

Faculty Senate Minutes
April 3, 2009

Call to Order: Dr. Lana Jackson, President, called the meeting to order at 3:20 p.m.

Senators present: Claudie Biggers, Lana Jackson, Steve Beckham, Nancy Brent, Jnita Collins, Matt Craig, Nichol Dolby, Priscilla Hunt for Mindy Graham, Ann Hamblin, Bob Matthews, Aimee Martin, Anne Nail, Bill Netherton, Tom Shelton, Teresa Smoot, Sheree Talkington, Victoria Taylor Gore, Lil Withrow

Senators absent: Jill Gibson, Larry Adams, Marianne Jones

Guests: Brian Nixon, Mark Rowh, Becky Burton, Jana Comerford, Cherie Clifton, Beverly Vinson, Denise Hirsch

I. *Best Practices for AC Online Courses* and revised Faculty Evaluation Instrument

Brian Nixon, eLearning Director, handed out a checklist for *Best Practices for AC Online Courses* to be used as a guideline or tool by faculty when developing and/or evaluating all courses, especially those with an Angel shell. The checklist was developed by the Best Practices committee, composed of 50% faculty. The committee worked in tandem with the Faculty Evaluation Committee to ensure the guidelines reflected content in the newly revised Faculty Evaluation Instrument. Both documents were created/revised in response to SACS requirements regarding measurement of student success and equitability of instruction across delivery platforms. It was emphasized that *Best Practices for AC Online Courses* is intended to aid faculty in building and/or revising courses to positively impact student success; the purpose of the document is not intended to serve as an evaluation instrument for the course or instructor.

Mark Rowh, Nuclear Medicine Program Director & Faculty Evaluation Committee Chairman, passed out a draft of the revised Faculty Evaluation Instrument which was condensed from 20 items to 14 items. The new instrument will be used in all classes, regardless of delivery format. Discussion over questions included the expected grade in the course. Dr. Lana Jackson explained that the question over the anticipated grade in the course was supported by several committee members because they thought the question would generate an element of accountability for the student. In addition, a new question regarding course value had been eliminated; however, after discussion, the Senate agreed a question regarding course value (e.g. This course was a valuable learning experience.) should be placed in the instrument to assist in measuring student satisfaction with the overall course. The new instrument, designed to identify the use of Best Practices in instruction, will be used in traditional classes in paper form this Spring semester. In future semesters, it is anticipated all course evaluations will be completed online.

II. Approval of minutes: Minutes from the March 6, 2009, meeting were approved as submitted. The motion to approve was made by Dr. Nichol Dolby and seconded by Lil Withrow.

III. President's Report:

- A. IT Council
Lana and Dr. Claudie Biggers will be meeting with Dr. Paul Matney, Jerry Moller, and Dr. Laura Grandgenett in the near future as a follow-up to the previous meeting with Dr. Matney regarding faculty concerns about IT Council, ITS, and policies.
- B. Handouts of approved policies which appear on the ITS web site were given to all Senators: ITS News, Purchasing, and Change Management. Both ITS News and Change Management policies were approved by the IT Council. The Purchasing policy was created by the business department and Terry Berg, and did not require ITC approval. Two of the three policies, ITS News and Purchasing, continue to include disciplinary statements. The IT Council agreed during the Fall semester to have one disciplinary statement which would cover all policies; repetitive statements regarding discipline were to be eliminated.
- C. A draft copy of the Data Access & Information Security policy was provided to Senators. This policy is still under discussion and includes a disciplinary statement.
- D. E-mail and Internet usage policies are under development.
- E. Task forces are being created for the hardware and software policy writing teams. Despite instructions faculty may have received from ITS personnel, no current policy has been written or approved. Faculty need to be well represented on these task forces.
- F. Routing Guidelines for IT related issues were shared with the Senate. Questions regarding emergency situations for faculty (e.g. equipment/software failure just prior to or during class) have been brought to the IT Council's attention.
- G. Faculty on the IT Council continue to push for the release of software installation codes to faculty supervisors. Because there is no existing software/hardware policy, Dr. Grandgenett has instructed IT Council members to tell faculty supervisors to include special installation instructions as well as # of licenses for office and/or home use on the requisitions for software. If software has been purchased, send an e-mail regarding above to Rose Dukes.
- H. ITS salary adjustments were approved by Regents at their March meeting. Dr. Grandgenett wrote the proposal and justification, recommending ITS salary adjustments by job classification and description in order to make ITS jobs and benefits more competitive in today's job market; consequently, the adjustments were not across-the-board pay increases. Lana has requested a copy of the proposal from Dr. Matney and Terry Berg. The purpose of the request is to provide next year's Salary Committee with a copy for consideration when drafting the next Faculty Salary Proposal. Lana recommended the committee proceed cautiously as the Faculty Salary Schedule does not differentiate between job descriptions or disciplines, in the case of faculty. Equity for faculty salaries must be maintained.

- I. The Distance Learning Substantive Change Prospectus and the Dual Credit Substantive Change Prospectus for Amarillo High and Randall High campuses were to be submitted by April 15 to SACS. In addition, a Monitoring Report further explaining the Student Grievance policy and its implementation, as addressed in the Fifth-Year Interim Report, was to be submitted to SACS soon.
 - J. The Advisory Committee for the Presidential Search will meet April 14 to identify the desired characteristics of the next AC president. After reviewing a list of desired characteristics provided by Michelle Fortunate, regent and committee chair, the Senate suggested item #6 be edited to include the following: “Demonstrate the ability to provide *positive* leadership and *positively inspire* faculty, staff and students.” Concerns and suggestions should be directed to Lana.
- V. Committee Reports
- A. Courtesy Committee – attached
 - B. Elections Committee
Seven new Senators elected to serve 2009-2012: Becky Burton; Allied Health; Pamela George; Behavioral Science; Duane Lintner, Business; Cherie Clifton, Enrollment Management; Michelle Orcutt, Language, Communication and Fine Arts; Jana Comerford, Library/Other; and Denise Hirsch, Nursing. A motion to destroy the ballots was made by Anne Nail and seconded by Bob Matthews. The motion passed.
 - C. Legislative Committee
Ann Hamblin is sending out a Legislative Update and information to all faculty. Ann, Larry Adams and Aimee Martin will be sending out e-mails periodically to inform faculty of actions during the remaining legislative term.
 - D. Questions Committee
Copy of questions regarding being customers of IT branch were referred to Dr. Matney.

Robert Austin provided a comprehensive response to a previous question regarding summer scheduling and offered to meet with faculty regarding concerns. The Senate agreed to form a Summer Schedule ad hoc committee to visit with Bob: Jnita Collins, Bill Netherton, Matt Craig and Claudie. The committee will visit with Bob and other administrators about future summer schedules and work to resolve faculty concerns.
 - E. Salary Committee
No further conversations with Dr. Matney. Forty percent of faculty are stepped out on the salary table. In addition, while 131 people are eligible for rank based upon years of service, only 14 applied this year.
 - F. Technology Committee - no report
 - G. Faculty Development Committee - no report

H. Faculty Survey Committee

Senators were given the Survey Analysis of the results. The analysis shows three-year trend lines for both What Works Well and What Needs Improvement. The analysis and raw data will be sent to all faculty following the committee's discussion with Dr. Matney next week. He was out-of-town, but has been given a copy to review prior to the meeting.

I. Professor Emeritus Committee

Art Schneider was elected Professor Emeritus. A motion to destroy the ballots was made by Lil Withrow and seconded by Bob Mathews. The motion passed. A signup sheet was sent around the Senate for volunteers who could help at reception, scheduled for Tuesday, April 28, from 2-3:30 p.m. in the 2nd floor lobby of the CUB.

J. Academic Technology Committee

Vicky Taylor-Gore distributed the latest Q&A from the ATC. Please send concerns, questions, and responses to Vicky.

K. Mead Award Committee

300 nominations!

L. Building Naming Committee

Claudie shared the draft of the resolution to name the old biology building after Steven Dutton. After discussion, the Senate requested the building be named "Steve Dutton Hall". The resolution has the support of all employee groups and will be presented to Dr. Matney as soon as possible. The motion to approve the resolution with the amended name was made by Jnita Collins and seconded by Bill Netherton. The motion passed.

VI. Old Business

The discussion of the identification of Student Success indicators has been tabled pending further instruction from the administration.

VII. New Business

All Senators are invited to attend the 2008-2009 Harrington Faculty Fellows presentation on April 7 at 2:30 p.m. in the Concert Hall Theater.

Bob Matthews apprised the Senate of security concerns on AC campuses as a result of the number of new applicants for Truck Driving Academy. AC has experienced an influx of foreign students from Somalia who wish to enroll in the Truck Driving Academy. The program supervisors have met with Rusty Cornelius and FBI agents regarding the enrollment anomaly. Bob wanted to point out the possibilities for AC faculty, and acknowledge active methods and personnel engaged in ensuring our security.

Because of low pass rates on licensure exams, the Mortuary Science program accreditation through their national organization is in jeopardy.

VIII. Adjournment

A motion to adjourn was made by Bob Mathews and seconded by Lil Withrow. Motion passed.

Next meeting: May 1, 2008
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