

FACULTY SENATE MEETING MINUTES
September 10, 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, Theresa Edwards, Jill Gibson (sub, Judy Carter), Denise Hirsch, Judy Isbell, Tiffany Lamb, Anne Nail, Michelle Orcutt, Tom Shelton, Teresa Smoot, Victoria Taylor-Gore, Collin Witherspoon
Members Absent	None
Visitors	Dr. Paul Matney, Dr. Russell Lowery-Hart, Matthew Craig, Ann Hamblin, Heather Voran, Nancy Brent

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Introduction of Guests	<p>Buse introduced Dr. Paul Matney and Dr. Russell Lowery-Hart.</p> <ul style="list-style-type: none"> • Dr. Matney expressed words of optimism and enthusiasm for Amarillo College, although we are faced with budgetary issues. State representatives, Kel Seliger and John Smithee, are in tune with the budget shortfall, but we have valuable support from area leaders, such as Kyle Sanders, CEO of Northwest Texas Hospital, and Bob Williams, CEO of Baptist/St. Anthony's Hospital. AC officials are currently looking at the tuition/fee structure. There are many positive things happening at AC, such as 	

	<p>the construction projects via the recent bond election, and new developing programs, such as Sonography and Wind Energy.</p> <ul style="list-style-type: none"> • Dr. Matney asked faculty to look for ways to honor student work and showcase it. (ex: student artwork hanging in private dining room) • Dr. Matney gave brief report on the Survey of Organizational Excellence administered by The University of Texas. All employee groups were invited to participate and 42% completed survey. Survey results indicate high marks for high quality programs and services, sense of pride, information systems, understanding our mission, and benefits among others. There are also areas of concern, but the survey will be used to make improvements at AC and guide students to success. • Dr. Lowery-Hart stated that as a former President of Faculty Senate at WTAMU, he understands that decisions concerning faculty must be made with faculty input. He would like for Faculty Senate to look at solutions for excessive teaching overloads and work within a framework that includes honesty and transparency among groups and committees, maintaining proper communication, establishing trust and never giving any reason to doubt the motives. It is important to protect faculty and students. • Dr. Lowery-Hart encouraged faculty to work together in pursuit of possible budgetary cuts for next year and shared the premise of the newly formed Compensation Task Force, which is to look at equity, consistency, and 	<p>Survey results to be shared with the Board of Regents on September 21, 2010. (addendum: Dr. Matney posted the link to the results via email on 9-28)</p> <p>Compensation Task Force meetings are ongoing, and decisions are expected by the end of the fall 2010 semester.</p>
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	<p>viability of Department Chair compensation and summer parity. The task force has ample representation from faculty. Decisions stemming from the force will be made as a result of faculty input.</p> <ul style="list-style-type: none"> • Dr. Lowery-Hart noted that in lieu of budgetary concerns, the Board of Regents granted a 2% raise to employees so that work can be honored. • Dr. Lowery-Hart has set up monthly meetings with Faculty Senate Officers to keep communication open and to discuss items for the agenda. • Dr. Lowery-Hart provided the latest CCSSE information as follows: <ul style="list-style-type: none"> a. AC is exceptional (90% range) for ‘support for student learning’, including skill labs and advising. b. AC falls within the 80th % range for ‘faculty/student interactions’, and this is critical in that it is a predictor for student success. c. Although improved from last year, AC ranks in the 60th % range for ‘academic challenge’, meaning there could be improvements for service learning activities. d. There is some concern that students do not feel they are ‘challenged outside of the classroom’. The survey ranked AC in the 20th % range. This may be due to students working more to take care of their families as a result of the economic situation. e. A big concern is that for two years in a row, AC scored 0% for ‘active and collaborative learning’, meaning that students need more project-based learning activities. This could be due to an increase in class sizes. 	<p>Buse, George, and Rowh to meet with Lowery-Hart the 2nd Tuesday of each month.</p> <p>Lowery-Hart asked Faculty Senate to bring recommendations of how to improve percentile.</p>
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Approval of Minutes	Buse asked members for a motion to approve minutes of the May 7, 2010 meeting.	Tom Shelton made the initial motion to approve with a 2 nd motion by Denise Hirsch. Rebecca Easton suggested changing 'bi-laws' to 'by-laws', page 3, XIII. Minutes were approved unanimously with changes as noted.
Introduction of Executive Committee	Buse introduced Senate officers (Buse-President, George-VP, Rowh-Secretary)	
Academic Technology Committee Report	<p>Victoria Taylor-Gore provided Senate members with a handout and thanked Dan Ferguson for the outline of the ATC meeting.</p> <ul style="list-style-type: none"> • Students needing help with computing have new options, such as the Student Help Center located in LIB 300C. Buster Bonjour is the coordinator and can give one-on-one instruction. Hours are 8am-9pm, M-R, and 8am-5pm F. • A class has been developed, Technology Skills Development Class, which is a 2-hour credit class to provide instruction in basic computing and AC Web functions, such as Web Advisor and AC Online. Students needing an extra hour for financial aid may take a one-hour keyboarding class. Contact Gay Mills for info. • Another option is the Technology Information Center (TIC), which is used for hardware/software issues. Students needing AC's wireless access must sign up • The ATC is discussing processes to assess a student's preparedness for online classes. Subcommittee work has begun. 	

	<ul style="list-style-type: none"> • About 14% of students participated in completing online evaluations of faculty last semester, and online evaluations scores were typically lower than paper evaluations. <p>Anne Nail commented that if student numbers did not increase for online evaluations, then they should not be done.</p>	<p>Forward questions for the ATC to vtaylorgore@actx.edu.</p>
<p>Committee Assignments</p>	<p>Senate members were given committee assignments. Discussion began with concerns about the current processes for choosing the Mead recipient. A suggestion was made to honor all candidates at graduation.</p> <ul style="list-style-type: none"> • Taylor-Gore stated that any decision to change existing guidelines should come from the Faculty Senate Committee. • Judy Isbell stated that the guidelines may be set in stone and questioned the processes of changing them. • Nichol Dolby felt that nominees should receive more recognition other than a letter notifying them of the nomination. • Taylor-Gore suggested picking 5 finalists, but it may be difficult to represent all campuses. • Michelle Orcutt wanted consideration to have a reception for all nominees. • Isbell state that nominations usually came from areas that had large numbers of students and there needs to be some diversity. • Isbell also said we should check with the Foundation to check on the stipulations for the award. 	<p>Taylor-Gore will have committee meeting before October 1 to address concerns and will do research on this topic.</p>
<p>Records Committee/Promotion and Tenure Records</p>	<p>Faculty Senate members were given a handout by Mike Jager, dated May 07, 2010. The question must be answered this</p>	

	<p>semester..."What should be included in the AC 'Promotion and Tenure Record' and for what length of time does it need to be retained?</p> <ul style="list-style-type: none"> • Buse stated that Faculty Senate needs to address this so that the policy is drafted into the Faculty Handbook. • Jager's handout quoted the State's definition concerning 29 CFR 1602.49. of the 3850-06 Promotion and Tenure Records statement: "Evaluations, recommendations, and similar documentation relating to the review process for promotion or tenure for all faculty or staff in tenure track positions. Retention: 2 years from date of grant or denial of promotion in the tenure track." 	<p>A motion was made by Easton, 2nd by Theresa Edwards and voted unanimously to form a committee to draft a statement for the Faculty Handbook. Nail, Dolby, and Shelton will be on the committee.</p>
<p>Senate Bylaws Amendment</p>	<p>Dolby stated concerns that there needs to be specific bylaws in place to expedite runoff elections for Senate nominees in case of a tie. Such was the situation in her Division. She proposed two amendments to the existing bylaws:</p> <ol style="list-style-type: none"> 1. 'If a Faculty Senate election results in a tie, the Election Committee shall conduct a runoff election at the earliest convenient time, but no later than the last Friday in April.' 2. 'If the rotation of Senators for a Division does not conform to the rotation stipulated in the Bylaws, the Senate shall designate the appropriate action to bring the rotation into conformity.' 	<p>Motion to amend 1st proposal by Dolby, 2nd by Edwards, with unanimous vote by Senate. Motion to amend 2nd proposal by Nail, 2nd by Tiffany Lamb, with unanimous vote by Senate.</p>
<p>Taos Conference</p>	<p>Buse stated that Patsy Lemaster asked for Senate to form committee to select two faculty members to attend the 22nd Southwest Seminar for Great Teaching in Taos, New Mexico, on October 21-23, 2010. Lemaster asked that faculty be selected by October 8 and work with CTL to select from application pool.</p>	<p>Orcutt, Becky Burton, Jill Gibson, George, and Taylor-Gore volunteered to serve on committee.</p>

<p>Nominations for House Bill 2504 Continuing Conversations/Planning Task Team</p>	<p>Buse stated that a request was made from Lowery-Hart and CTL to identify two representatives from each academic division to serve on a task team to plan for HB 2504.</p>	<p>Task members to be identified by next Senate meeting, Oct. 1, 2010. Buse, George, Rowh, and Karen McIntosh are already on task team.</p>
<p>Hospitality Subcommittee</p>	<p>Buse requested that this subcommittee be formed to plan and provide refreshments for Senate meetings. There is money in the Senate budget for refreshments.</p>	<p>Hirsch volunteered to be chair of the subcommittee. Orcutt, Easton, Teresa Smoot, and Nail volunteered.</p>
<p>Courtesy Cards</p>	<p>Jana Comerford identified faculty members who received cards from the Courtesy Committee. Courtesy cars were passed around to Senate members for signatures before being printed.</p>	<p>Cards sent to: Gay Mills-loss of father Dr. Mike Bellah-loss of father Toni Gray-Top 20 under 40 Award Jason Norman-Top 20 under 40 Award Jan Martin-Presidential Membership, National Society of Leadership and Success Dr. Deborah Harding-John F. Mead Faculty Excellence Award Jill Gibson-John F. Mead Faculty Excellence Award Joyce Hinsley-Professor Emeritus Larry Adams-loss of wife</p>
<p>Research Help for Students</p>	<p>An informational card was distributed so that students would have contact numbers to find help with research projects.</p>	<p>Card provided gives Web site information and relevant phone #s.</p>

<p>Faculty Senate Priorities</p>	<p>Buse asked Senate members to refer to the Faculty Senate Notebooks, which contain the 'Priorities of Faculty Senate, 2010-2011'. The priority list was developed by Buse, George, and Rowh in August at the request of Lowry-Hart, and there was an August 1 deadline. Priotities are:</p> <ol style="list-style-type: none"> 1. Cultivate AC's original values of shared governance between faculty and administration. 2. House Bill 2504-Ensure faculty members are protected during evaluation processes. 3. Assess and address issues from faculty members as they arise, and communicate effectively with administration and VPAA. 	<p>Deadline of August 1, 2010 met. Buse, George, and Rowh to attend monthly meetings with Lowery-Hart to stay on track with initiatives.</p>
<p>Faculty Senate Committee Web Pages/Site</p>	<p>Buse asked that committees provide reports to new committee members coming in so that communication continues. In addition, Buse asked who was in charge of the electronic archive, since Sherry Hromas is no longer at AC. Committee meeting minutes may be kept on the electronic archive for others to view. Rowh said he will check on this.</p>	<p>Rowh checked with Mark Hanna, and minutes to be placed on the electronic archive are to be sent to Mindy Weathersbee. The approved May 7, 2010, Senate minutes have been archived.</p>
<p>Senate Member Roster</p>	<p>Buse stated that the roster is located within the 2010-2011 notebooks.</p>	
<p>Committee Assignments</p>	<p>Subcommittee assignments within the Senate were primarily given by request.</p> <p>Buse asked Senate members to identify college-wide committees that affected faculty to help ensure that information was not</p>	<p>Buse will bring the list of subcommittees and assigned members to the October 1, 2010, meeting.</p>

	<p>skewed.</p> <p>Collin Witherspoon stated that meetings are sometimes hard to attend, because of the times they are held and not knowing well in advance of the dates they are held.</p> <p>George stated that the Chair of the 'Questions Committee' is Cherie Clifton.</p>	
Faculty Survey	<p>Survey results indicate high marks for high quality programs and services, sense of pride, information systems, understanding our mission, and benefits among others.</p> <p>Also, there are a number of areas for improvements.</p>	Buse to meet with Dr. Matney about the survey on September 17, 2010.
Raises	<p>Buse stated that all faculty members received a 2% raise, even those who are stepped out, which means that it was a true 2% raise for all.</p>	
CTL Certification Courses	<p>Heather Voran, guest, shared that 30 students were signed up to take these courses. There are four courses, and the 1st two courses need to be taken in order.</p>	
Task Force for Equity in Compensation	<p>Buse shared the charge of the task force by providing a handout for Senate members, which contained the email from Lowery-Hart.</p> <p>The charge is to assess the equity, consistency, and viability of Department Head compensation and summer parity.</p>	Buse, Nail and Rowh are on the task force.
Dual Credit Policy	<p>Matthew Craig, guest, stated that faculty representation was lacking in making decisions about dual credit policies. In fact, there is no faculty member involved in decision-making.</p>	Buse will look into this.
Meeting Adjourned		5pm by Hirsch, and 2 nd by Barnett, unanimous
Next Meeting		10/01/10, 3pm, Private Dining Room

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