

FACULTY SENATE MEETING MINUTES
February 04, 2011
Private Dining Room, CUB
Call to Order by Carol Buse, President, 3:05pm

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

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Approval of Minutes	Dr. Carol Buse, President, asked members for a motion to approve minutes of the December 03, 2010, meeting.	Becky Burton-1 st motion to accept. Cherie Clifton-2 nd . Unanimous vote.
Guest Speaker, Dr. Paul Matney	<p>Dr. Paul Matney commended Becky Burton and Kim Boyd, Co-Chairs of the Commencement Committee, on the success of the fall 2010 graduation ceremony. He noted there were over 200 graduates that walked across the stage, and the orchestra and choir performed well.</p> <p>Matney reported that a new Sonography (Ultrasound) Program started in the Health Sciences Division in January 2011. Cindy Manchester is the instructor, and she has ten students. The program started with \$100,000 from the State, and Baptist/St. Anthony's Hospital and Northwest Texas Hospital each provided</p>	

	<p>\$50,000.</p> <p>Matney spoke of the Creative Mind Series about Leonardo Da Vinci.</p> <p>Talks have begun to consider expanding the Hereford Campus. Officials are looking at land, and the Hereford community may consider a capital campaign to fund a new campus.</p> <p>Bell Textron has given \$164,000 to Amarillo College to train 120 workers.</p> <p>The SACS-COC reaffirmation processes are underway, and the site visit is scheduled for September 2012.</p> <p>Matney stressed the importance of keeping accreditation, because it is higher education's stamp of quality. Without reaffirmation, students cannot transfer courses from Amarillo College to other colleges or universities and cannot receive financial aid.</p> <p>Ellen Green and Stefanie Carruth are in the process of designing online graphics that provide relevant factoids about SACS-COC.</p> <p>The Quality Enhancement Plan (QEP) is being directed by Dr. Lana Jackson and Dr. Judy Carter.</p> <p>Dr. Shawn Fouts was successful in gaining Board approval to begin an Electrical Lineman Program at Amarillo College in fall 2011. A 43 credit-hour program will train linemen to install and work on the electrical grid throughout the Texas Panhandle so that electricity is shifted to other cities down-state.</p> <p>Matney will ask AEDC for a grant for start-up funding.</p>	
--	---	--

	<p>Amarillo College has the opportunity to apply for a grant to become an “Achieving the Dream” college as part of a Bill and Melinda Gates Foundation initiative.</p> <p>The criteria for approval are based upon data analysis of student outcomes and student successes, and the goal is to increase the numbers of students who successfully complete certificates or associate degrees.</p> <p>Matney stated that he had conversations with Four Price, John Smithee, and Kel Seliger regarding the proposed House Bills that will affect funding for community colleges. He asked that funding be restored to Brazosport, Frank Phillips, Odessa, and Ranger Community Colleges, which are being considered for elimination.</p> <p>Matney said that House Bill I, if passed, will reduce appropriations to Amarillo College by 25%. In addition, the passage of HB I and SB I will reduce group health benefit contributions and retirement contributions for our employees and will drive up student tuition.</p> <p>It is very important to note that community colleges drive the work force. Forty percent of AC students want to learn skills quickly so that they can get to work, and 60% want to pursue a baccalaureate degree after attending a community college. Amarillo College does a great job with providing access to education for students but needs to do better with student success.</p> <p>Amarillo College has a record spring 2011 enrollment (11,208 students), with a 4% increase in credit hours this semester, and a 15% headcount increase from fall 2008 to fall 2010.</p> <p>This means an increase in income for the college, and there have been no decreases in income due to lost tax bases as other community colleges have experienced.</p>	
--	--	--

	<p>The budget crisis in Texas means that <u>all</u> Amarillo College employees must work together to protect the core mission of the college.</p> <p>Stefanie Carruth developed an online process so that employees and students may provide digital suggestions for cost-saving measures, and the ideas can be tracked.</p> <p>State Representatives will be invited to Amarillo College to attend forums and to hear the stories of students at Amarillo College.</p> <p>A balanced budget will be presented to the Board of Regents in the summer.</p> <p>Matney provided information on the proposal to fund community colleges by completers rather than contact hours. He said that the State wants students to complete certificates and degrees, and an idea is to give momentum points for students that complete courses and degrees. This means that 10% of funding will be given for student performance and the rest will come from the 12th day class census roster.</p> <p>Matney said that is very important not to lower standards to gain more completers, but we need to focus on student success. He noted that continuing education classes are funded as are academic classes, and they are listed in the Workforce Education Course Manual (WECM).</p> <p>Matney discussed the January 20, 2011 meeting with past and present Regents. The goals of the meeting were to have fun, reconnect people who have an interest in the future of Amarillo College, and to roll out a plan to enhance the Honors Program through private funding, including a brief travel abroad component for Presidential Honors Scholars.</p> <p>Five honor students attended the dinner meeting, shared their</p>	
--	---	--

	<p>stories with the regents and former regents. The evening was a success.</p>	
<p>Retention Procedures for Rank and Tenure Records</p>	<p>Dr. Nichol Dolby reported that the committee has not met to discuss what methods should be used to copy the notebooks in the event that House Bill 2504 requires colleges to retain faculty notebooks for two years when petitioning for rank or tenure.</p> <p>Concerns were voiced about methods of copying the notebook material.</p> <p>Buse provided an email from Karen McIntosh, who asked Mark Hanna about possible ways to copy the notebooks.</p> <p>Hanna stated that there was a good process in place through Records Management, but that the value and the process of scanning all of the notebook documents and having them available electronically would not be worth the effort. He said they are losing three library staff members at the end of January and are unable to participate in the processes.</p> <p>Since there has been no recommendation at this time on ways to store duplicate notebooks, those petitioning for rank and tenure are only required to submit one notebook.</p>	<p>Rank and Tenure committee to meet on February 28, 2011, and this topic is on the agenda.</p>
<p>College-Wide Committee Recommendations</p>	<p>Buse stated that Joy Brenneman needed Faculty Senate members to recommend faculty for college-wide committees for the 2011-2012 academic year.</p> <p>Buse will send an email to all faculty members to get their requests to serve on the various committees.</p> <p>Buse asked Senate for a motion to consider forming a subcommittee, complete with Chair and volunteers, to handle the</p>	<p>Buse sent email to all faculty members on 2-16-11, asking faculty to request committee assignments by March 03, 2011.</p> <p>Cherie Clifton-1st motion to form subcommittee.</p> <p>Jill Gibson-2nd.</p>

	<p>requests of the faculty in a concise way and to distribute the requests via email to all Senate members before the April meeting.</p> <p>Buse suggested that those interested in serving on the subcommittee should send an email to her.</p> <p>Buse reminded everyone that the President's Cabinet has the final say in determining committee assignments, and recommendations from Faculty Senate may be changed.</p>	Unanimous vote.
Student Drop Dates and Registration	<p>Buse stated that she strongly recommended that faculty members be allowed to participate in decisions when students are considering dropping a class.</p> <p>The minutes from December 3, 2010, are reflective that Faculty Senate members are concerned about student drop dates and student registration. Faculty members feel they may be instrumental in keeping students from dropping if they are required to contact their instructor.</p> <p>This could be very important since current legislation appears to be favoring a funding formula that includes students who complete courses rather than contact hours.</p>	Buse to visit with Diane Brice.
LMS Task Force Think Tank	<p>Since Blackboard has acquired Angel, the current online product for AC, Scott Beckett wants to form a Think Tank so that faculty members will have a voice when considering new technology for instruction.</p> <p>Beckett wants the faculty to be invited to meetings to discuss pros/cons and select the technology so that they are fully informed before the LMS product is purchased.</p> <p>Discussion ensued to form a faculty committee and gain support</p>	CTL to hold meetings for Moodle Rooms on 3-30 and 4- 01-11. Blackboard meetings will be 4-13 and 4-15.

	<p>of CTL to hold meetings for faculty.</p> <p>Motion for Senate to sanction the Think Tank.</p>	<p>CTL requests faculty questions ASAP.</p> <p>1st-Burton, 2nd-Gibson, Unanimous vote.</p>
<p>Marketable Skills</p>	<p>Burton, Director of Career Clusters, provided a Marketable Skills Certificate (MSC) Fact Sheet that showed information about the newly approved program.</p> <p>The Texas Co-Board has acknowledged the certificate as a “Success Contextual Measure”, and the Academic Affairs committee at Amarillo has approved the program.</p> <p>In order for a department to offer a Marketable Skills Certificate, the certificate must be approved by that department's advisory committee as well as Academic Affairs.</p> <p>The certificate is composed of 9-14 credit hours or continuing education, but it was noted that continuing education credit does not have to go to Academic Affairs.</p> <p>The MSC must make the student eligible for immediate employment or adds to the student’s marketability, and it replaces AC’s Departmental Certificate.</p> <p>The advantages of MSC are that it increases opportunities to provide short-term, CTE certificates desired by local industry, allows for collaboration between secondary and post-secondary faculty to articulate coherent sequence of courses, and the courses can be a combination of Dual Credit and/or Tech Prep courses.</p>	<p>Burton reported the next steps of the MSC:</p> <ul style="list-style-type: none"> Define courses within curriculum that will create a MSC. Meet with industry advisory committees to ensure the skills taught are relevant and needed. Meet with ISD counterparts to establish articulation agreements for courses.
<p>Encouraging Teaching Excellence Model</p>	<p>Buse met with Dr. Russell Lowery-Hart to discuss the next steps for implementation of the pilot for this proposed model. He is very interested in this idea.</p> <p>Discussion ensued about faculty receiving low response rates from the online student evaluations, and some faculty members received the wrong evaluations.</p>	<p>Previous minutes reflect the intent of adding this process as part of the faculty member’s evaluation.</p> <p>The pilot dates have not been determined.</p> <p>Buse provided an article for AC Plugged-In that explains the pilot for all faculty.</p> <p>Faculty to send questions to Gore.</p>

<p>Academic Technology Committee</p>	<p>Victoria Taylor-Gore, committee chair, stated that Dan Ferguson sent a report to faculty via email on February 1, 2011. He reported as follows:</p> <p>Lee Colaw met with the committee and told us that our contract with <i>Angel</i> expires in May 2012 and that Blackboard will eventually phase out <i>Angel</i>; therefore, we must choose a new LMS. He suggested <i>Blackboard NG</i> or <i>Moodle Rooms</i>, which works well with Datatel. However, he said that if the faculty wants something else, that's what we will do. He said that we will not have a committee like the last time we changed LMS's because the decision affects all faculty. So anyone who wants to be involved in the decision will be able to participate. We will need a decision by December of this year, and we will pilot the new LMS in the summer of 2012 and implement it college-wide in Fall of 2012.</p> <p>Scott Beckett spoke to the committee about starting an iOS Think Tank to explore new technology, and the ATC voted to support it. Contact Scott for more information.</p> <p>The ATC is reviewing its charter. I will attach it to this email, and you may look at it and provide suggestions. Just send them to me. We will present any changes at the next meeting.</p> <p>There has been an issue with links in <i>Angel</i>. Be sure to check yours and make sure they are working. Some faculty members have experienced problems, and CTL has reported the problem to Blackboard. CTL suggests that we use Mozilla <i>Firefox</i> as the links seem to work okay there.</p> <p>If students are struggling with technology in your classes, remind them that Gay Mills teaches beginners classes on technology. Also, Buster Bonjour can help in LIB 300C.</p>	
---	---	--

Courtesy Committee	Theresa Edwards, committee chair, reported that courtesy cards were sent to: Carl Ausbrooks, wife passed Ruth Whitehead, mother-in-law passed Lil Withrow, retired Jenna Marion, new baby Kyle Arrant, new baby	Send courtesy card requests to Edwards.
Legislative Committee	No Report.	
Professor Emeritus	Pam George, chair of committee, stated that the committee will meet to discuss eligibility of candidates and will bring list to March meeting.	Meeting set for February 21, 2011. Names presented at March 4, 2011, meeting.
Salary Committee	No report from committee but there was discussion about the rank and tenure stipend tier and possibly approaching officials to consider changing the stipends as they are. (Ex: Faculty receives \$1750 from Instructor to Assistant and \$1000 for Assistant to Associate and \$1000 from Associate to Full Professor.)	Update-No decisions have been made on summer parity or department chair compensation at this time.
Faculty Survey	Judy Isbell reported that Danita McAnally will determine when the college-wide survey will be launched. The President's Cabinet wants the college-wide survey to go out before the Faculty Senate survey is given.	College-wide survey sent out to employees in February.
Instructional Technology Committee	Buse reported that Dan Ferguson sent email to all faculty as follows: We met on the East Campus and toured the truck and bus classrooms. Our trucking school is the only school in the nation to utilize the latest tracking device, which sends signals every two minutes providing GPS location, average speed, mileage, etc. (I was impressed!) Ed Nolte presented us with the plan to consolidate some programs into fewer buildings, thus reducing costs to the College. Parcells Hall renovations are coming along well and should be	

	<p>finished before the fall semester. Byrd Business Building renovations will begin this summer and will be finished before the fall semester in 2012.</p> <p>The B & I Campus is getting a new Life Enrichment Center south of the campus.</p> <p>Lee Colaw is working on changing our outgoing Caller I.D. so that it reflects the actual number instead of 371-5000.</p> <p>Computer replacements are coming along. There was a delay due to inventory inaccuracies, but they are proceeding now.</p>	
Elections Committee	No report.	
Mead Committee	Taylor-Gore, chair of the committee, reported there will be a meeting on Monday, February 7, 2011 at 1:30pm.	Posters to go out college-wide to announce timelines/deadlines for nominations.
Questions Committee	Senate members discussed sick time and the history that AC employees at one time could give rollover hours to employees who needed additional time due to lengthy illnesses.	Send questions to committee members.
Technology Committee	No report.	
Faculty Development Committee	George reported that the latest minutes have been posted to the Web archives.	
New Business	George discussed the ACTS retreat and the money that was budgeted last fall. There are concerns about having the retreat due to the budget shortfalls.	George to discuss at Faculty Development Committee and bring information to March meeting.
Meeting Adjourned	5:20pm	1 st motion- Hirsch 2 nd -Isbell Unanimous vote.
Next Meeting		March 04, 2011, 3pm, Private Dining Room, CUB

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