

Faculty Senate Meeting Minutes September 5, 2008

Call to order: Lana Jackson, President, called the meeting to order at 3:05 p.m.

Senators Present: Mindy Graham, Nancy Brent, Lil Withrow, John Robertson representing Steve Beckham, Claudie Biggers, Lana Jackson, Jill Gibson, Victoria Taylor-Gore, Bill Netherton, Aimee Martin, Mark Rowh for Sheree Talkington, Teresa Smoot, Nichol Dolby, Anne Nail, Bob Mathews, Marianne Jones, J'nita Collins

Senators Absent: Larry Adams, Diana Johnson, East Campus representative (not elected yet)

Guests: John Chaka, Renee West, Dr. Paul Matney, Dr. Robert Bauman, Caroll Mack Forrester

Approval of Minutes: Minutes of the May 2, 2008, were approved as submitted. The motion to approve was made by Bill Netherton and seconded by Bob Mathews.

Guest Presentation: Lana Jackson introduced Dr. Matney to discuss his vision for Faculty Senate. Dr. Matney addressed institutional priorities for the year.

- He discussed the bond issue construction including the new parking lot and the ground breaking on the new science building.
- Dr. Matney also reported that the implementation of the IT Tactical Plan is underway. He noted that the Equipment Replacement Task Force is addressing the purchase of new technology; and, that John Chaka, Duane Litner and Jerry Moller represent the faculty on this task force that codes and rotates out equipment in order to track and maintain newer equipment.
- According to Dr. Matney, another priority is the Center for Teaching and Learning (former E-Learning Center). He said that a search is underway for a new director of E-Learning. The College will also hire a faculty position in E-Learning that will serve as an instructional designer and faculty technology specialist. A new program is under development in the area of wind energy. There is a great deal of interest from prospective students and industry leaders.
- The College is also working on developing new courses or a full program in machining due to identified local industry needs.
- Dr. Matney reported that PRO (Pursuing Real Opportunities) is a new initiative to help prospective students move into technical programs. This is a joint effort between AC, AISD and AEDC to market the opportunities in technical programs to both prospective students and their parents.
- According to Dr. Matney another project is the implementation of AC Online (customized version of Angel Learning). Under the guidance of a faculty-led committee, this learning management system was chosen to replace WebCT.
- Another priority is updating the institutional strategic plan.

- Dr. Matney also reported that the SACS visit at the end of August led to a complimentary report and one minor recommendation. There will be two more SACS events this year: the Substantive Change in Distance Education and the Fifth-Year Interim Report.
- Enrollment is slightly down by about 200 students; but, the College reached the 10,000 mark on Thursday. Dr. Matney said that he believes when all is said and done, we will be close to last year's enrollment.
- Finally, he reported that the long-promised Emergency Training for employees will be held on Sept. 22, 23, 25, and 26.

IV. President's Report:

A. Salary

Lana Jackson discussed the recent raise approved by Board, which will be 2% in Fall and another 2% as of March 1. In Fall, 2% first goes to department chair, division chair, and program director stipends and then to salaries. In the Spring, the 2% goes directly to the salary schedule. Lana Jackson noted that the Salary Committee needs to build upon the research groundwork laid last year when creating a salary proposal recommendation for next year.

B. IT Council

Lana Jackson reported on the IT Governance Council. This Council was formed to address multiple IT priorities. Faculty are represented on this committee by Ann Fry, Doug Pickle, Emory Shier and a division chair (TBA) as well as the Faculty Senate President. The purpose of the Council is to generate and approve policy about Instructional Technology. Policy initiatives currently being addressed are:

- 1.) e-mail use (guidelines need to be set on how e-mail will be utilized);
- 2.) change management policy (guidelines need to be set on how changes of large magnitude will be implemented, such as major changes to the AC Website); and
- 3.) creation of ITS News to deliver technology news to the campus in an organized fashion (guidelines are awaiting final approval).

In addition, Lana Jackson reported that IT will be deploying software to determine how student academic labs are being used in order to see if resources are being used well or if labs need to be consolidated.

In addition, the Priority One Replacement Schedule will replace 600 computers across the campus. Faculty are meeting with the Equipment Replacement Task Force representatives to determine specifications for new computers. Ordering new equipment will take at least a semester but it is essential to make sure faculty have input.

Bill Netherton noted that some older labs may not be getting used because the equipment is so old that students prefer not to use those labs. Vicky Taylor-Gore noted that Visual Arts is conducting surveys to determine how students are using their labs.

C. CIO Director (previously Dean of ITS), Director of E-learning search committees
Lana Jackson also reported that the CIO Director Search Committee has convened and the position has been posted nationwide. The committee is looking for a visionary leader who is aware of emerging technologies. In addition, the Director of E-Learning Search Committee has extended its search and has reposted the job nationally to attract a more robust applicant pool. This is a key initiative area for the College. The replacement position in E-learning for the instructional designer who is retiring has been rewritten as a faculty position.

D. SACS.

Lana Jackson also provided an overview of the recent SACS visit and of upcoming SACS events.

E. Claudie Biggers provided an update on AC Online Update (the customized version of Angel Learning.) She reported that the program is very easy and intuitive to use. Training the Trainers will begin in October and those trainers will begin training other faculty after that. Training will be required before faculty can teach an online course. Some courses will use the new system in Spring Too and all classes will go live in AC Online in Summer 2009. Biggers said that the tools and features in the new system are very exciting and easy to use. Of the top 10 tech-savvy colleges in the nation, seven of the college use Angel, she noted.

V. Senate sub-committee assignments

The list of committee assignments was distributed. Volunteers were requested to represent the Senate on external committees, the Faculty Development Committee and the Academic Technology Council. Victoria Taylor-Gore volunteered for Academic Technology Council. Jill Gibson volunteered for Faculty Development Committee.

VI. Old Business

- A. Lana Jackson noted that the College needs to elect a senator to represent East Campus. J'nita Collins motioned to begin election from beginning with the nominations and go through the entire process. Ann Hamblin seconded the motion. The motion passed.
- B. In accordance with the Senate bylaws regarding open meetings and announcement of meetings, standing invitations were e-mailed to each AC Regent, explaining the purpose of the Senate and identifying Faculty Senate meeting dates. Lana Jackson and Claudie Biggers conferred with Dr. Matney prior to issuing the standing invitations.
- C. The SGA has also been invited verbally and will receive a formal invitation.

VII. New Business

A. A calendar chronology has replaced creation of a procedural manual to guide senators during the year and to keep Senate on track. Detailed monthly calendars were passed out to all Senators.

B. ORP Request

Dr. Robert Bauman came before the Senate seeking a resolution in support of the formation of a voluntary committee to represent the interests of ORP members. Similar to the AC Benefits Plan committee, the ORP committee would serve an informative, educational purpose for faculty and administrators who participate in ORP. Participation would be strictly voluntary. Unlike the AC Benefits Plan committee, investments made by individuals enrolled in ORP would be the responsibility of the individual with the College assuming no liability. Nicole Dolby made a motion in favor of the resolution, and Ann Nail seconded the motion. The motion to submit a resolution to the administration in favor of the formation of a committee which would provide informative and educational forums through which to explore the interests of ORP members passed.

C. Substantive Issues

The Faculty Senate executive committee has been looking to promote the image and role of the Faculty Senate throughout the campus and hope to make the body a more proactive group. Because of this, they are working to identify substantive issues for the upcoming year which can be divided into two key areas: need more information/guest speaker and take action. With input from senators and other personnel over the summer, Jackson compiled the following list:

- 1.) Accountability and assessment
- 2.) Career Clusters
- 3.) High cost of Textbooks
- 4.) Marketing Consulting Firm Results

This sparked a discussion of using the Common Reader to build camaraderie amongst students. The Senate decided that, in order to support this effort, we would ask Faculty Senators to promote distribution of books to students. Nancy Brent will investigate how to get those books out to campus community.

Bob Mathews brought up how he shares info about the Fencing Team with his students and how that helps build pride in Amarillo College. The recommendation was made to personally share AC news with students and peers to generate an increased awareness and sense of belonging.

- 5.) Bond Election Construction Process
- 6.) Faculty Senators need to invite and communicate with new faculty, establishing a more direct relationship with faculty and increase their knowledge about AC and the Faculty Senate.

After discussion, it was decided that the Courtesy Committee will send a note to all new faculty to encourage them to attend meetings. Nancy Brent suggested that we invite a few new faculty each month and recognize them at Senate meetings, including providing them the opportunity to share their bios with fellow faculty. Faculty Senators agreed to begin doing this.

- 7.) Faculty Survey. How do we make sure we follow up on the comments in the survey? It was agreed that proactively engaging in issues of interest to the faculty would provide evidence that faculty concerns were being addressed.
- 8.) E-Learning changes/Technology

VIII. Senate Committee Reports

Courtesy Committee Report (e-mailed)

Faculty Senate Courtesy Committee Cards sent 2007-2008

7-May	Lil Withrow	birth of granddaughter	(Nancy)
8-May	Jack Stanley	Get well	(Lil)
2-Jun	Courtney Milleson	birth of son	(Nancy)
8-Jul	Bobby May	death of mother	(Lil)
14-Jul	Regent Carroll Forrester	50th wed. anniversary	(Lil)
17-Jul	Daniel Esquivel	death of father-in-law	(Lil)

There were no other committee reports

IX. Adjournment

A motion to adjourn the meeting was made by Bill Netherton and was seconded by Lil Withrow. The motion was carried unanimously at 4:45 p.m.