

Faculty Senate Meeting Minutes
January 22, 2010

Senators Present: Nichol Dolby, Claudie Biggers, Michelle Orcutt, Victoria Taylor-Gore, Denise Hirsch, Anne Nail, Matt Craig, Jana Comerford, Becky Burton, Jnita Collins, Matt Craig, Aimee Martin, Pam George, Marianne Jones, Ann Hamblin, Cherie Clifton, Bill Netherton

Senators Absent: Tom Shelton, Teresa Smoot, Duane Lintner

Guests: Kim Zimmer (community liaison AC/San Jacinto), Dan Porter, Dennis Leslie, Lynn Thornton, Carol Mack Forrester

Claudie Biggers called the meeting to order at 1:07 p.m.

I. Guest Speaker Dennis Leslie: Bookstore: Book Shortages and Requisition Issues

- 1.) Dennis explained why we run out of books, what happens when we do run out of books and how faculty can help alleviate this problem. The goal is to order a book for every student but avoid huge overages. Bookstore usually orders 10 % over what faculty request.
- 2.) Dennis noted that faculty should turn in textbook requisitions with the estimated enrollment rather than the class cap. Padding enrollment will hurt the Bookstore's ability to order the correct number of books. Julia Nesbitt cross checks books against enrollment numbers to try to prevent running out of books.
- 3.) When we run out, the Bookstore orders books second day air.
- 4.) Bookstore employees are very busy during the beginning of the semester so the best way to reach them is via email.
- 5.) Dennis asked faculty to notify them when adding sections so they can order additional books.
- 6.) Dennis asked faculty to communicate advertising/recruiting campaigns that could lead to increased demand.
- 7.) Requisition Accuracy: make sure the requisitions are entirely accurate. Communicate with book reps to see if new editions are coming out... etc.
- 8.) The number of books being used has increased—the book list is currently 94 pages long!
- 9.) Summer requisition deadline is March 15, Fall is April 15 and October 15 for Spring. Meeting those deadlines is essential for accuracy.
- 10.) Dale Kerbs oversees all orders for West campus
- 11.) Proceeds from bookstore go to general fund to help pay employee salaries and fund employee scholarships. Bookstore makes 25% on book sales but all freight and overhead must come out of that fund.
- 12.) Bookstore needs to know what book will be used next semester so they can determine when to buy back books in order to sell as used.

II. Guest Speaker: Kim Zimmer: Community Liaison for AC/San Jacinto Elementary

The partnership between AC and San Jacinto began last Spring. Recently the elementary school held a Success Fair to help parents of the students sign up for AC classes, take the GED, get financial aid, etc.

AC students in Art Club members hosted an art club for the San Jacinto students and Photography instructor Renee West hosted a photo workshop.

Dr. Matney visited the 4th grade class that has adopted AC.

Some things Kim wants to work on in the future

- Field trips to get San Jacinto elementary students on campus
- Science Club
- Fine Art especially in After-School Program (3:15-4:30)

Email ideas to Kim Zimmer kczimmer@actx.edu

III. Approval of Minutes

Add Nichol Dolby, remove Ann Hamblin from absent, correct spelling of Pam George's name, change to "must be" to "the Texas Legislature may require all faculty to place all faculty evaluations and curricula vitae online." Add "e" to Anne Nail in adjournment.

Becky Burton motioned to accept the motions as amended. Denise Hirsch seconded the motion, which passed.

IV. Committee Reports

1. Salary Committee: Ann Hamblin noted that the committee is maintaining the format in place, updating information and developing new strategies for presenting information. The group is still discussing Dr. Matney's proposal for presenting the salary recommendation.
2. Elections Committee: no report
3. Courtesy Committee: Jana Comerford

Jan. 2010

1/20/10	Dr. Paul Matney	President	"Headliner Award" from the Globe News, "which recognizes newsmakers who made headlines for all the right reasons."
1/20/10	Danielle Arias, Kristen Johnson, Ron Mashburn, and Randy Sims	Asst Director-Cont. Ed & WF Dev. MCC	On the team that received the Dumas/Moore Co. Chamber of Commerce Vision Award for 2009.
1/20/10	Stefanie Carruth	Graphic Art/Web Design Specialist - College Relations	Stefanie's designs recently won two honors for AC College Relations. She designed the 2009-2010 Student Handbook that won first place at the fall District 4 Conference of the National Counsel for Marketing & Public Relations. Also, Stefanie's work on the print media campaign for the Common Reader program earned first place at the conference of the Association for the Promotion of Campus Activities.

1/21/10	Lilia Escajeda	Board member	Named the AGN Woman of the Year for 2009.
1/21/10	Anthony Thorpe	Asst. Prof. of Electronics Technology	Death of father-in-law
1/21/10	Judy Massie	Instructor for Medical Data Specialist program	Gallbladder surgery. Back Feb. 8 at the earliest.
1/21/10	Diana Johnson	Math instructor	Death of father
1/21/10	Becky Burton	Program Dir. of Radiography program	Students achieved 100% pass rate on the national certification example for the second year in a row.

4. Academic Technology Committee: Victoria Taylor-Gore reported that the committee will meet again in early February. Pam George asked Vicky to ask the committee about recent reported problems with a "Rogue Device" that interrupted network service. Pam would like to know why faculty were not informed of the outage.
5. Faculty Development Committee: Michelle Orcutt reported that the Assessment Matters workshop was well attended and Gail Malone will host a follow-up activity on February 27 on how to write better assignment directions. Faculty Supervisors Council is working on a Faculty Appreciation Day. Mark Hutson is now coordinating the leadership workshops that have been known as Me Inc. He has taken this over from Sally Evans so faculty who wish to present should contact him. Faculty attending the Assessment Matters recommended creating assignment-feedback sessions where faculty can get feedback from their colleagues on writing assignments. Contact Michelle Orcutt if you want to participate in this. The Faculty Development Committee is also creating a series of workshops on how to incorporate presentation assignments into your curricula.
6. IT Council (no report)
7. Questions Committee: Bill Netherton shared responses to last month's questions.

[Question #1.](#)

What is the AC Online Support Committee? Is it an ad Hoc Committee, standing committee? And what is its function in the technology plan at AC? Does it make recommendations?

I assume the question refers to the "AC Online Support Team." This group was created as a working-functions team to oversee, discuss and perfect operations assuring successful practices for supporting/ delivering instructional content using AC Online. The team includes the following representatives/areas:

Claudia Biggers (Faculty Senate/Faculty), Diane Brice Registrar, Buster Bonjour (CTL HelpDesk), Lee Colaw (ITS/TIC), Pam George (CTL Faculty Intern/Faculty), Verena Johnson (ATC Committee/Faculty), Terry Kleffman (ITS/Angel Administrator). Dale Longbine (AskAC/Student Services), April Sessler (Student Services), David White (College Relations/MyAC, Brian Nixon (eLearning) and Patsy Lemaster (CTL). This group carries out recommendations received and supports students, faculty and technology related to AC

Online.

Question #2.

Were the online courses being delivered through the MYAC LMS portal ever given feedback that those courses would not be accessible through MYAC once Angel was adopted?

Numerous communications were sent/made to announce the final date for using MyAC LMS portal features to support instruction. The date has been extended from December, 2009 until Friday, January 29, 2010 to allow faculty additional time to make the transition.

Question # 3

What is the rule concerning final exams? I've noticed that several people give them early or don't give them at all. I was told, however, that we are required to give a final exam and it has to be given at the time scheduled.

As indicated in the Faculty Handbook and Board Policy Manual all final exams must be given at their scheduled time during the final exam period. Early exams for an individual student is discouraged but lie within the discretion of the faculty. In accordance with departmental policy, exemptions from the final exam may be given. Other variations may be approved on a temporary basis by the Vice President/Dean of Instruction.

To summarize--the expectation is that final exams are not to be given to an entire class earlier or at a time that is not consistent with the approved final exam schedule. Any exception must be approved by the dept. chair, division chair and ultimately, by the Vice President/ Dean of Instruction. Just a side note---I had a part time faculty abuse this policy for several semesters and was unwilling to conform---unfortunately this faculty is no longer teaching at AC.

Question #4

Some of my colleagues and I were bothered that no faculty were included in the NISOD awards. Then someone pointed out that Courtney Milleson is listed as an Assistant Professor. Does this mean she (and others) are considered faculty? I was under the impression that a new category had been established for counselors, librarians, etc. called "Professional," or something like that, so that we now have Classified, Professional, Administrative, and Faculty. Of course, I only heard this through the grapevine, so maybe I'm mistaken (more of that excellent communication we have here at AC). It's strange that at AC we have "faculty" who don't teach and a few "administrators" who don't administrate. My question, then: How are people classified at AC?

I have no connection with or information concerning NISOD so I cannot respond to the first statement.

Amarillo College has 3 classifications:

1-Faculty

2-Classified

3-Administrative

We have a few people classified as "faculty" in the library, counseling/advising, and the center for teaching and learning. We have some administrators and classified individuals that also teach on a part-time basis.

Lynn

8. Survey Committee: Aimee Martin presented an organizational survey that Danita recommends be used in place of the Faculty Survey. The Committee is

reviewing and evaluating the instrument and will meet with Danita to discuss the survey. Dr. Matney has recommended contracting with an outside agency to get a survey that would be given to all college employees. Senators are concerned that the unique needs of the faculty may not be addressed. Matt Craig asked if the Senate felt that it would be a good idea for the college to allow the faculty to administer a faculty survey. All faculty members voted in the affirmative. Faculty Senators will ask their constituencies how they feel about the survey.

9. Conversations: Becky Burton reported that the recent conversations covered experiential learning and technology
10. Legislative Committee: Ann Hamblin reported that she emailed Jerry Moller to see if the Senate could host a reception for candidates for regents positions. The election will be in May.
11. CSSE: Aimee Martin pointed out that the CSSE group hosted the Assessment Matters forum. Senators said they found the workshop useful.
12. Technology Committee: Pam George is working on updating the Senate web site.
13. Mead Committee: Victoria Taylor-Gore reported that the committee has begun work on the Mead award
14. Professor Emeritus: The senators reviewed the list of retired faculty who qualify for Professor Emeritus.
Joyce Hinsley
Therese Jones
Howard Bacon
Willie Weaver
Moselle Ford
Carolyn Long
Sue McGee
Jean Harris
Aimee Martin moved to close nominations. Ann Hamblin seconded the motion, which passed.

V. New Business

Claudie urged senators to communicate with their constituents
Claudie asked if any of the senators would like to attend TCCTA in March.
Claudie urged the senators to support the AC chapter of Habitat for Humanity.

Nichol Dolby made a motion to adjourn and Ann Hamblin seconded the motion.
The meeting adjourned at 3:20