

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

Members Present	Dr. Carol Buse, Pam Trujillo, Mark Rowh, Matt Craig for Dr. Michael Barnett, Becky Burton, Cherie Clifton, Jana Comerford, Dr. Nichol Dolby, Dr. Bill Netherton for Rebecca Easton, Jill Gibson, Denise Hirsch, Judy Isbell, Tiffany Lamb, Anne Nail, Teresa Smoot, Victoria Taylor-Gore, Collin Witherspoon
Members Absent	Theresa Edwards, Michelle Orcutt, Tom Shelton
Visitors	None

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Approval of Minutes	Dr. Carol Buse, President, asked members for a motion to approve minutes of the February 04, 2011, meeting.	Dr. Nichol Dolby-1 st motion to accept. Becky Burton-2 nd . Unanimous vote. Minutes archived at http://www.actx.edu/archives/index.php?module=article&id=45
Mead Award Committee	Victoria Taylor-Gore, Chair, reported that methods to nominate teachers for the Mead Award have begun. Students have access to information on Angel, and a poster was distributed to Senate members for placement in all divisions. The committee has scheduled “donut events” on the West and East Campuses to encourage students to nominate teachers. Jill Gibson said that radio announcements are forthcoming. An announcement will be placed in the next issue of the Ranger.	The nomination deadline is April 01, 2011.

Professor Emeritus Committee	<p>Pam (George)Trujillo, Chair, provided a brief history of Professor Emeritus winners and the criteria for the nominations.</p> <p>Nominees must have served 20 years at Amarillo College, be retired for at least three years, be a scholar in their field of work, and provide ongoing support to Amarillo College.</p> <p>Trujillo gave a PowerPoint presentation to showcase the nominees for 2011. The nominees were Sharon Toledo, Tom Hodges, Pat Knight, Jean Harris, and Willie Weaver.</p> <p>Trujillo asked for the Senate members to vote on their choice so that the candidate could be presented to the President's Cabinet and the Board of Regents.</p>	<p>Senate members voted for Willie Weaver.</p> <p>Trujillo, Anne Nail, and Mark Rowh, Professor Emeritus committee members, attended the meeting of the Board of Regents on March 22, 2011, to present the candidate.</p> <p>Nail provided the Regents with Weaver's story. Regents accepted nomination unanimously.</p> <p>Weaver's reception will be in late April.</p>
Elections Committee	<p>Dolby asked Senators to verify the members who will be rotating off of the Senate this year.</p> <p>Nominations need to be solicited from Division Chairs, but there was discussion that the college structure is changing, and Division Chair titles are going away.</p>	<p>Dolby, Gibson, Nail, Tom Shelton, Teresa Smoot, Taylor-Gore will rotate off.</p> <p>Nominations will be solicited before Spring break, and elections will occur via ballots by March 23, 2011.</p> <p>Addendum: Ballots delayed at this time pending nominations from the Engineering and Science Division.</p>
Senate Survey	Judy Isbell reported that the Faculty Senate Survey is scheduled to go out after Spring break.	Deadline for completion is May, 2011.
Salary Committee	<p>The salary committee members have a standing meeting on Monday afternoons to address salary topics.</p> <p>The Senate discussed concerns about the State's budget crisis, and how it will affect the work of this committee and monetary advancement for faculty.</p> <p>Discussion ensued to request additional Listening and Learning meetings with Dr. Paul Matney and Dr. Russell Lowery-Hart.</p>	<p>Buse will get with salary committee members to share some of her ideas on how to improve the lives of faculty if there is no monetary incentive.</p> <p>Buse set up meetings, as requested, for Friday, April 01, 2011, at 2pm in Russell Hall.</p>
AC Standing Committee Assignments	Buse reported that she sent an email to all faculty members on February 16, 2011, to solicit their wishes to serve on standing committees. She received very little response and will send an	Buse sent additional email to faculty on March 09, 2011, to extend the deadline to March 21, 2011.

	<p>additional email to extend their requests for two more weeks. Buse explained that the list of volunteers to serve on committees will be considered first by Senate officers, but that the final say for the assignments will come from the President's Cabinet.</p>	<p>Senate officers met on Monday, March 28, 2011, to assign volunteers to committee. Committee assignments will be given to the Cabinet.</p>
<p>Faculty Teaching Excellence Model Pilot</p>	<p>Buse said that the proposed model and implementation of a pilot is still on Lowery-Hart's agenda.</p> <p>Lowery-Hart is aware of the problems that faculty members experienced when the online student surveys were launched for the first time, and he is trying to address these issues before the student surveys are given this semester.</p>	<p>The Faculty Evaluation Committee will govern the pilot and make recommendations to Lowery-Hart.</p>
<p>Contributions for Victims of Amarillo Area Fires</p>	<p>Trujillo provided a report about the recent fires that devastated homes and property belonging to a few employees at Amarillo College. Donations are needed at this time. She stated that Physical Plant is managing the donations for Barry? , and Denise Hirsch said that contributions to nursing faculty were significant.</p>	<p>Faculty Senate members encouraged all faculty and AC employees to give what they can to those in need.</p>
<p>Student Drops</p>	<p>Buse visited with Diane Brice about the current methods that students drop from classes, and the need to change the mechanisms so that faculty have a chance to visit with their students before they drop. It is felt that faculty may be able to encourage students to stay in class if there is an avenue to visit with them personally. Discussion ensued that research shows that face-to-face meetings between a faculty member and the student improves retention.</p>	<p>Buse will visit more with Lowery-Hart and Bob Austin and would like Faculty Senate to support the adoption of a new policy that will require students to have conversations with their instructors before they officially drop their classes.</p>

Student Evaluations	Buse reported that student evaluations will be launched in the online format only, and that students will receive notice on ANGEL. Students will be able to click on the appropriate links for each class they are taking, because the links are appropriately identified with the name of the class in the descriptor.	Students will evaluate faculty in April.
Rank & Tenure Notebooks and Records Retention	Dolby reported that she visited with Lee Colaw and Mike Jager about storing RAT notebooks and concerns about confidentiality. They said the notebooks would be stored under lock and key so that the information within the notebooks would remain private. Dolby said there is a mechanism in place to prompt the shredding of notebooks after the two-year limit. Dolby also had concerns that Amarillo College currently does not have the proper means to archive notebook information digitally, and an alternative plan is necessary.	Dolby to report at next meeting.
Budget Reduction Ideas	Buse reported that faculty members are engaging in the electronic format that was created to share cost-saving ideas. She encouraged everyone to participate, and everyone will be able to vote on the best ideas.	
Listening and Learning Sessions	Buse encouraged faculty members to attend sessions so that they have relevant knowledge about legislation, the budget, and Amarillo College news.	Next session is at 2pm, April 01, 2011, in Russell Hall, Room 131.
Academic Technology Committee	No report.	The next meeting is scheduled for April 27, 2011.
Questions Committee	No questions submitted.	Send questions to committee members.
Technology Committee	Report is online.	
Faculty Development Committee	Trujillo reported that the Faculty Development Committee voted to host the ACTS conference at Talon Pointe this year, pending the approval of the travel request by Lowery-Hart.	Trujillo will report next meeting.
Courtesy Committee	No report. Theresa Edwards out of town.	Mark Rowh sent email to Edwards requesting list of individuals who received cards. They were: Verena Johnson, father-in law passed

		Bill Hale, retiring
Legislative Committee	Ongoing with H.B. 2504.	Legislation issues still pending.
Instructional Technology Committee	Meeting has been rescheduled.	Update will be given at next meeting.
Other/New Business	None.	
Meeting Adjourned	4:58 pm	1 st motion-Denise Hirsch. 2 nd -Becky Burton Unanimous vote.
Next Meeting	The meeting was scheduled to be on the West campus, April 01, 2011, at 3pm.	The meeting place was changed to the WSC due to the Learning and Listening session in Russell's Hall prior to the Senate meeting. Meeting will be held on April 01, 2011, at 3pm, in Private Dining Room, CUB

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