

FACULTY SENATE MEETING MINUTES
March 23, 2012
Private Dining Room, CUB
Call to Order by Mark Rowh, Vice 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, Theresa Edwards, Denise Hirsch, Judy Isbell, Tiffany Lamb, Bruce Moseley, Michelle Orcutt, Tamara Rhodes, Jerry Terry, Mandi Wheeler
Members Absent	
Visitors	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
General Introduction	Mark Rowh, standing in for Pam George, called the meeting to order.	
Approval of Minutes	Mark asked members for a motion to approve the minutes of the February 3, 2012, meeting.	Therese Edwards - 1st motion Becky Burton - 2nd Unanimous vote.
Meetings In April	Mark announced that the April meeting will be held on April 13, 2012.	
Core Curriculum Task Force	<p>Bruce Mosely was selected to be the Faculty Senate representative. Bruce told the Senate that the task force has met three times since it was formed. The Undergraduate Education Advisory Committee (UEAC) suggested specific changes to the core curriculum to the Texas Higher Education Coordinating Board (THECB) in 2009. The new core curriculum is based on UEAC suggestions. The new core must be fully implemented by the fall of 2014.</p> <p>Becky Burton said that she would e-mail the core curriculum chart to Senate members.</p>	

	<p>The STARLINK webinar "The Core Curriculum: A focus on 21st Century Competencies" will be held on April 3, and repeated on April 11. Faculty members should have received an e-mail from Buster Bonjour in regards to this event.</p>	
Committee Restructure	<p>Carol Buse looked at the current makeup of the Senate. After looking at the numbers obtained by Becky Burton and Jerry Terry from HR (look at last months minutes), the Senate realized that the Bylaws will have to be amended. Becky Burton made a motion for the secretary to amend the Bylaws and send it through e-mail to the Faculty Senate. Jerry Terry seconded the motion.</p> <p>Carol also met with Joy Breneman and realized that there is a problem with the structure of some committees. Certain committees require that the faculty members on the committee be board-appointed, but some divisions have very few faculty that meet this criteria.</p>	<p>The secretary will amend the Bylaws and send them to the faculty Senate via e-mail.</p> <p>The Senate officers will make an initial recommendation to the full Senate after looking at the new structure.</p>
Professor Emeritus Ballots	<p>The committee members indicated that they don't know the nominees that well, and asked for suggestions on how they should move forward.</p>	<p>Judy Isbell will obtain more information about each prospective nominee. The committee will present the bios for each nominee next time.</p>
AC No Excuses	<p>Dr. Lowery-Hart presented the Amarillo College No Excuses Belief System document to the executive officers of the Senate at their last meeting. The document will be used to facilitate the discussion that Dr Lowery-Hart will be having with each department over the next few months.</p>	
Blackboard	<p>The implementation of Blackboard has been postponed until the summer of 2013. Dr. Lowery-Hart has bigger plans for the use of Blackboard in coordinating faculty credentials and portfolios that could be used to produce Rank and Tenure notebooks, and, in effect, remove the need to produce a physical notebook by using a digital one stored in Blackboard.</p>	
ACTS	<p>Jerry Terry asked the members to help spread the word about</p>	

	<p>ACTS. He wanted to stress that most sessions will be faculty driven. TCCTA presenters may also be there this year.</p>	
<p>Courtesy Committee</p>	<p>Jana Comerford reported that the committee sent out cards.</p>	<p>Congratulatory cards were sent to:</p> <ul style="list-style-type: none"> • Dan Porter, Professor of Biological Sciences, for 20 years of service. • Lyndi Shadbolt, Associate Professor of Associate Degree Nursing, for 15 years of service. • Shannon Cornell, Instructor of Mathematics, for 10 years of service. • Verena Johnson, Assistant Professor of Associate Degree Nursing, for 5 years of service. • Sheila Pierce, Instructor, AAccess Learning Center, Hereford Campus, for 5 years of service. • Dr. Kathy Wetzel, Chair of the Department of Mathematics, Sciences and Engineering, for earning the Amarillo Women's Network's Career Achievement Award, which honors women who make major career advancements or receive recognition in their professions during a calendar year. • Dr. Wetzel was also sent a congratulatory award in recognition of an award won by the Math Outreach Center. The Center submitted the winning entry in the category of Access, Persistence and Completion in the 2011-2012 Exemplary Initiatives Competition sponsored by the National Council of Instructional Administrators. The NCIA is affiliated with the American Association of Community

		<p>Colleges. The awards recognize outstanding programs that enhance the quality of higher education provided at two-year institutions in the United States. (Information from news release.)</p> <p>Condolences cards were sent to:</p> <ul style="list-style-type: none"> • Bob Gustin, Instructor of Machine Technology, on the loss of his father. • Dr. Kim Hays, Professor and Chair, Manufacturing Technologies, on the loss of his father. • Catheryne Lankford, Instructor, Management, on the loss of her mother. • Danita McAnally, Chief of Planning & Advancement, on the loss of her very close friend. • Kien Pham, Part-time Math Instructor, on the loss of his father. • Brenda Walsh, Instructor and Advising Associate, on the loss of her uncle. • Junfang Zhang, Systems Librarian, on the loss of her father.
Elections Committee	Becky Easton will be asking for nominations for faculty Senate.	
Legislative Committee	No report.	
Mead Committee	John Chaka reported that the Mead is progressing with good results. David White has been helping with the electronic ballots, and has informed John that the numbers are great. The committee received several e-mails thanking them for the ethics statement.	
Professor Emeritus	See the discussion under Professor Emeritus Ballots.	

Committee		
Questions Committee	<p>The committee received the following questions:</p> <ol style="list-style-type: none"> 1. I would like verification on the following: Why all but one dean at Amarillo College is teaching one or more academic classes when it is not a requirement for their job description? Doesn't this take classes away from full-time faculty? Some of whom are fighting to keep their jobs! Are those classes actually being taught by the Dean? The Deans who are only instructors-of-record, are they still being paid for the classes? 2. The master calendar changed in Fall 2012, requiring returning faculty to return on Tues rather than Wed. In some departments, faculty were told that they were required to return to work last Fall 2011 earlier as well. Were these changes in the calendar reflected in faculty duty days and was paid adjusted accordingly? 3. The college is open on the Wed prior to Thanksgiving. This differs from the public schools in the area and is a hardship on our students and staff. Students have difficulty finding childcare. It is difficult for students to travel prior to the holiday as well. Why does AC remain open on this day? Has the college considered closing on Wed prior to Thanksgiving? 4. There is concern regarding student and evaluations of classes/instructors since Blackboard will not be initiated as originally planned. Has the evaluation process been revised since the problems that occurred with them last semester? Many instructors received only 1 student evaluation even though many students reported completing. 5. There is a concern regarding rank and tenure 	<p>The committee will take the following actions:</p> <ol style="list-style-type: none"> 1. Forward to Dr. Lowery-Hart 2. Forward to HR and CC to Dr. Lowery-Hart 3. Forward to Bob Austin. 4. Forward to Carol Buse, chair of Faculty Evaluation Redo committee. 5. The Rank and Tenure committee is in the process of rewriting the guidelines. Forward to Mark Rowh. 6. The Faculty Salary committee asked for faculty parking last year and were asked to consider parking for all employee groups. The committee will be requesting said parking spaces in this years salary proposal. 7. Forward to HR. 8. Forward to Dr. Matney.

requirements and/or requests from committee members that do not align with AC policy. Faculty who submitted notebooks were repeatedly asked for student evaluations from years in which the faculty was not evaluated. The college policy does not require annual student evaluations for faculty with longevity. The faculty was asked to submit student evaluations that were actually reviewed in the employee's previous R & T notebook. Please address the inconsistency between R & T requirements and college policy regarding student evaluations.

6. Faculty and staff anticipate no increase in salary due to budgeting restrictions. Employees would like specially allotted parking areas to boost morale and balance the lack of raises. No Excuses has placed students on a pedestal so to say and staff is feeling unappreciated. We do not believe specially marked parking spaces would devalue the student, but would give employees an appropriate level of respect. What can be done to reward staff in this small way?

7. Because so many faculty members teach with AC online, whether the classes are online or on campus, why is it mandatory for them to fill out an Employee Report of Leave Form for HR? After all, if a faculty member is sick or is tending to an ill family member, that faculty member will likely be checking in with his or her students via the LMS. Faculty members who miss work routinely work nights and weekends to make up for time lost. In addition, many faculty members who are caring for family members can teach with AC online from home. If there is a law or a good reason for filling out the form, would comp time for faculty member be an option?

8. Several faculty members have brought the issue of raises up during the past few months. They were under the impression that the only people who received raises last year

	were those who fell under the newly developed formula for department chairs but have heard that some employees that are not in that category also received raises. Is this true? Also, are there minutes for the meeting where it was decided who would receive raises?	
Salary Committee	No report.	
Technology Committee	No report.	
Faculty Survey Committee	The survey has been distributed to all faculty members. Members were asked to encourage faculty to express themselves. The survey deadline is April 2.	
Faculty Development Committee	No report.	
Instructional Technology Committee	No report.	
Pinning Committee	The pinning ceremony went well. The next ceremony will be in the summer.	
Building Naming Committee	No report.	
Announcements	Workforce Solutions has money that could help students. If you are interested, contact Cherie Clifton.	
Meeting Adjourned	05:09:00 PM	Denise Hirsch - 1st motion Michael Barnett - 2nd Unanimous
Next Meeting	April 13, 2012 will be held in the private dining room of the CUB on the Washington Street campus.	

Recorder: Collin Witherspoon/Senate Secretary