

FACULTY SENATE MEETING MINUTES
November 05, 2010
WSC, Private Dining Room
Call to Order by Carol Buse, President, 3:05pm

Members Present	Dr. Carol Buse, Mark Rowh, Dr. Michael Barnett, Becky Burton, Cherie Clifton, Jana Comerford, Dr. Nichol Dolby, Rebecca Easton, Jill Gibson, Denise Hirsch, Judy Isbell, Tiffany Lamb, Michelle Orcutt, Tom Shelton, Teresa Smoot, Victoria Taylor-Gore, Collin Witherspoon
Members Absent	Pam George, Theresa Edwards, Anne Nail
Visitors	Matthew Craig, Ann Hamblin

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Approval of Minutes	Carol Buse, President, asked members for a motion to approve minutes of the October 01, 2010, meeting.	Denise Hirsch-1 st motion to accept. Dr. Nichol Dolby-2 nd . Unanimous vote.
Steve Dutton Ceremony	Buse stated the celebration and building dedication of the new Steve Dutton Hall on the Washington Street Campus was a nice occasion. The ceremony was held at 4pm, November 04, 2010, and a reception and refreshments followed in the College Union Building.	
Feedback to Continue the Faculty Survey	Discussion occurred to continue the survey but to offer it in the fall semester, possibly in September or October, instead of the spring semester so that Senate members could have access to survey data/comments earlier in case items of concern needed action taken before the end of the academic year. If offering the	Buse asked Senate to table for further discussion at the December 03, 2010 meeting. Unanimous vote.

	<p>survey in the spring, then launch it as early as February.</p> <p>Senate members felt that the faculty enjoyed open-ended questions and a survey that represented faculty sentiment.</p> <p>Questions arose: 1. How do we use the results? 2. How does the Senate convey the importance of using professional behavior when filling the survey out?</p> <p>It was felt that when the survey was launched, there needed to be an official 'statement of purpose', including the history of the survey.</p>	
Student Drop-date and Ongoing Registration Feedback	<p>Questions arose: 1. Do the current timelines for student drop-dates and registration affect financial aid rules? 2. Is there a difference when a student receives a grade of 'F' or if the student drops a class?</p>	<p>Buse will visit with Diane Brice, Registrar.</p> <p>Yes. A student who receives a grade of 'F' is considered to be a 'completer'.</p> <p>Dolby asked Senate to table issue until clarification given by Registrar. Jill Gibson-2nd. Unanimous vote.</p>
Senate Response to Budgetary Concerns	<p>Buse stated that Gibson placed the letter on the Faculty Senate Web site. In addition, the letter went to Dr. Russell Lowery-Hart and will be presented to the President's Cabinet.</p> <p>Senate members discussed summer parity and concluded that faculty members are paid less in summer than in the fall and spring semesters.</p>	<p>Letter found at the Faculty Senate Web site: www.actx.edu/fac_senate/index.php?module=article&id=58</p> <p>Buse stated that the Compensation Task Force is ongoing and no conclusions, other than that the College will be faced with budget cuts this next year.</p>

<p>Study Camp in December</p>	<p>Buse relayed a copy of an email from April Sessler, Chair of the First-Year-Experience Team (FYE), asking Senate support for a 'Study Camp' at the end of the fall semester.</p> <p>Email from Sessler to Mark Rowh as follows: "Last year, Claudie Biggers approached the FYE Team about co-sponsoring a 'Study Camp' at the end of the fall semester. We worked with her and several other faculty members to put the 'Camp' on and it was a great success. Several teachers reported that their students scored much better after attending the study groups. SGA provided snacks, pizza, and coffee, and several of the FYE team members helped with logistics, set up, door prizes, making copies, etc. Several faculty invited their classes to meet them at certain times to do a review session, and some were just available at certain times to answer questions or help with problems. We also had a few tutors, provided by the Tutoring Department. We opened the CUB 2nd floor from 6pm-12am, and it was kind of come-and-go.</p> <p>Anyway, we are willing to offer support, advertising, food, prizes, arrangements, etc, again, if the faculty wants to be here and work with students. Can you ask Carol Buse to add this to her agenda and find out if there is anyone from Faculty Senate that might be interested in spearheading this effort this semester? Let us know what kind of feedback you get."</p> <p>Buse asked Faculty Senate for interest and support.</p> <p>Buse also stated that 'Writer's Corner' is helpful for student success and the STEM grant provides support, as well.</p>	<p>Buse sent the following email to 'All Faculty' dated November 19, 2010:</p> <p>The Student Government Association is sponsoring a study camp before finals again this semester. The study camp will be held on the second floor of the CUB on Thursday, December 12, 2010 from 3:00 PM until midnight. SGA will provide pizza, coffee, snacks, and drawings for prizes to encourage student (and faculty!) participation. All academic divisions are encouraged to participate.</p> <p>SGA has requested that faculty participate in the study camp by volunteering to spend some time at the event and answer students' questions. The organizers would like to compile and advertise to students a schedule of when specific faculty members will be at the study camp. This information would allow your students to know when their instructor will be there to answer questions. Any amount of time, even just an hour, would be appreciated. If you can commit to being at the study camp for a specific period of time, please email that information to Linda Hendrick at lmhendrick@actx.edu or call 371-5498. If you would rather not commit to a specific time, come whenever is convenient for you.</p> <p>Please announce the study camp to your students in class and post the information about the camp in your classes in AC Online even if you do not plan to participate.</p>
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<p>Rank Compensation</p>	<p>Question presented to Senate about rank compensation as follows:</p> <p>“Why is the ‘increment’ of compensation from the rank of ‘Instructor’ to ‘Assistant Professor’ significantly greater than the compensation of a faculty member who has earned ‘Associate Professor’ and ‘Full Professor’? In other words, why do faculty members earn \$1,750.00 for ‘Assistant Professor’, yet they receive only \$1,000.00 more when they earn ‘Associate Professor’ and then another \$1,000.00 more when they achieve ‘Full Professor’? It seems to me that the pay compensation should show progression (increasing) as a faculty member achieves each professorial rank. It appears that there is more ‘weight’ or ‘recognition’ in terms of compensation for achieving ‘Assistant Professor’ than ‘Associate Professor’ and ‘Full Professor’.</p> <p>Senate members discussed that increases in rank earnings would not be retroactive for those who have already achieved rank status, but if the proposal was accepted, the increases would benefit those in future years.</p>	<p>Buse suggested that this may be an item for the Salary Committee to look into.</p>
<p>Recommendations to Increase Faculty Representation on Committees</p>	<p>Buse distributed a list of the college-wide committees, and Senate members looked at faculty representation on each.</p> <p>These committees were identified as needing more faculty representation:</p> <ul style="list-style-type: none"> Center for Teaching and Learning Leadership Committee- Request to have 2 more faculty members. Enrollment Management Committee- Request to have 2 more faculty members. Information Technology Council- 	<p>Buse to relay information to Lowery-Hart.</p>

<p>House Bill Report</p>	<p>Request to add 1 more faculty member.</p> <p>Buse provided Senate members with an update on Syllabi, CV training, and posting of student evaluation information online.</p> <p>Buse stated that H. B. 2504 requires that all course syllabi and curriculum vitas be present on the Amarillo College Website beginning the spring 2011 semester.</p> <p>In addition, Buse stated that a task team has been formed to identify the information needed to satisfy the requirement of H.B. 2504 regarding the posting of student evaluations on the Web for each faculty member and each class every semester.</p>	<p>Experts for House Bill 2504 have been identified and train-the-trainer sessions have been completed.</p> <p>Training for faculty begins week of November 29, 2010.</p> <p>The task team has not completed their charge at this time, but it has been suggested to post two questions routinely for public access when officially required.</p> <p>It has also been recommended to retain public evaluation postings for two years.</p> <p>More info TBA as task team charges are approved.</p>
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<p>Encouraging Teaching Excellence</p>	<p>Buse explained the possibilities of using an alternative approach in conjunction with student evaluations that will allow faculty members to voluntarily engage themselves with other faculty members to gain knowledge and teaching tips from their peers.</p> <p>The intended goal of this is so that faculty can write about their 'excellence' experience, and use it to substantiate faculty evaluations.</p>	<p>Buse, Rowh, Pam George, and Richard Pullen, Chair of Rank and Tenure, to meet with Lowery-Hart on Tuesday, November 23, 2010, to discuss proposal.</p> <p>Report to Faculty Senate to follow.</p>
<p>Compensation Task Force</p>	<p>Buse stated that the task force is not even close to making recommendations about summer parity and department chair compensation.</p>	<p>Meetings are ongoing, and the next meetings are on November 19 and December 3, 2010.</p>

	<p>Concerns from Senate members were that rumors were rampant, because faculty did not know what was going on.</p> <p>It was suggested to have an open forum with Lowery-Hart so that questions from faculty could be answered.</p>	<p>Buse, Rowh, and George met with Lowery-Hart on November 09, 2010 to discuss budget topics, and Buse sent all faculty this email on November 15, 2010:</p> <p>“Senate officers met with Dr. Lowery-Hart last week and discussed issues with and the current status of the cost savings/budget reduction effort at AC. We discussed various rumors and the problem of increased rumors that often accompanies lack of information.</p> <p>As of right now, Amarillo College has not made any decisions on budget reductions directly affecting faculty. That is not to say decisions won't be made in the future. Also, as of this moment, the task force does not have a recommendation or proposal. However, once the task force has a recommendation or proposal, the plan is for that proposal to go before the Senate before becoming a formal proposal to President Matney (this was in the original charge to the task force read to Senate at the beginning of the semester).</p> <p>Unfortunately, financial support from the State appears to be diminishing for the next several years causing all state supported organizations, especially institutions of Higher Education, to closely look at their budgets and find ways to reduce their budgets. And, the reduction will not be a "one time" reduction.</p> <p>In light of the dire outlook, President Matney and the Cabinet are developing a philosophy and a process for</p>
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		future budget reductions. In the near future, this philosophy and process will be communicated to AC employees (faculty and staff) through open-forum meetings. Faculty will have a chance to voice concerns, opinions, and provide suggestions.
Cafeteria Remodel	<p>Cherie Clifton provided the Senate members with a handout as follows:</p> <p>“As you may know, a committee has been formed regarding the future of the cafeterias on WSC and West Campus. Currently, the cafeterias lose approximately \$90,000 each year. This is Amarillo College’s money, not Great Western’s, our vendor. In its initial meeting, the committee discussed why the cafeterias lose money and what might be done to stop the loss. Several ideas were considered. Among them:</p> <ul style="list-style-type: none"> • Do away with the hot food line, keep grill and salad bar, add coffee bar. • Do away with cafeteria all together and have vending machines only. • Do away with cafeteria system, add convenience store type set-up. • Do away with cafeteria, add coffee bar and have set-up similar to Market Street. <p>All ideas come with a remodel of the entire area. Please let me know what you think of these ideas and share any suggestions/ideas of your own. The next meeting of this committee is Friday, November 12. If you would respond to this email by Wednesday, November 10, so I may compile your thoughts before the meeting, I would appreciate it.”</p>	Next committee meeting is Friday, November 12, 2010.

	Senate members discussed that there needed to be faculty input on committees, such as this, and that there were too many 'closed' task forces within the College.	Clifton to provide report at next Senate meeting.
Policies for Naming Buildings	No Report.	

Rank and Tenure Records Retention Procedures for Faculty Handbook	No report.	Rank and Tenure Committee to meet later in November. Decision to be presented at December meeting.
Other/New Business		
Academic Technology Committee	Victoria Taylor-Gore stated that the committee met and wanted to form a student technology focus group. Taylor-Gore asked that faculty send questions to her no later than Monday morning.	Taylor-Gore to email minutes to Senate members.
Instructional Technology Committee	No report.	
Courtesy Committee	Teresa Smoot reported for Teresa Edwards.	Courtesy Cards sent to: Connie Lax, Staff Assistant, LVN Program-surgery Kelly Savage, Instructor, ADN Program-father's death Sondra Beighle, Associate Director, Criminal Justice-surgery
Elections Committee	Becky Easton reported that the official Piper nominee for Amarillo College is Dr. Steven Weber. Easton asked for a motion to destroy the ballots.	Hirsch-1 st motion. Clifton-2 nd . Unanimous vote.

Legislative Committee	Buse stated that House Bill 2504 is only thing on table right now.	
Mead Committee	<p>Taylor-Gore stated that members agreed not to announce the names of runners-up for the Mead at the Commencement Ceremony, because it would take away the prestige of receiving the Mead Award.</p> <p>Taylor-Gore also said that committee members did agree to add new awards for deserving faculty if approved.</p>	Current method of announcing Mead recipient to remain the same.
Professor Emeritus Committee	No report.	
Questions Committee	Clifton provided the Senate members with this question: "How much does the Common Reader project cost the school? I'm talking about everything: the books, the speaker's travel and fees, refreshments for the panel discussions, posters and fliers, etc. This is the third year AC has done the Common Reader, and when I asked my students if they were doing anything connected with the Common Reader in their other classes, only two (out of a hundred and fifty) said they were; and even they just said that they were required to read the book and that was all. Perhaps it's time to evaluate the cost-benefit ratio of the Common Reader."	Buse already addressed this topic by sending the Senate's Response to Lowery-Hart regarding the Compensation Task Force.
Technology Committee	No report.	
Faculty Survey Committee	No report.	
Faculty Development Committee	No report.	
Other Business	Buse asked Senate to consider not having a meeting in January 2011.	1 st motion by Easton, 2 nd by Jana Comerford, Unanimous

Meeting Adjourned		5:35 pm by Hirsch, 2 nd by Tom Shelton, Unanimous
Next Meeting		Steven Jones Hall, West Campus, Room 323 @ 3pm.

Recorder: Mark E. Rowh, M.A., CNMT, RTR/Senate Secretary