

FACULTY SENATE MEETING MINUTES
October 01, 2010
WSC, Private Dining Room
Call to Order by Carol Buse, President, 3:05pm

Members Present	Dr. Carol Buse, Pam George, Mark Rowh, Dr. Michael Barnett, Becky Burton, Cherie Clifton, Jana Comerford, Dr. Nichol Dolby, Rebecca Easton, Jill Gibson, Denise Hirsch, Judy Isbell, Tiffany Lamb, Anne Nail, Tom Shelton, Victoria Taylor-Gore ,Collin Witherspoon
Members Absent	Theresa Edwards, Michelle Orcutt, Teresa Smoot
Visitors	Matthew Craig

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Approval of Minutes	Carol Buse, President, asked members for a motion to approve minutes of the September 10, 2010, meeting.	Dr. Nichol Dolby-1 st motion to accept. Jill Gibson-2 nd . Unanimous vote.
Update on Faculty Senate Web Site	Buse stated that she has updated the Faculty Senate Web Site, including list of committees and bylaws. She stated that Dr. Russell Lowery-Hart gave Senate officers the charge to list the Faculty Senate priorities by August 1, 2010, and she was directed to place the priorities on the Web Site.	Buse to put list of Senate priorities on Web Site.
Faculty Selected for Taos Conference	Buse stated that Lynae Jacobs and Edie Carter have been selected to attend the Southwest Seminar for Great Teaching conducted in Taos, New Mexico, in October. The Selection Committee was appointed by Faculty Senate. Ray Newburg is the alternate.	Buse thanked the Selection Committee members and the faculty members who made applications to go.

<p>Stephen W. Jones Building Ribbon-Cutting Dedication and Open House September 29, 2010</p>	<p>Mark Rowh stated that the ceremony was a nice occasion, and that several representatives from local hospitals were in attendance, as well as many faculty and students.</p> <p>Denise Hirsch also stated that the AC Ranger staff did a great job at covering the event, and there is a clip available on YouTube.com that shows Lavon Barrett giving her speech.</p>	
<p>Faculty Senate Response to Compensation Task Force Charge</p>	<p>Buse provided Senate members with a copy of the letter she composed regarding the budget reduction efforts for the coming year. The letter stems from the charge of the Compensation Task Force to look at equity in compensation for Department Chairs and current methods for summer parity. Discussion arose to revise the letter. Judy Isbell volunteered to make revisions.</p> <p>In addition, Buse stated that no other areas within the college were being considered for reductions, and that the burden of budget considerations should be made more equitable.</p> <p>Discussion included a question as to why there was not a college-wide committee to look at compensation, instead of a select few. There were concerns that changing summer parity would cause an increase in part-time faculty, who really only wanted to teach and go home.</p> <p>Other questions were, “How does this affect the student? We need full-time instructors to move students through the 5-week courses.”</p> <p>It was felt that the college would be giving up continuity if trying to rely too much on part-time instructors in the summer semester.</p>	<p>Buse gave letter to Dr. Russell Lowery-Hart so that it could be presented to the President’s Cabinet at the meeting on October 5, 2010.</p> <p>Buse asked Jill Gibson to place letter on Faculty Senate Web Site (link below):</p> <p>www.actx.edu/fac_senate/index.php?module=article&id=58</p> <p>Feedback TBA.</p>

<p>Nominations for House Bill Task Team</p>	<p>Buse asked for Senate members to look at the various divisions within the college and identify faculty members who teach and who are required to use the student evaluation instrument so that they can possibly serve on the House Bill Task Team.</p> <p>Those identified were: Access-Judy Isbell, Ann Hamblin Allied Health-Becky Burton, Mark Rowh Behavioral Studies-Pam George Business-Bobby Hyndman, Susan Burks ITT-Joseph Jacob, Dennis Moseley Language, Communication, Fine Arts-Patricia Maddox Library-Heather Voran Nursing-Lavon Barrett, Ruth Whitehead Science and Engineering-Matt Craig, Mandy Wheeler, Rehka Yesudas Student Development-Courtney Milleson</p> <p>Buse asked for a motion to turn these names in.</p>	<p>1st-Dr. Michael Barnett, 2nd-Hirsch Unanimous</p>
<p>Rank and Tenure Changes to Faculty Handbook</p>	<p>Buse reported that there are new guidelines within the Faculty Handbook that reflect the documentation needed to substantiate meritorious behaviors when petitioning for rank and tenure. The guidelines are stated below:</p> <p><u>Contributions to the Community</u> The petition should include a series of community activities that are clearly meritorious. A single meritorious activity may not be sufficient for the faculty member to be considered for promotion in rank. Each community service event that is presented in the petition should focus on the specific activity rather than the organization or individual from which the activity originated. In other words, the petition introduces the source of the community service activity (where the activity originated) and then quickly</p>	<p>Guidelines placed online within the Faculty Handbook.</p>

	<p>showcases the community service activity in the detailed narrative. For example, a faculty member (source) organizes, supervises and participates in blood pressure and cholesterol screening (activity) at a community mall with several student volunteers in the health professions at Amarillo College that is above and beyond the requirements of their course of studies. In this example, the narrative would discuss in detail how blood pressure screening will help the community to stay well, promote student learning, and contribute to the objectives of Amarillo college.</p> <p>Examples of meritorious contributions to the community include, but are not limited to:</p> <ol style="list-style-type: none"> a. Being a presenter at a local, regional, state, national, or international meeting. b. Serving in professional organizations (e.g. activity serving as an officer or member, chairing a committee, developing a program). c. Serving in communities (e.g. actively serving as a member on a community board, participating in civic and service activities, serving underserved populations, conducting outreach programs, and teaching individuals and groups in the community who represent the life span). 	
<p>Questions from the Cabinet</p>	<p>Buse discussed the email from the President’s Cabinet:</p> <p>‘The President's Cabinet is asking that each division identify specific ideas that the respective division could pursue to help AC improve. Toward that effort, the cabinet members agreed to submit five questions (based on the areas for improvement listed in the Organizational Effectiveness Survey and Faculty Senate Survey) to all divisions (academic and non-academic) of the college.</p> <p>The five questions are:</p>	

	<p>1.) What should AC do to improve the perception/reality that employee efforts and opinions/ideas matter?</p> <p>2.) What recognitions for outstanding work would make you feel appreciated?</p> <p>3.) What should be done to encourage employees to take risks in trying new things even though the risk might not work?</p> <p>4.) What should be done to reduce the disrespectful and rude behaviors?</p> <p>5.) What should be done to improve communication across divisions?</p> <p>The three academic deans have been directed by the VPAA to distribute these questions to all full-time employees in the divisions they oversee’.</p> <p>Buse asked if there needed to be a Senate response to the questions, and members did not think so.</p>	
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<p>Amarillo College Committees</p>	<p>Buse provided the Senate members with a list of the standing committees at Amarillo College so that they could identify those that needed faculty representation or an increase in faculty numbers.</p> <p>The committees identified are: Academic Affairs Academic Technology Committee (ATC)</p>	<p>Isbell volunteered to look at the various committees and identify the faculty members currently serving on them.</p>
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	<p>Benefits Plan Investment Committee Center for Teaching and Learning Leadership Committee Commencement Committee Distinguished Alumnus Selection Committee Enrollment Management Committee Faculty Evaluation Committee Faculty Handbook Committee Faculty Professional Development Committee Faculty Senate Financial Aid Appeals Committee Honors Program Committee Information Technology Council Institutional Effectiveness Committee Institutional Program Review Committee Library Network Advisory Committee Rank and Tenure Committee Rapid Response Team Records Management Committee Safety Committee Student Activity Fee Advisory Committee Student Traffic Citations Appeals Committee Testing and Remediation Committee</p>	
<p>Faculty Survey</p>	<p>Buse opened the discussion to get a consensus on whether to continue the Faculty Survey instrument this year, since there is an organizational survey instrument, as well.</p> <p>Becky Burton described the processes for development of the organizational survey and stated that the faculty survey was very similar to this one.</p> <p>Concerns were voiced about maintaining anonymity for engaging in the</p>	<p>Senate members asked to query their divisions to see if the Faculty Senate survey should continue and bring back to next meeting on November 5, 2010.</p>

	online surveys and tracking.	
Minnie Stevens Piper Professor Nominees	<p>Becky Easton reported that the nomination ballots were mailed to all campuses. Voting begins on Monday, October 4, and ends October 8, 2010. The nominees this year are:</p> <p>Dr. Robert Bauman Dr. Brian Farmer Ann Hamblin Trace Megenbier Dan Porter Lindy Shadbolt Frank Sobey Dr. Steven Weber Kim Wright</p>	Addendum: Steven Weber was elected to be the Piper nominee for Amarillo College.
Other/New Business	<p>Cherie Clifton inquired about the methods/policies for naming buildings across campuses. Buse stated that the Board of Regents was involved in making decisions to name buildings.</p> <p>Dr. Nichol Dolby recommended that the Registrar look at resetting the drop dates for classes to 60% of the semester rather than waiting until 3 weeks before semester-end. There was additional discussion that the drop date is set so late that registration for the next semester is already started, and students can be encouraged to enroll for the next semester if/when they drop a class during the current semester.</p> <p>There was a short discussion on the use of lab fees for departments and inconsistencies in their use from one department to another.</p>	<p>Clifton will look into policy.</p> <p>Tabled until Senate members can get viewpoints from faculty. Bring to next meeting.</p> <p>No action recommended at this time.</p>

ATC Report	No report.	Meeting scheduled for October 4, 2010.
ITC Report	Lee Colaw and his crew are busy updating phone systems on the West campus and have had problems with complete service.	
Courtesy Committee Report	Hirsch stated that Theresa Edwards was not present to give report.	Rowh contacted Theresa Edwards to get a list of card recipients as follows: Pam Pinner-leaving AC Patricia Fogelson-mother passed away Laura Lucas-grandmother passed away Dr. Steven Weber-Piper Professor for AC Lisa Meehan-Mortuary Science Accred.
Elections Committee Report	No report.	
Legislative Committee Report	No report.	Ongoing with House Bill 2504.
Mead Award Report	Committee to meet to discuss possible new direction to approach.	Meeting scheduled for October 6, 2010.
Professor Emeritus Report	No report.	Meet in spring 2011 for reception plans.
Questions Committee Report	<p>Cherie Clifton provided handouts containing 5 questions from various faculty at AC, question #1 with two parts: Tiffany Lamb read questions 1a and 1b.</p> <p>1a. "Can we ask for a clarification of Ellen Green's email, requiring AC employees to get 'approval' from College Relations before they speak to any media, to make sure the employee is 'on the same page' as administration? This has upset some faculty members because it appears to interfere with their First Amendment rights, not to mention academic freedom, an integral part of higher education. Part of the rationale for tenure is to allow academics to speak freely, even sharing unpopular views or views against a particular administration. They are not required to be in 'lock step' with whoever is in charge at a given moment. A free society can't tolerate this. My father was a professor in the Deep South in the</p>	<p>Ellen Green's response:</p> <p>Part of the job of College Relations, or any department with any organization charged with public and media relations, is to help facilitate interviews and information coming from the organization to the news media. As the media relations agents for AC, we understand and respect the role/job of the faculty and appreciate the expertise they bring to the table. In fact our faculty members are often our experts on subjects ranging from politics to poverty</p>

	<p>sixties, and he and other professors took a public stand against racial discrimination and segregation. If he had been required to be ‘on the same page’ as many university administrations of the time, much needed reform would have been blocked. The heroes in <u>Flags of Our Fathers</u> also fought for our freedom of speech, and we should not hand it over lightly. We should never assume that we are perfect and that critical thinking and public discussion about needed reforms aren’t essential.”</p> <p>1b. “I remember a few years back, Dr. Jones told a faculty member that she shouldn’t talk to the media about an administrative decision that directly affected her program. She was also told she needed to tell her students that they shouldn’t talk to the media. I had hoped AC had moved beyond this ‘Big Brother’ mentality, but now, we are being told by Ellen Green that it is Amarillo College’s ‘procedure’ to get all media interviews approved by Joe Wyatt or Ellen Green before they are given. Am I the only one who is bothered by this clear infringement on free speech and academic freedom? Questions, then: Where did this ‘procedure’ come from? Is it written down anywhere official, such as the Faculty Handbook? (I looked for it, but couldn’t find it.) I hope the Faculty Senate will formally protest this development.”</p> <p>Cherie Clifton to Ellen Green via email: The Faculty Senate invites you to discuss these concerns at the next meeting on Friday, November 5, 2010, at 3:00 in room 106 or Private Dining Room of the College Union Building. Thank you for responding to Dr. Carol Buse, Senate President, for inclusion on the agenda.</p>	<p>and we appreciate the great partnerships we have forged. We call on so many of you and, when at all possible, you are there ready to give yet another media interview. Thank you. Thank you.</p> <p>It is never our intent at College Relations to tell you what to say. Instead, we are here as a service to you – making your job easier by funneling media questions to the correct person and helping schedule interviews when the time is best for you. In addition, when media questions relate to a new or proposed law or a recent news item about which you might not be familiar, we can do some research for you on how the new or suggested law reads, what’s happening in the news and can then collaborate with you on whether you want to talk to the media about the issue.</p> <p>It is also important to keep President Matney informed about AC’s news coverage. We never want Paul to turn on the television or open a paper and see a story about AC (positive or negative) that he knows nothing about, right?</p> <p>Of course this only applies to your job</p>
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		<p>here on campus. If you are involved with any community or church related event, as I am and many of you all are, it just makes us all happy to see you get great news coverage without anyone here knowing anything about it beforehand.</p> <p>Finally, in times of crisis, it will be important to our organization, community and students that we speak with one voice. If there were an emergency on campus, you might very well have a news camera suddenly in your face with a reporter asking questions about a breaking news story. We want you to know that you don't have to face that alone. In that situation, the answer should come from the crisis management team which includes a designated spokesperson for the college – Dr. Matney or myself in most cases.</p> <p>I hope this answer provides the information you need to feel comfortable with the procedure that AC follows in terms of media coverage relating to our college.</p> <p>Keep up the good work.</p>
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	<ol style="list-style-type: none">1. Becky Easton read this question: “What is the system (checks/balances) for selecting college-wide committee members? Is there a way to make sure that if a person is willing and able to serve on a committee-they are placed on one? How do we assure that the process is fair? Currently, some people are serving on multiple committees while others who are willing and able and even requested to serve are not assigned to a committee. If committee service is necessary for rank and tenure, it shouldn’t be difficult to get placed on a committee. Shouldn’t everyone get “one” committee before others get “two” (I know some are appointed by president’s council, etc).”	<p>The Senate directed the Questions committee to respond directly to your concern about committee selection/service. At the end of each academic year, the Senate sends an email to full-time faculty asking for interest in serving on committees – you mentioned this in your question. The Senate makes recommendations for committee memberships based on the responses received. The Senate does NOT make the choice of who serves on any committee, and the Cabinet can override or ignore Senate recommendations. When the Senate makes its recommendations, much care is taken to assure that each person requesting a committee is recommended for at least one. The discussion and the general consensus about the importance of committee service for faculty led to suggestions that this committee recommendation process be expanded, possibly to as many as three meetings, so that the Senate can more thoroughly inspect its recommendations and encourage equity in committee appointments by groups</p>
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	<p>2. Becky Easton read this question: ““Can we get a clarification from Academic Affairs what the procedure/policy is for determining what has to go through Academic Affairs and what doesn’t? Also, how are these guidelines and issues communicated to various departments and employees? It seems that sometimes curriculum changes occur without going through the Academic Affairs process, with no discussion and no paper trail. Sometimes options are involved, but no agenda is sent out to the departments involved so that they can ‘make a case’ for a particular option before the Committee. When I was on Academic Affairs years ago, we were sent the agendas, were invited to present to the Committee, and faculty members were emailed after meetings to be notified of changes, etc. Now we don’t even get the minutes sent to us <i>after</i> meetings. Can we be alerted to upcoming AA agendas so that we will be aware of upcoming issues being decided? Since we’ve been told improved communication is a priority, I’d hope we can do this. Thank you very much!”</p> <p>3. Cherie Clifton read this question: “Question for Senate: AC used to give employees the opportunity to submit ideas. The</p>	<p>selecting memberships. I hope this answers your question. Do not hesitate to contact me again if you want further information. Thanks for all you do for AC!</p> <p>Forwarded to Jerry Moller, Carol Moore, and Dr. Russell Lowery-Hart.</p> <p>Waiting for responses.</p> <p>Question sent to Dr. Russell Lowery-Hart.</p> <p>Discussed with Lowery-Hart and under advisement.</p>
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	<p>‘winners’ were given a cash reward. What happened to this? One such idea that needs to be submitted is that someone needs to keep both students and faculty aware of community educational opportunities. For example, WT and AC have been invited to attend expert and most well-done presentations on historical manuscripts. Another is the current ‘What the Constitution Means to Me’ AC and WT student essay contest – top prize \$1,000.00. Being made aware of such opportunities is in the interest of fulfilling our mission statement. Please advise.”</p> <p>Note: General consensus in Senate is that there are two questions here – one having to do with improvements to AC coming from employee input, and the other concerning awareness of ways the College can interact with / contribute to the community.</p> <p>4. Cherie Clifton read question: “In light of the need to cut the budget 5% and perhaps another 10% on top of that, why are we forcing another graduation in December? How much money will be spent having another rental of the Civic Center, providing refreshments, etc? “</p>	<p>Response from Dr. Matney:</p> <p>Cherie,</p> <p>The Commencement Committee is currently planning our commencement ceremony for December 11 – AC’s first December graduation. Discussions concerning the possibility of a December commencement began about two years ago.</p> <p>Commencement is a special time for us to celebrate a truly remarkable achievement with our graduates and</p>
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		<p>their families. Simply put, it is the manifestation and culmination of what we stand for and what we do at Amarillo College. Nothing is more important for us as an institution and for our city, region, and State than for our students to successfully complete their certificates and degrees.</p> <p>Like many community colleges, we do an excellent job of providing opportunities for our students. We advise and enroll many students. We're now working hard to do everything we can as an institution to assist our students in being successful. In fact, our single institutional priority this year is "to expand student success." An important part of that "success journey" is earning a certificate or degree.</p> <p>By adding a December commencement, we honor the value of our certificates and degrees, and we honor our students' success. We also publically proclaim our value to the community.</p> <p>While a December commencement is indeed another faculty event to attend, I believe faculty enjoy joining graduates</p>
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		<p>and their families at graduation. It is a joyous occasion for students, faculty, and family members. Our Commencement Committee works tirelessly to plan and produce a most impressive ceremony which allows our students to create great memories.</p> <p>We will spend approximately \$7,200 on the December commencement ceremony—in my mind, money well spent. Some things are worth doing and should be done simply because it's the right thing to do.</p> <p>Many of our summer and fall graduates are unable or unwilling to return to participate in a May commencement; thus, a December commencement will provide an opportunity for these students to enjoy a graduation ceremony and to create some wonderful memories.</p> <p>Our first December graduation on December 11 is, in effect, a “pilot project” – providing us an opportunity to evaluate its success. Let’s enjoy our chance to celebrate the achievements of our students on December 11—perhaps we’ll then be able to determine if it</p>
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		<p>should become a part of our Amarillo College tradition.</p> <p>Paul Matney</p> <p>Becky Burton, Commencement Committee Chair, stated that the committee will look at the outcomes of the event to determine future need.</p>
Salary Committee	No report.	
Technology Committee Report	No report.	
Faculty Survey Committee Report	Buse stated that the faculty senate survey is similar to that of the institutional survey, so needs to be considered.	Buse asked Senate members to query faculty members if they wanted separate survey tools to continue.
Faculty Development Report	No report.	
Meeting Adjourned		5 pm 1 st by Anne Nail, 2 nd by Becky Burton, Unanimous vote
Next Meeting		11/05/10 3pm Private Dining Room (CUB)

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