

FACULTY SENATE MEETING MINUTES
December 2, 2011
West Campus, Allied Health Sciences Bld Room 162
Call to Order by Pam George, President, 3:04pm

Members Present	Pam George, Mark Rowh, Collin Witherspoon, Michael Barnett, Becky Burton, Carol Buse, Brent Cavanaugh, John Chaka, Cherie Clifton, Jana Comerford, Becky Easton, Denise Hirsch, Tiffany Lamb (Sub: Matthew Craig), Michelle Orcutt, Bruce Moseley, Tamara Rhodes, Jerry Terry, Mandi Wheeler
Members Absent	Theresa Edwards, Judy Isbell
Visitors	Bob Austin, Julie Mann, Lynne Groom, Richard Pullen

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
General Introduction	Pam George called the meeting to order at 3:04 P.M. and introduced Bob Austin.	
Bob Austin	<p>Bob Austin's main purpose for attending the meeting was to describe the AC Benefit Bank that will be established at the Washington Street campus in the Spring. Through grant money provided by the Partners for Post Secondary Success and the Amarillo Area Foundation, which donated \$250,000, AC will be the home of the first Benefit Bank in Amarillo. AC plans to establish the Benefit Bank through the Adult Students program. Bob wanted the Faculty Senate to be aware of the tremendous support provided by Camille Miller in helping establish the Benefit Bank.</p> <p>The Benefit Bank's function is to provide students with a single location where they can apply for multiple benefits. Trained facilitators will help students fill out their tax returns, which will be used to register with the Benefit Bank. The Benefit Bank will be integrated with all state agencies (such as the Texas Health Institute) that provide benefits. Included</p>	

	<p>will be an automatically filled in FAFSA application.</p> <p>Bob Austin told us that any AC employee will be able to receive training to become a facilitator through the Center for Teaching and Learning, and facilitators will not be held liable for tax returns.</p>	
Julie Mann & Lynne Groom	<p>Julie Mann and Lynne Groom were at the meeting to talk about KACV. Julie started by telling us about KACV's funding structure. KACV has three streams of funding: PBS, AC, and underwriters.</p> <p>Julie and Lynne told us that they were attending the meeting to gather information on the way AC faculty use KACV. While AC does fund KACV, they would like more AC employees to become KACV viewers. Most faculty members indicated that they watched PBS while their kids were growing up, but not much since then. Julie told us that KACV is still highly geared towards educational programs for young kids due to the impact they have on education in general, but there are many programs that may be beneficial to faculty in their individual classes. John Chaka mentioned that the program information e-mails sent out during the year are too far removed from the time that certain shows are going to air. He suggested that KACV use Twitter for better timing.</p>	
Approval of Minutes	<p>Pam George, President, asked members for a motion to approve the minutes of the November 4, 2011, meeting. Jerry Terry made the first motion to accept the minutes, and Carol Buse seconded the motion. The motion passed unanimously.</p>	<p>The minutes were accepted.</p>
January Meeting	<p>Pam asked if we want to hold the January meeting. Carol Buse called for a motion to dismiss the January meeting, and Denise Hirsch seconded the motion. The motion passed unanimously.</p>	<p>The January meeting was canceled.</p>
Restructure of Faculty Senate	<p>Due to the restructuring of Divisions and Departments, the Faculty Senate needs to be restructured. Becky Burton and</p>	<p>Tabled until February meeting.</p>

	Jerry Terry will obtain the faculty numbers. Becky Easton made a motion to table the discussion until the February meeting, and Michelle Orcutt seconded the motion.	
Senate Survey	Pam George and Mark Rowh met with Dr. Matney and Dr. Lowery-Hart the week before this meeting to discuss the Faculty Survey. Neither one had any concerns with the survey. Jerry Terry made a motion to keep the survey as is, and John Chaka seconded the motion.	Faculty Survey will continue as is.
Transcript Review Question	<p>The Faculty Senate officers met with Dr. Lowery-Hart the week after the last meeting to discuss concerns raised by the question regarding faculty checking other faculty credentials including transcripts. Dr. Lowery-Hart and Danita McAnally wrote a response to the question and sent it to the officers. Pam asked if the Senate members wanted to respond to the question, or would it be more appropriate for Dr. Lowery-Hart to respond directly to the faculty? The Senate stated that it would be better if Dr. Lowery-Hart responded directly to the faculty.</p> <p>Dr. Lowery-Hart also informed the officers that the process will not be the same going forward. As new faculty are hired, their information will be entered immediately, and only authorized individuals (such as their department chair) will be given access to the information. Pam will be arranging a meeting with Lynn Thorton (head of HR) to request that a log be kept of the individuals who have seen our files and that we be given access to that log.</p>	The officers will ask Dr. Lowery-Hart to respond.
Student Evaluations	Student evaluations went out last month. Some faculty members had concerns over the distribution. Students were informing them that they had not received the evaluation. This issue should be cleared up once Black Board is adopted.	
Faculty Performance Evaluation	A pilot will be conducted in the Spring to see how the proposed guidelines work.	

Courtesy Committee	<p>Jana Comerford discussed the cards that are sent to faculty members from the Senate. The main issue raised is the use of Faculty Senate member signatures being on the cards themselves. The problem with this method is that the cards must be thrown away at the end of each year if there are newly elected members. Also, if a member is absent on the day the master card is signed, then their names will not appear on any of the cards for that year.</p> <p>Jana also mentioned that the individuals receiving the cards may not know that they will be mentioned in the Faculty Senate and appear in the minutes. Perhaps they need to be informed of this so they can give their consent.</p>	<p>Jana will send her ideas via e-mail, and the Senate will discuss it in February.</p> <p>Cards will be sent to Priscilla Hunt and Kathy Wetzel.</p>
Elections Committee	No report.	
Legislative Committee	No report.	
Mead Committee	No report.	Meeting the week after this meeting.
Professor Emeritus Committee	No report.	
Questions Committee	<p>The Question Committee reported back about the cost of the Faculty Focus newsletter. The newsletter is free.</p> <p>Two questions were sent to the committee:</p> <ol style="list-style-type: none"> 1. Faculty are wondering where the \$600 insurance stipend went to. 2. There is talk about removing the employee parking lot behind the Byrd Business Building. <p>The committee already contacted HR about the stipend and were told that the payments started in September. As for the second question, the committee will find out.</p>	Contact Bruce Cotgreave about the parking issue.
Salary Committee	No report.	
Technology Committee	No report.	

Faculty Survey Committee	No report.	
Instructional Technology Committee	No report.	
Pinning Committee	The Faculty Senate is hosting the March 21st pinning ceremony.	
Building Naming Committee	No report.	
Meeting Adjourned	Pam asked for a motion to adjourn. Carol Buse made a motion to adjourn, and Denise Hirsch seconded the motion. The motion passed unanimously.	Adjourned 5:01.
Next Meeting	The next meeting will be held on February 3, 2012, in the Private Dining Room of the CUB at the Washington Street campus.	

Recorder: Collin Witherspoon/Senate Secretary