Innovation Conference*, Anaheim, California, May 2018.
19. K. Arifa, **M.M. Rahman**, and E. Asmatulu, "Mechanical Properties of 3D Printed PLA Specimens with Various Infill Shapes and Volumes," *Proceedings of the 2018 Tech Connect World Innovation Conference*, Anaheim, California, May 2018.
20. T.M. Ahmed, **M.M. Rahman**, and E. Asmatulu, "Recycling of Graphite Waste into High Quality Graphene Products," *Proceedings of the 2018 Tech Connect World Innovation Conference*, Anaheim, California, May 2018.
21. P.K. Bollavaram, **M.M. Rahman**, and R. Asmatulu, "Change in Surface Resistance of Gold and Silver Nanofilms Co-Cured on Fiber Reinforced Composites under Tensile Loads," *Proceedings of the 26th International Conference on Composites or Nano Engineering*, Paris, France, July 2018.
22. A. Khadak, M.N. Uddin, **M.M. Rahman**, and R. Asmatulu, "Enhancing the De-Icing Capabilities of Carbon Fiber-Reinforced Composite Aircraft via Permanent Superhydrophobic Coatings," *Proceedings of the Composites and Advanced Materials Expo 2018*, Dallas, Texas, October 2018.
23. K.H.U. Rahman, T.K. Aldoss, and **M.M. Rahman**, "Layout of Phase Change Materials in a Thermal Energy Storage System," *Proceedings of the 2018 Mechanical Engineering Congress and Exposition*, Pittsburgh, Pennsylvania, November 2018.
24. T.M. Ahmed, Z. Ali, **M.M. Rahman**, and E. Asmatulu, "Advanced Recycled Materials for Economic Production of Fire Resistant Fabrics," *Proceedings of the 2018 Mechanical Engineering Congress and Exposition*, Pittsburgh, Pennsylvania, November 2018.
25. V. Patil, A. Usta, **M.M. Rahman**, and R. Asmatulu, "Investigating Effects of Graphene Nanoinclusions for Improved Desalination Rates of Salt Water under Solar Heat," *Proceedings of the 2018 Mechanical Engineering Congress and Exposition*, Pittsburgh, Pennsylvania, November 2018.

26. S.S. Shevade, **M.M. Rahman**, and R.O. Guldiken, "Turbulent Multi-Jet Air Impingement for Applications in Commercial Cooking," *Proceedings of the 2018 Mechanical Engineering Congress and Exposition*, Pittsburgh, Pennsylvania, November 2018.
27. P.K. Bollavaram, **M.M. Rahman**, and R. Asmatulu, "Lighting Strike Protection and EMI Shielding of Fiber Reinforced Composite using Gold and Silver Nanofilms," *Proceedings of the 2018 Mechanical Engineering Congress and Exposition*, Pittsburgh, Pennsylvania, November 2018.
28. S.S. Shevade, **M.M. Rahman**, and R.O. Guldiken, "Optimization of Turbulent Air Jet Impingement for Energy Efficient Commercial Cooking," *Proceedings of the 2nd International Conference on Energy and Power*, Sydney, Australia, December 2018.
29. M.N. Uddin, M. Alamir, H. Muppalla, **M.M. Rahman**, and R. Asmatulu, "Nanomembranes for Sustainable Fresh Water Production," *Proceedings of the 5th International Conference on Mechanical, Industrial, and Energy Engineering*, Khulna, Bangladesh, December 2018 (Invited Keynote Paper).
30. L. Yanhua, L. Enli, **M.M. Rahman**, W. Yu, G. Jiaming, and Z. Jie, "Numerical Simulation on Temperature and Relative Humidity in Zero Energy Cool Chamber," *International Journal of Agricultural and Biological Engineering*, Vol. 10, No. 3, pp. 185-193, 2017.
31. M.N. Uddin, **M.M. Rahman**, and R. Asmatulu, "Recent Progress on Synthesis, Characterization, and Applications of Carbon Black Nanoparticles," *Advances in Nanotechnology*, Vol. 19, Nova Science Publishers, Hauppauge, New York, 2017.
32. P.K. Bollavaram, **M.M. Rahman**, and R. Asmatulu, "Lightning Strike Protection and Electromagnetic Interference Shielding Using Conductive Submicron Films," *Proceedings of the 2017 Tech Connect World Innovation Conference*, Washington, DC, May 2017.
33. G. Chinni, B. Subeshan, **M.M. Rahman**, and R. Asmatulu, "Studying the Microalgae Growth and Stable Nanoemulsion Production Systems for Environmental Mitigations," *Proceedings of the 2017 Tech Connect World Innovation Conference*, Washington, DC, May 2017.
34. A.B. Sengul, **M.M. Rahman**, and R. Asmatulu, "Investigating the Effects of Growth Medium and Light Sources on the Growth of *Botryococcus Braunii*," *Proceedings of the 2017 Tech Connect World Innovation Conference*, Washington, DC, May 2017.
35. R. Nair, Y. Yihun, and **M.M. Rahman**, "A Project-Based Learning-Centered Assessment Stream to Maximize Learning in Mechanical Engineering Design Courses," *Proceedings of the 2017 ASEE Midwest Section Conference*, Stillwater, Oklahoma, September 2017.
36. A. Usta, **M.M. Rahman**, and R. Asmatulu, "Synthesis, Stability, and Selection Study of Oil-in-Water Nanoemulsions Containing *Nigella sativa* L. Essential Oil," *Proceedings of the 2017 ASME Mechanical Engineering Congress and Exposition*, Tampa, Florida, November 2017.
37. T. Alexander, **M.M. Rahman**, and R. Asmatulu, "Investigating the Effects of Sodium Chloride Particles on Thermoelectric Properties of Bismuth Telluride," *Proceedings of the 2017 ASME Mechanical Engineering Congress and Exposition*, Tampa, Florida, November 2017.
38. R. Asmatulu, K.S. Erukala, and **M.M. Rahman**, "Enhancing the Strengths of Adhesion Bonds between Composite Surface and Coating via UV Treatments," *Proceedings of the 2017 ASME Mechanical Engineering Congress and Exposition*, Tampa, Florida, November 2017.

39. M.M. Dobbertean and **M.M. Rahman**, "Numerical Analysis of Steady State Heat Transfer for Jet Impingement on Patterned Surfaces," *Applied Thermal Engineering*, Vol. 103, pp. 481-490, 2016.
40. A.R. Archibold, A. Bhardwaj, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Comparison of Numerical and Experimental Assessment of a Latent Heat Energy Storage Module for a High-Temperature Phase Change Material," *ASME Journal of Energy Resources Technology*, Vol. 138, pp. 052007:1-7, 2016.
41. M.S.S. Faisal, **M.M. Rahman**, and R. Asmatulu, "Investigating Effectiveness of Activated Carbons of Natural Sources on Various Supercapacitors," *Proceedings of SPIE*, Vol.9806, pp. 980604:1-9, 2016.
42. Y. Yihun, R. Nair, and **M.M. Rahman**, "Utilizing a Research-Based Assessment Method and Faculty Collaboration to Promote Undergraduate Research in STEM Education," *Proceedings of ASEE Midwest Section Conference*, Manhattan, Kansas, 2016.
43. A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "The Effects of Radiative Heat Transfer During the Melting Process of a High Temperature Phase Change Material Confined in a Spherical Shell," *Applied Energy*, Vol.117, pp. 675-684, 2015.
44. A.R. Archibold, D.Y. Goswami, **M.M. Rahman**, and E.K. Stefanakos, "Multi-Mode Heat Transfer Analysis during Freezing of an Encapsulated Storage Medium," *International Journal of Heat and Mass Transfer*, Vol. 84, pp. 600-609, 2015.
45. S. Bellan, T.A. Alam, J. Gonzalez-Aguilar, M. Romero, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Numerical and Experimental Studies on Heat Transfer Characteristics of Thermal Energy Storage System Packed with Molten Salt PCM Capsules," *Applied Thermal Engineering*, Vol. 90, pp. 970-979, 2015.
46. M. Zeyghami and **M.M. Rahman**, "Analysis of Combined Natural Convection and Radiation Heat Transfer Using a Similarity Solution," *Energy Research Journal*, 2015.
47. **M.M. Rahman**, "Heat Transfer in Completely and Partially Filled Spherical Phase Change Thermal Energy Storage Modules," *Proceedings of the International Conference on Mechanical Engineering (ICME 2015)*, Dhaka, Bangladesh, December 2015 (Invited Keynote Paper).
48. S. Bellan, J. Gonzalez-Aguilar, M. Romero, **M.M. Rahman**, D.Y. Goswami, E.K. Stefanakos, and D. Couling, "Numerical Analysis of Charging and Discharging Performance of a Thermal Energy Storage System with Encapsulated Phase Change Material," *Applied Thermal Engineering*, Vol. 71, pp. 481-500, 2014.
49. T.K. Aldoss and **M.M. Rahman**, "Comparison between the Single-PCM and Multi-PCM Thermal Energy Storage Design," *Energy Conversion and Management*, Vol. 83, pp. 79-87, 2014.
50. A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Analysis of Heat Transfer and Fluid Flow During Melting Inside a Spherical Container for Thermal Energy Storage," *Applied Thermal Engineering*, Vol. 64, pp. 396-407, 2014.
51. A.R. Archibold, J. Gonzalez-Aguilar, **M.M. Rahman**, D.Y. Goswami, M. Romero, and E.K. Stefanakos, "The Melting Process of Storage Materials with Relatively High Phase Change Temperatures in Partially Filled Spherical Shells," *Applied Energy*, Vol. 116, pp. 243-252, 2014.

52. S. Bellan, J. Gonzalez-Aguilar, M. Romero, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Numerical Modelling of Thermal Energy Storage System," *Proceedings of the ASME 2014 Energy Sustainability and Fuel Cell Conferences (ESFC 2014)*, Boston, Massachusetts, June-July 2014.
53. Y.M. Abdel-Rahim and **M.M. Rahman**, "Laminar Semi-Porous Channel Electrically Conducting Flow under Magnetic Field," *Proceedings of the 10th International Conference on Heat Transfer, Fluid Mechanics, and Thermodynamics (HEFAT 2014)*, Orlando, Florida, July 2014.
54. Y.M. Abdel-Rahim and **M.M. Rahman**, "Conceptual Global Optimal Bounds for COP of Cascaded-Flashed R134a Irreversible Refrigeration System," *Proceedings of the 10th International Conference on Heat Transfer, Fluid Mechanics, and Thermodynamics (HEFAT 2014)*, Orlando, Florida, July 2014.
55. S. Bellan, J. Gonzalez-Aguilar, M. Romero, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Numerical Investigation of PCM-Based Thermal Energy Storage System," *Proceedings of Solar PACES 2014*, Beijing, China, September 2014.
56. T.E. Alam, S. Bellan, J. Dhau, D.Y. Goswami, **M.M. Rahman**, E.K. Stefanakos, J. Gonzalez-Aguilar, and M. Romero, "Experimental and Numerical Investigation of a Packed-Bed Latent Heat Thermal Storage System with Encapsulated Phase Change Material," *Proceedings of EuroSun 2014*, Aix les Bains, France, September 2014.
57. A.R. Archibold, A. Bhardwaj, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Thermal Assessment of Latent Heat Energy Storage Module Using a High Temperature Phase Change Material with Enhanced Radiative Properties," *Proceedings of the 2014 ASME International Mechanical Engineering Congress and Exposition*, Montreal, Quebec, Canada, November 2014.
58. A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "High Temperature Latent Heat Thermal Energy Storage Module with Enhanced Combined Mode Heat Transfer," *Proceedings of the 2014 ASME International Mechanical Engineering Congress and Exposition*, Montreal, Quebec, Canada, November 2014.
59. T.E. Alam, J. Dhau, D.Y. Goswami, **M.M. Rahman**, and E.K. Stefanakos, "Experimental Investigation of a Packed-Bed Latent Heat Thermal Storage System with Encapsulated Phase Change Material," *Proceedings of the 2014 ASME International Mechanical Engineering Congress and Exposition*, Montreal, Quebec, Canada, November 2014.
60. S. Kuravi, J. Trahan, D.Y. Goswami, **M.M. Rahman**, and E.K. Stefanakos, "Thermal Energy Storage Technologies and Systems for Concentrating Solar Power Plants," *Progress in Energy and Combustion Science*, Vol. 39, pp. 285-319, 2013.
61. A.R. Archibold, **M.M. Rahman**, J. Gonzalez-Aguilar, D.Y. Goswami, E.K. Stefanakos, and M. Romero, "Phase Change and Heat Transfer Numerical Analysis During Solidification of an Encapsulated Phase Change Material," *Proceedings of the 2013 ISES Solar World Congress*, Cancun, Mexico, November 2013; *Energy Procedia*.
62. S. Bellan, J. Gonzalez-Aguilar, A.R. Archibold, M. Romero, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Transient Numerical Analysis of Storage Tanks Based on Encapsulated PCMs for Heat Storage in Concentrating Solar Power Plants," *Proceedings of the 2013 ISES Solar World Congress*, Cancun, Mexico, November 2013; *Energy Procedia*.

63. P. Sridharan, A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Melting in Vertical Cylinders During Thermal Energy Storage," *Proceedings of the 2013 ASME International Mechanical Engineering Congress and Exposition*, San Diego, California, November 2013.
64. A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Numerical Solution of Heat Transfer During Solidification of an Encapsulated Phase Change Material," *Proceedings of the 2013 ASME International Mechanical Engineering Congress and Exposition*, San Diego, California, November 2013.
65. S.H. Ho and **M.M. Rahman**, "Forced Convective Mixing in a Zero Boil-Off Cryogenic Storage Tank," *International Journal of Hydrogen Energy*, Vol. 37, No. 13, pp. 10196-10209, 2012.
66. A. Bahman, L. Rosario, and **M.M. Rahman**, "Analysis of Energy Savings in a Supermarket Refrigeration/HVAC System," *Applied Energy*, Vol. 98, pp. 11-21, 2012.
67. R.V. Padilla, A.R. Archibold, G. Demirkaya, S. Besarati, D.Y. Goswami, **M.M. Rahman**, and E.K. Stefanakos, "Performance Analysis of a Rankine Cycle Integrated with the Goswami Combined Power and Cooling Cycle," *ASME Journal of Energy Resources Technology*, Vol. 134, pp. 032001-1-8, 2012.
68. G. Demirkaya, S. Besarati, R.V. Padilla, A.R. Archibold, **M.M. Rahman**, D.Y. Goswami, and E.K. Stefanakos, "Multi-Objective Optimization of a Combined Power and Cooling Cycle for Low-Grade and Mid-Grade Heat Sources," *ASME Journal of Energy Resources Technology*, Vol. 134, pp. 032002-1-8, 2012.
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184. A.J. Bula, **M.M. Rahman**, and J.E. Leland, "Thermal Management of Microelectronics by Axial Jet Impingement," *Proceedings 34th Intersociety Energy Conversion Engineering Conference*, CD-ROM, Society of Automotive Engineers, 1999.
185. A.J. Bula and **M.M. Rahman**, "Analysis of Heat and Mass Transfer in a Mixed Convective Diffusion Flame Attached to a Vertical Fuel Surface," *Proceedings of Congreso Bolivariano de Ingenieria Mecanica*, Merida, Venezuela, July 1999.
186. S. Gao and **M.M. Rahman**, "Analysis of Cross-Flow Mixed Convection with Applications to Building Heat Transfer," *Proceedings of Renewable and Advanced Energy Systems for the 21st Century*, CD-ROM, American Society of Mechanical Engineers, 1999.
187. L. Rosario and **M.M. Rahman**, "Heat Transfer in a Finned Dehumidifier Coil under Partially Wet Condition," *Proceedings of Renewable and Advanced Energy Systems for the 21st Century*, CD-ROM, American Society of Mechanical Engineers, 1999.
188. **M.M. Rahman**, "Transport to a Chemically Active Thin Liquid Film Over a Spinning Disk," *ASME Journal of Energy Resources Technology*, Vol.120, No.4, pp. 293-298, 1998.
189. L. Rosario and **M.M. Rahman**, "Overall Efficiency of a Radial Fin Assembly under Dehumidifying Conditions," *ASME Journal of Energy Resources Technology*, Vol.120, No.4, pp. 299-304, 1998.
190. A.J. Bula and **M.M. Rahman**, "Mixed Convective Burning of a Vertical Fuel Surface in the Presence of a Horizontal Cross Flow," *Numerical Heat Transfer, Part A*, Vol.34, pp. 399-419, 1998.

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196. **M.M. Rahman** and A.J. Bula, "Development of a Tutorial Software to Serve as a Teaching Aid for Power and Refrigeration Cycles," *Proceedings 1998 ASEE Annual Conference and Exposition*, CD-ROM, American Society for Engineering Education, 1998.
197. L. Rosario and **M.M. Rahman**, "Modeling of Partially Wet Radial Fin Assembly Used as a Dehumidifier Coil," *Proceedings 33rd Intersociety Energy Conversion Engineering Conference*, CD-ROM, American Nuclear Society, 1998.
198. J.R. Rujano, **M.M. Rahman**, and R.A. Crane, "Computer Simulation of Double Diffusive Convection and Rollover of Binary Mixtures in Cylindrical Vessels," *Proceedings 33rd Intersociety Energy Conversion Engineering Conference*, CD-ROM, American Nuclear Society, 1998.
199. J.R. Rujano and **M.M. Rahman**, "Transient Response of Microchannel Heat Sinks in a Silicon Wafer," *ASME Journal of Electronic Packaging*, Vol. 119, No.4, pp. 239-246, 1997.
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202. **M.M. Rahman**, J.L.F. Porteiro, and S.T. Weber, "Numerical Simulation and Animation of Oscillating Turbulent Flow in a Counterbalance Valve," *Proc. 32nd Intersociety Energy Conversion Engineering Conference*, Vol.2, pp. 1525-1530, 1997.
203. A.J. Bula and **M.M. Rahman**, "FIRERUN: A Computer Program for the Prediction of Fire Safety in the Design of Food Services," *Proc. 32nd Intersociety Energy Conversion Engineering Conference*, Vol.2, pp. 1519-1524, 1997.
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205. **M.M. Rahman**, "Analysis and Design of an Air-Cycle Microclimate Cooling Device," *ASME Journal of Energy Resources Technology*, Vol.118, No.4, pp. 293-299, 1996.

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207. P. Gadepalli and **M.M. Rahman**, "Conjugate Mixed Convective Heat Transfer in Electronic Equipment," *Proc. ASME Heat Transfer Division, Volume 2*, ASME HTD-Vol.333, pp. 219-229, 1996.
208. C. Pathanjali and **M.M. Rahman**, "Analysis of Heat Transfer and Contaminant Transport in Fume Hoods," *Proc. ASME Heat Transfer Division, Volume 4*, ASME HTD-Vol.335, pp. 139-149, 1996.
209. J.R. Rujano and **M.M. Rahman**, "Transient Response of Microchannel Heat Sinks in a Silicon Substrate," *Proc. ASME Advanced Energy Systems Division*, ASME AES-Vol. 36, pp. 3-11, 1996.
210. S. Rajagopalan and **M.M. Rahman**, "Mathematical Modeling of Dissolution from a Spinning Solid to a Thin Liquid Film in the Presence of a First Order Chemical Reaction," *ASME Paper Number 96-WA/HT-23*, American Society of Mechanical Engineers, 1996.
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214. C. Pathanjali and **M.M. Rahman**, "Study of Flow Patterns in Fume Hood Enclosures," *Proc. 31st Intersociety Energy Conversion Engineering Conference*, Vol.3, pp. 2003-2008, 1996.
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218. S. Rajagopalan and **M.M. Rahman**, "Analysis of Gas Absorption to a Thin Liquid Film in the Presence of a Zero-Order Chemical Reaction," *Proceedings of Sixth Thermal and Fluid Analysis Workshop*, NASA CP-10161, pp. 37-52, 1994.
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223. **M.M. Rahman** and A. Faghri, "Gas Absorption and Solid Dissolution in a Thin Liquid Film on a Rotating Disk," *International Journal of Heat and Mass Transfer*, Vol.36, No.1, pp. 189-199, 1993.
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225. **M.M. Rahman**, "An Innovative Small-Gas-Turbine-Driven Heater for Army Tracked Vehicles," *1993 Vehicle Thermal Management Systems Conference Proceedings*, SAE P-263, pp. 477-488, 1993.
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CONFERENCE PROCEEDINGS EDITOR

1. A. Reddy, S. Somasundaram, A. Neumann, and **M.M. Rahman** (Editors), *Proceedings of the 2007 Energy Sustainability Conference*, American Society of Mechanical Engineers, New York, 2007.

2. S. Somasundaram, G.D. Mathur, M. Nagasubramaniam, W.D. Jackson, and **M.M. Rahman** (Editors), *Proceedings of the 36th Intersociety Energy Conversion Engineering Conference*, Vol.2, American Society of Mechanical Engineers, New York, 2001.
3. A. Hernandez-Guerrero, H. Metghalchi, R. Peterson, **M.M. Rahman**, and B.G. Shiva Prasad (Editors), *Proceedings of the ASME Advanced Energy Systems Division - 2001*, AES-Vol.41, American Society of Mechanical Engineers, New York, 2001.

PROFESSIONAL SERVICE (American Society of Mechanical Engineers)

1. ASME Board of Technical Knowledge Dissemination and Technical Communities Operating Board – Strategic Planning Committee: Chair (2012-2014), Member (2009-2012).
2. Member of the Organizing Committee for ASME Leadership Training Conference (2008 – 2009).
3. ASME Energy Conversion Group Operating Board (2007- 2013).
4. ASME Advanced Energy Systems Division Executive Committee:
 - Past Chair (2007 - 2008).
 - Chair (2006 - 2007).
 - Vice Chair (2005 - 2006).
 - Secretary/Treasurer (2004 - 2005).
 - Honors and Awards Coordinator (2002-2005).
5. Technical Program Chair, ASME Conference - Energy Sustainability 2007, June 27-30, 2007, Long Beach, California.
6. Associate Technical Editor, ASME Journal of Energy Resources Technology (2007 – 2012).
7. Guest Associate Editor, ASME Journal of Energy Resources Technology (2006).
8. Chair, ASME Direct Thermal Power Generation and Thermal Management Technical Committee (2000-2004).
9. Associate Technical Editor, ASME Journal of Solar Energy Engineering (1998-2004).
10. Member of the Organizing Committee for the ASME International Citrus Engineering Conference (1998 – Present).
11. Track Chair for "Low Temperature Heat Transfer" at 2005 ASME Summer Heat Transfer Conference, San Francisco, California, July 2005.
12. Symposium Organizer and Session Chair at the ASME International Mechanical Engineering Congress and Exposition (IMECE):
 - IMECE 2018, Pittsburgh, Pennsylvania
 - IMECE 2012, Houston, Texas
 - IMECE 2006, Chicago, Illinois
 - IMECE 2005, Orlando, Florida
 - IMECE 2004, Anaheim, California
 - IMECE 2003, Washington, D.C.
 - IMECE 2002, New Orleans, Louisiana
 - IMECE 2001, New York, New York

13. Track Leader for "Thermal Management" at the Intersociety Energy Conversion Engineering Conference (Co-sponsored by ASME, SAE, AIAA, IEEE, AIChE, and ANS):
 - IECEC 2001, Savannah, Georgia
 - IECEC 2000, Las Vegas, Nevada
 - IECEC 1999, Vancouver, British Columbia, Canada
14. Session Organizer and Chair at the International Conference on Renewable and Advanced Energy Systems for the 21st Century, sponsored by ASME, JSME, KSME, ASHRAE, JSES, and SAREK, held at Lahaina, Maui, Hawaii, April 11-14, 1999.
15. Technical Session Chair at
 - IECEC 1998, Colorado Springs, Colorado
 - IECEC 1997, Honolulu, Hawaii
16. Co-Chair for ASME Region XI Graduate Student Technical Conference, Tampa, Florida, 1995.
17. Member, ASME/HTFD K-18 (Low Temperature Heat Transfer) Technical Committee (2002 - Present).
18. Member, ASME/ITD K-20 (Computational Heat Transfer) Technical Committee (1995-2002).
19. Member, ASME/FED Multiphase Flow Technical Committee (1996 - 2003).
20. Member, ASME Heat Pump Technical Committee (1992-1994, 1997-2000).

PROFESSIONAL SERVICE (Wichita State University)

1. Chair, Faculty Annual Activity Report Re-Design Committee (2019).
2. Wichita State University Research Council (2015 – 2018).
3. Fellow of Leadership Academy (2015-2016).

PROFESSIONAL SERVICE (University of South Florida)

1. Director of Graduate Programs in Mechanical Engineering Department (2007- 2014).
2. USF Faculty Senate – Committee on Faculty Issues (2008-2011).
3. Editor of Annual Reports, Department of Mechanical Engineering (2006-2009).
4. Chair, College of Engineering Academic Grievance Committee (2009).
5. College of Engineering Strategic Research Planning Committee (2006).
6. USF Graduate Council (2001-2004):
 - Chair, Fellowship Committee (2003-2004)
 - Chair, Curriculum Committee (2002-2003)
7. Co-Chair, USF Publications Council (2002 – 2005).
8. Chair, USF Department of Mechanical Engineering Faculty Search Committee (2002-2003).
9. EXCEL (Excellence through Leadership) Fellow (1999-2000).
10. Member, USF Instructional Technology and Distance Learning Council (1996-1999).
11. Member, Bachelor of Independent Studies Committee (1997-2000).
12. Member, USF Library Council (1994-97).
13. Seminar Coordinator in the Department of Mechanical Engineering (1996-98).

PROFESSIONAL SERVICE (Others)

1. ABET-Engineering Accreditation Commission Program Evaluator (2013 – Present).
2. Higher Learning Commission – Peer Corps Member: Institution Accreditation Evaluator (2018 – Present).
3. Technical Committee Member, 3rd International Conference on Smart Grid and Smart Cities, Berkeley, California, June 2019.
4. Co-Chair, International Conference on Recent Innovations in Engineering and Technology, Tokyo, Japan, September 2018.
5. Session Chair – International Conference on Renewable Energy and Development: ICRED 2019 – Okinawa, Japan, September 2019.
ICRED 2018 – Nagoya, Japan, September 2018.
ICRED 2017 – Berlin, Germany, September 2017.
6. Session Chair – 2nd International Conference on Energy and Power, Sydney, Australia, December 2018.
7. Session Chair – 5th International Conference on Mechanical, Industrial, and Energy Engineering, Khulna, Bangladesh, December 2018.
8. Book Chapter Reviewer:
A. Faghri and Y. Zhang, "Multiphase Heat Transfer and Flow," 2nd Edition, Elsevier, New York, 2019.
I. Dincer, "Sustainable Energy Systems and Applications," Springer, Norwell, MA, 2009.
9. Co-Host – US Department of Agriculture Bio Jet Fuel Forum, Wichita, Kansas, July 2017.
10. Moderator – ABET Symposium, Hollywood, Florida, 2016.
11. Wichita Blueprint for Regional Economic Growth - Oil and Gas Production and Transportation Cluster (2015- 2016).
12. Thomson Reuters Academic Reputation Survey – World University Rankings (2013-Present).
13. Proposal Reviewer:
 - US Department of Energy (2013)
 - Czech Science Foundation (2013)
 - NASA Postdoctoral Program (2013)
 - National Science Foundation (2007)
 - Louisiana Board of Regents Support Fund (2000)
14. Member of Editorial Board, International Journal of Energy Research (2007 – 2011).
15. Invited Speaker at the Second International Mechanical Engineering Congress, Barranquilla, Colombia, November 2009.
16. Keynote Speaker at the 5th International Conference on Mechanical, Industrial, and Energy Engineering (ICMIEE 2018), Khulna, Bangladesh, December 2018.
17. Keynote Speaker at the International Conference on Mechanical Engineering (ICME), Dhaka, Bangladesh: ICME 2015, ICME 2009, ICME 2005, ICME 2003, ICME 2001.
18. Keynote Speaker at the Fourth BSME-ASME International Conference on Thermal Engineering, Dhaka, Bangladesh, December 2008.
19. Invited Participant in NSF Workshop on Frontiers in Transport Phenomena Research and Education, Storrs, Connecticut, May 2007.

20. Track Leader for "Thermal Management" at the AIAA International Energy Conversion Engineering Conference (IECEC):
 - IECEC 2004, Providence, Rhode Island
 - IECEC 2003, Portsmouth, Virginia
21. Member of the International Advisory Committee:
 - 5th BSME International Conference on Thermal Engineering, Dhaka, Bangladesh, December 2012.
 - First International Conference on Thermal Energy and Environment (INCOTEE 2011), Tamil Nadu, India, March 2011.
 - First BSME-ASME International Conference on Thermal Engineering, Dhaka, Bangladesh, January 2002.
22. Invited Speaker at the Symposium on 21st Century Teaching Technologies, Merida, Venezuela, July 1998.
23. Invited Speaker at the Graduate Seminar Series on Energy and Environment in North Carolina A&T University, Greensboro, North Carolina, September 2005.
24. External Reviewer/Examiner
 - Promotion Application at Mississippi State University, Mississippi (2012)
 - PhD Thesis at National Institute of Technology, Warangal, India (2012)
 - Research Report at King Abdul Aziz University, Saudi Arabia (2009)
 - Tenure and Promotion Application at University of New Orleans, New Orleans, Louisiana (2003)
 - Tenure and Promotion Application at Tulane University, New Orleans, Louisiana (2001)
25. Member, American Association for Advancement of Science (2014 -- 2016).
26. Reviewed papers for:
 - AIAA Journal of Thermophysics and Heat Transfer
 - Applied Thermal Engineering
 - ASME Journal of Electronic Packaging
 - ASME Journal of Energy Resources Technology
 - ASME Journal of Fluids Engineering
 - ASME Journal of Heat Transfer
 - ASME Journal of Solar Energy Engineering
 - ASME Journal of Thermal Science and Engineering Applications
 - Building and Environment
 - Building Simulation Journal
 - Chemical Engineering Communications
 - Combustion Science and Technology
 - Computers and Mathematics with Applications
 - Heat and Mass Transfer
 - Energy
 - Energy Conversion and Management
 - Energy Efficiency
 - European Physical Journal - Plus
 - IEEE Sensors Journal
 - Industrial and Engineering Chemistry Research
 - International Journal of Energy Research
 - International Journal of Exergy

- International Journal of Global Warming
- International Journal of Heat and Fluid Flow
- International Journal of Heat and Mass Transfer
- International Journal of Hydrogen Energy
- International Journal of Refrigeration
- International Journal of Thermal Sciences
- Journal of Engineering Research
- Journal of Enhanced Heat Transfer
- Journal of Heat Transfer Engineering
- Journal of Intelligent and Fuzzy Systems
- Kuwait Journal of Science and Engineering
- Numerical Heat Transfer
- Progress in Energy and Combustion Science
- Solar Energy

NELSON MANDELA SCHOOL OF PUBLIC POLICY AND URBAN AFFAIRS



RECEIVED

DEC 13 2019

Office of the Executive Vice President
for Academic Affairs and Provost

TO: President Ray Belton
Southern University System

FROM: Damien Ejigiri, Dean *[Signature]*

DATE: December 12, 2019

RE: A Waiver Request

As a consequence of SACS's faculty clarifications exercise, Professor Blanche Smith who is tenured and a former chair of Political Science program was deemed not fully credentialed to continue teaching political science courses. Because she is tenured and serves as the Political Science Internship Director, it was decided to upgrade her Internship Directorship job to the College level to include job placement duties for the seven programs in the College. The upgrade includes serving the College and its seven programs on a twelve months basis rather than nine months. Professor Blanche's salary is prorated from nine months to 12 months which is the same as she was receiving when summer pay is included. To effect this change as the director and job placement director for the college requires a new position vacancy authorization to be approved and advertised. I am asking for a waiver to avoid advertising since the position only involves an enlargement of the duties. Your support is appreciated.

Thank you.

Approved: *[Signature]* 12/17/19
Benjamin Pugh, VC

Approved: *[Signature]* 12/16/19
Bijoy Sahoo, Interim Exec. VP

Approved: *[Signature]* 12/18/19
President Ray Belton, SU System

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2118752

JAN 14 2020

CAMPUS: SUS _____ SUDR SULAC _____ SUAREC _____ SUNO _____ SR. ASSOCIATIVE FOR ACADEMIC AFFAIRS

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH OTHER _____ (Specify)

- | | | |
|---|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input checked="" type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employer Southern University and A & M College Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2020 (and on going)
 Effective Date January 1, 2020

Name Blanche Smith SS# 061484001 Sex Female Race B
(Last 4 digits only)

Position Title: Internship & Placement Director Department: Nelson Mandela College of Gov't and Social Sciences

Check One Existing Position New Position
 *Visa Type (See Reverse Side): _____ Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 37.5 Southern University Experience
 Degree(s):
 Type/Discipline (BA-Education): Southern University Year: 1974
BA - Political Science Southern University 1974
MPA - Public Administration Univ. of TN & TN State Univ. 1978

Current Employer Southern University and A & M College

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify)

Recommended Salary \$61,893 Salary Budgeted \$61,893

Source of Funds Political Science Budget

Identify Budget: 211001-22453 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position Status POIS Internship Director College Internship & Placement Director
 Salary Adjustment 46,420 (9months) 61,893 (12months)

List total funds currently paid this employee by Southern University:
 *See Reverse Side

Source of Funds	Amount
POIS Budget	46,420 (9month base salary)

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if applicable):
 Supervisor [Signature] 1/16/2020 Date
 Dept Unit Head [Signature] 1/11/2020 Date
 Vice Chancellor [Signature] 1/14/2020 Date
 Director/Personnel [Signature] 1/15/2020 Date
 Vice President/Finance [Signature] 1/24/2020 Date
 Business Affairs/Comptroller
 President _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Status Change to Nelson Mandela College Internship & Placement Director retaining faculty and tenure status.

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	SOUTHERN UNIVERSITY SYSTEM BUDGET OFFICE JAN 22 2020 <i>Jmj</i> 211001-22453-21000 FUND AVAILABLE
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

**Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!**

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

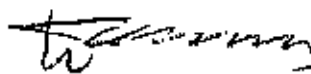
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Exec/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY AND ASSOCIATED COLLEGES • BAYOU BOULEVARD, LOUISIANA
Nelson Mandela College of Government and Social Sciences

"We must empower our youth through strengthening their capacity to engage positively and successfully in every aspect of life." - Nelson Mandela



TO: Dr. Bijoy Sahoo
Acting Executive Vice President

FROM: Damien Eljiri 
Dean

DATE: October 30, 2019

RE: Professor Blanche Smith

RECEIVED

DEC 13 2019

Office of the Executive Vice President
for Academic Affairs and Provost

Professor Blanche Smith is a tenured professor who has served the University in various capacities including being Chair of Political Science and Internship Director for Public Administration. Although her degree is in Public Administration she has taught Political Science courses that are related to Public Administration. Recently, however following SACS's review of credentials, it was determined that her degree is not aligned to teach Political Science courses. Thus, effective spring 2020 she will no longer teach Political Science courses.

The College in its strategic plan has envisioned a College Internship Director/Civic Literacy Project Coordinator. The relinquishing of teaching Political Science courses by Professor Blanche Smith provides an opportunity to elevate the departmental Internship to the College level thus, making Professor Blanche Smith the Internship and Job Placement Director for the College as well as the Director of the Civic Literacy Project. As a tenured professor with a wealth of experiences, she is well qualified to advocate and place our students with various agencies including the federal. She will be responsible for locating internship opportunities for all the students in the seven programs all year round. To get the full benefit of serving as the College Internship and Placement Director, I am recommending a twelve (12) month appointment by extending her nine (9) month base salary of \$46,420 to twelve (12) months base of \$61,893 since she will be working year round. This twelve (12) month salary base is actually what she has been earning when summer pay is included. I ask for a quick approval so that I can prepare her EPAF.

Thanks for your support.

xc: Professor Blanche Smith
Dr. Albert Samuel, Chair
Dr. Kingsley Esedo, Chair
Dr. James Ammons, Executive VP
Atty. Tracie Woods

Office of the Dean

Postal Box 9860 • Baton Rouge, Louisiana 70803 • Phone: 225-771-4399 • Fax: (225)771-5723

Nelson Mandela College Internship Director/ Civic Literacy Project Coordinator

Internship Director/Civic Literacy Project Coordinator – Duties and Responsibilities

Reporting to the Nelson Mandela Dean, the Internship Director uses independent analysis and judgement to develop, coordinate, and supervise complex and varied administrative tasks in order to provide exemplary career services to the college community. The position encompasses two distinct areas of responsibility: Internship development and coordination, employer relations and student/academic department relations along with civic literacy awareness and involvement.

Essential Job Description and Responsibilities of the Internship Director/Civic Literacy Project Coordinator

- Provide leadership in the development and implementation of a viable internship and placement program
- Facilitate student learning by assisting students to secure appropriate internships to enhance overall academic experience and learn skills essential to conduct a successful job search
- Initiate and build partnerships with employers, schools and churches to develop student opportunities for experiential endeavors locally, state-wide, nationally and internationally for all programs within the college.
- Work collaboratively with faculty and administration to create policy and procedures for ensuring the academic quality and integrity of internships/placements
- Work alongside faculty and academic departments to identify and promote internships for specific majors
- Provide optimal marketing strategies to connect students to experiential endeavors and jobs
- Serve as a liaison between the community and the college
- Organize Public Lecture Series involving local, state and national legislators and other professionals.

- Conduct site visits to evaluate appropriateness and relevance of internships for students
- Develop and revise Internship policies and procedures
- Identify, develop and monitor current internship sites
- Provide leadership and direction in the areas of individual assessment, educational choices, career-planning and development and employment strategies for students
 - Plan and conduct internship/placement workshops and information programs
 - Research appropriate websites and resources to support the program
 - Assess the effectiveness of internship programs
 - Visit employers to promote students
 - Maintain database administration for purposes of tracking
 - Counsel and advise students regarding employment opportunities through various employers
 - Coordinate and assist departments with various events and activities throughout year (employer exploration days, career fairs, etc.)
 - Assist in marketing the services and programs through developing appropriate materials as well as advertising special events
 - Determine what incoming information via mail needs to be communicated to the college community; Independently drafts correspondence
 - Perform other essential duties and tasks specific to position

Blanche Smith

EDUCATION

Master of Public Administration (Joint Program)
Emphasis Area: Planning Analysis
Tennessee State University
University of Tennessee
Nashville, Tennessee
August 1978

Bachelor of Arts
Political Science
Southern University and A & M College
Baton Rouge, Louisiana
December 1974

WORK EXPERIENCE

1982 - Present

Interim Chair, Department of Political Science (2015-2016)
Departmental Director of Internship Program (8/81 - Present)
Assistant Professor (1988-Present)
MPA Internship Coordinator (1983-1991)
Instructor (1988-1982)
School of Public Policy and Urban Affairs
Southern University and A & M College
Baton Rouge, Louisiana 70813

Responsibilities: Administered the day-to-day operation of the political science department; foster inter-departmental collaboration and continue to enhance the reputation of the SU Political Science department; work with the admission's department to recruit talented undergraduates to SU and to the Department; teach classes; and in consultation with the deans and department members develop a strategic plan for the department that is consistent with the College of Government and Social Science and Southern University Strategic plan.

Coordinate Internship activities for undergraduate and graduate students in both departments i.e. negotiate, organize, manage and monitor Internship placement. Teach courses in the Departments of Political Science, Criminal Justice and Public Administration; Courses taught: American Government 200, State and Local Government 210, Louisiana Government and Politics 403, Women In Politics 420, Seminar In Political Science 399, Internship PADM 583, CRJU 300 and POLS 420. Coordinate departmental/school's programs; chaired the Public Administration and Political Science Search Committees for departmental chairpersons; served as the advisor to the Southern University Master of Public Administration Association (SUMPAA) and as the Political Science Association advisor for four years. Serve on departmental, school and university committees; served as the Jaguar (Yearbook) advisor from 1986-89 and oversaw a budget of \$95,000 plus and the 1986-87 book received recognition from the Columbia Scholastic Press Association.

Smith, Resume'
Work Experience Cont'd.
Page 2

September 1980-
June 1981

Manager Trainee
Baptist Sunday School Board
Book Store Division
Nashville, Tennessee

Responsibilities: Related areas of managing store operations; personnel policies, administration, marketing and advertising, selling, handling customers' complaints, checking inventory, planning displays, ordering merchandise.

June 1978 -
September
1980

Education Program Analyst II
Tennessee Higher Education
Nashville, Tennessee

Responsibilities: Determined what information should be collected and how it should be used; designed proposed output tables, and maintained communication with the institution systems representatives; analyzed budgets, audited student's transcripts and in-house purchasing.

October 1977 -
August 1978

Graduate Assistant
Tennessee State
University
Nashville, Tennessee

Project: Contracted by NASA to analyze techniques used by government agencies in managing indirect costs at aerospace firms.

Responsibilities: Developed survey instruments; determined the systems and techniques employed by the government and its effectiveness of each system; determined types of indirect cost reviews/studies conducted; determined types of data submitted to government for visibility purposes into actual and projected indirect cost performances; and developed alternate models for managing indirect cost.

Smith, Resume'
Work Experience Cont'd.
Page 3

June 1977 -
August 1977

Administrative Aid
NASA Lyndon B. Johnson Center
Research and Technology Procurement Department
Houston, Texas

Responsibilities: Preparing and negotiating contracts.

February 1975 -
December 1976

Adult Program Director and Assistant Bookkeeper
Foreman-Reynold YMCA
Lake Charles, Louisiana

Responsibilities: Planned programs, prepared annual budget, supervised NYC workers, interviewed prospective employees, coordinated Capital Building Fund efforts.

ORGANIZATIONS

American Society for Public Administration
National Conference of Black Political Scientist
Phi Delta Kappa
Gamma Beta Phi Honor Society
Pi Sigma Alpha

REFERENCE

To be furnished upon request.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Internship/Job Placement Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR The Nelson Mandela College of Government
 (Department or Unit)

Replacement New Position Unclassified
 Civil Service Temporary Faculty
 Tenured Probationary (For Faculty this is same as tenure track)

Source of Funds
 State
 Grant - in-Aid
 System Revenue
 Agency Fund State
RECEIVED
 DEC 13 2019
 Office of the Executive Vice President
 for Academic Affairs and Provost

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Professor Blanche Smith has served as a Professor and Political Science Internship Director. The position is being upgraded to a College level Internship/Job Placement Director for seven departments. She will be responsible for jobs placements, internships, and community relations, etc.

Salary/Range: \$61,893 Previous Incumbent (if replacement):

Approved Disapproved [Signature] 12/17/19
 Department Head Date

Approved Disapproved [Signature] 12/17/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2M8752</u>	<input type="checkbox"/> No
<u>C. Joseph</u>	<u>1/22/20</u>
Signature	Date
Budget Number: <u>211001-22453-21000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MV</u>	Job Class: <u>22840</u>
<u>Michelle Williams</u>	<u>1/17/2020</u>
Verified By:	Date:

Approved Disapproved [Signature] 12/16/19
 Vice Chancellor Date

Approved Disapproved [Signature] 12/17/19
 Chancellor/Vice President Date

Approved Disapproved [Signature] 12/17/19
 President Date

An Equal Opportunity Employer

GF



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the **COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES**

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

March 4, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

RE: Salary Increase Recommendation

Dear Dr. Belton:

Dr. Janana J. Snowden, Director of the Southern Institute for Medicinal Plants, has been assigned additional duties, effective April 1, 2020, which will include serving as the HEMP Program Coordinator. As the chief scientist for the Medical Marijuana, she serves as the coordinator for regulatory agencies such as the Louisiana Department of Agriculture and Forestry, Louisiana Board of Pharmacy, and the Louisiana State Police. In addition, she serves as liaison and coordinates the compliance process between the University and Ilera Holistic Healthcare. As a result of these additional responsibilities, I am recommending that her salary increase from \$98,000 to \$120,000.

In addition to the aforementioned responsibilities, she continues to work as a senior research associate, medical marijuana liaison officer, program leader in agricultural science, and an advisor to students, specifically to student members of the SU Ag Center's Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) Chapter. She has served as the Director Southern Institute for Medicinal Plants since 2016. She has worked collaboratively with cross-departmental teams and various state and federal entities to garner financial support for the development and marketing of products emanating from this Institute. She holds a B.S. in biology from Grambling State University, a M.S. in urban forestry from Southern University and A&M College, and a Ph.D. in environmental toxicology from Southern University and A&M College. I believe that with her experience, education and leadership abilities, she will help us to further our goals for the Medical Marijuana and HEMP Programs.

Sincerely,

Orlando F. McMeans, Ph.D.
Chancellor-Dean

Approvals:

Ray L. Belton, Ph.D.
President-Chancellor

Tracie Woods
Assoc. Vice President, HR

EXTENSION PROGRAMS
Agriculture and Natural Resources
Community and Economic Development
Family and Human Development
Nutrition, Diet and Health Education
Youth Development

LIVESTOCK SHOW OFFICE
Livestock and Poultry Show
State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
Economics, Marketing, Policy and Community Development
Human Nutrition, Health, Family and Consumer Sciences
Plant and Animal Production Systems
Urban Forestry, Natural Resources and Environment

TEACHING
Agricultural Sciences
Family and Consumer Sciences
Urban Forestry and Natural Resources

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	7	6	2
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

Academic _____ Non-Academic _____ Civil Service _____
 Temporary _____ Part-time (_____ % of Full Time) _____ Restricted _____
 Tenured _____ Undergraduate Student _____ Job Appointment _____
 Tenured Track _____ Graduate Assistant _____ Probationary _____
 Other (Specify) _____ Retiree Return To Work _____ Permanent Status _____

Previous Employee Dr. Janana Snowden Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment April 1, 2020 To _____
 Effective Date April 1, 2020

Name Dr. Janana Snowden SSN XXX-XX-5970 Sex Female Race* AA
 ("S" number) _____

Position Title: Director of the Southern Institute for Medicinal Plants/Medical Marijuana Program Coordinator/Chief Scientist Department: Research

Check One Existing Position New Position *Visa Type (See Reverse Side): T S

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAR, if applicable.)
 Expiration Date: _____

Years Experience 16+ Years Southern University Experience 16 Years

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Science</u>	<u>Grambling State University-Grambling, LA</u>	<u>2003</u>
	<u>MS-Urban Forestry</u>	<u>Southern University and A&M College</u>	<u>2005</u>
	<u>Ph.D-Environmental Toxicology</u>	<u>Southern University and A&M College</u>	<u>2011</u>

Current Employer: Southern University Agricultural Research and Extension Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds State & Medical Marijuana Program

Identify Budget: _____ Location _____
 Fund Code: _____ Page _____ Item # _____

Change of:
 Position From Director of the Southern Institute for Medicinal Plants/Medical Marijuana Program Coordinator/Chief Scientist To Director of the Southern Institute for Medicinal Plants/Medical Marijuana Program Coordinator/Chief Scientist
 Status Full-time Full-Time
 Salary 598,000
 Adjustment _____ \$120,000

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:

*See Reverse Side
 Comments: (Use back of form)

Source of Funds	Amount
61E001-65060-62000	\$7,800
621660-65050-62000	\$55,575
627516-61210-66000	\$62,000
227028 22111 61003	\$14,625

*See Reverse Side

Graduate School signature (if applicable): _____

Supervisor _____ Date _____
 Dean/Unit Head _____ Date _____
 Vice Chancellor _____ Date 2/11/2020
 Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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ETHNIC ORIGIN (Please check one):

Hispanic or Latino _____ Non-Hispanic or Non-Latino _____

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Dr. Jamana Snowden will continue to fulfill a joint appointment of Assistant Professor, as well as continue serving as Director of the Southern Institute of Medicinal Plants (SIMP) and the Medical Marijuana Program Coordinator. (611001-65060-62000 \$7,800; 621660-65050-62000 \$55,575; 627516-61210-66000 \$42,000; 227028-22111-61003 \$14,625)

EMPLOYEE REGULAR WORK SCHEDULE: Monday - Friday 8:00am - 5pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-3660

NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

IR USE ONLY: STATUS (circle one): EXEMPT _____ NON-EXEMPT _____

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION SOUTHERN-UNIVERSITY SYSTEM
H-1 Visa (Distinguished Merit & Ability)	H1	
I-1 Visa (Exchange Visitor Program)	I1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB DESCRIPTION

Executive Director of the Southern Institute for Medicinal Plants/Medical Marijuana- HEMP Program Coordinator/Chief Scientist

General Description:

The Executive Director of the Southern Institute for Medicinal Plants will be responsible for the development and implementation of a comprehensive medicinal plant program that evaluates various plant species for medicinal properties and the development of such properties for commercial usage. These plants will include but are not limited to medicinal cannabis, hemp and hibiscus species. The Director will work collaboratively with cross-departmental teams and various state and federal entities in the garnering of financial support for the development and marketing of value-added products originating from this institute. Will serve as Coordinator managing the day-to-day program and administrative operations of the Hemp Program within the Southern University Agricultural Research and Extension Center. Will work with a multi-disciplinary team of researchers to establish a statewide program studying industrial hemp and extending that knowledge to growers and processors. Coordinator will also work closely with state regulatory agencies ensuring that SUAREC's remains compliant and up-to-date. The Director will also assist in providing training and experiential learning opportunities for students at the undergraduate and graduate levels. Additionally, the Director will serve as the Chief Scientist for the Medicinal Plant Institute.

The Chief Scientist will be responsible for ensuring that the facility operations of Advanced Biomedics (Medical Marijuana contracted vendor) remains compliant under state law. As part of the duties, the Chief Scientist will work directly with the Louisiana Department of Agriculture and Louisiana State Police regarding rules and regulations; completing draft applications and renewal applications for Southern University's cannabis license; and maintaining relationships and conducting ongoing discussions with regulators and officials pertaining to state and local regulatory requirements. Incumbent will be responsible for review of producers system of internal controls and will be responsible for recordation of changes made and approvals issued by Southern University and LDAF. Incumbent will be responsible for issuance and recordation of all authorizations issued by LDAF as required by law and/or administrative rule. In addition, the Chief Scientist will independently analyze, monitor, and evaluate monthly, quarterly, and annual

submissions by Advanced Biomedics. Incumbent will coordinate program information by maintaining extensive databases, generating reports and ensuring information integrity.

Job Duties:

Serve on state, regional and national committees

Participate in professional meetings and conferences

Supervise and guide all Institute research scientists and projects

Develop strategic plan for Institute and monitor progress towards strategic goals

Conduct primary research specific to the Medical Marijuana and Hemp Program areas

Provide research outcomes and reports as well as create and submit publications

Assist in development and maintenance of designated scientific laboratories

Seek external funds to support the research focus area

Manage assigned budget in a manner that is responsible and consistent with established guidelines

Maintain records and reports to state legislature

Monitor compliance with state and federal regulations regarding Medical Marijuana research

Maintain up to date/relevant operating procedures for Institute and Program

Advisor to (MANRRS) Su Ag Center's Minorities in Agriculture, Natural Resources, and Related Sciences (Student Organization).

Other duties as necessary

Janana J. Snowden

EDUCATION:

Ph.D., Environmental Toxicology -December 2011
Southern University and A&M College, Baton Rouge, LA

M.S., Urban Forestry -December 2005
Southern University and A&M College, Baton Rouge, LA

B.S., Biology (Wildlife) -May 2003
Grambling State University, Grambling, LA

EXPERIENCE:

Executive Director/Chief Scientist (March 2019-Present)

Southern Institute for Medicinal Plants (November 2016-Present)

Responsibilities: Developing and implementing a comprehensive medicinal plant program that evaluates various plant species for medicinal properties and the development of such properties for commercial usage. Working collaboratively with cross-departmental teams and various state and federal entities in the garnering of financial support for the development and marketing of value-added products emanating from this institute. Assisting in providing training and experiential learning opportunities to students at the undergraduate and graduate levels.

Assistant Professor/Program Leader, Agricultural Sciences-Plant & Soil Science (Aug. 2017-Present)
Southern University and A&M College, Baton Rouge, Louisiana

Responsibilities: Teaching the basic principles underlying plant growth and development along with a variety of hands-on skills required in growing and managing plants. Responsible for curriculum development, student advisement, departmental, institutional, and community service, as well as program assessment and review. Promotes an applied educational environment that is innovative and inspiring to students in the classroom and in the field.

Medical Marijuana Liaison Officer (September 2015-Present)

Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana

Responsibilities: Working as first line of communication for SU Ag Center by addressing calls/inquiries, developing relationships with local/regional stakeholders, and compiling/organizing information pertaining to medical marijuana. Reporting all information to Chancellor and performing duties as assigned. Scheduling visits with policy makers, cultivation facilities and investors. Also responsible for maintaining regular communication with SUS administrators, LA Dept. of Agriculture and Forestry, LA Pharmacy Board and LA Medical Board of Examiners regarding interpretation of existing and new statutes and rules surrounding this enterprise.

Senior Research Associate (April 2014-October 2016)

Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana

Responsibilities: Conducting basic, applied and analytical research to investigate the potential medicinal uses of phytochemical compounds found in Roselle (*Hibiscus Sabdariffa*) extracts and investigating the mechanism of action in the suppression, proliferation and/or migration of cancer cells. Also responsible for the interpretation of analytical results; development of new methods; and the optimization of existing laboratory methods. In addition to research and product development,

responsible for providing scientific results that support the generation of publications and patents while disseminating findings at local and national scientific meetings. Other responsibilities include managing laboratories and equipment and supervising research assistants.

Adjunct Instructor - Genetics (Summer 2015-2016)

Biology Department, Southern University and A&M College

Responsibilities: Teaching Genetics course as outlined in syllabus, Providing information and laboratory exercises that will enable students to thoroughly understand how genes are transmitted from generation to generation, the biochemical nature of genes, how genes exert their effect at the molecular and biochemical levels; while also enhancing the student's problem solving skills.

Research Instructor/Mentor (June 2006-July 2015)

Upward Bound TRIO, Southern University and A&M College

Responsibilities: Teaching introductory research and laboratory practices to high school students by utilizing group activities which promote student learning. Responsible for curriculum design, lecture planning and implementation, test design and evaluation of student performance.

Postdoctoral Researcher/Research Associate (April 2012-March 2014)

Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana

Responsibilities: Managed and facilitated all activities associated with "Combating Childhood Obesity with Caregivers as Change Agents" clinical trial, developed value added food products using bioactive compounds (i.e. whey protein and resistant starch), recruited and screened subjects for study, collected and analyzed data from subjects such as height, weight, and blood pressure, utilized the Dual Energy X-ray Absorptiometry (DEXA) to obtain body mass index (BMI) measurements for subjects, conducted sensory analyses, provided nutrition and health intervention classes to subjects, collaborated with other scientists, presented results via poster, seminars, workshops, and/or manuscripts.

Research Scientist (Summer 2011)

Bering Glacier Research Camp, Alaska

Responsibilities: Collaborated with scientists from U.S. Bureau of Land Management (BLM), United States Geological Survey (USGS), and Michigan Technological University (MTU) investigating climate change as a result of global warming. Collected and assessed data to measure fish and fungi productivity of Vitis Lake. Measured and analyzed the melting of Bering glacier using various research activities such as water quality, seismic activity, vegetation and land use classification, GIS/Remote Sensing Mapping and GPS.

Graduate Research Assistant (January 2006 - December 2011)

Department of Environmental Toxicology, Southern University

Responsibilities: Employed cellular and molecular biology techniques and assays to characterize the relationship between environmental genotoxin exposure and acquisition of anti-tumor drug resistance in DU145 prostate cancer cells. Conducted dose-dependent studies to investigate the cytotoxic effects of Diethoxybutane (DEB) on cancer cells. Identified cell signaling pathways involved in the DEB-induced transition of anchorage dependence to anchorage independence of DU145 cells. Assessed the role of DEB in promoting cell migration and drug resistance in prostate cancer cells.

Environmental Scientist (February 2007 - July 2009)

Louisiana Department of Environmental Quality, Baton Rouge, LA

Performed routine wet-chemistry analyses of water and wastewater samples for various chemical and physical parameters using titrimetric, gravimetric, and volumetric procedures. Developed skills and assisted in the analyses of various environmental samples (air water, wastewater, soils, sediments and aquatic organisms) using various instrumental procedures including atomic absorption spectrophotometry, automated colorimetry, ion chromatography, gas chromatography infrared spectrometry, mass spectroscopy, and polarized light microscopy. Assisted in the acquisition, formatting, reporting, and quality control of analytical data and the calibration and

maintenance of laboratory equipment. Input and recorded data for direct importation into Laboratory Information Management System (LIMS) database and prepared summaries for review. Received various Certificates of Completion in Comprehensive Public Training Program.

Graduate Research Assistant (August 2003 – December 2005)

Department of Urban Forestry, Southern University

Responsibilities: Investigated the factors affecting biodiversity and ways to manage it. Aided in set up of laboratory activities and exercises. Graduate teaching assistant to Tree Physiology undergraduate students.

Agricultural Environmental Specialist Intern (August 2004– December 2005)

Louisiana Department of Agriculture and Forestry, Baton Rouge, LA

Responsibilities: Assessed environmental impact of agricultural operations on soil, water, air, and other related natural resources and assisted in the development of direct management plans designed to protect these resources. Performed inspections and investigations relative to laws governing horticulture, agronomy, pesticides, structural pest control, seeds, fertilizers, and quarantine programs.

Laboratory Student Assistant (September 2002 – May 2003)

Department of Biology, Grambling State University

Responsibilities: Assisted in teaching introductory anatomy and water quality labs to incoming biology majors. Developed curriculum emphasizing several in/out of classroom group activities.

Wildlife Biology Student Trainee/Park Ranger (Summer 2001)

Tensas River National Wildlife Refuge, Tallulah, LA

Responsibilities: Conducted biological survey involving the tagging and releasing of the Louisiana Black Bear. Collected, compiled, analyzed and communicated biological and environmental data of various projects in support of major program objective.

SPECIAL SKILLS:

(Biological)

Gel Electrophoresis, Real Time PCR, Western Blotting Analysis, ELISA, Immunofluorescence, Cell Culture, Transfections, Immunofluorescence Microscopy, Light Microscopy, Brightfield Microscopy, Cell Staining (Gram-Negative and Gram Positive), Slide Preparation and Staining, Bacteria Cultivation and Isolation, DNA Extraction, RNA Isolation, Affymetrix Gene Chips, Gene Expression Profiling

(Chemical)

GC-MS, UV-vis, Spectrophotometry, HPLC, Inverted Microscopy, Scanning Electron Microscopy, Soil and Ground Water Sampling, DOC studies: BNA (Method 625 & 3520C), Oil & Grease/ Hand Extraction Method 1664)

(Software)

Microsoft Word, Powerpoint, Access, Publisher, Excel, Photoshop, Pathway Assist, Pathway Array, ImageJ, Laboratory Information Management System (LIMS), Dual Energy X-ray Absorptiometry (DEXA), SAS, SPSS, iTree Suite, GIS/Remote Sensing and GPS

Certifications/Trainings:

Hazwoper/Hazmat (DEQ)

Environmental Ethics and Data Integrity Training (I.N.I.A.P./N.E.L.A.P)

ServSafe Food Protection Manager Certification- American National Standards Institute (ANSI)

License(s):

Louisiana Controlled Dangerous Substance (CDS-Schedule I) License- LA Board of Pharmacy
US Drug Enforcement Administration Schedule I Registration – In Progress

PUBLICATIONS:

Devalah Kambiranda, Sheikh Basha, Stephen Stringer, James Obuya and **Janana Snowden**.
(2019) Multi-year Quantitative Evaluation of Stilbene Levels Among Selected Muscadine Grape
Cultivars. *Molecules*

Devalah Kambiranda, Sheikh M. Basha, Rakesh Singh, **Janana J. Snowden** and Roger Mercer
(2018) Proteome Profile of American Hybrid Grape cv. Blanc du Bois During Ripening Reveals
Proteins Associated with Flavor Volatiles and Ethylene Production, *Proteomics-Clinical
Applications*. Volume 18, Issue 1

Janana J. Snowden (August 2016) Antimicrobial Efficacy of Roselle Hibiscus Extracts Against
Escherichia coli. Gordon Research Conference – Natural Products and Bioactive Compounds,
Andover, New Hampshire (Abstract)

Janana J. Snowden (December 2014) Cytotoxic Effects of the Environmental Contaminant,
Diepoxybutane, on DU145 Prostate Cancer Cells. Professional Agricultural Workers Conference
(PAWC), Tuskegee, AL

Fatemeh Malekian, **Janana J. Snowden**, Sehatu Gebrelul, Kasundra Cyrus, De'Shoin Friendship,
Betty Kennedy and Jack Lusso (2014). Shake Off Your Weight. *Louisiana Agriculture Magazine*,
Winter Issue Vol. 57 No. 1

Janana J. Snowden, Fatemeh Malekian, and Sehatu Gebrelul (2011). Combating Childhood
Obesity with Caregivers as Change Agents (CCOCCA) "Product Development Phase" Association
of 1890 Research Directors, Inc. 17th Biennial Research Symposium, p. 246, 554

Sridevi Yadavilli, Eduardo Martinez-Ceballos, **Janana J. Snowden**, Angela Hurst, Franole Joseph,
Thomas Albrecht, and Perpetua M. Muganda (2007). Diepoxybutane activates the mitochondrial
apoptotic pathway and mediates apoptosis in human lymphoblast through oxidative stress. *Toxicology
in Vitro*, 21, 1429-1441

Janana J. Snowden (2011). Effects of Diepoxybutane on the cell migration and drug resistance
capabilities of DU145 prostate cancer cells. ProQuest

Janana J. Snowden and Zhu H. Ning (2005). Factors affecting biodiversity and strategies to manage
biodiversity. ProQuest

Janana J. Snowden and Eduardo Martinez-Ceballos. Effect of the Environmental Pollutant
Diepoxybutane (DEB) on the Cellular Proliferation and Migration of DU145 Prostate Cancer Cells.
To be submitted.

PRESENTATIONS:

Janana J. Snowden (February 2018) LEAD 21-Class 13 Graduation Speaker, Washington D.C.

Janana J. Snowden (August 2016) Antimicrobial Efficacy of Roselle Hibiscus Extracts Against
Escherichia coli. Gordon Research Conference – Natural Products and Bioactive Compounds,
Andover, New Hampshire

Janana J. Snowden (July 2015) Medicinal Properties of Roselle (*Hibiscus sabdariffa* L.). Improving Information Access Conference, SUAREC

Janana J. Snowden (May 2015) Health benefits and medicinal uses of Roselle Hibiscus. Tangipahoa Extension Service Hibiscus Workshop, Amite, LA

Janana J. Snowden (July 2014) Planning and Management of Urban Green Spaces. Urban Forestry 708, Southern University

Janana J. Snowden (September 2013) Hazard analysis and critical control points (HACCP). Animal Science Class, Southern University

Janana J. Snowden, Fatemeh Malekian, and Sebhatu Gebrelul (April 2012). Combating Childhood Obesity with Caregivers as Change Agents (CCOCCA) "Product Development Phase" Association of 1890 Research Directors, Inc. 17th Biennial Research Symposium,

Janana J. Snowden (November 2012). Sustainable Backyard Gardening. Presented at Chaneyville Community Backyard Gardening Roundtable Workshop, Zachary, LA

Janana J. Snowden (November 2012). Developing Healthy Eating Habits. Presented at Chaneyville Community Backyard Gardening Roundtable Workshop, Zachary, LA

Janana J. Snowden (October 2012). Functional Organization of the Human Body and Control of the "Internal Environment". Presented to Southern University Environmental Toxicology Animal Physiology Class, Baton Rouge, LA

Janana J. Snowden and Eduardo Martínez-Ceballos (December 2011). Effects of Genotoxins on the Response of Prostate Cancer Cells to Anticancer Drugs. Presented at the American Society of Cell Biology (ASCB) 50th annual meeting, Philadelphia, Pennsylvania

Janana J. Snowden and Eduardo Martínez-Ceballos (February 2010). Mechanism of DEB-induced Cisplatin Resistance on DU145 Cells. Presented at Louisiana Academy of Sciences (LAS) 84th annual meeting Alexandria, Louisiana

Janana J. Snowden and Eduardo Martínez-Ceballos (February 2008). Characterization of Developmental Effects of Diepoxybutane on Danio Rerio "Zebrafish". Presented at Southern University 22nd Annual College of Sciences Symposium, Baton Rouge, LA

Janana J. Snowden and Dr. Zhu Hua Ning (March 2007). Factors that affect Biodiversity and strategies to manage biodiversity. Presented at Louisiana Academy of Sciences (LAS) 81st Annual meeting, Baton Rouge, Louisiana

PROFESSIONAL DEVELOPMENT:

LEAD 21-Class 13 Graduation Speaker, Washington D.C. (February 2018)

LEAD 21-Class 13 "Leadership and Professional Development Training with Lund-Grant System" (University of Georgia 2017- February 2018)

Agilent Technologies Seminar Tour on 'Breaking Bad Chromatography Habits' (HPLC, GC and Sample Preparation), Marriott, Baton Rouge, LA (April 2015)

Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) 29th Annual Career Fair and Training Conference (March 2014)

Wisteria Alliance Training (Women in Agriculture) Southern University Agricultural Research and Extension Center (October 2013)

Town Hall Meeting, Combating Childhood Obesity, Baton Rouge Chapter of the Links Incorporated, ExxonMobil YMCA (October 2013)

Food Application Symposium, Courtyard Metairie, Metairie, LA (August 2013)

17th Biennial Research Symposium, 1890 Association of Research Directors, Jacksonville, FL. (April 2013)

Louisiana Food Processor Conference, Louisiana State University (March 2013)

North-South Institute Tenth Annual Regional Symposium, Miami, Florida (March 2013)

Louisiana Food Access Summit, Pennington Biomedical Research Center (November 2012)

National Institutes of Health (NIH) Successful Grant Writing Workshop, Southern University (October 2012)

Childhood Obesity and Public Health Conference, Pennington Biomedical Research Center (October 2012)

Louisiana Women in Agriculture Conference- USDA, Delhi, LA (September 2012)

Spectroscopy and Chromatography/MS Users Workshop and Trade Show, Renaissance Marriott, Baton Rouge, LA (August 2012)

Urban and Sustainable Foods Conference and Expo, Ernest N. Morial Convention Center, New Orleans, LA (August 2012)

Healthy People 2020: Holistic Approach to Adolescent Health Inaugural Assembly, Galvez Building, Baton Rouge, LA (May 2012)

68th Joint Annual Meeting of the National Institute of Science (NIS) and Beta Kappa Chi (BKX) Scientific Honor Society, New Orleans, LA (March 2011)

Society of Toxicology 49th Annual Meeting and ToxExpo, Salt Lake City, Utah (March 2010) 67th Joint Annual Meeting of the National Institute of Science (NIS) and Beta Kappa Chi (BKX) Scientific Honor Society, New Orleans, LA (March 2010)

Role of KSHV Glycoproteins in the Viral Life Cycle and Tumorigenesis BKX/NIS Seminar Series, Southern University Department of Biology, Baton Rouge, LA (October 2009)

Applications of Heterocycle Compounds in Bioinspired Molecular Recognition Seminar, Southern University Department of Chemistry, Baton Rouge, LA (January 2009)

South Central Society of Toxicology Regional Meeting, Mississippi State University, Starkville, MS (2006)

GRANTSMANSHIP:

"Evaluation of Roselle (*Hibiscus sabdariffa* L.) Plant Extract for Medicinal Use as Anti-cancer and Neuroprotective Agent" Submitted to USDA/NIFA Capacity Building Grants Program (March 2016) Awarded

"Evaluation of Roselle (*Hibiscus sabdariffa* L.) Seed-oil Production, Extraction and Use as a Multi-purpose, Value-Adding Agent" Submitted to Louisiana Department of Agriculture: Specialty Crop Competitiveness Program (May 2015)

"Production, Properties and Bioactivity of the Medicinal Mushroom, *Cordyceps* Species as a Niche Market Enterprise Crop" Submitted to USDA/NIFA-Evans Allen (July 2014) Awarded.

"Evaluation of Antimicrobial Activity of *Cymbopogon citratus* (Lemongrass) Against *E. Coli* O157:H7 and *Salmonella* in Livestock on Small Farms" Submitted to Southern SARE (June 2013)

"Evaluation of Antioxidant Properties of Hibiscus Plant Extract on Nervous System" Submitted to AFRI (December 2012)

Coke Healthy Living: "Let's Move the 100 Way", 100 Black Men (Greater Metro Baton Rouge Chapter), Southern University Agricultural Research and Extension Center and Crestworth Learning Academy (November 2012) Awarded.

ADVISEMENT:

•Mar'Leasha Hollins (Honors Thesis- Biology) "Investigation of Antibacterial Activity of Soap Formulation Utilizing Hibiscus Sabdariffa Extracts" Spring 2016 (Advisor)

•Khadijah Neal (Honors Thesis- Urban Forestry) "Comparison of Soil Microorganisms Collected from Bluebonnet Swamp and Blackwater Conservation" Fall 2016 (Co-Advisor)

•Shayla Edwards (Honors Thesis- Biology) "The Effects of *Cymbopogon citratus* (Lemongrass) on Gastrointestinal Parasite Control in Small Farm Ruminants" Spring 2014 (Advisor)

•Abraham Anderson (Master's Thesis- Biology) "The Effects of Garlic on Gastrointestinal Parasite Control in Swine" Spring 2014 (Advisor)

COMMITTEE PARTICIPATION:

- Dean of Students – SUBR (February 2019)
- Director of Student Leadership & Community Engagement –SUBR (August 2018)
- Director of Financial Aid – SUBR (May 2018)
- Associate Vice-Chancellor for Enrollment Management - SUBR (April 2018)
- Capacity Building Grant Teaching and Extension Review Panel, United States Department of Agriculture/National Institute of Food and Agriculture (USDA/NIFA) (September 2017)
- Capacity Building Grant Teaching and Extension Review Panel, United States Department of Agriculture/National Institute of Food and Agriculture (USDA/NIFA) (June 2014)
- Specialty Crop Block Grant Review Panel, Louisiana Department of Agriculture and Forestry (LDAF) (May 2014)
- Served on several committees within Agricultural Land-Grant Campus

PROFESSIONAL MEMBERSHIPS/AFFILIATIONS:

- Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) - Professional (Faculty Advisor)
- SU Agricultural Research and Extension Center Faculty/Staff Senate (President)
- Southern University Urban Forestry Club (Co-Advisor)
- College of Agricultural, Family and Consumer Sciences (CAFCS) Alumni Association
- Society of Toxicology (SOT)
- Baton Rouge Early Risers Kiwanis Club
- Beta Kappa Chi Honor Society (BKX)
- National Institute of Science (NIS)
- Louisiana Academy of Sciences (LAS)
- Louisiana Bringing About Change (Non-Profit) Urban Restoration and Development Coordinator/Assistant Director
- Modern Free and Accepted Masons of the World Inc., Nia Grand Chapter Order of the Eastern Star, Pearls of Ujima #1058 (Queen-2014)

VOLUNTEERISM:

- Crestworth Elementary School
- Louisiana Bringing About Change
- Together Baton Rouge
- Susan G. Komen
- Chaneyville Community Center
- Zachary Manor Nursing Home
- Northridge Care Center
- Fresh Start Sports, LLC
- Louisiana Youth Sports Network
- Baton Rouge Green
- Fairfield Medical Clinic
- Greater Baton Rouge Food Bank
- Toys for Tots



Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

October 7, 2019

Dr. Ray L. Belton
President-Chancellor
Southern University
Baton Rouge, LA 70813

Dear Dr. Belton:

I am writing to request your approval of a salary increase for Mr. Henry Thurman, Assistant Director of Facility Services for the Southern University – Baton Rouge campus.

Ms. Thurman is a graduate of Southern University – Baton Rouge and has a B.S. in Architecture. He has been employed by the University for more than eighteen years. Mr. Thurman has performed his duties as the Assistant Director of Facility Services in a highly professional manner.

I am recommending a change in salary from \$59,000 to \$65,000.

Your review and consideration of this request is appreciated. Should you have any questions or require any additional documentation, please feel free to call.

Sincerely,

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

JOB CLASS				
JOB CODE				
CAI. ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SU/SLA ___

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify) ___

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (___ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) ___	<input type="checkbox"/> Refree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 11/1/2019

Name Henry Thurman SSN U01504542 Sex Male Race* Black
(Last 4 digits only)

Position Title: Assistant Director Department: Facility Services

Check One Existing Position *Visa Type (See Reverse Side):

New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAP, if applicable.)

Years Experience _____ Southern University Experience _____
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year: _____

Current Employer Southern University - Baton Rouge

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____ Salary Adjustment _____

Recommended Salary _____ Salary Budgeted _____

Source of Funds _____

Identify Budget: _____ Location _____
Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____

Status _____

Salary Adjustment \$59,000.00 \$65,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>26352</u>	<u>\$65,000.00</u>

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____ Dean/Unit Head _____ Date _____

Vice Chancellor _____ Date _____ Chancellor _____ Date _____

Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Employment may require occasional travel within the Southern University System campuses

EMPLOYEE REGULAR WORK SCHEDULE: 8:30 am - 5:30 pm (Monday - Friday)

EMPLOYEE DIRECT SUPERVISOR: Maurice Pitts

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-4740

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictorial ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and I-9/1-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Temp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FG	

**Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!**

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Prof/Incl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/US Rule 6.5g Letter of Justification (for classified, if applicable)



MEMORANDUM OF UNDERSTANDING

between the

California Community Colleges Chancellor's Office and Southern University at New Orleans

This agreement is effective as of Fall 2019 between Southern University at New Orleans, a SACSCOC-accredited, four-year, public, state institution whose address is 6400 Press Drive, New Orleans, La 70126 and the CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (CCCCO), whose address is 1102 Q Street, Suite 4554, Sacramento, CA 95811.

Southern University at New Orleans enters into this agreement with the system wide Chancellor's Office for 114 California Community Colleges and 72 Community College districts. The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of California Community College (CCC) students who have completed either of the following:

1. An Associate Degree Awarded by a California Community College with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
 - a. The degree is an Associate in Arts for Transfer (AA-T) degree or an Associate in Science for Transfer (AS-T) degree. These degrees were designed to provide a clear pathway to a California State University major and baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors.
 - b. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) used by California Community College students to prepare to transfer to the University of California and California State University systems; or,
 - c. The degree includes the completion and certification of the lower division California State University General Education Breadth pattern,

OR

2. A minimum of 30 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.5 or higher.

In exchange for meeting one of the above conditions, CCC transfer students will be afforded the following opportunities:

I. GUARANTEED ADMISSION

CCC transfer students awarded an Associate Degree as defined above will be guaranteed admission to the University at junior standing. Students will be made aware that additional prerequisites and graduation requirements may be required by Southern University at New Orleans for certain majors. Only students who are in good standing at their last transfer institution will be considered.

CCC transfer students without an Associate Degree but obtaining a minimum 30 transferrable units as defined above will be guaranteed admission to the University.

In either instance, students will be made aware that additional prerequisites and graduation requirements may be required by Southern University at New Orleans for certain majors. Only students who are in good standing at their last transfer institution will be considered.

II. TRANSFERABILITY OF CREDIT

For CCC transfer students awarded an Associate Degree Southern University at New Orleans will accept a minimum of 60 semester units. For CCC transfer students without an Associate Degree but with a minimum of 30 transferrable units Southern University at New Orleans will accept a minimum of 30 semester units.

Southern University at New Orleans will accept CCC courses deemed transferable to the University of California and the California State University towards general education, major and/or elective credit. Units accepted for the CCC Associate Degree through CLEP, DANTES, IB, AP, and Credit by Exam, and ACE will be applicable toward the Bachelor's degree. Southern University at New Orleans reserves the right to award credit for major preparation based on University policy.

III. GENERAL EDUCATION REQUIREMENTS

Southern University at New Orleans agrees to accept the completion of the lower division CSU General Education- Breadth pattern (CSU GE), the Intersegmental General Education Transfer

Curriculum (IGETC) pattern, or a CCC AA-T or AS-T that includes either CSU GE or IGETC in lieu of its own lower division general education requirements. For CCC transfer students awarded an Associate Degree, no more than nine additional units will be required to fulfill University general education requirements.

IV. CATALOG RIGHTS

If Southern University at New Orleans modifies the degree requirements or prerequisites, the student will be accommodated with equivalent coursework and not penalized in total units required for their Bachelor's degree.

V. STUDENT ADVISING

Southern University at New Orleans will provide pre-transfer advising to community college students through online, onsite, and/or telephone advising. The University's Office of the Registrar will maintain MOU agreements with community colleges on its website and will interact with community college Transfer Center Directors. In addition, faculty advising by discipline will be available to future transfer students prior to and once enrolled at the University. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Southern University at New Orleans will participate in a minimum of one annual outreach activity to educate and inform California Community College students and faculty about the University.

Activities may include the following:

- a. Participation in California transfer conferences, transfer fairs, professional conferences (e.g., Umoja Community, Western Association for College Admission Counseling, etc.) and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible California Community College students at transfer conferences, transfer fairs, Umoja Community conferences and during college visits; and,
- c. Work with the California Community College transfer centers and the Umoja Community to outreach to all students. Additional efforts will be made to reach out to Science, Technology, Engineering and Mathematics (STEM) majors.

VI. HOUSING

Southern University at New Orleans will provide priority consideration for campus housing during the first year if the housing fees are paid by the housing application deadline.

VII. SCHOLARSHIP OPPORTUNITIES

Southern University at New Orleans will seek to develop transfer scholarships for incoming students who have a 3.2 or higher grade point average and meet all other criteria of the University, based on available funding.

VIII. DATA

Under this agreement, Southern University at New Orleans will conduct an analysis of the California Community College transfer students to determine their progress and success. The analysis should include descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of transfer students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, Southern University at New Orleans shall provide the CCCCCO with a written summary of the results of the analysis.

IX. MARKETING & COMMUNICATION

The CCCCCO will work with Southern University at New Orleans to develop an internal and external marketing plan to communicate and publicize the Chancellor's support of this agreement to all CCC campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The Transfer and Articulation Unit will assist in promoting this opportunity to each CCC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives such as the Umoja Community, the Western Association for College Admission Counseling (WACAC), and the CCC Transfer Counselor Web Site grantee, will be encouraged to disseminate information about the HBCU MOU agreements.

X. TERMS OF AGREEMENT

The term of this agreement shall conclude June 30, 2020

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties.

CALIFORNIA COMMUNITY COLLEGES

SOUTHERN UNIVERSITY AT NEW ORLEANS

By

James H. Ammons
By: James H. Ammons Jr., Ph.D.

Title

Interim Chancellor
Title: Interim Chancellor

Date

3/9/2020
Date



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 10, 2020

Dr. Ray Belton
President/Chancellor
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Pathway Legal Education Options for the City of Shreveport

Dear Dr. Belton:

Attached is the Pathway Legal Education Options for the City of Shreveport. I respectfully request that you present this to the Southern University Board of Supervisors for approval at the April Board meeting.

If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

A Proposal to Establish a Pathway for Increasing Legal Education Capacity in the Shreveport/Bossier Region by the Southern University Law Center in Response to the Report to the Board of Regents by NCHEMS

Prepared by: John K. Pierre
Chancellor and Vanue B. Lacour Endowed Professor
Southern University Law Center (SULC)

Introduction

This document is prepared as a response to the report delivered to the Board of Regents by NCHEMS, and to discuss a potential pathway to increasing legal education capacity in the Shreveport/Bossier Region by the Southern University Law Center. NCHEMS conducted a study and prepared a report that: (a) assessed the demand for legal education in the Shreveport/Bossier region, and (b) explored alternative scenarios to increase legal education capacity in the Shreveport/Bossier Region. NCHEMS made several conclusions that SULC agrees with.

Conclusions of NCHEMS that SULC agrees with

The NCHEMS conclusions that SULC agrees with are as follows:

- There are fewer lawyers and other legal professionals (e.g. judges, etc.) per capita in the Shreveport/Bossier region than in other urbanized regions in the state;
- In general, the region is significantly under-represented with respect to graduate degrees;
- The Shreveport/Bossier region has significant disparities between the numbers of African American and Caucasian lawyers and legal professionals;
- By the current configuration of law schools in Louisiana, the Shreveport/Bossier region is not well served;
- A case can be made for increasing the number of lawyers, and for creating additional capacity to deliver legal education in the Shreveport/Bossier region; and
- Creating a branch of SULC in Shreveport is a feasible way to increase legal education capacity in the Shreveport/Bossier region. Administrative officials at the Louisiana State University (LSU) Law Center, Tulane University Law School and Loyola Law School, have indicated no interest in establishing a presence in Shreveport.

Phase I of the Pathway to a Branch Campus

NCHEMS intimated that creating a branch of SULC in Shreveport is a feasible way to increase legal education in the Shreveport/Bossier region. There are three phases requiring a strategical approach, because of the present accreditation and financing issues and challenges.

Phase I could take the form of an Off-Campus Instructional Site (OCIS) in Shreveport. OCIS means a physical location within the United States if:

1. The law school offers J.D. degree courses;

2. A student may earn sixteen credit hours or less of the school's program of legal education; and
3. Either (i) is not in reasonable proximity to the law school's main location or (ii) is in reasonable proximity to the law school's main location.

It would not be considered a substantive change in the program of legal education for SULC by establishing an OCIS in Shreveport. It would not require acquiescence from the ABA or approval from SACSCOC as long as a SULC student would not earn more than sixteen credit hours of SULC's program of legal education. The idea behind the OCIS in Shreveport could be to create a "Semester in Shreveport." This will commence in the spring semester of 2022 (January-May of 2022) as a pilot program for SULC students from the Shreveport/Bossier Region, or Northwest Louisiana region. They will spend their final semester of law school in the Shreveport/Bossier region garnering academic credits and securing experiential learning opportunities in the region, exploring employment opportunities in the region, and preparing for the Louisiana Bar Examination. In addition, students interested in relocation to the region could take advantage of the "Semester in Shreveport."

This "Semester in Shreveport" would be similar to a program established by the University of Idaho Law School, which is located in Moscow, Idaho and allows third year students to spend their last year of law school in Boise, Idaho the state capital of Idaho. The "Semester in Shreveport" pilot would be in the spring semester of 2022 and spring semester of 2023 as Phase I of a pathway to a branch campus. It would allow SULC to develop the relationships needed to transition into Phase 2 and Phase 3. The time spent in Phase 1 would allow SULC to incrementally upgrade the Law Library, and other physical facilities required to pass rigorous accreditation ABA and SACSCOC standards that must be satisfied before moving on to Phase 2 and Phase 3. In addition, the Phase 1 time period would be used to secure financial resources needed to successfully transition to Phase 2 and Phase 3, and to gauge the commitment of local governmental entities, private entities, and SULC alumni in the region to provide financial and other resources needed to sustain a high quality legal education operation.

Phase 2 of the Pathway to a Branch Campus

Phase 2 of the process would consist of transitioning the OCIS and "Semester in Shreveport" pilot, into a "Separate Location" and the "Year in Shreveport" phase, beginning in the fall semester of 2023. "Separate Location" means a physical location within the United States: (1) at which the law school offers J.D. degree courses, (2) where a student may earn more than sixteen credit hours of the school's program of legal education, and (3) that is not in reasonable proximity to the law school's main location.

Establishing a separate location is a substantive change in its program of legal education under both ABA and SACSCOC standards. Before a law school makes a substantive change in its program of legal education, it must obtain acquiescence of the ABA for the change and approval by SACSCOC for the change. Phase 2 operations would occur in the 2023-2024 and 2024-2025 academic years and result in an SULC law student earning between 17 and 41 credit hours of

SULC's program that could be earned during the fall, spring, and summer sessions, during the 2023-2024 and 2024-2025 academic year. The year in Shreveport initiative mirrors the aforementioned University of Idaho program where third year students leave Moscow Idaho to spend their final year in Boise, Idaho. Under the "Year in Shreveport" initiative, students would spend their final year garnering academic credits and securing experiential learning opportunities in the region, exploring employment opportunities in the region, and preparing for the Louisiana Bar Examination. A law school that establishes a separate location must:

1. Provide a full-time faculty adequate to support the curriculum offered at the separate location and who are reasonably accessible to students at the separate location;
2. Provide library resources and staff that are adequate to support the curriculum offered at the separate location, and that are reasonably accessible to the student body at the separate location;
3. Provide academic advising, career services, and other support services that are adequate to support the student body at the separate location, and that are reasonably equivalent to such services offered to similarly situated students at the law schools main location;
4. Provide access to co-curricular activities and other educational benefits to support the student body at the separate location; and
5. Provide physical facilities and technological capacities that are adequate to support the curriculum and the student body at the separate location.

Financial Resources needed for Phase I and Phase II

The "Semester in Shreveport" and year in Shreveport phases of the pathway will require that the following financial resource expenditures:

1. Facilities expenditures
2. Library expenditures
3. Faculty expenditures
4. Staff expenditures

Phase 3 of the Pathway to a Branch Campus

A. Introduction

Establishing a SULC branch campus is a substantive change in program or structure by both the ABA and SACSCOC. For purposes of accreditation, the term "branch campus" means a type of separate location at which a student may earn more than two-thirds of the credit hours that the law school requires for the award of a Juris Doctor (J.D.) degree.

The SULC branch campus would be a four-year, part-time/evening/weekend 90-hour program designed to serve nontraditional students in the Shreveport/Bossier region, Northwest and Northeast Louisiana regions. There are also parts of Northeast Texas, and Southwest Arkansas that a SULC branch campus may serve. The inaugural targeted first-year branch campus class would commence in fall 2025. The initial cohort target enrollment would be between 40 to 50 students. Ultimately, the SULC branch campus could have a total target enrollment of 150 to 200 students by fall 2029, which are sustainable enrollment figures for the SULC branch campus.

B. Resources Needed

A law school that establishes a branch campus must:

1. Provide a full-time faculty adequate to support the curriculum offered at the separate location and who are reasonably accessible to students at the separate location,
2. Provide library resources and staff that are adequate to support the curriculum offered at the separate location and that are reasonably accessible to the student body at the separate location,
3. Provide academic advising, career services, and other support services that are adequate to support the student body at the separate location and that are reasonably equivalent to such services offered to similarly situated students at the law school's main location.
4. Provide access to co-curricular activities and other educational benefits to support the student body at the separate location,
5. Provide physical facilities and technological capacities that are adequate to support the curriculum and the student body at the separate location,
6. Establish a reliable plan that demonstrate that the branch campus has achieved substantial compliance with ABA standards and is reasonably likely to achieve full compliance with each of the ABA standards within three years of the effective date of acquiescence,
7. Comply with instructional requirements as required by ABA standard 403(a) and 404 (a), and
8. Offer reasonably comparable opportunities for access to the law school's program of legal education, courses taught by full-time faculty, student services, co-curricular programs, and other educational benefits required by ABA Standard 312.

In addition to ABA acquiescence for a substantive change in program or structure, creating or establishing a branch campus of SULC in Shreveport would also be considered a substantive change by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC would require prior approval and a SACSCOC staff review. SULC would have to submit a business plan and a prospectus outlining students' needs and demands, describing the branch campus program's curriculum and faculty resources, and describing how SULC will meet physical facilities and financial viability standards of SACSCOC.

The challenge for graduates of a branch campus is that they as a separate branch campus cohort must meet the tougher ABA bar passage standard "right out of the gate." Hence, more stringent admissions standards and program rigor must be strictly adhered to from inception to most likely meet more stringent, recently adopted ABA standards. In addition to ABA and SACSCOC, SULC is a AALS member, as well as being accredited by the ABA and SACSCOC. The report by NCHEMS does not address the potential impact of establishing a branch campus in Shreveport upon AALS membership status of SULC. Not every ABA accredited law school has attained

AALS membership, which have separate principles and standards from the ABA. AALS principles and standards focus more on faculty scholarly productivity and research than ABA standards.

C. *Library and Information Resources*

The ABA has stringent Library and Information Resources requirements. A law library must provide a core collection of essential materials through ownership or reliable sources. A law library core collection must include:

1. All reported federal court decisions through ownership or reliable sources state and U. S. territory;
2. All federal codes and session laws, and at least one current annotated code for each state and U. S. territory;
3. All current published treaties and international agreements of the United States;
4. All current published regulations (codified and uncodified) of the federal government and the codified regulations of the state or U. S. territory in which the law school is located;
5. Those federal and state administrative decisions appropriate to the program of the law school;
6. The U. S. Congressional materials appropriate to the programs of the law school;
7. Those tools necessary to identify primary and secondary legal information, and update primary legal information, and
8. Significant secondary works necessary to support the programs of the law school.

Furthermore, ABA standards require that:

1. A law school provide on a consistent basis sufficient financial resources to the law library to enable it to fulfill its responsibilities and to support to the law school and to realize its established goals;
2. The law library have a staff sufficient in expertise and number to provide appropriate library and information resources services to the school;
3. A law library provides the appropriate range and depth of reference for instructional, bibliographic, and other services to meet the need of the law school's teaching, scholarship, research, and service programs, and
4. The law library provides suitable space and adequate equipment to access and use all information in whatever formats represented to the collection.

The Downtown Shreveport Memorial library appears to provide a suitable space for a law school library. The law library director at SULC will have to perform an assessment of the Downtown Shreveport Memorial Library to determine what it would cost to retrofit that downtown library to meet ABA library and information resources standards.

D. *Facilities*

The ABA and SACSCOC have stringent facilities requirements. ABA standards specifically provide that a law school's facilities must include:

1. Suitable class and seminar rooms in sufficient numbers to permit reasonable scheduling of all classes, skills, offerings, and seminars;
2. A law library that is suitable and sufficient in size, location, and design in relations to the law school's programs and enrollment to accommodate the needs of the law school's students and faculty, and the law library's services, collections, staff, operations, and equipment;
3. Suitable and sufficient space for staff providing support services, including student support services, to the program of legal education;
4. Office space for full-time faculty members, class preparation, and faculty-student conferences, and suitable and sufficient space for part-time faculty members to conduct faculty-student conferences;
5. Facilities and equipment that meet all applicable health and safety codes;
6. Suitable and sufficient space for equipment and records;
7. Suitable and sufficient space appropriate for conducting any in-house clinical programs in a manner that assures competent and ethical representation of clients and meaningful instruction and supervision of students, including confidential space for (a) client interviewing, (b) working on and discussing client cases, and (c) security for client files.
8. Suitable and sufficient space for its students and faculty for quiet study and research;
9. Suitable and sufficient space for group study and other forms of collaborative work;
10. Reasonable access and accommodations to persons with disabilities, consistent with applicable law, and
11. Equipment, technology, and technology support that enable it to operate in compliance with ABA standards and carry out its program of legal education.

The Downtown Shreveport Memorial Library building appears to be worthy of consideration for a branch campus. There is significant excess space in the Downtown Shreveport Memorial Library that may meet ABA and SACSCOC facilities standards with the appropriate upgrades. In addition, the Southern University-Shreveport (SUSLA) has a downtown Metro Center location which could be considered for operating legal clinics. Both facilities are located on Texas street and are in close proximity to Caddo Parish state district and juvenile courts (Louisiana 1st Judicial District), and to the Louisiana Second Circuit Shreveport City Courts. The Texas street locations are within a 15 to 20 minute drive from the Bossier Parish State District Courts and Bossier City Courts.

E. *Branch Campus Financial Resources*

Both the ABA and SACSCOC accreditation standards stress the importance of having sufficient financial resources. Historically, the ABA and SACSCOC have not looked favorably on schools that are under-resourced. In recent years, the ABA and SACSCOC have given particular scrutiny to financial resources of the institutions they accredit. The ABA has recently been criticized for being too lenient in accrediting schools that are on the edge with respect to meeting financial resource requirements.

Over the last ten years, the Louisiana legislature has significantly reduced state appropriations to higher education institutions. State appropriations for SULC in 2010 accounted for approximately 70% of its budget. Today, state appropriations to SULC account for approximately 24% of its total budget before the subtractions of mandated costs, which go back to the State of Louisiana for benefits and services. Law school programs are expensive as compared to other academic programs generally offered by a university. Direct and indirect costs associated with establishing a branch campus of SULC in Shreveport will be significant. Direct and indirect costs will have to be covered by political and legislative environment where the State Legislature has not been generous to higher education institutions.

Some necessary resources provided as in-kind, such as the Downtown Shreveport Memorial Library appears to be an attractive and useful space, and the SUSLA Metro Center location is attractive and useful. Both are centrally located and useful spaces that could be core facility assets, which would reduce initial capital outlay or investment requirements. However, there will be a need to invest in creating a "law school library" that meets very stringent ABA requirements. The costs of creating a law library that would satisfy ABA standards would have to be determined.

In fall 2025, the operating costs for a part-time/weekend branch campus will range from \$8 million to 10 million per year. This will ensure that the ABA and SACSCOD will understand: (1) the commitment of SULC to make the first cohort and subsequent cohorts unusually or extremely successful, and (2) to demonstrate that the branch program is of the highest quality. The best metric for asserting that the program of legal education is of the highest quality is bar passage rates under the new ABA passage rate. The target two- year cohort rate for the branch program should exceed 85%.

Self-generated funds from tuition and fees would be incremental. The estimated percentage of operating costs that would be covered by student tuition and fees would max out at 50%. Resources for operations would have to be drawn from sources such as the Caddo Parish Commission, the City of Shreveport, local businesses, SULC alumni contributors in the Shreveport-Bossier area, and the Louisiana Legislature, assuming that the legislature would be so inclined to offer legislative appropriations to support the branch campus initiative.

The idea of funding a public higher education institution primarily through local funding and private/public partnerships has never been attempted in Louisiana. Other states have funded higher education institutions using local funding from sources such as special or dedicated local taxing districts or other dedicated funding sources in combination with private dollars from local commercial enterprises, and a need to establish a strong endowment fund.

Conclusions

If the resources required were provided, it would be possible to establish a branch campus of SULC in Shreveport. There is a distribution problem with legal education opportunities in Louisiana. There is a relative shortage of lawyers and judges in the Shreveport-Bossier region as shown by both statistics on the relative numbers of individuals in legal occupations in the Shreveport/Bossier region as compared to other regions of the State of Louisiana. There is also an equity argument, based upon the relative disparity between the number of African American and Caucasian individuals employed as legal professionals in the Shreveport/Bossier region.

The direct and indirect costs associated with establishing a branch campus of SULC in Shreveport would be significant. Furthermore, the branch campus operations would have to meet stringent and significant institutional and professional accreditation requirements imposed by the ABA and SACSCOC. Establishing a branch campus of SULC in Shreveport would be subject to great scrutiny. Because of the high level of scrutiny, the branch campus would need to have:

- Exceptional and superior facilities, equipment, and technology;
- Superior and exceptional bar passage results for its graduate that are sustainable;
- Superior library and information resources, and
- Exceptional and sustainable financial resources.

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 45,838,434	\$ -	\$ 45,838,434	\$ 38,187,325	\$ 7,651,109	\$ 45,838,434	\$ -	83.3%
Statutory Dedicated	4,624,272	-	4,624,272	1,972,661	2,651,611	4,624,272	-	42.7%
Federal	3,654,209	-	3,654,209	1,761,828	1,892,381	3,654,209	-	48.2%
Self Generated								
Tuition - Fall 2019	37,137,024	3,207,649	33,929,375	33,952,188	-	33,952,188	22,813	100.1%
Tuition - Spring 2020	33,692,506	2,860,486	30,832,020	30,963,345	432,621	31,395,966	563,946	100.4%
Tuition - Summer	5,301,499	418,247	4,883,252	2,214,475	2,733,852	4,948,327	65,075	45.3%
Out-of-State Fees	10,644,516	-	10,644,516	11,921,216	50,000	11,971,216	1,326,700	112.0%
Other	18,043,816	3,183,811	14,860,005	10,076,855	4,935,409	15,012,263	152,258	67.8%
Interagency Transfer	3,028,515	-	3,028,515	2,000,005	1,028,510	3,028,515	-	66.0%
Total Revenues	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 133,049,897	\$ 21,375,492	\$ 154,425,390	\$ 2,130,792	87.4%
Expenditures								
Salaries	\$ 77,162,146	\$ 3,728,981	\$ 73,433,165	\$ 54,005,088	\$ 19,450,273	\$ 73,455,361	\$ 22,196	73.5%
Other Compensation	686,374	16,997	669,377	383,418	275,960	659,378	(9,999)	57.3%
Related Benefits	34,933,126	1,712,707	33,220,419	23,297,233	10,074,612	33,371,845	151,426	70.1%
Total Personal Services	\$ 112,781,646	\$ 5,458,685	\$ 107,322,961	\$ 77,685,739	\$ 29,800,845	\$ 107,486,585	\$ 163,624	72.4%
Travel	1,081,008	27,908	1,053,100	597,538	401,316	998,853	(54,247)	56.7%
Operating Services	15,237,611	720,627	14,516,984	9,878,061	4,294,885	14,172,946	(344,038)	68.0%
Supplies	1,879,942	87,331	1,792,611	1,153,077	680,144	1,833,221	40,610	64.3%
Total Operating Expenses	\$ 18,198,561	\$ 835,866	\$ 17,362,695	\$ 11,628,675	\$ 5,376,345	\$ 17,005,020	\$ (357,675)	67.0%
Professional Services	2,228,599	97,599	2,131,000	1,009,411	1,130,654	2,140,065	9,065	47.4%
Other Charges	11,851,965	3,259,330	8,592,635	4,049,396	4,607,714	8,657,110	64,475	47.1%
Debt Services								
Interagency Transfers	7,528,988	-	7,528,988	1,571,377	5,957,611	7,528,988	-	20.9%
Total Other Charges	\$ 21,609,552	\$ 3,356,929	\$ 18,252,623	\$ 6,630,183	\$ 11,695,980	\$ 18,326,163	\$ 73,540	36.3%
General Acquisitions	143,196	18,713	124,483	36,496	87,987	124,483	-	29.3%
Library Acquisitions	675,548	-	675,548	691,997	73,544	765,541	89,993	102.4%
Major Repairs	100,000	-	100,000	-	-	-	(100,000)	0.0%
Total Acquisitions/Major Repairs	\$ 918,744	\$ 18,713	\$ 900,031	\$ 728,493	\$ 161,531	\$ 890,024	\$ (10,007)	80.9%
Scholarships	8,456,288	-	8,456,288	10,486,913	230,686	10,717,599	2,261,311	124.0%
Total Expenditures	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 107,160,003	\$ 47,265,387	\$ 154,425,390	\$ 2,130,792	70.4%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,305,062	-	\$ 3,305,062	\$ 2,775,328	\$ 529,734	\$ 3,305,062	\$ -	84.0%
Statutory Dedicated								
Federal								
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 2,775,328	\$ 529,734	\$ 3,305,062	\$ -	84.0%
Expenditures								
Salaries	\$ 1,625,960	\$ -	\$ 1,625,960	\$ 1,194,957	\$ 431,003	\$ 1,625,960	\$ -	73.5%
Other Compensation	88,000	-	88,000	78,000	10,000	88,000	-	88.6%
Related Benefits	760,749	-	760,749	403,136	357,613	760,749	-	53.0%
Total Personal Services	\$ 2,474,709	\$ -	\$ 2,474,709	\$ 1,676,093	\$ 798,616	\$ 2,474,709	\$ -	67.7%
Travel	185,000	-	185,000	41,924	143,076	185,000	-	22.7%
Operating Services	171,100	-	171,100	93,390	77,710	171,100	-	54.6%
Supplies	80,000	-	80,000	27,765	52,235	80,000	-	34.7%
Total Operating Expenses	\$ 436,100	\$ -	\$ 436,100	\$ 163,079	\$ 273,021	\$ 436,100	\$ -	37.4%
Professional Services	94,000	-	94,000	36,540	57,460	94,000	-	38.9%
Other Charges	275,253	-	275,253	-	275,253	275,253	-	0.0%
Debt Services								
Interagency Transfers								
Total Other Charges	\$ 369,253	\$ -	\$ 369,253	\$ 36,540	\$ 332,713	\$ 369,253	\$ -	9.9%
General Acquisitions	25,000	-	25,000	5,192	19,808	25,000	-	20.8%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 25,000	\$ -	\$ 25,000	\$ 5,192	\$ 19,808	\$ 25,000	\$ -	20.8%
Scholarships								
Total Expenditures	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 1,880,904	\$ 1,424,158	\$ 3,305,062	\$ -	56.9%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020**

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 19,433,021	-	\$ 19,433,021	\$ 16,318,298	\$ 3,114,723	\$ 19,433,021	\$ -	84.0%
Statutory Dedicated	1,849,219	-	1,849,219	986,715	862,504	1,849,219	-	53.4%
Federal	-	-	-	-	-	-	-	-
Self Generated								
Tuition - Fall 2019	24,584,325	3,207,649	21,376,676	21,402,141	-	21,402,141	25,465	100.1%
Tuition - Spring 2020	21,923,573	2,860,486	19,063,087	19,684,608	120,000	19,804,608	741,521	103.3%
Tuition - Summer	3,205,562	418,247	2,787,315	1,224,691	1,726,468	2,951,159	163,844	43.9%
Out-of-State Fees	7,164,987	-	7,164,987	8,352,431	-	8,352,431	1,187,444	116.6%
Other	8,546,110	-	8,546,110	4,337,711	4,355,716	8,693,428	147,318	50.8%
Interagency Transfer	3,028,515	-	3,028,515	2,000,005	1,028,510	3,028,515	-	66.0%
Total Revenues	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 74,306,599	\$ 11,207,922	\$ 85,514,520	\$ 2,265,590	89.3%
Expenditures								
Salaries	\$ 43,520,719	\$ 3,728,981	\$ 39,791,738	\$ 28,565,485	\$ 11,250,550	\$ 39,816,034	\$ 24,296	71.8%
Other Compensation	198,374	16,997	181,377	-	181,377	181,377	-	0.0%
Related Benefits	19,988,925	1,712,707	18,276,218	13,964,899	4,462,746	18,427,644	151,426	76.4%
Total Personal Services	\$ 63,708,018	\$ 5,458,685	\$ 58,249,333	\$ 42,530,383	\$ 15,894,672	\$ 58,425,056	\$ 175,723	73.0%
Travel	325,708	27,908	297,800	102,555	195,245	297,800	-	34.4%
Operating Services	8,410,404	720,627	7,689,777	5,550,577	1,989,200	7,539,777	(150,000)	72.2%
Supplies	1,019,242	87,331	931,911	531,848	400,063	931,911	-	57.1%
Total Operating Expenses	\$ 9,755,354	\$ 835,866	\$ 8,919,488	\$ 6,184,981	\$ 2,584,507	\$ 8,769,488	\$ (150,000)	69.3%
Professional Services	1,139,079	97,599	1,041,480	548,963	492,517	1,041,480	-	52.7%
Other Charges	3,881,219	75,519	3,805,700	623,003	3,182,697	3,805,700	-	16.4%
Debt Services	-	-	-	-	-	-	-	-
Interagency Transfers	4,091,960	-	4,091,960	-	4,091,960	4,091,960	-	0.0%
Total Other Charges	\$ 9,112,258	\$ 173,118	\$ 8,939,140	\$ 1,171,965	\$ 7,767,175	\$ 8,939,140	\$ -	13.1%
General Acquisitions	67,846	18,713	49,133	14,478	34,655	49,133	-	29.5%
Library Acquisitions	150,548	-	150,548	127,004	23,544	150,548	-	84.4%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 218,394	\$ 18,713	\$ 199,681	\$ 141,481	\$ 58,200	\$ 199,681	\$ -	70.9%
Scholarships	6,941,288	-	6,941,288	9,017,311	163,845	9,181,156	2,239,868	129.9%
Total Expenditures	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 59,046,122	\$ 26,468,398	\$ 85,514,520	\$ 2,265,590	70.9%

**Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020**

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 4,275,772	-	\$ 4,275,772	\$ 3,590,452	\$ 685,320	\$ 4,275,772	\$ -	84.0%
Statutory Dedicated	201,881	-	201,881	107,922	93,959	201,881	-	53.5%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	3,823,146	-	3,823,146	3,823,146	-	3,823,146	-	100.0%
Tuition - Spring 2020	3,499,336	-	3,499,336	3,319,075		3,319,075	(180,261)	94.8%
Tuition - Summer	765,938	-	765,938	248,420	517,518	765,938	-	32.4%
Out-of-State Fees	2,576,700	-	2,576,700	2,625,651	50,000	2,675,651	98,951	101.9%
Other	3,773,301	908,749	2,864,552	2,892,999	49,999	2,942,998	78,446	101.0%
Interagency Transfer								
Total Revenues	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 16,607,666	\$ 1,396,796	\$ 18,004,461	\$ (2,864)	92.2%
Expenditures								
Salaries	\$ 9,125,960	\$ -	\$ 9,125,960	\$ 7,053,824	\$ 2,072,136	\$ 9,125,960	\$ -	77.3%
Other Compensation	-	-	-	-	-	-	-	
Related Benefits	3,487,393	-	3,487,393	2,216,411	1,270,982	3,487,393	-	63.6%
Total Personal Services	\$ 12,613,353	\$ -	\$ 12,613,353	\$ 9,270,235	\$ 3,343,118	\$ 12,613,353	\$ -	73.5%
Travel	385,000	-	385,000	312,720	72,280	385,000	-	81.2%
Operating Services	1,949,532	-	1,949,532	595,384	1,160,110	1,755,494	(194,038)	30.5%
Supplies	250,000	-	250,000	312,704	30,000	342,705	92,705	125.1%
Total Operating Expenses	\$ 2,584,532	\$ -	\$ 2,584,532	\$ 1,220,809	\$ 1,262,390	\$ 2,483,199	\$ (101,333)	47.2%
Professional Services	864,318	-	864,318	318,954	545,364	864,318	-	36.9%
Other Charges	1,362,288	908,749	453,539	351,889	101,650	453,539	-	77.6%
Debt Services				-	-	-	-	
Interagency Transfers	376,583		376,583	282,437	94,146	376,583	-	75.0%
Total Other Charges	\$ 2,603,189	\$ 908,749	\$ 1,694,440	\$ 953,281	\$ 741,159	\$ 1,694,440	\$ -	56.3%
General Acquisitions	-	-	-	-	-	-	-	
Library Acquisitions	350,000	-	350,000	413,515	50,000	463,514	113,514	118.1%
Major Repairs	100,000	-	100,000	-	-	-	(100,000)	0.0%
Total Acquisitions/Major Repairs	\$ 450,000	\$ -	\$ 450,000	\$ 413,515	\$ 50,000	\$ 463,514	\$ 13,514	91.9%
Scholarships	665,000	-	665,000	749,955	-	749,955	84,955	112.8%
Total Expenditures	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 12,607,794	\$ 5,396,667	\$ 18,004,461	\$ (2,864)	70.0%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020**

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 9,140,226	-	\$ 9,140,226	\$ 7,675,233	\$ 1,464,993	\$ 9,140,226	\$ -	84.0%
Statutory Dedicated	578,577	-	578,577	308,348	270,229	578,577	-	53.3%
Federal		-	-			-	-	
Self Generated								
Tuition - Fall 2019	4,851,700	-	4,851,700	4,610,078	-	4,610,078	(241,622)	95.0%
Tuition - Spring 2020	4,577,842	-	4,577,842	4,165,836	312,621	4,478,457	(99,384)	91.0%
Tuition - Summer	429,999	-	429,999	156,572	273,427	429,999	-	36.4%
Out-of-State Fees	352,829	-	352,829	397,199	-	397,199	44,370	112.6%
Other	4,735,175	1,825,062	2,910,113	2,734,779	247,394	2,982,173	72,060	94.0%
Interagency Transfer								
Total Revenues	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 20,048,047	\$ 2,568,663	\$ 22,616,710	\$ (224,575)	87.8%
Expenditures								
Salaries	\$ 10,033,343	\$ -	\$ 10,033,343	\$ 8,015,054	\$ 2,016,189	\$ 10,031,243	\$ (2,100)	79.9%
Other Compensation	350,000	-	350,000	270,001	70,000	\$ 340,001	(9,999)	77.1%
Related Benefits	4,610,662	-	4,610,662	3,106,341	1,504,321	\$ 4,610,662	-	67.4%
Total Personal Services	\$ 14,994,005	\$ -	\$ 14,994,005	\$ 11,391,396	\$ 3,590,510	\$ 14,981,906	\$ (12,099)	76.0%
Travel	47,000	-	47,000	5,076	5,076	10,152	(36,848)	10.8%
Operating Services	2,404,366	-	2,404,366	1,548,686	855,680	2,404,366.00	-	64.4%
Supplies	261,500	-	261,500	80,658	128,747	209,405.01	(52,095)	30.8%
Total Operating Expenses	\$ 2,712,866	\$ -	\$ 2,712,866	\$ 1,634,420	\$ 989,503	\$ 2,623,923	\$ (88,943)	60.2%
Professional Services	75,000	-	75,000	44,481	-	44,481	(30,519)	59.3%
Other Charges	5,102,655	1,825,062	3,277,593	3,010,981	266,612	3,277,593	-	91.9%
Debt Services	-							
Interagency Transfers	1,006,822	-	1,006,822	472,361	534,461	1,006,822	-	46.9%
Total Other Charges	\$ 6,184,477	\$ 1,825,062	\$ 4,359,415	\$ 3,527,823	\$ 801,073	\$ 4,328,896	\$ (30,519)	80.9%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	151,479	-	151,479	(23,521)	86.6%
Major Repairs	-	-	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 151,479	\$ -	\$ 151,479	\$ (23,521)	86.6%
Scholarships	600,000	-	600,000	530,507	-	530,507	(69,493)	88.4%
Total Expenditures	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 17,235,625	\$ 5,381,086	\$ 22,616,711	\$ (224,575)	75.5%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 5,692,475	-	\$ 5,692,475	\$ 4,475,955	\$ 1,216,520	\$ 5,692,475	\$ -	78.6%
Statutory Dedicated	189,181	-	189,181	90,425	98,756	189,181	-	47.8%
Federal								
Self Generated								
Tuition - Fall 2019	3,877,853	-	3,877,853	4,116,823	-	4,116,823	238,970	106.2%
Tuition - Spring 2020	3,691,755	-	3,691,755	3,793,826		3,793,826	102,071	102.8%
Tuition - Summer	900,000	-	900,000	584,791	216,440	801,231	(98,769)	65.0%
Out-of-State Fees	550,000	-	550,000	545,935		545,935	(4,065)	99.3%
Other	989,230	450,000	539,230	111,365	282,299	393,664	(145,566)	20.7%
Interagency Transfer								
Total Revenues	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 13,719,120	\$ 1,814,015	\$ 15,533,135	\$ 92,641	88.9%
Expenditures								
Salaries	\$ 8,088,366	\$ -	\$ 8,088,366	\$ 6,145,814	\$ 1,942,552	\$ 8,088,366	\$ -	76.0%
Other Compensation	-	-	-	-	-	-	-	0.0%
Related Benefits	3,873,043	-	3,873,043	2,466,791	1,406,252	3,873,043	-	63.7%
Total Personal Services	\$ 11,961,409	\$ -	\$ 11,961,409	\$ 8,612,605	\$ 3,348,804	\$ 11,961,409	\$ -	72.0%
Travel	38,300	-	38,300	20,901	-	20,901	(17,399)	54.6%
Operating Services	1,982,184	-	1,982,184	1,665,264	316,920	1,982,184	-	84.0%
Supplies	138,200	-	138,200	94,428	43,772	138,200	-	68.3%
Total Operating Expenses	\$ 2,158,684	\$ -	\$ 2,158,684	\$ 1,780,593	\$ 360,692	\$ 2,141,285	\$ (17,399)	82.5%
Professional Services	17,000	-	17,000	56,584	-	56,584	39,584	332.8%
Other Charges	754,778	450,000	304,778	63,299	305,954	369,253	64,475	20.8%
Debt Services								
Interagency Transfers	748,623		748,623	517,805	230,818	748,623	-	69.2%
Total Other Charges	\$ 1,520,401	\$ 450,000	\$ 1,070,401	\$ 637,688	\$ 536,772	\$ 1,174,460	\$ 104,059	59.6%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	250,000	-	250,000	189,140	66,841	255,981	5,981	75.7%
Total Expenditures	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 11,220,026	\$ 4,313,109	\$ 15,533,135	\$ 92,641	72.7%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of March 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,991,878	-	\$ 3,991,878	\$ 3,352,059	\$ 639,819	\$ 3,991,878	\$ -	84.0%
Statutory Dedicated	1,805,414	-	1,805,414	479,251	1,326,163	1,805,414	-	26.5%
Federal	3,654,209	-	3,654,209	1,761,828	1,892,381	3,654,209	-	48.2%
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 5,593,138	\$ 3,858,363	\$ 9,451,501	\$ -	59.2%
Expenditures								
Salaries	\$ 4,767,798	\$ -	\$ 4,767,798	\$ 3,029,955	\$ 1,737,843	\$ 4,767,798	\$ -	63.6%
Other Compensation	50,000	-	50,000	35,417	14,583	50,000	-	70.8%
Related Benefits	2,212,354	-	2,212,354	1,139,656	1,072,698	2,212,354	-	51.5%
Total Personal Services	\$ 7,030,152	\$ -	\$ 7,030,152	\$ 4,205,027	\$ 2,825,125	\$ 7,030,152	\$ -	59.8%
Travel	100,000	-	100,000	114,361	(14,361)	100,000	-	114.4%
Operating Services	320,025	-	320,025	424,759	(104,734)	320,025	-	132.7%
Supplies	131,000	-	131,000	105,673	25,327	131,000	-	80.7%
Total Operating Expenses	\$ 551,025	\$ -	\$ 551,025	\$ 644,793	\$ (93,768)	\$ 551,025	\$ -	117.0%
Professional Services	39,202	-	39,202	3,889	35,313	39,202	-	9.9%
Other Charges	475,772	-	475,772	224	475,548	475,772	-	0.0%
Debt Services								
Interagency Transfers	1,305,000		1,305,000	298,774	1,006,226	1,305,000	-	0.0%
Total Other Charges	\$ 1,819,974	\$ -	\$ 1,819,974	\$ 302,886	\$ 1,517,088	\$ 1,819,974	\$ -	16.6%
General Acquisitions	50,350	-	50,350	16,826	33,524	50,350	-	33.4%
Library Acquisitions								
Major Repairs				-				
Total Acquisitions/Major Repairs	\$ 50,350	\$ -	\$ 50,350	\$ 16,826	\$ 33,524	\$ 50,350	\$ -	33.4%
Scholarships								
Total Expenditures	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 5,169,532	\$ 4,281,969	\$ 9,451,501	\$ -	54.7%



SOUTHERN UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

SU System Bill-Tracking 2020 Regular Session

[HB 2](#), Bishop

Provides for the comprehensive Capital Outlay budget

[HB 33](#), Ivey

Establishes an optional hybrid retirement plan for persons who are employed by a public postsecondary education management board

[HB 37](#), McMahan

Provides that the annual amount of a Taylor Opportunity Program for Students (TOPS) award at Northwest Louisiana Technical Community College shall match the annual award amount at other technical community colleges

[HB 49](#), Marcelle

Provides relative to penalties for possession of marijuana

[HB 56](#), Mack

Provides relative to the carrying of a concealed weapon

[HB 64](#), Dwight

Provides relative to the unlawful disruption of the operation of a school

[HB 81](#), Turner

Provides an exception to allow immediate family members of a coach of a collegiate athletic program to be employed on the staff of that program

[HB 105](#), Zeringue

Provides for the ordinary operating expenses of state government for Fiscal Year 2020-2021

[HB 141](#), Beaulieu

Prohibits public officials and employees from requiring that payments to an official or public entity be made payable to a person by name

[HB 154](#), Hodges

Requires each public postsecondary education institution to create a policy discussion program on campus

[HB 158](#), Marino

Authorizes the recommendation of medical marijuana in treating certain neurodegenerative diseases and conditions

[HB 161](#), Hilferty

Provides for the establishment of uniform leave policies by law

[HB 186](#), Zeringue

Requires Board of Regents to include recommended funding distributions for each public postsecondary education system and institution in annual funding formula report it submits to legislature and revises deadline

[HB 188](#), Goudeau

Provides for an exception to the prohibition on political activity by members of civil service systems

[HB 211](#), Jordan

Provides relative to state banks and credit unions providing financial services to cannabis-related legitimate businesses and service providers

[HB 231](#), James

Increases the total number of credits that may be earned by an offender upon earning a bachelor's degree or master's degree

[HB 237](#), Carter, W.

Provides relative to the student passage rate required by the Louisiana State Board of Nursing

[HB 238](#), Duplessis

Enacts the Louisiana Employment Non-Discrimination Act

[HB 242](#), Johnson, M.

Provides relative to the student passage rate required by the Louisiana State Board of Nursing

[HB 244](#), Lyons

Provides relative to marijuana pharmacies, creates the Medical Marijuana Affordable Access Council, and authorizes the regulation of medical marijuana prices

[HB 262](#), Duplessis

Requires that student identification cards issued by certain postsecondary education institutions meet certain requirements

[HB 306](#), Zeringue

Provides for the ancillary expenses of state government

[HB 307](#), Zeringue

Makes supplemental appropriations for Fiscal Year 2019-2020

[HB 319](#), Zeringue

Provides for the ordinary operating expenses of state government for Fiscal Year 2020-2021

[HB 320](#), Bagley

Provides relative to the composition of the La. State Board of Nursing

[HB 330](#), Lyons

Adds chronic pain associated with fibromyalgia to the set of conditions qualifying a patient for treatment with medical marijuana

[HB 340](#), Landry

Provides relative to the liberative prescription of actions on loans for payment of certain costs of postsecondary education

[HB 346](#), Glover

Authorizes local governing authorities to call an election for the purpose of allowing the sale, possession, distribution, and use of marijuana

[HB 349](#), Beaulieu

Requires that data relative to college and career opportunities be compiled and distributed to high school students

[HB 359](#), Newell

Requires the Board of Regents to include recommended funding distributions for each public postsecondary education system and institution in the annual funding formula report that it submits to the legislature

[HB 371](#), Turner

Provides relative to the comprehensive sports injury management program for student athletics

[HB 381](#), Davis

Provides relative to procurement by certain institutions of higher education

[HB 385](#), James

Repeals the prohibition on medical marijuana in raw or crude form

[HB 386](#), James

Adds to the set of debilitating conditions qualifying a patient for a recommendation of medical marijuana by a physician

[HB 395](#), Romero

Provides relative to industrial hemp research

[HB 416](#), Freeman

Provides relative to occupant restraint systems on school buses

[HB 418](#), LaCombe

Provides relative to immunity from prosecution for medical marijuana

[HB 432](#), Bacala

Revises procedures relative to students investigated for making threats of violence or terrorism

[HB 441](#), Jordan

Provides relative to compensation of collegiate student athletes for use of their name, image, or likeness

[HB 447](#), Carpenter

Provides relative to employment practices related to wage history, wage disclosure, and retaliation

[HB 455](#), LaCombe

Authorizes recommendation of medical marijuana by physicians for patients in hospice or palliative care

[HB 466](#), Amedee

Provides relative to the gender of members of school athletic teams

[HB 491](#), Echols

Authorizes certain universities to conduct research and testing of state-regulated industrial hemp, CBD, and medical marijuana products

[HB 497](#), Ivey

Requires each auditee in state government to provide the legislative auditor with direct access to data

[HB 507](#), Duplessis

Provides relative to private student loans

[HB 517](#), Crews

Provides relative to treatment of students with seizure disorders and training of school employees

[HB 538](#), Hughes

Provides relative to reporting requirements for the Taylor Opportunity Program for Students

[HB 539](#), Ivey

Provides relative to the form of audit reports by the legislative auditor

[HB 540](#), Miller, D.

Provides relative to screenings of students' sight

[HB 546](#), James

Provides for a proposition election regarding the decriminalization of marijuana

[HB 549](#), Miller, D.

Provides relative to administration of medication in public schools

[HB 554](#), Davis

Provides relative to financial aid

[HB 566](#), James

Provides relative to compensation of student athletes for use of their name, image, and likeness

[HB 572](#), Owen, C.

Provides relative to labor organizations for teachers and other school employees

[HB 611](#), McKnight

Provides relative to the collection and sharing of certain student information

[HB 626](#), Jordan

Provides relative to the regulation of cannabis

[HB 646](#), Jordan

Provides for the decriminalization of marijuana possession and distribution

[HB 668](#), Glover

Provides relative to compensation of collegiate student athletes for use of their name, image, or likeness

[HB 676](#), Emerson

Prohibits a postsecondary education institution from withholding certain student services for financial reasons

[HB 689](#), Zeringue

Provides relative to the operations of public colleges and universities

[HB 700](#), Schexnayder

To provide for the regulation of industrial hemp, industrial hemp products, and industrial hemp-derived cannabidiol (CBD) products

[HB 715](#), Schexnayder

Provides for the transfer, deposit, and use of monies among state funds

[HB 716](#), Schexnayder

Provides for the ancillary expenses of state government

[HB 717](#), Schexnayder

Makes appropriations for the expenses of the legislature for Fiscal Year 2020-2021

[HB 718](#), Schexnayder

Makes appropriations for the expenses of the legislature for Fiscal Year 2020-2021

[HB 720](#), Zeringue

Provides for the ordinary operating expenses of state government for Fiscal Year 2020-2021

[HB 721](#), Zeringue

Makes supplemental appropriations for Fiscal Year 2019-2020

[HB 731](#), Carter, W.

Provides that end-of-course testing shall not be required for any subject as a prerequisite to high school graduation

[HB 733](#), Zeringue

Extends authority of public postsecondary education institutions to exercise certain operational autonomies

[HB 734](#), Brass

Provides relative to access to dual enrollment

[HB 736](#), Carter, G.

Authorizes the Louisiana Tax Commission to order the refund of statutory impositions declared invalid

[HB 740](#), Wright

Prohibits public postsecondary education institutions from disclosing certain student information

[HB 760](#), Bagley

Authorizes administration of medical marijuana to a student by a parent, guardian, or authorized school employee at a public school

[HB 761](#), Pierre

Provides relative to criteria for a student's receipt of a State Seal of Biliteracy on his high school diploma or transcript

[HB 762](#), Edmonston

Creates the Related Services Advisory Commission to study and make recommendations relative to educational services for students with special needs and exceptionalities

[HB 763](#), McFarland

Provides relative to a gubernatorial declaration of an abnormal economic disruption

[HB 769](#), Bryant

Provides relative to the regulation of cannabis

[HB 770](#), Bryant

Amends the definition of marijuana

[HB 777](#), LaCombe

Provides that certain graduate students shall be exempt from mandatory student fees

[HB 782](#), Bagley

Provides relative to the return to work of retired certified classroom teachers

[HB 786](#), Garofalo

Provides relative to qualifications for Taylor Opportunity Program for Students scholarships

[HB 792](#), Bagley

Provides for delivery of medical marijuana to patients by marijuana pharmacies

[HB 798](#), Dwight

Authorizes public bodies to allow members to participate and vote electronically during certain states of emergency subject to certain conditions

[HB 807](#), Lyons

Provides relative to marijuana pharmacies

[HB 814](#), Jenkins

Adds chronic pain associated with sickle cell disease to the set of conditions qualifying a patient for treatment with medical marijuana

[HB 819](#), Bagley

Authorizes the recommendation of medical marijuana for treating traumatic brain injuries and concussions

[HB 829](#), Zeringue

Extends authority of public postsecondary education institutions to exercise certain operational autonomies

[HB 832](#), Willard

Provides with respect to sick leave benefits

[HB 833](#), Frieman

Provides with respect to unemployment insurance benefits

[HB 837](#), Green

Provides relative to student loans

[HB 840](#), Freiberg

Provides with respect to instruction and training relative to the safety of students, including suicide and violence prevention

[HB 843](#), Schexnayder

To provide for the regulation of industrial hemp, industrial hemp products, and industrial hemp-derived cannabidiol (CBD) products

[HB 847](#), Cormier

Requires the availability of a mechanical chest compression device at athletic events at certain public postsecondary education institutions

[HB 851](#), Wright

Provides for the use of federal funds for workforce training

[HB 854](#), Green

Provides an exception to prohibited CBD products and creates civil penalties

[HB 864](#), Ivey

Provides relative to advanced practice registered nursing

[HB 868](#), Ivey

Provides relative to the continuity of the legislature in times of emergency or disaster

[HCR 1](#), Bagley

Increases the speed limit for school buses on highways and interstates

[HCR 7](#), Zeringue

Directs the Bd. of Regents to include recommended funding distributions for each public postsecondary education system and institution in the funding formula report that it is required to submit to the legislature by March 31st

[HCR 25](#), Miller, G.

Provides for the suspension of all civil prescriptive, preemptive, filing, and other deadlines in response to the COVID-19 Public Health Emergency declared by the governor

[HCR 33](#), Freiberg

Requests the Board of Regents, Department of Revenue, Louisiana Workforce Commission, and office of student financial assistance to collaborate to study the trajectory of Louisiana's postsecondary graduates

[SB 44](#), Fields

Constitutional amendment to provide for the membership of one student on the State Board of Elementary and Secondary Education

[SB 49](#), Carter

Enacts the Louisiana Employment Non-Discrimination Act

[SB 51](#), McMath

Requires each full-time university or college police officer to carry a supply of opiate antagonists nasal spray in his official vehicle

[SB 76](#), Fields

Provides relative to the funding formula and appropriations for postsecondary educational institutions

[SB 77](#), Bouie

Requires any contractor who bids on or enters into a contract with a public entity to comply with the Louisiana Equal Pay for Women Act

[SB 78](#), Foil

Provides relative to disbursement of funds from START savings accounts

[SB 79](#), Abraham

Creates the Louisiana Cybersecurity Talent Initiative Fund for the purpose of funding degree and certificate programs in cybersecurity fields and the Cybersecurity Education Management Council to advise relative to the fund

[SB 80](#), Carter

Exempts interior blueprints and floor plans of public school buildings and facilities from the definition of "public records"

[SB 83](#), Fields

Grants public postsecondary education management boards the authority to set admission standards for member institutions

[SB 84](#), Fields

Provides relative to legislative approval of Education Excellence Fund expenditure plans

[SB 98](#), Peacock

Provides for the Audiology and Speech-Language Pathology Interstate Compact (ASLP-IC)

[SB 100](#), Fields

Provides for a historically black college and university designation within the master plan for postsecondary education

[SB 135](#), Carter

Prohibits race discrimination based on natural hairstyles

[SB 140](#), Reese

Requires certain offices to report cyber incidents to secretary of state

[SB 157](#), Womack

Provides relative to audit requirements for recipients of state funds

[SB 172](#), Mizell

Provides for the Save Women's Sports Act

[SB 196](#), Fields

Provides relative to the appropriation of funds for postsecondary educational institutions

[SB 197](#), Fields

Provides relative to funding for postsecondary educational institutions

[SB 206](#), Smith

Requires each public postsecondary education institution to implement an opioid overdose response plan

[SB 221](#), Fields

Provides relative to the Louisiana Competency-Based Education Program

[SB 239](#), Connick

Provides relative to compensation for student athletes participating in intercollegiate athletics

[SB 246](#), Smith

Provides for access to certain student information with parental permission

[SB 265](#), Peterson

Provides relative to payments under public contracts

[SB 267](#), Boudreaux

Removes the sunset provision for the authorization of use of therapeutic marijuana

[SB 269](#), Fields

Provides relative to elective participation by school boards in the La. Optical Network Infrastructure (LONI) and for LONI's inclusion in the statewide educational technology plan

[SB 287](#), Barrow

Provides for reasonable accommodations for employees temporarily disabled due to pregnancy, childbirth, or related medical conditions in the workplace

[SB 308](#), Hewitt

Provides relative to the Dedicated Fund Review Subcommittee of the Joint Legislative Committee on the Budget

[SB 318](#), Cathey

Provides for TOPS-Tech award eligibility for certain military veterans

[SB 324](#), Barrow

Creates the "Educator Pipeline to Success Program"

[SB 328](#), Barrow

Provides relative to race for discrimination purposes

[SB 339](#), Ward

Provides for the therapeutic use of marijuana

[SB 356](#), White

Provides relative to sessions of the Revenue Estimating Conference

[SB 365](#), Cloud

Requires that information be provided to students about high demand jobs during the development and revision of their individual graduation plans

[SB 368](#), Fields

Authorizes the creation of cooperative economic development districts affiliated with certain Louisiana public postsecondary education institutions

[SB 369](#), Fields

Authorizes the creation of cooperative economic development districts affiliated with Louisiana public postsecondary education institutions

[SB 402](#), Foil

Provides relative to submission of certain bids in public contracts

[SB 435](#), Abraham

Provides relative to certain immunity from civil liability during state of emergencies

[SB 437](#), Jackson

Provides relative to postsecondary education management board sick leave policies

[SB 439](#), Abraham

Limits liability of a nonprofit organization or employee for the disclosure of certain information

[SB 460](#), Reese
Provides for "Flexible Work for All Act of 2020"

[SB 461](#), Reese
Provides relative to deferral of certain unemployment insurance benefit charges and employer contributions

[SB 466](#), Hewitt
Provides for teleconferencing of public bodies under certain circumstances

[SB 469](#), Johns
Provides relative to professional and occupational licensing boards and commissions during declared emergencies

[SB 481](#), Fields
Provides relative to students impacted due to the COVID-19 public health emergency

[SB 487](#), Allain
Provides relative to the capital outlay application process

[SB 488](#), Abraham
Provides relative to restrictions on the quantity of controlled substances dispensed, (8/1/20)

[SB 489](#), McMath
Provides relative to limitation of liability of governmental entities which require its employees to work during a declared state of emergency

[SB 493](#), Carter
Provides relative to industrial hemp-derived cannabidiol products

[SB 500](#), Connick
Provides relative to state agencies during a declared emergency

[SB 501](#), Connick
Provides relative to the licensure of pharmacies dispensing therapeutic marijuana

[SB 503](#), White
Suspends deadline for withdrawing appropriations from preceding fiscal year from state treasury

[SB 510](#), Bouie
Provides relative to the "Fair Chance Hiring Act"

[SCR 27](#), Henry
Requests a joint study of the ability of members of the legislature to vote by video or other electronic means.

[SCR 28](#), White
Suspends deadline for withdrawing appropriations from preceding fiscal year from state treasury.

[SCR 32](#), Hewitt

Suspends legal requirements to ensure the continued operation of local government.

[SCR 33](#), Mills, R

Temporarily suspends video draw poker device operation fees due to mandatory closure of establishments in response to COVID-19 pandemic.