

## **Faculty Senate Minutes May 1, 2009**

Call to Order: Dr. Lana Jackson, President, called the meeting to order at 3:08 p.m.

Senators present: Mindy Graham, Nancy Brent, Lil Withrow, Steve Beckham, Claudie Biggers, Lana Jackson, Jill Gibson, Victoria Taylor-Gore, Bill Netherton, Aimee Martin, Sheree Talkington, Teresa Smoot, Anne Nail, Ann Hamblin, Bob Matthews, Marianne Jones, Jnita Collins, Duane Lintner, Becky Burton, Cherie Clifton, Matt Craig, Larry Adams, Pam George, Denise Hirsch, Jana Comerford, Michelle Orcutt, Tom Shelton

Senators absent: none

Guests: Carroll Mack Forrester

I. Call to order

Lana Jackson called the meeting to order at 3:08 p.m.

II. Dr. Jackson welcomed substitutes and guests

III. Approval of minutes.

After determining that the copy of the April minutes handed out was not the correct version, Dr. Nichol Dolby moved that we table the approval of minutes until the correct version became available. Sheree Talkington seconded the motion, Anne Nail motioned to approve the minutes by email and Lil Withrow seconded the motion. The edited minutes will be approved by email this week.

IV. President's Report

a. IT Council

This is the policy making body for all IT across campus. Dr. Jackson and Dr. Biggers met with Dr. Matney and Dr. Grandgenett to discuss the make-up of this body, and recommended the altering of the body to five faculty, five administrators, one student and one classified. They also recommended that all policies be sent before the Academic Technology Committee before they go before the IT Council. ATC also made a resolution that they should review and make recommendations to policies before they go before the IT Council. The ITC recognized this resolution and passed it in their meeting. Duane Lintner reported that the ATC has already received two policies to review. A subcommittee of the President's Cabinet will meet to review the recommendation for the revised IT makeup. Dr. Biggers and Dr. Jackson expressed concerns that the policies are not being properly vetted before faculty and could impact their teaching; therefore, the goal is to make sure that faculty input is present in all policies. To date, the IT Council has passed two policies the IT News Policy and the Change Management Policy. The Business Office has approved the Computer Hardware/Software Purchasing Policy.

All equipment requests go before the TRTF (Technology Replacement Task Force.)

Dr. Jackson announced that the College has recently formed a software/hardware team that is helping write software/hardware policy. This team includes seven faculty members.

b. ITS Routing Guidelines

Dr. Jackson explained that a Critical Equipment Failure Hotline (371-5410) will be put in place for employees experiencing critical or high priority crises. The Senators reviewed proposed guidelines for routing of IT related issues and/or questions. Dr. Jackson asked the senators to read through the document and email her with proposed input or changes by Monday.

During discussion of the routing guidelines, Sheree Talkington suggested that the Equipment Failure Hotline (371-5410), noted in the Critical Priority ranking, be assigned to a cell phone number. The faculty also suggested that the use of a cell phone, which could travel between the four assigned IT professionals, would provide immediate, personal connection to IT resources for any faculty member who is experiencing technology problems just prior to or during an ongoing class. Senators also noted that the use of a cell phone would allow critical accessibility to an IT professional throughout the day without unnecessary interruptions to daily IT business.

In addition, the cell phone could be used as an "on-call" device during the work week until as late as 7:30 p.m. to allow for direct connection to an IT resource for any instructor (full-time or adjunct) who is experiencing technology problems in an evening class. Perhaps compensation time could be granted during regular business hours for IT personnel who make "on-call" visits or telephone responses after regular business hours.

c. Presidential Search

Dr. Jackson and Biggers are both serving on the presidential search committee, which will to review applications and will interview applicants on May 15<sup>th</sup>.

d. Community College Education Program

This program has been discontinued but there is a grandfather clause for faculty who have started the program so they can complete the program. The grandfather clause only applies to faculty members who had completed part of the Community College Education Program prior to the decision to discontinue it.

e. Course Evaluations

Next fall the new evaluation instrument will be used in all classes—online and on campus. This semester, the old instrument will be used on campus due to printing process and the new instrument will be used online. The senators raised questions regarding the online evaluations and the role of eLearning.

1.) Faculty asked for clarification regarding the difference between the Best Practices worksheet and the revised faculty evaluation instrument.

2.) Faculty expressed concerns that the evaluation instrument looks at teaching skills but does not specifically address technological issues relative to online classes. Senators suggested that student comments regarding

course navigation, clarity, use of multimedia and interactive elements and ease of use should be evaluated.

3.) Faculty expressed concerns that, for instructors who are evaluated every 2 years, it is excessive to be evaluated every semester in any class. Senators asked why online classes will be evaluated every semester even though on campus classes are not evaluated every semester. Another issue concerned e-learning access to online faculty evaluations. These questions will be addressed to the faculty members on the faculty evaluation committee.

f. Committee to Develop Procedures for Faculty Internships

The CTL is forming a short-term committee to address internships for CTL, the guidelines for being an intern in CTL, the release time, etc. The CTL is looking for between one and three interns. They are looking at three areas: resource development and course development and training for special software. The Committee will develop the guidelines and application process. The number of interns selected depends upon funding. This summer, Pam George and Kay Taylor will be the CTL interns.

V. Committee Reports

a. Courtesy Committee—Nancy Brent

Nancy Brent shared a thank-you note from Art Schneider regarding the Professor Emeritus Reception  
Add other cards

b. Legislative Committee—Ann Hamblin

Ann Hamblin encouraged faculty to continue following the TCCTA blogs. This year, the intention of the legislative committee was to keep faculty aware and informed about hot topics that were surfacing. Larry Adams noted that a bill restricting the legislature from using proportionality in funding was debated in the House today.

c. Questions Committee—Bill Netherton

Bill Netherton has received two questions...

Who in ITS is responsible for communicating new ITS policies to faculty or any other relevant ITS information for faculty? What communication protocol is set up? In the past, it seems that everyone has assumed someone else has taken care of important communication to faculty (for example, a few years ago, twice our faculty Web site passwords changed without our knowledge, and we couldn't get on our Web sites to post documents for students, etc.). Also, many of us are still waiting for a simple one-page list of whom to contact for what kind of issue or problem. Faculty are always asking, "Who should I go to about such and such? Who's responsible for this?," so I know there is still a significant communication gap at AC. Thanks.

More and more, faculty, who are on a nine-month contract, are being expected (and often required) to work during all twelve months—attend required meetings, attend required training or workshops, keep up with AC emails, as important information has been relayed during off months. Several committees have started meeting in the summer; faculty are called at home to come up and attend to school business in off months, and now, realistically, faculty are going to have to work during summer and Christmas break to redesign all of their online courses they're teaching next fall and spring since faculty are now unpaid instructional designers. If AC expects faculty to be on constant call and constantly working, then we need a twelve-month contract. Can someone please address this growing problem and point out to administration that this has been occurring and needs modifying? Maybe the administration is not aware that our off time, which is unpaid, is being increasingly encroached upon, violating fair labor standards and practices. Thanks.

[By the way, I asked the person who sent this question if she wanted a 12-month contract, and she vehemently said, “No.” Also, on July 9, I got another question from a different person on the same subject. Here ‘tis:]

Why are committees allowed to meet in the summer? Aren’t faculty on a nine month contract?

The first question will be sent to Dr. Grandgenett

Questions about ITS go to their website

Routing guidelines and IT News

Question about summer work for 9-month faculty will be sent to Jerry Moller and Paul Matney

- d. Salary Committee—Claudie Biggers  
Salary committee met to discuss the IT Salary proposal document and will review that document in order to craft next year’s salary proposal. Dr. Matney is reviewing this year’s salary proposal from the Faculty Senate.
- e. Faculty Development—Claudie Biggers  
The Faculty Development Committee has created a subcommittee to investigate concerns regarding the fact that faculty are not continuing their educations because it is too expensive. The Development Committee is also working to bring a special presenter to campus next year to address teaching strategies for millennial students.
- f. Faculty Survey Committee—Lana Jackson  
The results of the survey were distributed to all faculty members and the President’s Cabinet. Dr. Jackson stressed that the survey was started because faculty felt they had lost their voice when they were no longer able to evaluate administrators.
- g. Professor Emeritus Committee—Jill Gibson  
Jill Gibson shared a slideshow from the reception honoring 2009 Professor Emeritus Art Schneider. About 125 people attended the event. Jill thanked Sheree Talkington, Ann Hamblin, Nancy Brent, Marianne Jones, Ann Nail, Claudie Biggers and Lana Jackson for their hard work on the event. Dr. Jackson asked Jill to check with Brenda regarding the nameplates on the Professor Emeritus photos for both Diana Cox and Art Schneider.
- h. Academic Technology Committee—Victoria Taylor-Gore  
The ATC has drafted a resolution to review policies and has addressed helpdesk routing policies,. Vicky noted that lab usage tracking software has been purchased and training will take place May 19<sup>th</sup> and 20<sup>th</sup> on site for lab supervisors and IT personnel. She also explained ITS supports latest versions of Internet Explorer and Mozilla and are putting together FAQ’s on how to update the browsers.
- i. Mead Award Committee—Mindy Graham  
A winner has been chosen. There were over 300 nominations for the Mead Award. The winner will be announced at commencement.
- j. Building Naming Committee—Claudie Biggers

The committee along with SGA and Administrative Council met with Dr. Matney regarding the naming of the old Biology Building after Steve Dutton. The issue is currently under consideration.

k. Schedule Committee—Claudie Biggers

The Schedule Committee will meet with Bob Austin and Jerry Moller next week. Anyone who has issues regarding scheduling should email Dr. Biggers.

VIII. Old Business

No old business

IX. New Business

a. Student Incident

A student recently threatened a faculty member and was suspended. The student requested a hearing. Ann Fry represented the faculty at this hearing. The student suspension was upheld. There were also concerns regarding the police officer's response to the disruptive student. Dr. Jackson suggested that the new Senate executive team meet with Rusty Corneillius and the AC Police Chief Mike Duvall regarding appropriate protocol for dealing with this type of situation, what faculty can expect from police officers when they come on the scene and the process for communicating with the faculty regarding follow up on disruptive students. Mindy Graham made a motion that the executive committee meet with Corneillius and Duval to go over protocol during the summer. Bob Matthews seconded. The motion passed.

b. Dr. Claudie Biggers led senate through committee assignments, reviewing number of committees each faculty is serving on, and who has requested certain committees. The Senate worked together to assign faculty members to committees.

c. Gifts and recognition of outgoing Senate President Dr. Lana Jackson. Dr. Biggers presented Dr. Jackson with a gift and plaque recognizing her service to the Faculty Senate. Dr. Jackson welcomed Dr. Biggers as the new Faculty Senate president.

d. Senate Officer Elections

Office of Vice President: Ann Hamblin nominated Duane Lintner. Michelle Orcutt nominated Pam George. Jnita Collins motioned that nominations cease. Denise Hirsch seconded the motion. Motion passed.

Duane Lintner was elected VP.

Office of Secretary Anne Nail nominated Jill Gibson. Dr. Dolby seconded the motion to close nominations. Duane Lintner made a motion to cease nominations. Jill Gibson (being the only candidate) was chosen.

Marianne Jones motioned to destroy the ballots Anne Nail seconded the motion, which passed.

X. Anne Nail motioned that the meeting adjourn. Cherie Clifton seconded the motion, which passed.

The meeting adjourned at 6:12 pm.

Have a great summer!