Faculty Senate Minutes
November 3, 2017
Ware Student Commons, Room 207

Members Present	Jodi Lindseth, President
	Mary Dodson, Vice President
	Nathan Fryml, Secretary
	Donna Cleere
	Nichol Dolby
	Robert Gustin
	Tammy Holmes
	Robert Johnson
	Shawna Lopez
	Tara Meraz
	Courtney Milleson
	Bill Netherton
	Sarah Uselding
	Karen White
Members Absent	Sarah Milford
	Sarah Uselding (out of town)
	Phyllis Pastwa
	DeeAnne Sisco
Guests	DENESE SKINNER, VP OF STUDENT AFFAIRS
	FRANK SOBEY, ASSOC. VP OF ACADEMIC AFFAIRS

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Jodi Lindseth called the meeting to order at 2:07 PM	
Approval of Minutes		MOTION to approve: Bill Netherton

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		SECOND: Karen White YEA: all NAY: none
Special Guest Report	Denese Skinner: Here to discuss concerns that have been expressed regarding registration and "walk-ins rejected." Currently Advising has an appointment system to give advisors opportunity to research the student and be ready to coach rather than just plug student into classes. Advisors may appear to be available, but they are most likely engaged in heavy email correspondence. Important to note that there is at least one advisor available who IS available for walk-ins (may not be the students', but is there to assist any student who has need). "Greenlighted" means the advisor has looked at your plan and made sure you are where you need to be. Especially important for incoming students (passed TSI requirements, etc.). Must align with both AC and state policies. Involves the possibility of parallel pathways (credit-bearing as well as developmental), which is an important part of getting them through as quickly as possible, as well as having strong course matches for degree programs at transfer institutions.	

	Question: Do students HAVE to be enrolled in developmental course if not fully passed on the TSI? AC says yes (to enhance student success), but state does not mandate. Some register and then drop the developmental course, continuing with their other classes (term after term).	
	Question re: restrictions with pre-requisites? If student registers for a class with a pre-requisite but does not meet the pre-requisite, it really is the advisor's responsibility to catch this and remove them from the upper-level class the term following. Places emphasis on having a *robust audit system*.	
	Student that are not TSI tested but are cleared for level-1 classes present a real challenge.	
	Essential to ensure that advisors who are *properly trained* are the only ones who are able to register students.	
	CUT scores were discontinued/changed by the state. So some students who were not TSI-approved now are.	
	Right now, faculty who want/need the RGN access must be trained with Melissa Hightower and Ernesto Olmos (in advising) and are asked to contact them directly.	

Policies change all the time at the various levels, so really need to stay on top of things. Advising can help bridge this gap for faculty.

Goal is NO MISTAKES IN ADVISING, provided student is clear on their major choice and destination school(s). Let's figure out where the mistakes are being made, and eliminate them.

Need to improve communication with faculty, especially with the frequently changing requirements at other schools.

Comment: Department heads are caught between needing to do a certain amount of advising (expectation in job description) but not always being able to stay on top of every part of the process. Whereas general advisors don't always know the ins-and-outs of a particular career or academic path.

Real push is to get the students registered, and in good time (to avoid the "greenlight crunch" week before term).

Faculty would be well served by incentivize their own students to get the advising process started early (Oct / Mar).

Encourage the student to set up the appointment NOW. Faculty really are the key to students taking this seriously.

Need to get students to the point of understanding the plan and sticking to it. Trying to move to a model of "plan is in place, and advisor then provides motivation to push through, with contingency plans as needed."

Question (old): How can we solve student withdrawal issues? (students can't seem to find form, and it is very hard for online students to withdraw…..should be fair for all students) Paper document is very inconvenient for faculty and student and takes so much time. And no way to verify when they have completed the drop process.

Dianne's response (by email): In the cases where student is not physically in Amarillo, faculty should complete the form and then send to the student, who needs to sign and meet with advisor to complete the process.

Frank: We've moved back to paper because the electronic version was not working and creating a backlog. Paper is actually an "interim" solution, not intended to be the final answer.

Question (related): When students are not dropped off of the roster, how are faculty supposed to know what grade to submit?

Answer: Registrar's office requests that we submit NO GRADE for that student and email the registrar with explanation of why (assuming the student at least started the withdrawal process with proper form, etc.).

Denese will ask Dianne to send a quick email clarifying current process/needs.

Comment: Seems like a "return receipt" would be appropriate on emails involving this form.

Recap: The fact that this most recent RGN change (faculty losing access in Colleague) happened without faculty being informed in advance is a big concern.

Frank Sobey:

Scanners (discontinuation of the tracking system). Was tasked with new student tracking system. Summer pilot of tracking top-ten FTIC classes was also unsuccessful. User error, as well as system glitches, were to blame. Ernesto and Frank have suggested that we forget the scanners and go back to the old process of faculty tracking attendance and reaching out to absent students. Scanners

were discontinued because the technology DID NOT WORK.

Attendance tracking is required for financial aid purposes (last date of attendance, etc.), but no prescribed method. At instructor's discretion whether affects grade.

Trying some other possibilities for automation, but nothing promising as yet.

Question: Is there a policy concerning giving grades for bringing food to pantry? No current policy in place. Extra credit policies have for years been at the discretion of individual departments/instructors.

But does something like "food pantry" not constitute "purchasing a grade"? Absolutely. And it is something that actually discriminates against the very students the donations are supposed to help, because they cannot afford to purchase said food "for extra credit."

Denese: Suggested that we don't get overly restrictive with extra credit. Certainly money is not appropriate. But possibility of being academic outside of specific course content?

To be clear, there cannot be extra credit unless it is reflected in

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	course syllabus (SACS mandate). Need to discourage anything that has to do with buying grade, but perhaps allow for wiggle room with the content of the extra credit assignments. Frank: Need to poll the faculty before taking ANY action on this (food for credit). My position is that you should not be giving grades for food. When dollars come in, it becomes unethical. But not writing any policy until it goes through the proper channels. But should we even be *giving* extra credit at the college level??	
President's Report		
Secretary's Report		
Courtesy		
Elections		
Legislative		
Mead Award	Waiting until January.	
Professor Emeritus Award	Incomplete list was inadvertent. Trying to put together list from various sources. Most recent in Emeritus folder is 2014. Trying to get updated from EOD (both with additions and deletions), and will	MOTION (to approve changes): Karen White SECOND: Shawna Lopez

	then get back out to faculty. Another challenge is that not too many folks around anymore that remember the long-time faculty from years past. Need input from those seasoned faculty to provide input and vet the list. Give one more week, then take to VPAA.	YEA: all NAY: none
Questions	Why does it look like advisors not working? RGN screen being taken away in Colleague? Scanners being taken away? Food for extra credit? *Addressed above in conversations with Denese and Frank.* Question: Children being brought to class, and faculty's role in making that decision or communicating otherwise. Answer: Point is moot, because policy in the handbook is that there are *no children or pets allowed in class.* So do faculty even have the allowance to make a personal decision?	

	Need to make faculty aware of the policy already in place.	
	We'll send out an email on behalf of Senate to clarify the issue to faculty. Challenging because bread-crumb trail to find the Student Rights and Responsibilities document online is quite long, and specific info within is not easy to locate.	
	Liability and equitability buried in this question, as well as propriety of content (for children present, depending on the class).	
	Of course we want our students to be successful, but at a certain point we are *enabling entitlement rather than responsibility*.	
	Students will often try to "divide and conquer" faculty. We need to be unified on this front. This is a good topic, definitely needs to be addressed.	
	So many liability issues with children. That is the reason the insurance issues are so complicated to begin with, and why AC child care services have not been successful thus far.	
	Some faculty may need some reasons to give to students about these sorts of restrictions, if they are uncomfortable confronting them. Perhaps Senate can help provide those.	
Salary		

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Technology	Have updated the personnel and committee listings on the website, so please double check your info/rank/etc. Will be creating archive pages for last year's info, but please glance over the site while there and make sure clear, even if not fully updated yet. Looking into creating a "questions submission form" that would send directly to the questions committee and clarifying tabs for easy navigation. Other suggestions welcomed!	
Faculty Survey		
Hospitality		
Faculty Development	Form was sent, but not all faculty seem to be aware.	
Instructional Technology		
Pinning		
Faculty Committee Appointments		
New Business	Commencement Committee asked for suggestion on where to send the flowers. Need a list of where has been sent over past years. Since sent to elderly last year, how about children this year?	MOTION (Shawna Lopez): Give the flowers to Children's Advocacy. SECONDED: Bob Gustin YEA: all NAY: none
Unfinished Business	Tenure policy is in Dr. Clunis's hands.	
Updates and Announcements		Meeting adjourned at 3:50.

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Recorder: Nathaniel Fryml, Instructor, Senator for Liberal Arts