

**Faculty Senate Meeting Minutes**  
January 11, 2008

**Call to Order:** Scott Beckett, President, called the meeting to order at 3:02 p.m.

**Senators Present:** Scott Beckett, Lana Jackson, Steve Weber, , Claudie Biggers, Jnita Collins, Karla Dixon , Mindy Graham, Ann Hamblin, Diana Johnson, Marianne Jones, Bob Mathews, Aimee Martin, Gay Mills, Bill Netherton, Sheree Talkington, and Henry Wyckoff.

**Senators Absent:** Larry Adams, Steve Beckham, Nancy Brent, Michael Kopenits, and Lil Withrow.

**Guests:** Danita McAnally, Carroll Mack Forrester

**Approval of Minutes:** Minutes of December 7, 2007 were approved as submitted. The motion to approve was made by Henry Wyckoff and seconded by Bob Matthews.

Danita McAnally reported to the senate regarding Institutional Effectiveness & Outcomes Assessment, General Education Outcomes, and SACS.

**Institutional Effectiveness & Outcomes Assessments:** Danita asked the faculty senate to be a vehicle of communication to the faculty regarding institutional effectiveness and outcomes assessment updates. She reported that all “PET form” training sessions with the goal of creating one direct outcome for each department were completed this past fall. All instructional PET forms have been submitted and more than 80% had at least one direct outcome.

**General Education Outcomes Assessment:** Danita reported that about 50% of faculty participated in the assessment of general education competencies by submitting assignments, but that they were not receiving enough of the actual students work, creating a statistical problem in evaluation. Her department is considering a new approach, which includes targeting specific courses to submit assignments, and dropping the “aesthetic appreciation” competency due to an extremely low number of submitted assignments. Professors for specific targeted classes will be asked to make submissions. She reported that AC is working to collect solid data over a 4-year period of time. Our current data collected may be considered a pilot study due to insufficient data.

Danita answered several questions from senators. She stated that her department wishes to expand the departments participating beyond the general education classes (i.e., writing samples from classes other than English). Aimee Martin, who serves on a general education competency committee, added that submissions can be added to multiple areas and that the committee clarified much of the process from Jeff’s recent visit. Danita stated that equipment required for projects (such as video cameras) may be requested from the IT Technical Services Department.

**SACS:** Danita reported that the process for SACS reaffirmation of accreditation begins in 2010 for the 2013 visit. This reaffirmation of accreditation process will include the Compliance Certification and Quality Enhancement Plan (QEP). Also, it is necessary for AC to begin to address the “substantive change” regarding distance learning education as defined by SACS. Danita reported that SACS will require AC to make the proper steps to address the substantive change in distance learning and they will be examining the learning outcomes as part of that process. Danita presented a handout entitled “Best Practices for Electronically Offered Degree and Certificate Programs” from SACS, which is attached to these minutes.

**President’s Report:** Scott Beckett welcomed senators back after the holiday break.

**Eduserve:** Scott asked if any senators had questions regarding Eduserve. There were none.

Senate Position descriptions: Scott set a submission deadline of the Senate April 4 meeting for materials regarding senate position descriptions. He encouraged senators to email him their information before that date so he can create a manual.

**Senate Committee Reports:**

Elections Committee – No report.

Technology Committee – Mindy Adams reported that meeting is scheduled later in January.

Courtesy Committee – Steve Weber reported from Lil Withrow's email that cards were sent to Michael Kopenits for his new position as Biology Chair, and to Joan Urban, Ken Pirtle, and Barbara Taylor for the deaths of their mothers.

Salary Committee –Lana Jackson reported that the committee is finalizing data and will be ready for their report by the next senate meeting.

Questions Committee – Bill Netherton reported a follow up question regarding committee assignments for ad hoc committees. Senators discussed this issue. Topics included communication to the faculty from ad hoc committee decisions, how decisions affect academic issues, and how these issues effect faculty morale. Suggestions included memos and emails to better communicate ad hoc committee formations before they are formed, to allow faculty input before decisions are made, and to clearly notify faculty of committee decisions. Bill also reported receiving faculty frustrations over the recent in-service presentation because it was nearly identical to Jeff's initial presentation a year ago. Aimee Martin reported that she and the Assessment Committee learned much more from their meetings with Jeff and she agreed to pass along these faculty comments regarding the in-service to her committee.

Faculty Development Committee – No report.

Faculty Survey Committee – Aimee Martin reported that Danita has helped to correct some of the data entry problems of last years' survey. Instructions for faculty will be more detailed to hopefully clarify their responses in this year's survey.

Information Parking Committee – Bill Netherton reported that his committee is still gathering information and will report next time.

**Old Business:**

Faculty Supervisory Committee – Lana Jackson reported the FSC hasn't met since the last Faculty Senate meeting.

Mead Award – Discussion was tabled until the committee makes their recommendation.

**New Business:**

Ann Hamblin reported that WebCT link was removed from the AC homepage without any communication to faculty. Since her area has already published procedures for students to access WebCT through the home page, this creates an academic problem for student access. Scott Beckett asked if any other senators knew about this removal, and not a single faculty member knew about it. Scott said he will seek out Tommy DeJesus to follow up on this issue.

Adjournment: A motion to adjourn the meeting was made by Henry Wyckoff and seconded by Bob Matthews. The motion was carried unanimously at 4:30p.m.