

## **Faculty Senate Meeting Minutes November 7, 2008**

Call to order: Dr. Lana Jackson, President, called the meeting to order at 3:10 p.m.

Senators Present: Lana Jackson, Claudie Biggers, Jill Gibson, Steve Beckham, Nancy Brent, Jnita Collins, Nichol Dolby, Mindy Graham, Mariane Jones, Bob Matthews, Aimmee Martin, Bill Netherton, Tom Shelton, Teresa Smoot, Victoria Taylor-Gore, Sheree Talkington, Lil Withrow, Priscilla Hunt for Ann Hamblin

Senators Absent: Larry Adams, Diana Johnson, Ann Hamblin, Anne Nail

Guests: Don Nicholson, Carroll Mack Forrester, Eldon Vernon, Carroll Mack Forrester, Dale Longbine, Linda Hendrick, Anastacio Nieves

### Guest Presentations

#### A. Dale Longbine, AskAC:

Dale Longbine discussed how she is seeking to find best way to communicate with the faculty regarding student concerns that come into AskAC. AskAC is distance education's first contact and acts as the ITS Helpdesk. Longbine said students often express frustration to AskAC staff regarding their online classes. Dr. Dolby recommended sending of standard email form to report problems. The Technology Committee will work with Dale Longbine to develop an appropriate reporting form. Since some of the calls refer to advising and counseling issues, Nancy Brent will work with Dale Longbine to develop a similar form to inform advisors regarding advising issues.

#### B. Linda Hendrick: Email Conversion

Linda Hendrick reported that Microsoft Outlook will be the new email system. Software and hardware has been ordered. Pilot training classes have begun and full training will follow in November. A consulting firm from Dallas is assisting with the conversion. The week of December 15-19 will be when the actual conversion will be made. User names will change to the network logon. The new system will use a single network login and email login—one authentication step. Everything that is in employees' mailboxes and their contacts and distribution groups will move over automatically. Employees must move archived folders over. Hendrick recommended that employees clean out their email boxes to make space and move things from archive to mailbox. She said that the new email system will have a 200 MG mailbox—4 times larger than what we have now.

Email policies are being developed by a sub-team of the ITS Governance Council. Hendrick asked employees to use common sense and good judgment and avoid using College email for personal use. She advised the group that electronic records can be subpoenaed by courts and that the College must comply with electronic discovery laws. She also noted that IT will not be monitoring how faculty use their email unless

there is some issue or problem. Hendrick said no functionality will be lost in the transition from Groupwise.

Approval of Minutes: Minutes of the October 3, 2008 meeting were approved as submitted. The motion to approve was made by Dr. Nichole Dolby and seconded by Bob Matthews.

I. Introduction of Faculty VIP's  
Kelly Savage, Nursing Instructor

II. President's Report:  
A. IT Council  
ITS Web page for all policy updates

New IT Policy Task Forces have formed and have begun meeting. Faculty representation on each task force is as follows:

--Email Use Task Force  
Faculty are asking IT to delay the email conversion until the Wednesday following finals week at the latest.

--Service Level Agreements  
The IT Council is working to create contracts to determine division of IT duties for AC partners such as museum, KACV etc.

--Resource 25  
The College is working on correcting problems with room assignments

--Equipment Replacement  
IT has completed B&I, now doing East Campus, then Moore County and then Washington St campus --working with large groups of computer first.

--Campus Cruiser Expiration  
The College will be creating a college-wide team to evaluate campus portal and investigate new products. We are in the process of finding faculty interesting in serving on this team.

B. Faculty Supervisor's Council  
The Faculty Supervisor's Council is reassessing criteria that determine how faculty supervisors are awarded stipends.

C. CIO Search Committee  
The Committee interviewed three candidates but none fit the position so it has been reposted.

D. E-Learning Director

A search committee is currently interviewing candidates for E-Learning director.

E. Distance Ed Substantive Change Report

The SACS report is currently being prepared and will be finalized in January. The site visit will take place in the Spring.

III. Senate Committee Reports

*Courtesy Committee*

Cards have been sent to:

Family of student Debra Ortiz, death of student  
Joan Urban, death of father  
Dr. Jones, thinking of you  
D'dee Grove, get well  
Mary Clare Munger, death of mother  
Tiffany Lamb, death of grandmother  
Kaki Hoover, surgery

*Elections Committee*

Dr. Richard Pullen was nominated as AC candidate for Minnie Piper Professor award. Bill Netherton moved to destroy the ballots. Mindy Graham approved the motion and the motion passed.

*Legislative Committee*

Committee handed out a one-page summary of current issues before the Legislature for Senate review. Following Dr. Matney's approval, this summary will be distributed later in the year so that faculty will be aware of issues before the State Legislature. Dr. Jackson recommended that faculty follow the TCCTA blog <http://tccta.typepad.com/main/> to review important issues. After discussion and recommended changes, J'nita Collins made motion to accept as edited and Lil Withrow seconded. The motion passed.

*Questions Committee*

**Responses and Questions for Faculty Senate—November 7, 2008**

1. *Question sent to Bob Austin:*

**Does AC have mental health counselors available on staff, on site, to help troubled, stressed students in crisis?** I've found that most of my students drop for personal rather than academic reasons, so if we were concerned about improving retention, shouldn't we invest in helping them deal with personal crises and stress as other colleges do? Referrals are difficult and unlikely to be followed up on, but on-site counselors would be free and readily available.

Another person who overheard three girls talking about a friend who had died in a car wreck asked the same question.

*Bob's response:* Thanks for your note. Amarillo College does not provide mental health counseling for students. However, many students feel compelled to share the most intimate details of their lives with advisors. In cases where students describe being troubled or in crisis, advisors provide guidance and coping strategies. In cases that are deemed to be more serious, students are referred to services that are available in our community.

I would be happy to sit down with you and discuss this issue in more detail. Please let me know if you would like to visit.

Thanks again,

Bob

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*2. Question sent to Dennis Leslie:*

I was made aware of a serious problem at the bookstore this semester when some of my students went to buy the next text needed for our course. My course, like many others, utilizes a series of books, and, often, students buy them as they need them and can afford them. To our surprise, we learned that all the textbooks had been shipped back, even though the semester wasnt over and the same books would be needed the next semester. Dennis Leslie said that currently the bookstore does not have enough space to keep all the needed textbooks, so they continually ship them back and forth, wasting money and gas. However, students and faculty have not been informed of this policy and, so, are sometimes left without the books they need mid-semester.

**First, can't the college provide more shelf or storage space for needed textbooks? Even in another building?**

**Secondly, until this storage problem is resolved, can the bookstore clearly inform students and faculty that if they don't obtain all of their course textbooks by a certain date, they will disappear?**

*Dennis's response:* Thank you for forwarding this question to me. Without details I am somewhat shooting in the dark. However, there is definitely a misunderstanding. We do have limited space on the sales floor but we have managed to represent each class that is offered for the semester which requires textbooks. We have a warehouse in the basement where all of our overstock is kept. Sometimes during rush we sale books off the shelf faster than they can be brought up from the basement. This results in a temporary out on the shelf situation.

We do not return textbooks to the vendors that will be used the next semester. This would be a poor business practice in my opinion. There are some schools that return everything three weeks into the semester. This however has not been our practice for the very reasons stated in the question. We would be responsible for the return freight, which is very costly, and some publishers charge a penalty fee for each book returned. Our policy and practice is to keep any books being used the next semester and just order in any quantity we need to bring our stock up to the requisitioned amount. This is one reason that we need the requisitions in a timely fashion so that a books status can be determined. This is the middle of Oct for ordering books for the Spring term, the middle of March for summer sessions, and the middle of April for the upcoming Fall term. The credit memos received from these returns is then used to help pay for the incoming orders for that next semester. Textbooks from the fall semester, not being used in the spring would be returned in October or November. Spring books not being used for summer or the next fall would be normally returned in April or May or during the summer.

Due to the early enrollment times we have students looking for books long before the semester actually starts. We try to have the shelves set up for Fall term by the 1st week of Aug. and the shelves set up with Books for Spring term by the first or second week of Dec.

If the department notifies us of a new edition to be used for the upcoming semester then we would need of course to return the old edition and order the new. Returns of this nature normally happen in October after we have received the requisition from the department or in November. When a new edition comes out we have a limited time in which to return the Out of Print edition to get credit. I am aware of two instances this happened early this fall. In both cases the instructor was notified of the situation and asked to inform any students not having books to come in and purchase one. The first, was Mike Glasscock, from whom we received a response agreeing with the return and the second was Kevin Grooms from whom we received no response. In the case of the DEMR classes with Kevin Grooms we still have some of the textbooks on the shelves as we were not allowed by the vendor to return all of them.

Some textbooks are used for the Fall 2 and Spring 2 sessions and so even though the required textbooks are not being used the next semester we still keep them till the new session is well under way. We even have to order in small quantities at times to meet enrollment for those sessions.

I hope this helps you understand how we operate, and answers you questions.

If there were any other situations I am not aware of them and would need to know the specifics.

If an instructor has a problem I would welcome him to come in and discuss it with me. I am sure a solution could be arrived at together. I would also be glad to speak with the Senate in person, to answer questions if you feel that would be useful.

Sincerely, Dennis Leslie

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#### Questions Received:

1. The semester class schedule will not be available in print form after the Spring 2009 semester. While the schedule will be available through WebAdvisor, is it possible for each faculty member to receive a printed schedule each semester for advising purposes? I am aware the WebAdvisor class offerings are updated daily; however, advising does not always take place in front of a computer.

2. I recently heard that the Professional Development Committee has its meetings at restaurants, and the tab is picked up by the school. According to AC's website, the Professional Development Committee has 18 voting members. Assuming everyone keeps it simple, I figure the school is out 150 to 250 dollars every time this committee meets, depending on what restaurant they eat at. In these hard times, why does the Professional Development Committee meet at restaurants? And if we indeed do have money for such expenditures, do any other committees have this privilege? If not, why not?

3. Recently, we received a notice from our division chair that included a note from human resources that I find very disturbing. Here is the note, quoted verbatim:

Statement from Human Resources:

The job posting is the original position; however, all faculty serve at the pleasure of the administration. That means Paul Matney, as the VP and Dean of Instruction can move any faculty member to teach in any area he determines is appropriate. Department chairs have the right to have any faculty member in their department teach whatever they deem appropriate. Just because faculty were hired to teach in a particular area does not mean they remain at that same position. The Faculty Handbook, under "Organization," says that the department chairs distribute teaching assignments equitably, make faculty load and registration assignments, etc.

As we must address our job description for promotions in rank and tenure, surely it must mean something a little more permanent than just for hiring purposes.

My question, then: What protection do we have as faculty that we won't be hired to teach one thing and end up teaching something else or be moved to a different department altogether or to no department at all--or that extra duties will be added to what we were originally hired to do (i.e. travel, etc.)? I find it hard to believe that faculty have no rights at all in this matter.

#### *Salary Committee*

The Committee has created this recommendation statement outlining priorities:

Noting that the Faculty Senate's purpose involves cultivating a spirit of cooperation and understanding among faculty while representing their views through recommendations to the President on policies affecting general faculty welfare, the Senate respectfully requests that it be allowed to determine how the allocated dollars earmarked for faculty salaries be distributed on a percentile basis.

Priorities:

Priority #1 Meet or exceed the 2008 Amarillo CPI on faculty salary adjustment.

Priority #2 Increase Rank Pay, and fund the incentive pay separately from the salary increase.

Faculty who have suggestions, questions or concerns should contact Claudie Biggers, Anne Hamblin, Nancy Brent or Aimee Martin.

#### *Academic Technology Committee*

The Faculty Senate Portal and CMS site are up-to-date. Danita McAnally has requested minutes from all Senate meetings for archival purposes for SACS purposes.

#### *Faculty Development Committee*

The Faculty Development Committee met Oct. 10. Discussion at this meeting included:

- a. the beginning of informal "Happy Hour" training sessions to help increase camaraderie and foster learning and discussion;

- b. concerns regarding cost and time commitment related to new faculty requirements such as the Community College Education Program and the New Faculty Academy
- c. Planning for the ACT retreat underway headed up by Claudie Biggers, Mike Bellah, Kay Taylor and Monique Dupuis.
- d. Michelle Orcutt, Speech Communication and Steven Cost, Visual Arts, chosen to attend Southwest Seminar for Great Teaching in Taos
- e. Interest in beginning clicker training
- f. Committee meets again Nov. 14 at 9 a.m.

#### *Faculty Survey*

A brief informative email has been developed to spark faculty interest in providing input to Faculty Survey in the Spring.

#### *Academic Technology Council*

Vicky Taylor-Gore handed out the description and charge for this committee. This group is assigned to gather questions and concerns related to technology in all academic areas so please forward such questions to the ATC members.

#### IV. Old Business

*Substantive Issues:* The forms were turned in and will be compiled by Lana Jackson.

*Name Tags:* Sherree Talkington made a sample magnetic nametag to be used to identify Faculty Senate members. Dr. Jackson will look into ordering tags

#### *AC Report Card*

The Legislature is considering basing funding formula on “completers” when convene in January. The term “completers” remains undefined at this point—largely means certificate or degree completers; however, it could also refer to course completers.

The Faculty has been approached by the AC Administration and asked to lead the way in identifying completers and increasing student success at the College. The Administration is offering the faculty the opportunity to define student success and to define our strengths and weaknesses and improve what we are doing for students. Senators are asked to begin brainstorming regarding ways they measure student success.

#### IX. Adjournment

A motion to adjourn the meeting was made by Lil Withrow and was seconded by Bob Matthews. The motion was carried unanimously at 5:15 p.m.

Next meeting: Friday, Dec. 5, 2008