Faculty Senate Meeting Minutes
November 6, 2009

Senators present: Jan Martin for Becky Burton, Tom Shelton, Matt Craig, Duane Lintner, Ann Hamblin, Anne Nail, Cherie Clifton, Jana Comerford, Teresa Smoot, Jill Gibson, Claudie Biggers, Pam George. Denise Hirsch, Marianne Jones, Aimee Martin, Jnita Collins, Michelle Orcutt, Nichol Dolby, Bill Netherton, Vicky Taylor-Gore

Guests: Dan Ferguson, Ruth Whitehead, Sabra Gore, Jerry Moller, Karen McIntosh, Delton Moore, Heather Voran, Carroll "Mac" Forrester

Claudie Biggers called the meeting to order at 3:06 p.m.

Approval of Minutes: Jana motioned to approve the minutes as amended. Denise seconded the motion, which passed

Claudie introduced the guests and the topic for discussion: Online Learning at AC

Delton Moore, Institutional Research, discussed statistics on online classes at the College. Delton pointed out that according to preliminary numbers 4, 195 unique individuals are enrolled in online classes this fall. Those students are taking 6, 966 classes (some students are enrolled in more than one online class).

Delton noted the new designations for online classes
Web: entirely online
Enhanced Online: 51%-99% Online
Hybrid: half online, half in person
Traditional: less than 50% online

Online students make up 40% of total AC headcount.
Delton pointed out that drop rates are slightly higher for online students than for traditional students. The number of courses we are teaching online has basically doubled since Fall of 2004 and the enrollments have kept pace. (Please see statistics provided by Delton Moore.)

Claudie opened the matter up for discussion.

- Pam George noted that she has a student in an online class with no computer skills enrolled in an 8-week class.

- Duane Lintner noted that his students frequently have questions about basic tasks.

- Heather Voran mentioned e-Learning staff is discussing the possibility of creating an Online Toolkit.

- Ruth Whitehead pointed out that she offers an orientation class for her online nursing students, who don't understand file names, copying and pasting, attaching documents, etc.

- Ann Hamblin noted that this issue has surfaced in the Conversations about Student Success.

- Karen McIntosh explained how much trouble students have with basic computer and word processing tasks at the library.

- Matt Craig noted that instead of adding a required orientation classes, we should add the tools they need to teach themselves.

- Claudie Biggers brought up the role of ATC and asked how well online instructors are represented on that committee.

- Victoria Taylor-Gore said there are several online instructors on ATC but Duane Lintner said the ATC Committee has a lot of members who are not faculty members.

- Bill Netherton pointed out the need to have a broad spectrum of faculty involvement and a better way of communicating information.

- Sabra Gore noted that she is now moving from MyAC tools to AC Online tools.

- Jnita Collins said she preferred MyAC to AC Online.

- Vicky Taylor Gore noted that Renee West has recently moved from MyAC to AC Online and she prefers AC Online.

- Sabra Gore noted that the issue is the lack of communication and input from faculty.

- Duane Lintner said perhaps the administration needs to take a look at the various committees to see if the proper individuals are assigned to that group.

- Nichol Dolby suggested the idea of creating an informal group like the faculty supervisors and managers group so online faculty can support each other.

- Vicky Taylor Gore said that as Faculty Senate we are partially to blame for communication problems and need to communicate better.

- Jerry Moller noted that he and Paul are going to work to have better representation from faculty on IT Council.

- Aimee Martin noted that the Academic Technology Committee should have more faculty and a faculty chair.

- Vicky Taylor-Gore said the ATC has recognized the need for this committee to have a faculty chair.

- Karen McIntosh suggested the idea of creating a user group or interest group

- Jerry noted that increasing faculty representation on some committees is needed. He said the goal is to reach the point where we are consistently doing what's best for students.

Committee Reports
1. Salary Committee: Duane Lintner reported that the committee has not met yet but they hope to have a salary proposal in the next month.
2. Elections Committee: Nichol Dolby noted that Bill Crawford is the Piper Professor nominee. Nichol motioned to destroy the ballots. Ann Nail seconded the motion so the ballots will be destroyed.
3. Courtesy Committee: Jana Comerford noted that the following cards have been sent:

Date	Name	Division	Reason
11/5/09	Lisa Meehan	Mort. Sci.	Appointment as new Mortuary Science Director
11/5/09	Matthew Goodman--MCC	English	Badger of Honor Award
11/5/09	Gregg Lawler--MCC	Math	Badger of Honor Award
11/5/09	Michelle Orcutt	Speech	Badger of Honor Award
11/5/09	Kara Larkan-Skinner	Outcomes Assessment/	Loss of aunt
11/5/09	Robert Boyd	Division Chair	Loss of father-in-law
11/5/09	Vickie Shelton	Dir of Purchas	Loss of mother
11/5/09	Bill Crawford	Allied Health	Piper Professor Nominee
11/5/09	Brian Farmer	History	Texans Caring for Texans Award
11/5/09	Paula Badger	Business Div	Texans Caring for Texans Award
11/6/09	Kathy Wetzel	Math	*TADE Best Developmental Education Program Award for 2009. *Mathematics Outreach Center named a finalist for a 2009 Texas Higher Education Star Award. *Mathematics Outreach Center nominated for 2010 Bellwether Award, which recognizes outstanding and innovative programs and practices.
11/6/09	Edie Carter	Math	*TADE Best Developmental Education Program Award for 2009. *Mathematics Outreach Center named a finalist for a 2009 Texas Higher Education Star Award. *Mathematics Outreach Center nominated for 2010 Bellwether Award, which recognizes outstanding and innovative programs and practices.

11/6/09	Judith Carter	English	*TADE Best Developmental Education Program Award for 2009.
11/6/09	Judy Johnson	ACcess	*TADE Best Developmental Education Program Award for 2009.
11/6/09	Judy Isbell	ACcess	*TADE Best Developmental Education Program Award for 2009.
11/6/09	Dan Ferguson	English	*TADE Best Developmental Education Program Award for 2009.

Duane Lintner asked that we send a card to Carol Buse to commemorate her completing her doctorate.

Vicky Taylor-Gore asked that we send a card to adjunct instructor Marty Lemmon's widow expressing sympathy after his recent death.

Aimee Martin asked that we send a card to Bobby May, who is ill.

4. Academic Technology Report—Vicky Taylor-Gore
   Vicky provided answered questions and approved minutes,. Vicky noted the importance of sharing faculty input amongst the many committees.
5. IT Council Report: Claudie Biggers
   Claudie shared information distributed through IT Council—please see attached tip sheets.
   She also went over Senators' responses to the proposed Appropriate Use Policy for Information Technology
6. Faculty Development: Michelle Orcutt
   Don Abel and Tony Thomas went to the seminar for great teaching in Taos. Tony said it would be a great place to have ACTS.
   Lou Ann Seaborn has moved Adjunct Faculty Certification to Thursday nights.
   Jennifer Bartlet urged faculty to participate in the blog for Conversations. They are also considering holding a town hall meeting for students.
   No faculty applied for the E-Learning Internship so Pam George may be asked to continue in this role.
   Pam George will be 2011 Acts Director—Co-Directing with Tony Thomas
7. Questions Committee: Bill Netherton: no report
8. Faculty Survey Committee: Aimee Martin
   Meeting on Nov. 18.
9. Conversations: Ann Hamblin
   The next conversation will be about critical thinking
10. Legislative Committee: Ann Hamblin
    Board of Regents election coming up.. The Committee will look into bringing the candidates to campus. The election is in May of 2010, three seats will be up for election.
11. CCSSE Analysis Team: Aimee Martin
    Will meet again on the 20th of November. They are charged with turning in a summary response report of their conclusions and findings.
12. Technology Committee: Pam George

Pam is working with David White to get Senate Meeting Minutes uploaded to the Internet.

Discussion/Information Items
1. Faculty Pinning
   Claudie discussed adding this to the Faculty Meeting in the Fall—perhaps a reception immediately after. Ann Hamblin , Aimee Martin, Matt Craig, Pam George, Jnita Collins and Anne Nail volunteered to be part of an ad hoc beneath the Courtesy Committee that will take charge of this item. Nichol Dolby made a motion that a reception for Faculty Pinning be added to the first week agenda following the general faculty meeting and hosted by the Faculty Senate. Michelle Orcutt seconded the motion. Motion passed.
2. Study Camp—First Year Experience wants to host an "all night" study party during Finals week.
3. Faculty Attorney Advisory Panel: Bruce Mosely and Larry Adams have agreed to help provide legal advice to the Senate as needed in an informal advisory capacity
4. VP search process begins
   Committee has had its first meeting. Faculty Senators are asked to give input on characteristics they think are important.
5. Update 7.4
6. Faculty Forums
   Claudie wants to set up informal information times at alternating campuses
7. Rank and Tenure Policy
   Rank and Tenure Committee is reviewing and updating policies in the Faculty Handbook. Nichol Dolby also noted that only three faculty have applied for tenure this fall.
8. WebCT ELCDEV—the WebCT developmental server was taken down without notice, which has impacted a number of faculty members. Faculty need to make an appointment with Linda Henrick if they need assistance getting onto the WebCT server.
9. Angel update 7.4 is now available but we do not know when it will be adopted.

New Business
Matt Craig asked that we send a condolence card to the Faculty Senate
At Central Texas College, the community college in Ft. Hood
Adjournment:
Aimeed moved to adjourn at 5:43 and Matt seconded.