

**FACULTY SENATE MEETING MINUTES**  
**April 01, 2011**  
**Private Dining Room, CUB**  
**Call to Order by Carol Buse, President, 3:25pm**

<b>Members Present</b>	Dr. Carol Buse, Pam Trujillo, Mark Rowh, Matt Craig for Dr. Michael Barnett, Becky Burton, Nancy Brent for Cherie Clifton, Jana Comerford, Dr. Nichol Dolby, Rebecca Easton, Jill Gibson, Denise Hirsch, Mindy Graham for Judy Isbell, Tiffany Lamb, Anne Nail, Michelle Orcutt, Tom Shelton, Teresa Smoot, Victoria Taylor-Gore, Collin Witherspoon
<b>Members Absent</b>	Theresa Edwards
<b>Visitors</b>	Priscilla Hunt, Ann Hamblin

<b>Topics</b>	<b>Discussion/Information</b>	<b>Actions/Decisions Recommendations/Timelines</b>
<b>Approval of Minutes</b>	Dr. Carol Buse, President, asked members for a motion to approve minutes of the March 04, 2011, meeting.	Dr. Nichol Dolby-1 <sup>st</sup> motion to accept. Becky Burton-2 <sup>nd</sup> . Unanimous vote.
<b>Student Evaluations</b>	Buse reported that the tool for students to evaluate faculty members will be launched through Class Climate in late April, and the evaluation links will be sent to AC Online for those students who use AC Online and to preferred email addresses for those who do not. The courses in AC Online will have nuggets with course rubrics, numbers, and course titles, and students may click on these links to complete the survey only one time. The same is true for preferred email accounts.	Joy Brenneman sent email to faculty members on April 19, 2011, to announce that the evaluation tools were available to students. May 06, 2011, is the deadline for students to complete.

<b>Google Mail</b>	Buse reported that myAC expires on May 20, 2011, and students will have to use Google mail for communication. Senate members expressed concern that students and faculty members must use their Colleague ID number as the user ID.	Buse to invite Lee Colaw to the May 06, 2011, meeting to clarify information.
<b>Deactivating (Disabling) Classes in AC Online</b>	Buse reported that courses using AC Online will be deactivated (disabled) two weeks after the courses end, because many of the courses are never deactivated by faculty, causing confusion for the students when they see their courses listed on AC Online. The only exceptions are if students have incompletes for the course.  It was noted that faculty members have the ability to activate or deactivate their courses once the courses have been moved over into the cue.	
<b>Noon Classes</b>	Buse sent an email to Diane Brice, Registrar, which stated concerns about the college not offering classes at the noon hour, and Buse felt that faculty members should have input when working on and offering class schedules. Brice relayed an email to Robert Boyd which cited several single-section classes that were being offered at noon, and the Registrar asks that this does not occur so that students involved in Student Government activities and other college activities can attend the extracurricular functions.	Dean's Council met with Dr. Russell Lowery-Hart, and discussion led to leaving the current schedules as is.
<b>Employee Pinning Ceremonies</b>	Dr. Paul Matney asked Buse to visit with Senate members about the possibility of having one recognition ceremony for all employees rather than having separate ceremonies for various employee types and to talk about other ways to recognize service rather than giving pins. Discussion ensued and Senate members had several ideas.	Buse will send out email to employee groups and ask for ideas in showing employees recognition for service.

<p><b>Rank and Tenure Committee Retention of Records Policy</b></p>	<p>Dolby provided the Senate members with a copy of the newly approved policy statement regarding Petition Notebooks and records compliance.</p>	<p>Policy stated as follows:          “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 petition notebooks, one original and one copy. The copy does not need to be in a ring binder with sheet protectors, but should be in a sturdy, secure holder (for example, an accordion file). Alternatively, the candidate may opt to provide a digital copy in pdf format on a DVD along with the original notebook, and the digital copy will be placed in storage. The Rank and Tenure Committee will make copies of the signed petition document and the committee’s recommendation letter and will place the copies with the notebook copy submitted by the candidate. After the decision is made by the Board of Regents, the original notebook will be returned to the candidate. The copy will be securely stored in the Amarillo College records storage facility for two years, along with the copies of the signed petition document and committee recommendation letter, after which it will be shredded.”          The new policy will be placed in the Faculty Handbook and will go into effect in the 2011-2012 academic year.          1<sup>st</sup> motion to accept policy-Tiffany Lamb.          2<sup>nd</sup>-Denise Hirsch.          Unanimous vote.</p>
<p><b>Textbook Task Force Nominations</b></p>	<p>Although there are some innovations in the business of publishers providing models for course content delivery, they have not kept the costs of printed textbooks down.          As a result, the Amarillo College Taskforce on Textbook Affordability is being formed to provide a plan for reducing textbook costs for Amarillo college students. The taskforce will</p>	

	<p>address lower cost alternatives, consider new teaching models, explore issues involved in selection and adoption of course materials, and identify actions that can be taken to lower textbook and reader costs.</p> <p>The taskforce will be comprised of AC students, faculty, staff and administrators as follows:  Taskforce Chair-Dr. Shawn Fouts  Student Government Representative:  Faculty Senate Representative:  Bookstore Representative:  President Cabinet Representative:  Student Affairs Representative:  Business Affairs Representative:  Faculty Representative:</p>	<p>Denise Hirsch volunteered to be the Faculty Senate Representative.  Dolby, who is rotating off of the Senate, volunteered to be the Faculty Representative.  1<sup>st</sup> motion to accept both as being on the taskforce- Jill Gibson.  2<sup>nd</sup>-Jana Commerford.  Unanimous vote.  The Taskforce will provide a brief overview of the issues surrounding textbook costs and a plan for addressing these issues to Dr. Paul Matney, President, by August 01, 2011.</p>
<p><b>Professor Emeritus Reception</b></p>	<p>Anne Nail reported that Willie Weaver, Professor Emeritus, is ill at this time and in the hospital.  The original reception was slated for April 29, 2011, but due to Weaver's illness and a conflict with Dr. Matney's schedule the reception is on hold.</p>	<p>Reception has been tabled until further notice.</p>

<b>Meade Award</b>	April 01, 2011, is the last day for nominations. The committee received “tons of nominations”, according to Victoria Taylor-Gore. The committee members will make their final selection on April 18, 2011.	Meade Award winner to be announced at the May 13, 2011, graduation ceremony.
<b>Faculty Senate Elections</b>	Becky Easton sent an email to the Elections Committee members, stating that there are six positions that will need to be filled since Dolby, Gibson, Nail, Tom Shelton, Teresa Smoot, and Gore are rotating off. It was noted that the Science and Engineering department needed to provide nominations for that division only and have an election. The other divisions did not need to hold elections, because they only submitted one nomination each. Discussion included the possible use of Class Climate to hold future elections.	Senate member elections are as follows for each division: LFCA-John Chaka and Brent Cavanaugh Business Management-Bruce Moseley Nursing-Tamara Rhodes ITT-Jerry Terry Science and Engineering-Amanda Wheeler  Newly elected Senators to be invited to the May 06, 2011, meeting.
<b>Faculty Senate Survey</b>	We are waiting on Institutional Research to launch the survey.	Faculty survey has been launched and waiting on results to be compiled.
<b>College-Wide Faculty Committee Recommendations</b>	Buse reported that she met with the other Senate officers, Pam George-Trujillo and Mark Rowh, on March 28, 2011, to look at the list of faculty members wishing to be placed on college-wide committees and to assign them to various committees.	Buse provided Senate members with the list and discussion ensued that committee membership is very important when petitioning for rank and tenure.  It is noted that the recommendations for committee assignments are just that, and the final say comes from the President’s Cabinet.
<b>Salary Committee</b>	George-Trujillo reported that the committee has been meeting regularly to discuss ideas to enhance faculty life in case the legislative issues are passed as predicted, and monetary gains would not be possible once passed. One idea is to ask for reserved parking.	The committee members will meet with Matney on Thursday, May 05, 2011.

<p><b>EPCC Resolution</b></p>	<p>Buse reported on the initiatives stemming from El Paso Community College regarding HB 2504 to publish student evaluations of faculty online Web sites. To refresh members, it was noted that only two questions would be published at Amarillo College, Rate the Instructor, and Rate the Course. If classes have less than eight students, then the evaluation questions will not be published. El Paso Community College is challenging this portion of HB 2504 and encourages all faculty to do so.</p>	<p>Buse sent an email to Senate members and asked them to share it with fellow faculty members. Buse encouraged everyone to contact their State representatives about publishing faculty evaluations on Web sites.</p>
<p><b>Legislative Information</b></p>	<p>Buse provided a handout entitled, “How to Write the Legislators”. Buse stressed that when contacting lawmakers about issues that college property not be used for typing letters or faxing, etc.</p>	<p>TCCTA encourages writing to representatives.</p>
<p><b>Student Issue with Financial Aid and Online Courses</b></p>	<p>George-Trujillo reported that there is an initiative stemming from legislation that changes the mechanisms that students in online courses can be counted for enrollment and continue to receive financial aid. In the past, students were only required to log into the online course once to be counted, and they could receive financial aid for course attendance. Now, the requirements are extended to document participation in discussion boards or completing an assignment or other online activities.</p>	<p>George-Trujillo to report information as it becomes available from the legislation.  A committee has been formed to address these changes, and the members are Claudie Biggers, Larry Adams, Diane Brice, Kay Mooney, Joy Connor, and George-Trujillo.</p>
<p><b>Academic Technology Committee</b></p>	<p>Taylor-Gore reported that myAc is discontinued by May 20, 2011, and that Google mail will be the preferred email address for all students. This is a cost savings for the college, since only a small percentage of students and faculty use myAC. Faculty sessions on ongoing so that faculty can get information on Black Board and Moodle Rooms applications to deliver online instruction, since AC Online (Angel) is being discontinued. The new online delivery system for courses will be in place by the fall semester of 2012. There was discussion if everyone will have the Windows 7</p>	<p>Taylor-Gore suggested that the present AC Online may be a good place for faculty members to discuss concerns about Moodle Rooms and Black Board under the “Faculty Matters” discussion area.  There will be more information about these applications as they become available.</p>

	upgrade.	
<b>Faculty Development Committee</b>	<p>George-Trujillo reported that ACTS will be held at Talon Point Retreat Center on May 16-18, 2011. Faculty members are encouraged to attend, and priority is given to New Faculty Academy participants.</p> <p>The retreat is funded by the Title V grant, and a draft of the agenda was given to Faculty Development Committee members at the meeting this morning.</p> <p>An email was sent out encouraging faculty members to attend.</p>	
<b>Technology Committee Instructional Technology Committee</b>	No report.	
<b>Courtesy Committee</b>	No report.	<p>Rowh contacted Theresa Edwards via email to get list of those who received courtesy cards as follows:</p> <p>Vicki Shelton-Father passed.</p> <p>Mindy Graham-Mother-in-Law passed.</p> <p>Neil Allen-Mother passed.</p> <p>Becky Easton-Mother passed.</p> <p>Andrew Goodrum-Grandfather passed.</p>
<b>Questions Committee</b>	<p>Cherie Clifton received this question:</p> <p>“Are full-time faculty expected to cover classes without compensation for full-time faculty on maternity/sick leave?”</p> <p>Clifton forwarded this question to Human Resources and received the noted response.</p>	<p>Response from Lynn Thornton in HR, quoting the Amarillo College Faculty Handbook, on page 49, under “Substitute Teachers”:</p> <p>“When faculty is temporarily absent from Amarillo College, the department chair will arrange, if possible, to have the faculty classes taught by another member of the department. Otherwise, a substitute teacher will be employed to teach the classes.”</p> <p>Thornton goes on to say that he is not aware of anything in the Board of Regents Policy Manual that deals with the question.</p> <p>Requiring a faculty member to substitute without additional compensation is not a violation of federal</p>

		law. Under the Fair Labor Standards Act, all faculty and administrators along with some classified employees are “exempt” employees and are not subject to added compensation for added duties.
<b>Student Persistence Information</b>	Jana Comerford reported that she was asked to research the question of whether any studies have been done to determine whether persistence increases when drop slips must be signed by the instructor or by an advisor. The request to research this stemmed from earlier senate discussions regarding student drop dates and registration. She found no studies addressing this specific topic, but found other information.	Comerford provided Senate members with the Community College Survey of Student Engagement (CCSSE) results from 2009, which gave relevant information from AC student responses and recurring themes for completers. Non-completers were asked: “How likely is it that the following issues would cause you to withdraw from class or from this college?” The answers did not address the Senate’s concern, but Comerford provided several excerpts that supported an increase in student persistence after being counseled and given academic help by faculty, because the faculty was able to show a personal interest in each student. In addition, Comerford provided information from Hayward, “Teacher Practices that Help Students Complete Courses,” which provided suggestions from “The Retention Strategies Manual.” The manual is a compilation of “best practices” to achieve high retention rates.
<b>Meeting Adjourned</b>	5:29 pm.	1 <sup>st</sup> motion-Shelton. 2 <sup>nd</sup> -Burton Unanimous vote.
<b>Next Meeting</b>		May 06, 2011, 3pm, Jones Hall Rm. 323, West Campus

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