Faculty Senate Minutes
January 18, 2019
Ware Student Commons, Room 207

Members Present	Mary Dodson, President
	Karen White, Vice President
	Nathan Fryml, Secretary
	Sarah Uselding, Parliamentarian
	Kati Alley
	Dan Ferguson
	Robert Johnson
	Amanda Lester-Chisum
	Robin Malone
	Sarah Milford
	Brandon Moore
	Bill Netherton
	Kim Pinter
	DeeAnne Sisco
	Dave Van Domelen
	Walter Webb
	Tammy Holmes
Members Absent	
Guests	DR. TAMARA CLUNIS

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Mary Dodson called the meeting to order at 2:00pm.	
Approval of Minutes	Approval of 12/7/2018 meeting minutes.	MOTION to approve: Amanda Lester-Chisum

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		SECOND: Dan Ferguson YEA: all NAY: none
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President's Report	Master plan presented at next board meeting. 3 new degree plans, Data Science, Bioscience, Diesel and driving. Colin gave data from IPEDS.	
Vice President's Report		
Secretary's Report		
Parliamentarian's Report		
Courtesy		
Elections		
Legislative	UNCF and other websites reassure public that student financial aid will continue uninterrupted, with funding in place through Sept 2019 (Department of Education is apparently one of four major departments not affected by government shutdown). According to InsideHigherEd, Senate passed "FAFSA Act" in mid-December allowing IRS and Department of Education to exchange data. This will streamline both new applications for federal aid (allowing the student to import tax data directly into their application) as well as help the Education Department verify income-based repayment rates. Texas has a large surplus this year, with plans to bump public	

	school teacher pay over next two years. Current speaker of the Texas House of Rep's is a big supporter of public education, community colleges, etc.	
Mead Award	Faculty Senate will determine how this is handled. Responses from the questionnaire sent out 2/3 want 2 awards, 1/3 want one award. Committee has met and come up with the following proposals: - Two separate awards at each Spring commencement (reflecting faculty preference) - Present awards at General Assembly rather than Commencement (along with all the other awards, staff awards)? *Would still be announced briefly during Commencement ceremonies.* Discussion: Health Sciences cannot attend General Assembly. Also, would student involvement be diminished? Problems in the past with criteria. Committee has a pretty solid rubric put together now to try to address/prevent those moving forward. Paper and electronic nominations currently under discussion, to try to maximize nominations.	MOTION to have separate awards: Bill Netherton SECOND: Kim Pinter YEA: 14 NAY: 3 MOTION to present a separate award at each commencement: Dan Ferguson SECOND: Kim Pinter YEA: ALL NAY: NONE

	Could this be attached to all classes? Question for CTL Distribute at Campus Council as well?	
Professor Emeritus Award	Four excellent nominations that met the criteria (some others that did not have a narrative attached could not be included in Senate vote). Criteria are as follows: - Any retired member of general faculty for at least 20 years. - Retired at least 3 years. - Significant contribution to the college in the areas of teaching, scholarship, and professional service. - Continued to promote and support Amarillo College. Vote completed.	
Questions	**SEE QUESTIONS / ANSWERS for <u>December</u> in attached document.**	
Technology		
Faculty Survey	See above.	
Hospitality		
Faculty Development		
Instructional Technology		
Pinning		
Faculty Committee Appointments		
Guest report(s)	DR. TAMARA CLUNIS	

Brief Title IX update: Lyndy had sent a drafted process to Tamara for review, but that is basically on hold now, given that everything is being re-evaluated under Cheryl Jones' leadership. Due process.

Faculty Survey Instrument. Current survey tool is not effective according to administration. Aside from overwhelming concern regarding EOD (which the president has addressed), most items were both loved and hated by significant cross-sections of the faculty. Would we consider a different tool?

The COACHE instrument ("Collaborative on Academic Careers in Higher Education"). Very large community colleges are using this instrument from Harvard. Harvard does the analysis and gives it back to us. We need an instrument that gives qualitative AND quantitative data. Must act on quickly, though, per their rollout schedule.

If we stay with current tool – how will we present this material so that we can get results? In other words, identifying "What precisely is the problem, and how can we …. " Advantage of COACHE is that it connects us to other schools who may be facing the same challenges.

It can be finished in 20 minutes, and of those who begin the survey, it averages a 90% completion rate, attributable primarily to the relevance of the survey, which is division-tailored.

MARY: Absolute latest to commit?

CLUNIS: January 22.

Admin will not get the raw data. All information is more secure than our current system. Webinar with Cabinet and Counsel members – good response.

BRANDON: Many of the faculty responses on the survey were questions about processes such as hiring and HR issues. However, in my view, the new survey tool does not cover those types of issues. Would you please give a couple of examples of processes regarding which you would want to have data to take with you and address with the Board of Regents?

CLUNIS: Regents make processes, though there are still many situations not clearly covered in the faculty manual or by established procedural norms. The Board has not been extremely action-focused of late – but we (faculty/admin) really don't want the Board to make too many changes or modify too quickly from top-down. Board of Regents currently WANT faculty to make recommendations, and this tool would help to provide it in a coherent, action-focused form. Would also give faculty a means to hold administration's feet to the fire on action items that emerge.

DAN: What kind of commitment?

CLUNIS: 3 year cycle – if not satisfied after that, then we can look for something else. VPAA office wants to use this to increase trust.

3 year contract means administer in spring, then we have 2 years to mine data and put in action plan, with input from other institutions. At the end of cycle, we reassess and can measure improvement, etc.

DAVE – Harvard's COACHE professionals are able to analyze the report without bias. They ensure that confidentiality remains intact. We could tweak questions and still offer another instrument to follow up in the interim period.

SENATE DISCUSSION OF ABOVE: There are real pro's and con's with this instrument.

The pro's include that it would compare AC's data with that of other schools and would give quantitative results that might be more beneficial to the Board of Regents in making decisions; and also that the raw data can (by request) be kept "off-campus" by the third party, which would seem advantageous from a privacy angle, especially in the current climate.

The con's included that the instrument was clearly not originally designed for a community college (seems "university-ish"); that it seems way too long and would seemingly dissuade faculty from filling it out; that there was only one place to write comments and in that one place was the clear instruction to limit responses to 'the number one thing that you, personally, feel your institution could do to improve your workplace'; that the Senate had had too

	little time to examine the instrument before being asked to make a decision, and other concerns. Also, looks like we would be spending $15,000 to pay Harvard to accumulate research. Is this a worthy investment? Clunis had mentioned that she has grant funding to cover this first round. After a rather lengthy discussion, a vote was taken and the instrument was APPROVED with a vote of 8-6 (see column to the right). SURVEY ACCEPTED BY MAJORITY VOTE. Will need to work over weekend to decide what content to add to COACHE survey (merit pay, etc.), and supplement with Survey Monkey if necessary (Campus Safety, student responsibilities, HR, etc.). Hopefully some additional time can be allowed to get all of this in order. Instructions will be passed along to ensure our raw data is maintained exclusively by third party (Harvard). *GENERAL COMMENT BY SENATE: Seems inconsiderate that this had such a short timeframe to research and approve.*	REJECT proposed COACHE instrument: 0 ACCEPT in current form and act immediately to provide supplemental questions by deadline: 8 DELAY implementation of COACHE, create interim survey: 6
New Business		
Unfinished Business	BRANDON MOORE: Regarding problem of scheduling rooms for 8-wk final exams, met with Diane Brice to discuss a proposed plan, which she provisionally approved. Relatively small changes could be incorporated in the space of a week or so. Plan will be	

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	examined by Senators during upcoming weeks and tackled in February meeting.	
Updates and Announcements		
Meeting Adjournment	Next meeting scheduled for Feb 1. Meeting adjourned at 4:08pm.	MOTION to adjourn: Mary Dodson SECOND: Nathan Fryml

Recorder: Nathaniel Fryml, Instructor, Senator for Liberal Arts

DECEMBER 2018 QUESTIONS
Report for Faculty Senate Meeting on 1/18/19

1. **Because of Russell Lowery-Hart's hiring of Lyndy as VP of EOD, there is distrust in his hiring her replacement. Was there a national search? Did he consider diversity when hiring? How can we trust this decision? Are his decisions ever questioned by the Board of Regents?**
   [Response from Dr. L-H] The VP for EOD was a national search. I interviewed three people - one from Atlanta and two from Amarillo. We hired the most qualified person with 14 years of experience leading HR for one of the largest and most complex organizations in our community. I even increased the requirements for the position – a masters in human resources and at least 10 years' experience leading an HR division. She is an exceptional, collegial, and fair leader. Every reference - on and off list - spoke to her ability to listen, work alongside employees to problem-solve, effectively navigate HR law and HR policy, and her ability to ensure HR is a service to employees. Mostly, references talked about what an exceptional colleague she has always been. She has worked every job within HR and understands its role and how to ensure our HR processes are effective and professional. Her credentials are unquestionable. When I invited the college to her forum, I was impressed with the number of our faculty from our health professions who replied with praise for Cheryl and their excitement about her potential hire. We have faculty colleagues who've worked with her in a professional setting and these faculty were thrilled she might lead HR for AC.

   Additionally, in her interview with approximately 150 employees in groups and forums, every evaluation overwhelmingly supported hiring her. In fact, out of 119 evaluations that were completed, 117 recommended hiring her. The remaining two were neutral and the responses were more about me than they were about her. We found the right person and I know faculty will work alongside her to ensure we find solutions to faculty's biggest HR concerns.

   The Board of Regents are very engaged with the college's business. We are in continual communication. I never want to surprise our regents, so I always share concerns, disagreements, celebrations, successes and emerging issues. I have 11 bosses that work diligently to keep informed. I am very open with them about my own mistakes and areas of growth. They offer guidance through the major decisions of the college. The regents are supportive of this college and directly share their concerns with me about my performance and are generous with their praise for all of us when the college demonstrates success.

2. **Russell Lowery-Hart admitted problems with the rollout of merit pay for classified employees. Why didn't administration correct these errors before the faculty roll out? Is Faculty Senate satisfied with the answers provided on merit pay? Is this a dead issue?**
   [Senate commentary] Question really directed at the Senate. We had extended conversation with Steve Smith regarding the details of calculation and suggested alternate coding options. Submitted a letter / proposal to the Board through Dr. Lowery-Hart. It's not a dead issue, but a process. Challenges have been identified, and though the path forward is unclear, we must remain on the current path for the time being as the process works itself out.

3. **Because Tamara Clunis has offered to put forth a new faculty survey, is she not going to address the last faculty survey? Has the Board of Regents seen the faculty survey?**
   [Senate commentary] Another Senate question. Clunis has said she does not have time to address all the raw data, though she acknowledges the faculty responses and concerns. That is why she is advocating for a different platform, and one which facilitates action-planning. Everyone has access to the Faculty Survey results (through Senate minutes, etc.), so there is some accountability there, though it is hard to know how regularly Senate proceedings are reviewed externally.

4. **Tamara Clunis has offered to meet with departments to address concerns, but faculty won't be comfortable asking without anonymity. Can we have a public meeting with Dr. Clunis, Dr. Lowery-Hart, the Board of Regents, and media in order to address anonymous questions?**
   [Response from Russell L-H] Dr. Clunis and I are always willing and available to talk with faculty. We've answered every anonymous question we've received from faculty senate with transparency, honesty and openness - this will never change. I value differences of opinions. I seek them. We are better when we respectfully engage in debates about ideas and concerns. I will be meeting with each department this spring and look forward to the same robust discusses I've always enjoyed with faculty. These meetings have always been useful to me and allow me to more fully understand faculty concerns. As always, I remain available to faculty. I've enjoyed the visits I have with faculty and appreciate the trust I have with you. In fact, I've never had as much interactions and conversations with faculty as I had in the fall semester. Even amid disagreements on merit, so many faculty have dropped me notes, voicemails, phone calls, and person interactions that have been so reassuring. I've been touched by the openness of direct faculty communication with me - even when we have disagreements, faculty want this college to remain unified and I've appreciated every conversation with faculty and look forward to even more. Historically, the college has never navigated its concerns through the media. We have a tradition of talking directly with each other out of respect for our colleges and commitment to this college. I am always open to conversations – directly or through the anonymous questions I receive through faculty senate, or transparent conversations with faculty through email and in-person.
   [Senate commentary] The only way in which we are currently allowed to hold administrations feet to the fire is through the faculty survey, now through the approved Harvard platform. How can we respectfully ask for access to Board of Regents minutes? Are faculty brave enough to ask L-H directly about rumors, etc.? How deep does this culture of distrust / anonymity run?

5. **We are supposed to be a college that embraces caring through family, according to our No Excuses Philosophy. However, some administrators are known for talking about others negatively and even making fun of faculty. Would administrators work to address this?**
   [Response from Dr. L-H] The culture of caring is important to our students, colleagues, this college, and me. Students are completing at higher rates than at any time in our history. When we work together - faculty, staff and administration - magic happens. If administration has engaged in any behavior counter to our culture of caring, I sincerely apologize. I seek your forgiveness for any transgression. I ask that you call us on it and allow me the privilege of addressing any concern directly and privately. While we are all human and we all make mistakes, I will pledge to be more cognizant of our communication and ask administers, staff, faculty and faculty senate to make the same pledge.

6. **What is the breakdown of student travel by department?**
    [Response from Steve Smith]   Not enough time from notification. Will have prepared for February meeting.

7. **Can we turn in final grades on Monday after finals week instead of Friday?**
    [Response from Diane Brice] Thanks for your email. With the exception of final exam week, grades are always due by 12 noon the day after the last scheduled class day. As you know, at the end of the semester many faculty leave town as soon as their grades are submitted. Having grades due at noon on Friday has presented problems tracking down those who thought they had submitted grades, but for whatever reason were not successful. The further you get from the end of the semester, the more difficult it is to get in touch with the necessary folks to provide assistance. Graduation processing is a small portion the reason we need grades submitted as quickly as possible. Other end of term processes including academic progress and academic standing processes are the most time consuming processes. See below for a few reasons for the current deadlines.

    - Pre-requisite Checking for classes the following semester
        - Scheduling appointments for students to update their schedules
        - Attempts to get seats filled again when students do not meet pre-requisites

    - Financial Aid Satisfactory Academic Process (SAP)
        - Process can take up to 2 days to complete. This process is run over a weekend. If it was run during the work week it could take even longer.
            - Notices to students must be sent out after SAP completes
            - Time for student to submit Financial Aid Suspension Reviews
            - Time for Committee to review Financial Aid Suspension Review Requests
            - Time for Students to find other avenues for funding their education when they are on Financial Aid suspension.

    - Academic Standing
        - This process only takes about an hour or two assuming we do not have issues with a student record locks. To prevent student record locks, we often run this process on a Saturday or Sunday. If a record locks, it can likewise take days to run unless an IT professional is available to unlock a record by kicking faculty/staff out of a record.
            - Letters mailed to students
            - Time to allow students to appeal their Academic Suspension Status
            - Time to review Academic Suspension Appeal Requests

    - Additional End-of-Term Processes
        - This process takes around a day, but cannot be completed until all grades are in the system and can likewise involve record locks if not processed on a

weekend. This process involves setting core curriculum completion status, setting academic classifications, setting TSI Status for students who have completed reading-intensive courses, and other processes that can affect financial aid/scholarship and advising purposes.

- Getting transcripts out to other colleges/universities for students who are
  - o Graduating this particular semester, but taking one or two classes here at AC
  - o Transferring and therefore attempting to enroll the following semester before seats fill

- Completion certification requests for students to apply for licensure testing etc.

- Graduation Processing

- Transcripts for students attempting to apply for jobs.

Hope this helps to explain why we need grades submitted as quickly as possible. I am happy to meet with you in person if you'd like to further discuss this topic.

[Senate commentary] Every other college we know of allows at least a week to turn in grades. Why are we alone in this? Issue seems to be how HARD it is to change to the other way of doing it.

8. **Have EOD policies been followed in hiring cabinet level positions?**
[Senate commentary] This was asked previously, at which time no response was acquired. For the current EOD position, everything seems to have been followed by the book. Hard to say for sure in the past. Can't change history, seems to be working properly now.

9. **Where is our employment letter/Beeper?**
[Senate commentary] Individual meetings with Toni Van Dyke are helping to rectify the issue of errors in the Beeper before hard copies are mailed out to all faculty. Process well under way.

10. **Is our social security number available to other employees? Is there a way to hide it?**
[Response from Terry Kleffman] Currently depending on the role of the person and applications they have access to other employees can view social security numbers.

To get to see this sensitive information you have to have a login into colleague, with access to applications that would display the data.

The SSN is not available in the applications utilized through self-service / Web Advisor.

This is also the reason that when you login to colleague you get the following notification:

This information is confidential and as an Amarillo College employee you are responsible for protecting its use. Any review, use, dissemination, forwarding, printing, copying, disclosure or distribution by persons other than intended recipients is prohibited, unlawful and will lead to disciplinary

action.

We will review the applications where this information is displayed to review if it is need in full display for those programs.

11. **Who is in charge of the Master Calendar, and why isn't it used more? This may cut down on the barrage of email sent to students. Because of this issue, many students do not check their AC email.**
    [Response from Bob Austin, Sadie Newsome, and Denese Skinner, consecutively] Thanks for your note. I am responsible to managing the Amarillo College Academic Calendar. The Academic Calendar is a static document that is reviewed and approved by the President's Cabinet on an annual basis (generally in January). After the Academic Calendar is formally approved, I then pass it along to the folks in Marketing and Communication so that they can post it to the "Master Calendar" on the AC Website. It is my understanding that the Master Calendar is managed by the College's Digital Communications Coordinator, Sadie Newsome.
    - Bob Austin

    The Master Calendar is actually a collective effort. We rely on submissions from all of the departments since we obviously can't know everything that is going on across our campuses. Anyone who has an event that they feel merits a place on the Master Calendar is encouraged to use the "Suggest Event" button at https://www.actx.edu/calendar. Unfortunately, it has been an uphill battle to get the masses to contribute and break the habit of sending out mass emails.

    I can certainly relate with the sentiment though. My department is a big proponent of cutting down on mass emails from faculty/staff for the same reason. When students don't check their emails, it is a lot harder for us to communicate important messages, like registration deadlines, etc.
    - Sadie Newsome

    We partnered with Amber & Jenna to set up a stand-alone calendar for student life events and fundraisers that lives on the student life website –and– to create their weekly e-newsletter (The Weekly Dig) to condense all of the student org events into one concise email (rather than one or more for every event). I believe they are still working on getting club sponsors to stop echoing the same content in their own emails to all students, however.
    • Student Life does training for all new club sponsors and presidents to avoid using the distribution list. They are encouraged to use the weekly Student Life newsletter to get their message out.
    • I am a member of the All-student Distribution list as I want to see the communications that are sent to students. I do not feel that there is a lot of email being sent compared to the amount of email I get as an employee of AC. For every all-student email I get, I would venture to guess that I get dozens as a result of being in the AC Family distribution list.
    • Bob Austin shared useful info with me on the subject of students reading emails. Bob is an avid consumer of higher education research on best practices. AC students are no exception to what is occurring nationwide – students do not read emails. Students do not regularly look at their email, even on campuses where they have gate-keepers on the messages that can go out.

They are communicating using social media tools or getting information verbally from their friends and teachers.

• If students only check their AC email let's say once a semester, they very well might be overwhelmed by the amount of mail they have. Additionally, what I find mind-blowing is that more and more students are choosing to not set up the voice mail on their phones and then if they do, they seldom check their messages or their mailbox is full because they do not delete them out.

- Denese Skinner