

# Faculty Senate Minutes

December 4, 2015

Lynn Library, Room 207

<b>Members Present</b>	LaVon Barrett, Nancy Forrest, Emily Gilbert, Courtney Milleson, Brian Farmer, Bob Gustin, Alan Kee, Reem Witherspoon, Craig Clifton, Tara Meraz, Scott Rankin, Donna Cleere, Shawna Lopez, Kerrie Young, Deborah Harding
<b>Members Absent</b>	Brian Jacob, Nichol Dolby, Derek Weathersbee, Jodi Lindseth, Marcia Julian
<b>Guests</b>	Russell Lowery-Hart, Lana Jackson, Scott Bratcher, Trent O'Neal, Pam George, Robert Dillion

<b>Topics</b>	<b>Discussion/Information</b>	<b>Actions/Decisions Recommendations/Timelines</b>
<b>Call to Order</b>	President Reem Witherspoon called the meeting to order at 3:06 p.m.	
<b>Approval of Minutes</b>	November 6 minutes were approved by consensus via email.	
<b>Special Guest Report</b>	<p>President, Dr. Lowery-Hart -</p> <p>On the budget situation:</p> <p>It's been a difficult semester for all of us. There will be a lot more clarity and focus on where we are financially after December 7th (the deadline for retirement paperwork). "I think we're going to be closer than we thought we might." The problem then becomes what we do with the loss of all those amazing employees. We are losing a lot of institutional knowledge and passion. Many questions will be answered answered on Monday (December 7th) or Tuesday (December 8th).</p> <p>We are trying to avoid a public declaration of Financial Exigency because that's like declaring bankruptcy.</p>	<p>Ask Heather Voran or Emily Gilbert for help with the ePortfolio.</p> <p>Lana will send Emily the video, the user manual, and the rubric for the ePortfolio.</p>

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However, our Board [of Regents] and policies allow for us to do anything that we can to NOT declare. The Board declared in Sept. that we have to make EXTREME changes, mainly budgetary decisions to avoid getting there. Dr. LH was tasked by the Board to evaluate/reassess EVERY program, every policy, every job description of the College.

We need to look different than we do right now because we have some faculty that teach 4 students per class and some that have 50.

We will manage our situation in the best and more honorable way that we can. I understand the fear - if I was in your shoes, I would be fearful - but I don't think it will be as dire a situation as the rumors I am hearing. We just need to be in a place where we never have to be in a budget crises again. If we don't make these decisions now, we will be worse in the future when we would have to deal with it. I know isn't easy right now and there is a lot of concern, but my priorities are to serve our students as best we can with the best people we have and the best structures we have available to us. In my mind, our last resort is to close programs if it's a viable program. So, if you have students and are graduating students don't worry.

We have to keep in mind that the institution is greater than all of us. It was here before us and will be here after us. Our job is to manage it with the resources we

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	<p>have and to attempt to leave it better than we found it. "My hope is that after next week, when we know exactly where we are - Cabinet and I will work over the Christmas Break - we will be prepared to move forward from there."</p> <p>Currently [as of Friday, December 4th] 47 out of 83 eligible have taken the buyout. More have been added to that number, however, because they had other years of service at other institutions. Some of the 83 were TRS and AC eligible, but not medically eligible to retire, so it is really more like 74.</p> <p>On Tenured Faculty:</p> <p>Tenure is an expectation of future employment, but it's not a guarantee. It doesn't preclude us from what we need to do to exist.</p> <p>Tenured faculty not being renewed and the retirement option are completely different. Our decisions at this point need to be based on how can we manage the work that we have and how can we reorganize our duties to make the best.</p> <p>Those who received a nonrenewal notice have programs that did not graduate a large number of students. My goal is not to eliminate any programs - though we had have to close and few and those that are being shut down are already aware - especially as we are trying to</p>	
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	<p>add students. Some of those shut down are due to changes at the State level, not that we made.</p> <p>Senator question - Is there a process for letting go of tenured employees?</p> <p>Answer - We have in our policy a process. It's not necessarily linked to if we have a financial crisis. I don't like this, I don't like letting go of people that we have worked with for a long time, but this is the situation we are in. Faculty will have a much longer window of time. We will follow the process of Oct. 1 deadline. But I don't see many of these coming.</p> <p>On the rumor of the music program being cut:</p> <p>We are NOT cutting the music program. The music program <u>will</u> look different due to retirement. We won't know until after December 7th. It's not about a set number of positions, it's how much money the college receives back from those retiring. Some lines are unable to be replaced, but to fulfill necessary duties we might need to change the structure.</p> <p>On Faculty Commitments:</p> <p><b>"I'm not going to make you sign anything."</b></p> <p>The commitments originated through conversations with many faculty about what "No Excuses" means and the feeling that we need to lower standards to pass</p>	
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	<p>more students. Additionally, employees asked the administration to stop telling us what “No Excuses” ISN’T and tell us what it IS.</p> <p>Ten student focus groups where formed where members of the College asked students what they needed from AC in order for them to be successful.</p> <p>After listening to the employees and the student focus groups, Dr. LH wrote these commitments himself. They are not set in stone the way they currently are written. Faculty just need to tell him needs to be changed. For example: The commitment regarding knowing student names in the first week is totally open to change - what do faculty think is the most appropriate? Is there anything else that needs to be changed?</p> <p>The statements in the commitments are things we are doing already. This is just putting it to paper.</p> <p>Senator question- What’s the accountability factor? What if someone doesn’t sign? Answer- Instead of signing, Values, commitments, and goals will be rolled into the Pay for Performance evaluation process.</p> <p>Dr. LH likes the current evaluation system, but is aware it will be changing. These commitments will be written into the new faculty evaluations that are being created by Dr. Vess and Reem Witherspoon.</p>	
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	<p>On Faculty advising students:</p> <p>Senator concern - one of the changes we are making is high impact practices. How would faculty advise on top of their load? Advising is tricky.</p> <p>Dr. LH response: We have to get real about who we are as a College. We are a technical and transfer school.</p> <p>Our (AC) current system is tricky. Looking at the data, our Advising model HAS to change. Data shows (first gen, poverty, etc.) - the more choices the students have, the worse off they are. We have 240+ majors. We need to simply that down to only a small number (maybe 9?) pathways for students to choose from. So, Advising obviously needs to be simplified. Right now it's about scheduling and it needs to be about actual Advising. We don't have a clear model yet of what that system would look like, but we have been asked to partner with the Aspen Institute to begin fixing this. It's difficult to say what it will look like because we are focusing on the future of the College, in terms of budget, right now.</p> <p>Pathways are done in welding and it works and the students love it. Research and experience tells us that it works for the students we have. We need to figure out what that looks like for institution-wide.</p> <p>The Foundations of Excellence project is going to</p>	
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	<p>specifically target Advising. We are going to have conversations about how we will look different, but first we have to figure out money.</p> <p>One of the concerns that our students have communicated in surveys and focus groups is that they want a person to go to that is THEIR person and is available and willing to help them. Right now we don't have that because with our small group of Advisors, it's like 600/700 to 1.</p> <p>Data shows that many students drop due to poor Advising, i.e. enrolled in classes they don't need, or that they cannot handle.</p> <p>Redesign with Dev Ed. is working to fix some of this. There will be multiple entry and exit points to the program that are based on who the student is, individually, not a broad spectrum like we currently have. This should alleviate the issue of being placed into classes they cannot handle for many students. This redesign is happening right now.</p> <p>Senator question - Is there discussion of the reclassification of the Faculty members in the Advising department?</p> <p>Answer: there are ongoing talks. Dr. LH just found out on November 30th this was being discussed. We [the Cabinet] are discussing about reclassifying some people to be more aligned with the department/division they</p>	
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	<p>are in. Status may end up not changing.</p> <p>Senator concern: there are so many secrets right now. AC does not feel like a safe place to be.</p> <p>Answer: I am scared too, when I meet with the Board. The issue is that there's not a lot of "real" - it's all speculation. In January, I will be able to give <u>real</u> information. It is human nature to fill in the gaps, and want to, but some things we cannot discuss. Part of the reason there is a void of information, is because there is no information. I can't tell you what is going to happen. Some of that is legal reasoning- until the byout is done I CAN'T speculate. All I can do is tell you what the process is. The key to the process is the byout - that is the first line of defense. It's painful, but at least it's humane.</p> <p>We are not to the point right now where we can have a discussion with the people who will be affected by reclassification and reorganization. You can trust me to do the right thing, but the right thing is sometimes painful.</p> <p>On the timeline of information:</p> <p>I have declared to the Board that we will be out of the financial problem and have clarity on the structure of AC by the end of January. I have purposefully truncated this process because if we continue to have this conversation for the next year we will all lose our minds and won't be able to support the students. It will get</p>	
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	<p>messy, but we will have clarity .</p> <p>Cabinet will meet on 12/10 and 12/15 to outline the next steps and see where we are. There are some that are retiring that we will have to replace, and some that we can't replace but need to restructure departments to cover those duties.</p> <p>After December 15th, we will be able to have conversations that we can't have right now. Those that are affected by reclassification will have a conversation with people that are changing their status. My hope is that the first reclassification and reorganization is so successful that we won't have to have more conversations.</p> <p>On Reclassifications:</p> <p>A lot of them will be along the lines of redistributing duties to cover gaps, which means the person receiving those new duties will be reclassified. As they are doing more than before, they may get a small bump in pay. We have already done that in 3 places our campus. EOD for example went from 12 to 8 people - we reclassified and redistributed their duties and they got a small bump in pay. This actually saved the College the money from 4 positions and 4 medical benefits.</p> <p>In January there will be clarity that you have a future with the College or you don't. It will almost always be</p>	
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	<p>positive, but there may be a few people that it is a negative impact. Plan on anyone being reclassified or reorganized to know by the end of January.</p> <p>On May Retirees:</p> <p>If people retire in May, it will be a normal part of what we do anyway. We will look and see if we should rehire or move those duties elsewhere.</p> <p>On Summer pay:</p> <p>Those discussions are related to the 8 week courses. We are still ruminating on paring Summer down to one 8 week term, or it might stay as it is. There is the potential to tie summer parity to enrollment. We will need a set number of students (15) for it to pay for itself. The caps may be different depending on who is assigned to that section because the pay is different depending on who is teaching. We also won't have Summer classes unless there is a special need.</p> <p>I have tried to be as transparent with you as I could. If I could be more transparent, I would. But I have to legally protect the College.</p> <p>I understand your position. It is not easy for any of us. But we will get through it. If you ever hear something and you are not sure - email or call me. I will tell you if I can.</p>	
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Senate says- we appreciate your leadership and all that you do.

Lana Jackson and April Sessler:

e-Portfolio demo. **(See attached handout for setup)**

April and Lana last Spring were charged with chairing an FYS Task Force. The FYS was being reduced from a 3 credit hour class to a 1 hour. Part of the job of the Task Force was to provide an integrated First Year Experience for all students. We knew we were taking out information and we wanted to actually add some stuff to make it a more holistic experience through the entire first year.

There needed to be some glue to unite students across academics, campus life, and student affairs. Thus the ePortfolio was born. This is the first semester that we are using this.

Our wish is that other faculty would continue using the ePortfolio.

The portfolio is created in their FYS class and then moves with the students through clubs, through other academic classes. It is designed to be a professional example of their collegiate experience. Great place for the students to store things. Can upload certificates.

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	<p>Encourage students to take pictures of their volunteer work, etc.</p> <p>Students can edit. For FYS, we have the color the way it is so the students pop instead of the background. We remind them that they are a professional, moving into a professional world. We remind them that this is not Facebook.</p> <p>One of the goals of the FYS is for students to have a clear Career pathway/goal. We created the template for the students. It is limited in features because it is designed in Google Drive. One of the reasons we chose Google Drive was that it is free. Another is that it can then be shared with their personal google when they leave.</p> <p>We all have a stake in this. Even though every student doesn't take the FYS, we are hoping they can go to each of the places listed at the bottom to create one. Career Center will help create one for students who haven't taken FYS.</p> <p>While they build this in FYS, as they move through other academic classes, we want you to engage in this with them. Even if it's just one assignment. Easy to share so you can see.</p> <p>There is no way, right now, to guarantee that a student WILL have a portfolio. FYS students are required to</p>	
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	<p>create one, which right now is all transfer specific, but nowhere else on campus requires it.</p> <p>Club sponsors should remind their students to take pictures of their events and put up on their ePortfolio.</p> <p>To find it: AC Gmail account, nine squares on the top right, then "Sites". Sites size limit: 100 MB; max attachment load is 20 MB. They have to upload a PDF if they want PDF.</p> <p>The Dental Hygiene program uses ePortfolios and employers are loving it. Every student on East Campus also has to create a portfolio. They use a free program designed for technical/skill programs.</p> <p>New Director of the Career Center starting when we return in January.</p>	
<b>President's Report</b>	<p><u>Pay for Performance</u>: Everyone received the email. Still working on it and will be working on it more.</p> <p><u>No Excuses 2020</u> - Foundations of Excellence focus. There are 9 committees. If you aren't involved, you still can be.</p>	
<b>Secretary's Report</b>	none.	
	<b>Committee Reports</b>	

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<b>Courtesy</b>	none	
<b>Elections</b>	none	
<b>Legislative</b>	none	
<b>Mead Award</b>	none	
<b>Professor Emeritus Award</b>	none	
<b>Questions</b>	none	
<b>Salary</b>	none	
<b>Technology</b>	none	
<b>Faculty Survey</b>	<p>Have met and the committee is currently doing work on it right now. We have a copy of the 2014 survey and are trying to decide whether we want to use the same or a different format. Also, discussing inclusion of the AC values.</p> <p>We will have a draft of a new survey to Senate by the Feb. 5 meeting. Goal to have the survey out to the faculty by Spring Break so that the faculty has more time to take it and Senate has more time to compile the results.</p>	
<b>Hospitality</b>	none	
<b>Faculty Development</b>	none	
<b>Instructional Technology</b>	none	
<b>Pinning</b>	none	
<b>Faculty Committee Appointments</b>	none	
<b>New Business</b>	<p>LaVon Barrett, Faculty Handbook Chair:</p> <p>Textbook Policy- SEE ATTACHED. Appeal process was</p>	Send comments to LaVon.

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	<p>removed. Must be finalized and have it in the Faculty Handbook for Fall.</p> <p>Rank and Tenure- SEE ATTACHED. Arbitration process removed totally. It was decided that the arbitration committee isn't needed because they virtually became a second Rank &amp; Tenure Committee. So, going back to what they were before. Policies were also clarified. Must be finalized and have it in the Faculty Handbook for Fall.</p>	
<b>Updates and Announcements</b>	none	

Recorder: Emily Gilbert, Senate Secretary – Instructor, Library