

**Faculty Senate Minutes**  
**February 1, 2019**  
**Ware Student Commons, Room 207**

<b>Members Present</b>	Karen White, Vice President Nathan Fryml, Secretary Sarah Uselding, Parliamentarian Dan Ferguson Robert Johnson Amanda Lester-Chisum Robin Malone Sarah Milford Brandon Moore Bill Netherton DeeAnne Sisco Dave Van Domelen Walter Webb Tammy Holmes  Claudia Reed, substitute for Kim Pinter
<b>Members Absent</b>	Mary Dodson, President Kati Alley Kim Pinter
<b>Guests</b>	<a href="#">SAMUEL SCHWARZLOSE</a>

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
<b>Call to Order</b>	Vice-President Karen White (presiding) called the meeting to order at 2:00pm.	

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<b>Approval of Minutes</b>	Approval of 1/18/2019 meeting minutes.	MOTION to approve: Bill Netherton SECOND: Dave Van Domelen YEA: all NAY: none
<b>President's Report</b>		
<b>Vice President's Report</b>		
<b>Secretary's Report</b>		
<b>Parliamentarian's Report</b>		
<b>Courtesy</b>		
<b>Elections</b>		
<b>Legislative</b>		
<b>Mead Award</b>	Waiting to hear back from Shayne Helper.	
<b>Professor Emeritus Award</b>	Reception will be April 1, 2:30-4:00pm at the CUB. Please encourage broader faculty participation.	
<b>Questions</b>	<b>SEE QUESTIONS / ANSWERS for <u>January</u> in attached document.</b>  Questions regarding grade changes, student code of conduct, and confusion regarding student registration for I or II (or 16 weeks) of a given term. These will be researched for March.	
<b>Technology</b>		
<b>Faculty Survey</b>	COACHE has been approved. Have the supplemental questions been finalized? Creation of Survey Monkey for additional issues?	

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	Check with Tamara's office for status.	
<b>Hospitality</b>		
<b>Faculty Development</b>		
<b>Instructional Technology</b>		
<b>Pinning</b>		
<b>Faculty Committee Appointments</b>		
<b>Guest report(s)</b>	<p>SAMUEL SCHWARZLOSE: Rank and Tenure Committee tasked (by VPAA) with revising Rank and Tenure policies to make them more equitable in an effort to encourage more faculty to take advantage of the process.</p> <p>Rank and Tenure Committee (hereafter RTC) sought suggestions for improvement and has proposed some changes. <b>[ See documents attached to minutes. ]</b></p> <p>A three-tier system for first advancement (instructor to assistant prof.):</p> <ul style="list-style-type: none"> <li>- If masters degree required for AC position, require 42 hours of graduate level coursework (which equates to 30-hour minimum masters plus 12 hours of additional coursework ... essentially one 3-hour class per year as instructor). Up to 6 of these hours can be upper-level under-graduate courses in degree area (to help ease financial burden of grad coursework or allow for study in</li> </ul>	

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	<p>disciplines with limited graduate coursework available, such as MFA). A pedagogy class may also be taken.</p> <ul style="list-style-type: none"> <li>- If undergraduate degree required for AC position, 12 graduate-level hours required (up to 6 hours can be upper-level UG courses), with pedagogy classes also applicable.</li> <li>- If associate degree required for AC position, 9 credit hours required, with pedagogy classes also applicable.</li> </ul> <p>Some hours can be replaced with certifications and/or apprenticeships (request from East and West campus).</p> <p>Guidelines for applicable pedagogy classes remain to be determined.</p> <p>Another item for consideration: Why is doctoral degree only applicable to waiving time requirement for first step (instructor to assistant)? Is teaching experience (or AC experience in particular) more so the issue? Most people in this situation are completing their doctoral degree while working as a professor, so does not seem equitable to limit it only to those who have entered as instructor with little or no teaching experience.</p>	<p>MOTION to approve new Rank and Tenure policies: Walter Webb  SECOND: Dave Van Domelen  YEA: all  NAY: none</p> <p>MOTION to approve additional change to Rank and Tenure policy allowing for waiver of time requirement at all levels upon completion of doctoral degree (applying for advancement in the following academic year): Karen White  SECOND: Walter Webb  YEA: all  NAY: none</p>
<b>New Business</b>	Discussion of how to handle shortened Senate terms / replacements. Bylaws may need to be revised.	
<b>Unfinished Business</b>	SARAH USELDING: Faculty and Student Online Course Checklists	

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	<p>(drafts) presented. Intended to help guide faculty and students in how to interact in online course. Includes both instructions and tips for effective use of online course platform. New faculty should be assigned faculty mentor to help them design/conduct course according to AC standards. Students would be introduced to this material during technology portion of Badger Beginnings.</p> <p>Best practices or required? Probably best practices depending on feedback from VPAA's office.</p> <p>Very important to communicate to students college expectations regarding submission of work (policies sometimes differ from AISD).</p> <p>Submit to Frank for feedback, and consider formally at March meeting.</p> <p>BRANDON MOORE: Final exam room assignments for 8-wk classes. Show to department chairs at next meeting for their feedback. Possible implementation by Spring II, certainly by Fall I. Should online courses be attached to a final exam date? Should any 8-wk classes be associated with an official date, with the risk of supervisors insisting on that date being observed (reducing flexibility for faculty as they design their courses)?</p> <p>Grade submission deadlines are not about whether or not students can walk across the stage. Needs further investigation.</p>	
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	<p>Should minutes be taken of meetings between administration and individual departments? What is the best way to ask for this? Or is it sufficient to have direct report to Senate from faculty members who have concerns about anything expressed in those meetings? Ask department chairs for their opinion.</p> <p>Proposal that senator(s) present at the Regents meetings distill the content of the open meeting (or minutes) and report to Senate. Add this to the Senate agenda.</p>	
<b>Updates and Announcements</b>		
<b>Meeting Adjournment</b>	<p>Next meeting scheduled for Mar 1.  Meeting adjourned at 3:06pm.</p>	<p>MOTION to adjourn: Dave Van Domelen  SECOND: Sarah Milford</p>

**Recorder: Nathaniel Fryml, Instructor, Senator for Liberal Arts**

## January 2019 QUESTIONS

*Report for Faculty Senate Meeting on 2/1/19*

1. **Faculty was told that 70% finishing rate is a state goal; however, Odessa College got the Aspen Award with 32%. Is 70% a state rule?**

**[Senate research presented by Dan Ferguson]** State has a “60x30” goal. 60% with a completed degree or certificate by 2030. Possible that 70% by 2020 is from the past, or possibly has been revised as time has progressed, but the most current state goal is 60 by 30. See 60x30TX website: <http://www.theccb.state.tx.us/index.cfm?objectid=EDCAFB08-D542-11E7-A03300505694284C>

2. *[ Response from Steve Smith to pending question regarding breakdown of student travel will be included in March meeting minutes. ]*

# Purpose for Proposed Amendments

- Address low numbers of faculty petitioning for advancement
- Make the process more equitable for all faculty





# The way it is

- Faculty whose position requires a minimum Master's degree must have, completed at the time of petitioning, a minimum of 15 graduate-level credit hours applicable to the position held (**Master's + 15**).
- Faculty not requiring a Master's degree for their position must have a **Bachelor's Degree plus 15 graduate hours**, completed at the time of petitioning, applicable to the position held even if their position does not require a minimum Bachelor's Degree.
- Faculty may substitute 6 of the 15 additional graduate credit hours with professional training activities (e.g. certification or apprenticeship) applicable to the position held and must be approved by the Vice-President of Academic Affairs.

# Proposed changes

- Faculty whose position requires a minimum **Master's** degree must have, completed at the time of petitioning, a minimum of **42 total graduate-level** credit hours applicable to the position held, completed at the time of petitioning. Six of these credit hours may be upper-level undergraduate courses or pedagogy completed after Master's.
- Faculty whose positions require a minimum of a **Bachelor's** Degree must **have 12 additional graduate-level** credit hours applicable to the position held, completed at the time of petitioning. Six of these credit hours may be upper-level undergraduate courses or pedagogy completed after Bachelor's.
- Faculty requiring an **Associate's** degree or less for their position must have an Associate's Degree plus **9 additional non-graduate** college credit hours in their field or pedagogy, completed at the time of petitioning, applicable to the position held.
- Faculty may substitute 3 of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held. Courses outside of their field must be approved by the Vice-President of Academic Affairs.

# Master's

- Assistant 42 Graduate Hours      6 Hours UL UG/Pedagogy
  - Associate 51 Graduate Hours      9 Hours UL UG/Pedagogy
  - Professor 60 Graduate Hours      12 Hours UL UG/Pedagogy
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- Faculty may substitute 3 (assistant), 6 (associate), and 9 (professor) of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held.

# Bachelor's

- Assistant + 12 Graduate Hours      6 Hours UL UG/Pedagogy
  - Associate + 21 Graduate Hours      9 Hours UL UG/Pedagogy
  - Professor + 30 Graduate Hours      12 Hours UL UG/Pedagogy
- 
- Faculty may substitute 3 (assistant), 6 (associate), and 9 (professor) of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held.

# Associate's

- Assistant + 9 UG/Pedagogy
  - Associate + 18 UG/Pedagogy
  - Professor + 30 UG/Pedagogy
- 
- Faculty may substitute 3 (assistant), 6 (associate), and 9 (professor) of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held.

## Master's

## Bachelor's

## Associate's

- Assistant 42 Grad Hrs
- Associate 51 Grad Hrs
- Professor 60 Grad Hrs

- 12 Grad Hrs
- 21 Grad Hrs
- 30 Grad Hrs

- 9 Undergrad Hrs
- 18 Undergrad Hrs
- 30 Undergrad Hrs

## II. PROFESSORIAL RANKS

Amarillo College recognizes and defines the following professorial ranks:

### 1. The Rank of Instructor

- a. Instructor is the first rank in the Professorial Rank system. Faculty members appointed to either a full-time/probationary or full-time/temporary position are instructors unless they meet qualifications for a higher rank. Time spent in a temporary appointment status may satisfy part of the probationary time requirement. The amount of time to be counted is negotiable through the Vice President of Academic Affairs and shall be determined at the time of appointment to a full-time probationary position.

### 2. The Rank of Assistant Professor

- a. A faculty member must have served four academic years at Amarillo College as an Instructor. Faculty may submit a petition during their fourth year of service. The four-year minimum time requirement may be waived by the VPAA for faculty members who have an earned doctoral degree.
- b. Faculty whose position requires a minimum Master's degree must have, completed at the time of petitioning, a minimum of 42 total graduate-level credit hours applicable to the position held, completed at the time of petitioning. Six of these credit hours may be upper-level undergraduate courses or pedagogy completed after Master's.
- c. Faculty whose positions require a minimum of a Bachelor's Degree must have 12 additional graduate-level credit hours applicable to the position held, completed at the time of petitioning. Six of these credit hours may be upper-level undergraduate courses or pedagogy completed after Bachelor's.
- d. Faculty requiring an Associate's degree or less for their position must have an Associate's Degree plus 9 additional non-graduate college credit hours in their field or pedagogy, completed at the time of petitioning, applicable to the position held.
- e. Faculty may substitute 3 of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held. Courses outside of their field must be approved by the Vice-President of Academic Affairs.
- f. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.

### 3. The Rank of Associate Professor

- a. A faculty member must have served three academic years at Amarillo College as an Assistant Professor. Faculty may submit a petition during their third year of service as an Assistant Professor. The three-year minimum time requirement may be waived by the VPAA for faculty members who have earned a doctoral degree since their last rank

advancement.

- b. Faculty whose position requires a minimum Master's degree must have, completed at the time of petitioning, a minimum of 51 total graduate-level credit hours applicable to the position held, completed at the time of petitioning. Nine of these credit hours may be upper-level undergraduate courses or pedagogy completed after Master's.
- c. Faculty whose positions require a minimum of a Bachelor's Degree must have 21 additional graduate-level credit hours applicable to the position held, completed at the time of petitioning. Nine of these credit hours may be upper-level undergraduate courses or pedagogy completed after Bachelor's.
- d. Faculty requiring an Associate's degree or less for their position must have an Associate's Degree plus 18 additional non-graduate college credit hours in their field or pedagogy, completed at the time of petitioning, applicable to the position held.
- e. Faculty may substitute 6 of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held. Courses outside of their field must be approved by the Vice-President of Academic Affairs.
- f. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.

#### 4. **The Rank of Professor**

- a. A faculty member must have served three academic years at Amarillo College as an Associate Professor. Faculty may submit a petition during their third year of service as an Associate Professor. The three-year minimum time requirement may be waived by the VPAA for faculty members who have earned a doctoral degree since their last rank advancement.
- b. Faculty whose position requires a minimum Master's degree must have, completed at the time of petitioning, a minimum of 60 total graduate-level credit hours applicable to the position held, completed at the time of petitioning. Twelve of these credit hours may be upper-level undergraduate courses or pedagogy completed after Master's.
- c. Faculty whose positions require a minimum of a Bachelor's Degree must have 30 additional graduate-level credit hours applicable to the position held, completed at the time of petitioning. Twelve of these credit hours may be upper-level undergraduate courses or pedagogy completed after Bachelor's.



- d. Faculty requiring an Associate's degree or less for their position must have an Associate's Degree plus 30 additional non-graduate college credit hours in their field or pedagogy, completed at the time of petitioning, applicable to the position held.
- e. Faculty may substitute 9 of the required credit hours described above with professional training activities (e.g. certification or apprenticeship) applicable to the position held. Courses outside of their field must be approved by the Vice-President of Academic Affairs.
- f. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.

#### 5. **The Rank of Practitioner Professor**

- a. Practitioner Professor provides a qualified faculty member the full rights and privileges of the rank of Professor based on a significant career of national and/or international reputation that brings prestige to the college. An indicator of the petitioning faculty members' discipline must precede the word professor to delineate this exception from the traditional procedures for advancement in professorial rank (i.e., "Medical Professor," Scientific Research Professor," "Artist Professor," etc...).
- b. A faculty member must submit a petition to the Rank and Tenure Committee that presents documented evidence that they meet the requirements for the professorial rank of Practitioner Professor. The petitioner must
  - 1. Demonstrate a significant record of national and/or international reputation
  - 2. Have a minimum of 20 years of professional field experience.
  - 3. Have worked with the leaders in their profession.
  - 4. Have worked in the most prestigious facilities of their discipline nationally and internationally.
  - 5. Be the recipient of prestigious awards and significant honorary recognition.
  - 6. Have three academic years at Amarillo College.
  - 7. Meet the minimum academic requirements of SACSCOC either by exception or academic degrees.