

**FACULTY SENATE MEETING MINUTES**  
**December 03, 2010**  
**West Campus, Jones Hall, Room 323**  
**Call to Order by Carol Buse, President, 3:06pm**

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

<b>Topics</b>	<b>Discussion/Information</b>	<b>Actions/Decisions Recommendations/Timelines</b>
<b>Approval of Minutes</b>	Carol Buse, President, asked members for a motion to approve minutes of the November 05, 2010, meeting.	Rebecca Easton-1 <sup>st</sup> motion to accept. Anne Nail-2 <sup>nd</sup> . Unanimous vote.
<b>Recommendation to Increase Faculty Representation on Committees</b>	Buse relayed the Senate's recommendations to Dr. Russell Lowery-Hart.	Lowery-Hart will visit with Bob Austin about the recommendations. Follow-up at February 04, 2011, meeting.
<b>Faculty Survey</b>	Judy Isbell visited with Danita McAnally about the faculty survey from Senate and the college-wide survey from the Cabinet and the timelines for administering both surveys.	Cabinet members wish to administer the college-wide survey before that of the Senate so that timelines do not conflict and gathered data can be assessed and distributed more quickly.

<b>Cafeteria Remodel</b>	Cherie Clifton did not have any news on this topic, but she did report that the West Campus now has an ATM from Amarillo National Bank.	Follow-up report at February 04, 2011, meeting.
<b>Retention Procedures for Rank and Tenure Records</b>	<p>Dr. Nichol Dolby reported that the following policy was reviewed and approved by the Rank and Tenure Committee on November 15, 2010:</p> <p>“To be in compliance with the legislative mandate to retain records for two years, the Rank and Tenure Committee requires each candidate for tenure or promotion in rank to submit two notebooks, one original and one copy. The Rank and Tenure Committee will make copies of those documents that are signed after the notebook is submitted and will place those copies with the notebook copy submitted by the candidate. After the decision is made, the original notebook will be returned to the candidate. The copy notebook will be stored, along with a copy of the recommendation letter, in the Amarillo College archive for two years, after which it will be shredded.”</p> <p>In addition, Dolby explained that faculty candidates will get original back and the college will archive and retain evidence of rank and tenure at the East Campus of Amarillo College.</p> <p>Discussion included the development of strict and published guidelines so that copied material is handled consistently. Karen McIntosh asked about scanning the copied material digitally.</p> <p>Mike Jager, records retention specialist at Amarillo College, needs to be consulted about these concerns.</p>	<p>Buse asked for a motion to investigate the methods of copying notebooks. Dolby -1<sup>st</sup> motion. Tiffany Lamb-2<sup>nd</sup>. Unanimous</p> <p>Report to be given at February 04, 2011, meeting.</p>

<b>Common Reader Theme</b>	<p>Mark Rowh reported that the Common Reader Committee, First-Year Experience Committee, and Student Government Association have collaboratively selected an institutional theme for the 2011-2012 academic year.</p> <p>Since 2011 marks the 10<sup>th</sup> anniversary of the 9/11 events at the World Trade Center Twin Towers, the theme will be "Reconstructing 9/11: Where Are We Now?"</p> <p>There are many potential applications of this theme:  Service Learning Projects  Common Reader  Distinguished Lecture Series/Creative Mind Series  Course Curriculum Activities/Assignments  College-wide Student Activities, etc.</p>	<p>Rowh to provide Senate members with updated information as it becomes available.</p> <p>The Common Reader Committee members are currently reading various books about 9/11, and meetings are scheduled to discuss pros/cons of each book.</p>
<b>Study Camp in December</b>	The Study Camp was held on December 02, 2010, to allow students to meet with faculty members and tutors to help them prepare for finals.	Collin Witherspoon stated that the event was a success. There were many students in attendance who were enrolled in math and English classes.
<b>Parcells Hall Construction Issues</b>	Buse reported that there have been many complaints from students and faculty about loud noises and vibrations throughout the building that stem from the remodel activities of the construction crew.	Buse stated that construction activities will halt during the week of finals.
<b>Student Drop Dates and Registration</b>	<p>Buse stated that she sent an email to Diane Brice, Registrar, and is waiting on response about the current drop dates for students.</p> <p>Senators discussed the past policy that required the faculty member's signature before students could drop a class. In addition, faculty members felt they might be able to</p>	Buse to follow-up with Brice.

	<p>convince the students to stay in the class, or come back next semester, if they were able to communicate with the students beforehand.</p> <p>Faculty members felt that it would be helpful to know the reasons that lead students to drop classes, and one idea was to require students to communicate this to faculty members via an online drop-down menu and to state reasons why they are dropping.</p>	
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<p><b>Guest Presenter:</b> <b>Lee Colaw, CIO</b></p>	<p>Lee Colaw visited with Senate members about these topics:</p> <p>Future of Angel: Blackboard bought Angel in the spring of 2009 right after AC signed a multiyear contract for Angel. AC's contract with Angel/BlackBoard runs through May 31, 2013. AC is currently on Angel version 7.4, which has had its lifecycle extended until 2014 at which time AC must migrate to BlackBoard NG, if not sooner. If the faculty want a viable alternative to migrating to BlackBoard NG, then Moodlerooms is recommend for consideration. Moodlerooms is a strategic partner with AC's Datatel system and will allow a seamless integration into our business processes. Other Learning Management Systems (LMS) are available, but significantly more costly and difficult to integrate into existing resources, and these other LMS alternatives are discouraged for consideration. Colaw in collaboration with the Center for Teaching and Learning</p>	<p>Colaw to keep Senate updated when new information becomes available.</p>
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	<p>are recommending the transition to BlackBoard NG or Moodlerooms occur during the summer of 2012 before the existing contract expires.</p> <p>Senate members asked if Moodlerooms is user friendly, and Colaw stated that the all LMS applications are friendlier now so this will have to be determined by the faculty.</p> <p>Members wanted to know if existing online Angel courses could be converted easily with Moodlerooms. Colaw was unsure, and said there are bound to be some differences. Colaw's primary concern is to make the faculty aware of the Angel transition and to allow them time to discuss whether AC is comfortable with migrating to BlackBoard or transitioning to Moodlerooms. He provided Senate members with a timeline schedule.</p> <p>Faculty Survey Comments: Colaw addressed a concern that the Class Climate software is not user friendly and not secure. He stated that it was absolutely secure and that there was no way of determining who filled out the surveys. He also let faculty know that instructors can use Class Climate to survey their students anonymously.</p> <p>Distribution Lists: Senate members were provided with a list of the 'Amarillo College Mandated Distribution Lists', and Colaw said the lists are constructed from Human Resources records and updated every morning. He said the</p>	
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	<p>lists are becoming more accurate.</p> <p>DL lists are specific to the classification of the employee; i.e. administrators, all faculty, full-time, adjunct, continuing education, etc., and the lists can also be found in the Outlook address book.</p> <p>Colaw stated that if a faculty member works on more than one campus, then the DL list is set to go to their 'home campus'.</p> <p>Colaw also gave an update on the phone service and the new phone switch installation on West Campus, which seems to have resolved the communications problems plaguing the campus for many months.</p> <p>In addition, Colaw addressed a question about registering personally owned wireless computers and other devices. In the spring semester a new self-service maintenance application called "myAccount" will be upgraded to allow faculty, students, and staff the ability to easily register and use their own personal wireless devices on the College's wireless network.</p>	
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<b>Compensation Task Force</b>	<p>Buse stated that the task force met this morning, and that President Matney and the Cabinet are in the process of developing a philosophy and institutional policies for future budget cuts.</p> <p>Buse also provided Senate members with a copy of the email that went to the Senators, stating that the philosophy and processes will be communicated to all AC employees through open-forum meetings, allowing employees to voice concerns, opinions, and provide suggestions.</p> <p>Anne Nail, task force and Senate member, read the recommendation statement from the committee regarding summer parity pay:</p> <p>“The committee wishes to keep summer parity pay at the rate of 75%. If in the future it becomes absolutely necessary to reduce summer parity pay, we recommend it not be reduced below 65%.”</p>	Senate members and faculty to receive updated information when it becomes available.
<b>House Bill</b>	<p>Buse said that CV and course syllabi training for faculty has begun and that the new format must be implemented and used by all on the first day of class in the spring 2011 semester. She stated that Amarillo College is satisfying the requirements of SACS and HB 2504 by doing this.</p> <p>Buse also discussed the role of the Faculty Task Team for Posting Evaluation Information in being compliance with the proposed regulations of HB-2504 to have faculty evaluations posted online for public view.</p>	Future HB 2504 information to be shared with faculty.

	<p>If HB-2504 passes, the task team approved these items to be posted with ratings of: 1=poor, 2=fair, 3=good, 4=excellent</p> <p>Rate the course</p> <p>Rate the Instructor</p> <p>In addition, there will be an area for faculty responses to student comments.</p> <p>It was noted that classes with at least eight (8) students or more will be posted on the Web if HB 2504 passes.</p> <p>Buse also provided the proposed procedures/processes for accessing student evaluations on the Web.</p>	
<b>Encouraging Teaching Excellence Model</b>	<p>Buse provided Senate members with the proposed model, which included the purpose, examples of evaluation activities, such as feedback activities, learning and growth activities, teaching strategies, activities that encourage faculty to strengthen teaching skills.</p> <p>She explained that the model's purpose is to enable faculty to voluntarily prescribe avenues for them to enhance teaching effectiveness through peer mentoring processes that promote mutual trust, respect, collaboration, and collegiality.</p> <p>Kaki Hoover did some research to see what literature is available that shows if student evaluations of faculty enable faculty to become better teachers.</p> <p>Buse explained that this new model would enable faculty to have alternative ways to be evaluated by their supervisors, instead of</p>	<p>Hoover found some literature and gave to Buse to review.</p>



	<p>only relying on numerical data (quantitative) when looking at classroom performance. She stated that faculty could engage in activities and write a qualitative report about their learning experiences, and this will provide faculty with some autonomy when being evaluated. The processes are self-directed and not mandatory.</p> <p>Rowh provided the group with an example of using the model after he attended the presentation given by Dr. Mark Taylor.</p> <p>Lowery-Hart approved the model and would like a pilot of the processes to be launched in spring 2011 semester and then evaluated.</p> <p>McIntosh, from the Faculty Evaluation Committee, stated that it was important to include this committee in the processes of the model, the outcome/feedback information stemming from the pilot this spring, and if successful, that the new procedures needed to be included within the Faculty Handbook.</p> <p>Buse also said that feedback from the pilot needed to be expedited so that implementation could begin in fall 2011 semester if the model was accepted.</p> <p>Buse asked for Senate support to proceed with the model.</p>	<p>Nail-1<sup>st</sup> motion Judy Isbell-2<sup>nd</sup> Unanimous vote to support pilot of proposed model in spring 2011 semester. More info to Senate as it becomes available.</p>
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<p><b>Other/New Business</b></p>	<p>Becky Burton reported that as a result of attending the presentation by Dr. Mark Taylor, there has been discussion on forming a group of 'teaching coaches' so that instructors have experts to go to regarding instruction of various generational groups.</p> <p>Denise Hirsch brought up concerns about student and faculty Facebook accounts, stating, "It is very important that it is used professionally so that private and personal information does not spill over into the workplace. "</p>	<p>Will be addressed at New Faculty Academy under 'Professional Behavior'.</p>
<p><b>Academic Technology Committee</b></p>	<p>Victoria Taylor-Gore provided a copy of the committee minutes, dated October 4, 2010.</p> <p>Topics included the status of House Bill 2504 and training of faculty for putting CVs and syllabi online in the determined format.</p> <p>Fall enrollment stats for online, hybrid and enhanced online classes are to be determined and reported by Delton Moore.</p> <p>Gore provided a handout containing information from a questionnaire that was given to a student group of 10 new and returning students. The facilitators were Heather Atchley and April Sessler.</p>	<p>The ATC Charter is being reviewed.</p> <p>Questionnaire results show that AC's online technology is not user friendly for students (servers crash, browser problems, links fail, etc.). Students had problems with wait times when trying to get assistance with AskAC, but when they did reach a real person, they were satisfied with the help. Some students were not aware that MyAC existed. Students felt that better technology needed to be available in the English and Library labs. Students felt that wireless computer capabilities at the college were not the best (registering is complicated,</p>

		took too long to get passwords, does not work in many buildings, students did not like having to register each semester).
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<b>Courtesy Committee</b>	Theresa Edwards was ill and will email names to which cards were sent.	Kathy Dowdy-mother passed away. LaVon Barrett-received 'Nurse Educator Certification'. Dr. Lana Jackson-promotion to QEP director. Jennie Sparks-received Badger of Honor Award. Charlotte Modersitski-Best of Amarillo Globe News Award. Toni Gray-ill. Maureen Hood-father passed away. Jana Comerford-ill. Pat Murray-ill.
<b>Legislative Committee</b>	HB 2504 still ongoing.	
<b>Professor Emeritus</b>	No report.	Taylor-Gore to email minutes to Senate members.
<b>Salary Committee</b>	No report.	
<b>Faculty Survey</b>	No report.	
<b>Instructional Technology Committee</b>	No report.	
<b>Elections Committee</b>	No report.	
<b>Mead Committee</b>	Taylor-Gore stated the committee will meet in January.	Meeting in January.
<b>Questions Committee</b>	No report.	
<b>Technology Committee</b>	No report.	
<b>Faculty Development Committee</b>	No report.	Minutes placed in electronic archives.

<b>Meeting Adjourned</b>	4:58 pm.	1 <sup>st</sup> motion by Hirsch. 2 <sup>nd</sup> by Nail. Unanimous vote.
<b>Next Meeting</b>		February 04, 2011, 3pm, Private Dining Room, CUB

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