

Faculty Senate Meeting Minutes
December 5, 2008

Call to order: Lana Jackson, President, called the meeting to order at 3:15 p.m.

Senators Present: Jill Gibson, Bill Netherton, Aimee Martin, Nichol Dolby, Mindy Graham, Anne Nail, Tom Shelton, Teresa Smoot, Bob Mathews, Nancy Brent, Steven Beckham, Jnita Collins, Lil Withrow, Victoria Taylor-Gore, Lana Jackson, Sheree Talkington, Claudie Biggers, Larry Adams

Senators Absent: Diana Johnson, Marianne Jones

Guests: Tiffany Lamb, Carol Buse, Brenda Rush, Mandi Wheeler, Angela Allen, Caroll Mack Forrester

Approval of Minutes: Minutes of November, 2008 were approved with corrections to the spellings of Ann Hamblin and Jnita Collins. The motion to approve was made by Jnita Collins and seconded by Lil Withrow.

Introduction of Guests: Tiffany Lamb and Mandy Wheeler were introduced as the VIPs.

Reports were submitted electronically as follows:

President's Report

Brian Nixon from Jericho, Vermont, has accepted the position of Director for e-Learning effective Feb. 2009. Brian is currently the President of Black Lab, Inc., a consulting and production company specializing in e-learning and multimedia development. He also serves as adjunct faculty for Champlain College located in Burlington, Vermont.

CIO candidate interviews will begin after the holiday break. Candidates are currently being screened, and the position remains open for application.

The GroupWise e-mail system will be taken down Wed., Dec. 17, at 5 p.m. to begin the migration to the new Microsoft Exchange (Outlook) system. Employees should be able to access their e-mail through Outlook beginning Thurs., Dec. 18, at 8 a.m. Migrated items may not be available immediately, but will be forthcoming.

Contrary to prevalent rumors, employees will not be barred from sending person e-mail. However, the new e-mail use policy will discourage any abuse or misuse of the e-mail system. Incidental usage is anticipated. Be aware, however, that the e-mail system is not "private." Because the e-mail is maintained through College-owned equipment for business purposes, you should not expect personal privacy to be ensured or maintained.

The IT Council is seeking faculty participation on the Portal Committee. myAC will be discontinued in August 2009, and must be replaced with a portal which will integrate with our latest technology purchases and upgrades. Faculty who are willing to serve on the Portal Committee need to contact Dr. Lana Jackson as soon as possible. Currently, we have 9 faculty volunteers and 2 alternates. Committee work will be intensive, and is expected to last from Spring 2009-Summer 2009.

The AC Board of Regents motioned and approved the naming of the new Allied Health Building on West Campus to honor Dr. Steven Jones at their November meeting. The official name has yet to be determined.

Courtesy Committee Report

11/10/08	Dr. Jones	thinking of you
11/13/05	Connie Windows	death of mother
11/13/08	D'dee Grove	get well
12/1/08	Harvey Caughey	death of son
12/3/08	Macy & John Kohler	birth of daughter

Elections Committee Report

Dr. Paul Matney reported to Dr. Lana Jackson that he had received and submitted Dr. Richard Pullen's Piper Professor nomination form to the Piper Foundation. Now we wait for the announcement in May telling who the Piper awardees are.

Salary Committee Report

The Salary Committee is finalizing stats and data for the salary proposal presentation in February. The month of January will be spent perfecting our proposal and setting up a formal meeting with Dr. Matney to share our findings. This year we are going to add a human interest side to our proposal with the hope it will give a face to our cause. If you have comments or ideas, it is not too late to share.

Legislative Committee Report

The Legislative Committee will be sending out a *Legislative Update* the first week of February advising faculty of impending legislation that may be of interest to them. The Legislative Session convenes in January when bills are being filed. As the spring semester progresses, the Senate Legislative Committee will continually provide information to the faculty informing them of issues that arise and how they can track the status of various issues. The committee is considering holding forums in Spring on upcoming legislation.

Technology Committee Report

No report.

Faculty Survey Committee Report

Faculty were sent a request to begin noting likes and dislikes for the spring Faculty Survey. Danita McAnally's office just needs to know when the Senate wants to distribute the survey.

Academic Technology Committee Report

Previous Questions and Answers

Question:

Ordway Hall has one smart classroom and is slated to get one or two more this semester. When will this happen, and what is the plan for adding more smart classrooms? Faculty feels that Ordway gets the short end of the stick when it comes to smart classrooms.

Response: Jeff Gibson

There will be five total smart classrooms this year. They will have a computer, internet connection, digital projector, and sound system. We hope for more money for next year. We look at the building as a whole and their needs. Additional classrooms will be Ordway, Engineering, Durrett and "B" Building (pending final discussions).

Question:

Faculty are planning on attending conferences this semester and are worried about missing the Angel training.

Response: Claudie Biggers

There are ten trainers being trained to teach/assist faculty. They will spend the months of November and December developing knowledge about the ANGEL product. Beginning in February, there will be 11 weekly sessions offered for faculty including training and open labs. All online faculty will be required to attend (two) 2 hour training sessions in the lab and complete a 10-12 module online course that will take approximately two weeks. It is our goal to have all faculty trained by the end of February to mid March. In April we will "go green."

Question:

Another concern involves training with AC Online (Angel), one being that they will disregard the email announcing training dates. The other is that they won't get word about the training. A solution to this would be to train anyone who is currently teaching an online class this semester or who taught online last spring or summer.

Response: Claudie Biggers

There is always a possibility of missing someone. The LMS team is working very hard to seal all cracks by working with department chairs to identify instructors that need to be trained. The team is cross referencing online faculty lists with the course listings from the registrar's office. It is our goal to have everyone trained by the end of February. CTL is most concerned about getting the training online first, then labs flex in and out. We will train pilot people first. Faculty will be trained for the Summer 2009 group first. February to mid March we will roll all courses to Angel.

Question:

Students do not know what WebCT means on the AC Website. They go to MyAC and think they are in the online classroom?

Response: Mindy Graham

There has been a lot of discussion about this situation. That is why the LMS team decided to brand the new LMS to AC Online so there is a more explanatory tab. Unfortunately we are limited on tab size so we could not put AC Online Classroom. To completely solve this problem, faculty will have to post an announcement on MyAC and instruct the students where to go. The implementation teams are working through a number of these things. They will, however, take time to address with all faculty. We have to consider the training, etc., that will have to occur before all classes are activated in Angel. Right now, we have to focus on those that students are doing most of the learning with LMS. Then, we will work with other groups.

Waiting to hear from David White about the web questions from the Web Committee.

Question:

Can there be a procedure developed to inform faculty/staff when the server, WebCT, Webpage, etc. goes down? Can this procedure include a time frame and specific changes needed to bypass the system depending on the area of malfunction so everyone knows what to expect and how to proceed?

Waiting to hear from David White about the web questions from the Web Committee.

Question:

Another issue is pushing students early into online classes causes the faculty member to adjust the course shell and post a message to the students before classes even start. For example, I teach Summer II, and Summer I students are pushed into the class. This means I have to strip the shell bare of communication tools and post a message for students.

Response: Claudie Biggers:

Great question! Online faculty should not be penalized because they have an online classroom. That is why the new LMS will allow the faculty member to activate the course at the beginning of the semester and inactivate the course at the end of the semester. Course shells will be available for all instructors one month before the each semester starts. This means the instructor will have one month to upload a developed course into the live environment. The students will not see the course until the instructor activates the course. Courses will remain accessible to students for 7 days following the end of each term. Instructors can disable the courses sooner if they want. Special situations such as incompletes will have 30 days past the term. Additional information from Terry Kleffman - The process for sending students to online classes will change with the implementation of Angel as Amarillo College's learning management system.

We are scheduled to be live for all classes with AC-Online (Angel) for the Summer 2009 semester.

Classes for AC-Online will be sent over with a status of in-active. Students will not be able to see the class until the instructor activates the class. If the course is activated but has not started yet they should get the message: This course will not be available until xx/xx/xx"

Question:

We are having problems with login into the PAR system. When this difficulty arises, ask AC is used as the contact point for this IT problem. The process can sometimes take a very long time to get fixed. This is causing frustration for the faculty.

Response: Jeff Gibson

Linda Hendrick reported AskAC is following the procedure we set for them in collecting info from incoming IT-problem calls. Pulling numbers from memory, we have about 50 PAR users. About 80% of problems w/ PAR are coming from 4 or 5 users. Everyone else, including many on West Campus and in Nursing program, are using PAR w/o any problem. During the summer, we moved the PAR server from WSC to West in the hopes that it would resolve some of the PAR problems out there, and it seems to have been a success, for the majority.

Question:

The testing center (West campus) and the nursing resource center were told that a program was coming that would allow students to log into a computer by giving specific student information (student ID, I guess). This would help in tracking student use. No one has heard anymore about this program and if it really is "coming".

Response: Jeff Gibson

Fred Baldavia is working with Dell on this and he is still trying to find a good solution. Fred has sent appointments for a teleconference Web demo this week. Jeff

will bring additional information about the web conference. Dell has a recommendation, but it is a money issue at this time.

Questions:

Mine is self-serving. I want to keep my e-mail address as xxxxxx-rn not as xxxxxx-nr or whatever they tell me it's going to be. Evidently the goal is for everyone to have the same login for all systems. It is a good goal for most. However, my real [first] name is xxxx. I have several hundred cards out in the community and in Texas organizations as xxxxxx-rn. I do not want to be xxxxxx-nr. There are several of us like this. It will affect many people who have cards everywhere.

Response: Jeff Gibson

Yes, your email address will change. Your new email address will be based on the user name you enter to log onto the network, WebAdvisor, myAC, and CMS. For instance, if your current email address is:

smith-ab@actx.edu After the conversion it will be **absmith@actx.edu**

Some benefits of this change are: one less user name to remember; when you log onto your computer at school, you will automatically be logged onto your email program (no second logon like we have now with GroupWise)

Question:

When the process of coding and replacing computers began, those of us who use the Mac platform were told that replacing a Mac with a Mac would be no problem; we could even request Mac notebooks to replace desktop computers. Now that the process is moving along, we are being told that in order to get a MAC as a replacement, we must be able to show that we are using software not available on the Windows platform because of the cost factor. I would like to know when was this decision made, by whom was it made and who were Mac users not asked for any input?

Response: Jeff Gibson

The policy change was a goal was to eliminate as much as possible the old computers. AC now has an access stock of the new Dells to keep from having down time when computers go down. Cost was the biggest issue with a Mac also support and warranty.

Question:

If I could find a Mac at a comparable price can I get one?

Response: Duane Lintner

The individual would have to justify a requirement for any equipment other than the institution standard, which is the Dell. Personal preference is not a valid argument.

Other Questions as Identified by Committee Representatives

New question for next meeting: When the website is down who do we talk to? Call AskAC then they contact IT. David White will take this question to the web committee and get the procedures.

Someone noted it is too hard to find a syllabus. Make it easier to get to, with a “help box.” Someone else commented the directions change every semester. Standardize the internet to “Online Mozilla”. David White will address this issue.

There was a concern/question submitted that related to teaching resource development for faculty located at campuses other than WSC. The request stated suggested that resources be available for creating resources as instructed by faculty without faculty participation in the actual development work. Patsy responded that CTL will be traveling as needed to support other campuses; however, project development must include “teaching and learning.” CTL as well as eLearning will be identifying procedures to follow for scheduling assistance for online classes and projects. These appointments will be individually arranged. Patsy Lemaster will draft a response to the question for review at the next meeting.

Continued Assignment for Future Meetings:

Bring back information for questions needing additional research and response presented today.

Bring back information, issues and concerns related to AC academic technology.

Other Discussion

It was suggested New Faculty Academy be allowed to have the Angel training at their sessions.

It was noted there were several online trainings offered on Microsoft.com that could be used.

Please email me (Victoria Taylor-Gore) any questions that you have so that I can present them at the next ATC meeting.

Questions Committee

Bill Netherton brought up the flurry of questions and comments stemming from the naming of the Jones Building. Several faculty members have submitted questions as to how the naming came about and the policies behind naming of buildings. Tom Shelton made a motion to send a letter to Dr. Matney explaining faculty concerns regarding building naming and the College’s methods of recognizing outstanding contributions. Within this letter, the faculty will request that the concerns be shared with the Board of Regents. Nichole Dolby seconded that motion. Nichole Dolby made a motion to amend

that motion to include the actual questions submitted by the by the faculty along with any subsequent letters received. Lil Withrow seconded the motion and it passed.

Discussion of Student Success at Amarillo College

The College administration has requested that faculty begin identifying what constitutes student success at AC. The Faculty Senate is to lead faculty body in defining student success. The Senate will identify approximately ten to twelve general variables that will cross disciplines, will be measurable and will identify student success at an individual level. This is the beginning of a conversation that will take several meetings and will require student input.

Ann Hamblin noted how important the faculty's role will be in this process. Faculty will have shared governance with the Administration in defining student success. This effort will allow AC to be proactive and lead the way in defining success in anticipation of possible changes in statewide funding paradigms for higher education. The administration said there should be no boundaries to the discussion.

The senators determined that they will go back to departments and poll faculty and get student input. We will also consider ways to create a student survey and will gather a core of faculty to steer the conversation.

New Business: No further business

Adjournment: Larry Adams motioned to adjourn and Bill Netherton seconded the motion at 4:57 p.m.