

## Faculty Senate Meeting Minutes

February 8, 2008

**Call to Order:** Scott Beckett, President, called the meeting to order at 3:06 after Mindy Graham agreed to take minutes in the absence of the Secretary, Steve Weber, who was out sick.

**Senators Present:** Scott Beckett, Lana Jackson, Steve Beckham, Nancy Brent, Karla Dixon, Mindy Graham, Michael Kopenits, Aimee Martin, Bob Mathews, Gay Mills, Bill Netherton, Sheree Talkington, Lil Withrow, and Henry Wyckoff

**Senators Absent:** Larry Adams, Jnita Collins, Ann Hamblin, Marianne Jones, and Steve Weber

**Guests:** Dan Porter in place of Claudie Biggers, Carroll Mack Forrester

**Approval of Minutes:** Minutes of January 11, 2008 were approved as submitted. The motion to approve was made by Bill Netherton and seconded by Henry Wyckoff.

### President's Report:

Eduserve: Scott comment that he was very impressed with the progress being made on the Eduserve project. He reported that he was on the project team and encouraged faculty to ask him any questions they had regarding the upcoming changes. He indicated that there would be three test classes for the Spring II semester on the Blackboard interface taught by Larry Adams, Alan Kee and Judy Carter (speech).

There had been some detailed discussion about WEBCT being down for such an extended period of time. The problem with WEBCT was that the traffic box went down and several years ago when it was recommended to purchase backup hardware that funds were not made a priority. He stated that the old system was purchased for \$60,000 with grant funds. The question was asked in the Eduserve committee meeting, "If we had a complete break down again, what should be the maximum time it should be down?" After much silence, Scott said it was decided that 15 minutes (with human presence) was the maximum time frame. It was also decided to make the necessary \$15,000 allotment available for the necessary hardware repairs to be made in a timely manner. This could also prevent the 2:00 a.m. – 4:00 a.m. down time for the daily backup requirements. The advantage of having no down time would be to make it available for everyone all the time. Scott informed the senate of the "One Stop Shopping" Blackboard Community edition. This software allows all to access email, classes, appointments, transcripts etc. with one login access. The committee decided it would be worth the money. Scott reported that Brad Johnson asked in the meeting, "How many students were lost due to the WebCT being down?" It was reported after the 100% refunded time frame was extended to online courses that @200 students dropped. (Faculty Senate members asked how they could confirm that number?)

Gay Mills asked when GroupWise was going away. Scott replied that it should go away towards the end of the semester, due to Eduserve allowing time for shifts in other areas that would ease AC through this transition.

Faculty will be asked if they want to convert their Summer I courses to Blackboard, but all will be fully converted in the fall. He encouraged the senate members of the new look and features of the Blackboard software known as CE6. Faculty will be contacted by Claudie Biggers about twelve members to be trained beginning February 25 using this new software. These faculty members will then be designated trainers for other faculty.

Gay Mills asked if people could volunteer to teach using the Blackboard software this summer. Scott said that a two-hour training would be required first and then the faculty member would be given access to the Blackboard software. He also indicated that there was an "EXPORT" button in the WebCT courses now that could be used to save a copy of your current course onto your computer, renaming it, and then upload it into Blackboard as done in WebCT from the Control Panel. There will still be a few options that will be different.

Scott also asked that the minutes from LMS be made available to the faculty senate members. Members would then make them available to other faculty members and they would be attached along with the faculty senate minutes.

After the core team is trained, they will train other faculty to use a specific and uniform face for all online courses to give uniformity and clarity for students. They want us to be a model for the state and SACS will be pushing for this as well.

### **Senate Committee Reports:**

Elections Committee – No report.

Technology Committee – Mindy Graham reported that the committee met and she had updated the senate roster and committees page on CMS and passed them around for corrections. She also asked if the minutes needed to be archived indefinitely or for a limited period of time. Some of them were missing on the site for 2005, but that is as far back as they are available on the current site. The senate decided to keep them all available on CMS so they could be searched in the future as the need arises. Mindy will contact David White for the best way to set this up for future years to be uploaded as quickly and easily as possible. Mindy also stated that there was a FAQ link that was out of date and asked if the senators agreed to remove it. She said that there was not really anything to put on it as the last information posted on it was one question and answer from 2005. It was agreed to remove this as well. Scott asked that Mindy take on the leadership role in completing this project.

Courtesy Committee – Lil Withrow reported a card was sent to Mike Bellah for the death of his mother, Doug Adcock was sent a card for his new position as Program Director for EMSP, and Dr. Steven Jones was sent a get well card as well.

Salary Committee –Lana Jackson stated that the committee had finalized the presentation and would be presenting it on Wednesday in the small conference room next to Dr. Jones' office. Dr. Jones, Dr. Matney, Scott Beckett, and committee members would be present.

Questions Committee – Bill Netherton reported two items.

The first was the reply Dr. Jones had sent back to Bill regarding the AC and WTAMU venture in the Albertson's building on Washington. Dr. Jones replied that the item had not even been discussed with the AC Board. The Twenty/20 commission, the Celebrate Education partners, and Amarillo EDC want to see a "university center" in town that will offer upper division and graduate programs from a range of universities in areas that WTAMU does NOT offer. There is possible funding to do so from these partners. The Albertson's building would be a good location for such a venture. AEDC arranged for Dr. O'Brien at WTAMU and himself to travel to Florida to see a similar operation last year. The two entities are in general agreement that it is needed, but WT has some "Concerns" about other universities coming into town.

The second question was sent in reference to online faculty requesting feedback on the issue of preserving academic integrity in online courses as it pertained to "hardware and software redundancy." The question further clarified the statement with concern that there had never been a clear definition of academic integrity in online courses, created minimum guidelines for maintaining academic integrity, or training for online faculty in how to maintain these guidelines, using current best practices with software or procedures. Faculty members are trained well in their subject area and it is assumed that this knowledge does not transfer to the completely new delivery system of online courses. It was decided to forward the question to LouAnn Seaborn and Paul Matney. Scott indicated that LouAnn was looking at standards and good practices in her committee.

Faculty Development Committee – Mike Kopenits reported that Courtney Milleson will coordinate the issue of student behavior guidelines. Second, there was a concern that an Emergency

Reverse 911 Call System had not even been discussed since Dr. Jones announced in the fall General Assembly that there would be one implemented. The committee would be following up on this plan. The third item was in reference to a Career Cluster Training headed up by Ed Nolte called "Achieve Texas." The purpose of the training was to set up fundamental skills and applications to college. The areas this would be implemented would be 1) IT and 2) Manufacturing. The goals of the program are to group courses to aid and counsel students and channel the students toward a profession. The program would cluster application courses together from 8<sup>th</sup> grade to high school to post secondary. Faculty training would begin to explain how it would work on east campus beginning February 29. The fourth item was in reference to ACTS. It will be held the week after graduation (May 14-17) and the directors (Mike Bellah, Dan Porter, Patsy LeMaster, and Monique Dupuis) will handle the transportation issues, food and training. There will be an online sign up this year and the paper forms will not be sent out to faculty. The committee wants to encourage new faculty and those that have never attended to go this year. The final item to report was that there would be a HR Training package for the online software for prospective employees applying online and interviewing documentation at AC.

Faculty Survey Committee – Aimee Martin reported that only 67 responses were sent to the faculty survey out of approximately 250 faculty members. Aimee requested that each faculty senate member send a personal reminder to their division once again to get a better count and extend the deadline to next Friday. Lana stated that 50% of the faculty responded last year and only 29% responded this year. There would be a more clear idea of the results from year to year if there was a better response. Henry Wyckoff said the ballot box for the east campus was missing. Henry will follow up and try to locate the box. It was also discussed and determined the keys to all ballot boxes in located in the mailroom with Gordon.

Informational Parking Committee – Bill Netherton reported that his committee is still gathering information from other colleges. He said there would be a poll sent to faculty to see if they were willing to pay for parking. He said they would have a follow up report next month.

Professor Emeritus Committee – Lana went over the guidelines and passed out a sheet with all the faculty members that had twenty years or more service with the institution. She commented that some of the individuals on the list had received credit for years outside of AC and may not be consistent. She requested everyone look over the list and make recommendations. There was a discussion about deceased people on the list and it was determined that this late in the process the guidelines would not changed to allow a selection of a deceased person to be nominated. The committee would discuss the possibility at a later date. After several nominations were made, Lana requested that senate members making a nomination to send her a short message about the person that had been nominated.

Mead Committee – Bill Netherton reported that the committee met on January 25 and agreed that the nominations ought to include students and faculty with separate criteria for each group. In making nominations, students should consider and comment on two areas in particular:

1. Classroom teaching, especially
  - class preparation
  - presentation of materials
  - ability to meet different learning styles
2. Student and peer support

In making nominations, faculty should consider and comment on five areas in particular:

1. Classroom teaching
2. Student and peer support
3. Professional activities that promote and/or demonstrate excellence in teaching
4. Service to the college that promotes and/or demonstrates excellence in teaching
5. Research, writing, exhibitions, and performances that promote and/or demonstrate excellence in teaching

We will place the call for nominations with appropriate links on AC's homepage, the MyAC homepage, and on fliers posted on all three Amarillo campuses and on the Hereford and Moore County campuses. We

will also post announcements in the Ranger. Bill Netherton will contact Tommy deJesus to get a copy of what had been posted on the Internet in the past, in order to make appropriate changes. These calls for nominations will begin in early February and continue through the month of March.

The call for nominations will be more specific than in the past, informing students that they will need to write a narrative statement explaining the reasons for their nomination, focusing on the criteria stated above.

We also discussed the difficulty of getting teachers who have classes with small enrollments nominated, and the need to take that factor into account as the final choice is made.

**Old Business:**

It was mentioned in the last senate meeting that the WebCT link from the homepage had been removed the week before spring classes started without notifying anyone. None of the faculty even knew who had made the decision to remove it. It was noted that there were multiple steps to accessing the login to WebCT. Faculty were concerned that online students or instructors would know how to access the courses. Scott left the January senate meeting and went to talk to Tommy DeJesus, and called Ellen Green (chair of the Web Committee). She told Scott that the WEB Committee had made the decision to make students and faculty login to myAC so they could get messages, and email before accessing their online classes. Scott asked who was on the committee and Ellen said that Victor Fite, herself and a few others. Mike Kopenits has since been added to the committee as a Senate liason. The link was quickly put back up but the link takes students and faculty to a myAC login. Faculty commented that since the new WebCT server was up, they now had to login to myAC and then login to WebCT again. Some faculty members stated that they had given students the address to the direct login location to WebCT because myAC would be going away and did not see the purpose of enhancing the student frustration any more than possible since all the WebCT problems. Their goal is to keep student enrolled and happy at this point.

**New Business:**

There was no new business to discuss.

Adjournment: A motion to adjourn the meeting was made by Henry Wyckoff and seconded by Lil Withrow. The motion was carried unanimously at 4:35 p.m.