Faculty Senate Minutes
April 5, 2019
Ware Student Commons, Room 207

Members Present	Mary Dodson, President
	Karen White, Vice President
	Sarah Uselding, Parliamentarian
	Nathan Fryml, Secretary
	Kati Alley
	Dan Ferguson
	Robert Johnson
	Amanda Lester-Chisum
	Robin Malone
	Sarah Milford
	Brandon Moore
	Kim Pinter
	DeeAnne Sisco
	Dave Van Domelen
	Walter Webb
Members Absent	Tammy Holmes
	Bill Netherton
Guests	TRACY DOUGHERTY
	BECKY BURTON
	SHERRI O'DANIEL

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 3/1/2019 meeting minutes.	MOTION to approve: Dave Van Domelen

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		SECOND: Walt Webb YEA: all NAY: none
President's Report	Push COACHE survey. We need a broader representation of faculty opinions, whether apathetic, enthusiastic, or frustrated. Harvard is processing this data for us and helping to develop action plan. Important that they have accurate information to work with.	
Vice President's Report	Professor Emeritus reception went very well, and Bill Crawford was very appreciative. Would have been nice to have even better faculty showing.	
Secretary's Report		
Parliamentarian's Report		
Courtesy		
Elections	Confirmation of full-time faculty numbers and senators necessary for each division. Senate by-laws do not reflect how rotation is handled if we have 5 of more representatives from a given division. Brandon Moore proposed update to Senate by-laws, indicating replacement of senators 2 – 2 – 1 by year **(see document attached)**. Main concern in rectifying the askew rotation we have inherited is ensuring that for each year, adequate representation exists.	

	As division lines are redrawn by administration, things become very tricky on the Senate side. For example, do people serve out their term even if switching divisions? Realignment of departments should allow for a grand-fathering of senators, allowing for completion of term. Doing elections through the deans/chairs is a logistical decision. Robin Malone looked into how other schools handle unusual situations in re-elections. Decision to delay any changes to by-laws until beginning of next year (including other changes currently under consideration) to avoid bombarding faculty at large with items requiring their input / vote at this busy time of year. Mary Dodson will create a summary of what has still to be tackled at the end of this year.	
Legislative	Texas Assembly passed a "College Free Speech Law." College cannot force speaker to withdraw based on their opinions. But important for College to look more carefully into them, because once guest is invited, this law may prevent us from rescinding invitation upon further inquiry.	

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Mead Award	Please continue to encourage nominations. Some great nominations received thus far. Reminder that there will be two ceremonies and two separate awards.	
Professor Emeritus Award		
Questions	**SEE QUESTIONS / ANSWERS for <u>March</u> in attached document. Summary and discussion as follows:** Regina Woods (new woman in Academic Affairs working with Faculty Workload Analysis) sent great response to question of timing of summer pay. Hopefully this clarity will help avoid issues or miscommunication in the future. Pro-rating miscommunication remains an issue, however. Pro-rating is not going anywhere, but faculty should have input with department head regarding willingness to teach a pro-rated class (with the alternative being cancellation of the class). Reason behind 100% parity is increasing enrollment and completion. Faculty need to jump in and ask for more summer classes to help create a culture of summer study and start turning the wheel in the direction of an active campus. Administration does not seem to be taking into consideration upper-level classes in some degree areas with smaller class sizes (necessary due to one-on-one engagement with students). These	

	faculty should not be penalized financially for teaching these sorts of classes. Another disparity arises from the inability of certain programs to attract students from outside Amarillo. Also, East Campus offers some classes ONLY during summer (mandatory for degree). These instructors should not be penalized for having to be there. These issues need to be brought up directly with our deans first, and if insufficient response, bring back to faculty senate.	
Technology		
Faculty Survey		
Hospitality		
Faculty Development		
Instructional Technology		
Pinning	Pinning ceremony is being handled through other channels now. Should this Senate subcommittee be discontinued? Tamara and Frank can clarify.	
Faculty Committee Appointments	Well underway. Biggest thing is to let faculty know email is coming next week with quick turn-around necessary. Do the survey monkey – takes less than 3 minutes! Attendance and participation in committees – starting next year, should record of participation affect merit pay?	

	Timing/scheduling of committee meetings sometimes poses real conflicts for faculty with prior student obligations. In the past, proof of participation has been required for rank and tenure. There are other ways to participate besides physical presence at every meeting (in situations of conflicts). Faculty should be able to demonstrate tangible participation. Rank and Tenure committee can make suggestion for how reasonable participation ought to be assessed with regards to petitions for advancement.	
Guest report(s)	**Sherri O'Daniel, coordinator for disAbility Services.** Addressing questions regarding recent increases in disability requests. SENATOR: What exactly are the requirements? - (Sherri): Student can qualify as long as they have documented disability. Law states that the disability should affect student's life across the board (i.e. should go beyond school-specific challenges). But hard to draw firm lines (e.g. anxiety), so will generally provide service to any student with doctor's note. - Requests for expansion of accommodations are always entertained, but rarely increased more than two times.	

Generally start with the lowest accommodation.

SENATOR: How can we encourage students to USE their approved accommodations? Convince them it is a tool, not a crutch?
- Can certainly add into conversations with students in disability services office.
- Faculty can always reach out to disabilities services on students' behalf, but also feel free to speak honestly with students about using the accommodations.

SENATOR: Is there a way to require students to take test in a specific location that lines up better with their documented accommodation?
- Cannot stipulate this. Students must make the choice for self, but will give more thought to this.

In some cases, just having the accommodation in hand eases the pressure, even if they don't need it. But some students really should be USING it.

SENATOR: Do students recertify?
- Students must pick up accommodation form each semester. But only need to prove disability once at AC.

SENATOR: Are you seeing influx in students coming in?
- Not in generally, but yes in areas of anxiety and depression.

	SENATOR: What is faculty responsibility if student provides accommodation late in the term? - Only carries forward from the time of notification (with form). Accommodations are not retroactive between faculty and student. SENATOR: Can your office provide a quick guide to faculty, especially new faculty? - Will work on this! SENATOR: There are students with disability form who are disruptive first day of class. What can faculty do? - Must be dealt with on individual basis. If behavior issue, faculty has to keep situation calm and has right to remove student. But if behavior directly linked to disability (especially tricky in mental disability), student could probably file complaint. So make sure you can document your attempts to accommodate them. - Situation is then taken to the next level (involving Bob, etc.). - Faculty must get on top of situation quickly and make immediate contact with Disabilities Services. Unless you have a reasonable accommodation allowing them to progress outside of your physical classroom, may need to err on the side of keeping them in class, at least until necessary	

conversations can be conducted with disAbility Services.

SENATOR: What if student provides accommodation form at last minute before test?
- Deal with it as it comes up. If impossible to accommodate given short time frame, AC just needs to demonstrate we are *willing* but unable.

SENATOR: With outside company testing (as in nursing for upper level tests), takes time to request accommodation/exceptions in the administration of the test.
- This responsibility does fall with the student to give sufficient notice.

SENATOR: Can student apply "twice the time" to homework assignments?
- Trying to move away from this. This is college-level pace and work. 1.5x or 2x time should only be on TESTING.
- Attendance, etc. can be worked out with faculty individually, but is not a mandatory accommodation.

SENATOR: What if student's disability puts the student at physical risk (such as visually impaired trying to learn in a machine shop)?
- Have to try to accommodate, but also be very active in advising them based on skill level and risks involved.
- Advisors really need to know what students are up against before enabling their entrance into high-risk programs.

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	Tracy Dougherty, Executive Director at AC Foundation Responsible for raising money for college and overseeing scholarships. New process to try to streamline things. Deans will email the Foundation the names and ID #s for everyone (department chairs, etc.) who is to have access to scholarship applications (mid-April). Everything is online except for award form (on P drive). Instruction sheet and cheat sheet are easy to use. Happy to meet with representatives of departmental scholarship committees, to help make the final decisions and better understand ranking system (based on GPA, activities, financial need). A lot of Foundation scholarships are based on merit. Faculty know their students, so it is helpful for faculty to have some control because of the sheer number of awards being distributed. Foundation can FIND money for pretty much any situation, so department chairs can be proactive with requests on behalf of students.	

Average award now is $350 per semester, but a lot of students receive $500 to $750 which helps form a great package alongside FAFSA, etc.

March 1 is preferred (first) deadline for scholarship applications. Second round is in June, which can involve faculty as necessary. Third round in August just before school.

Some unrestricted funds are available for emergencies, etc. Email Tracy with specific needs!

Discontinued essays this year because seemed to be such a barrier to student completion. Replaced with four-question, short answer format.

Foundation funds the No Excuses program.

Must be at least 25 years old to qualify for Adult Student scholarships.

Student has until October 15 to complete the Foundation application. So even after third pot in August, there is some money available for last-minute requests.

Urged to start doing summer scholarships. Maybe possible by next summer.

Kay Campbell and Tracy will always try to help a student.

Baseline GPA of 2.0 with enrollment of at least 6 hours (many specific scholarships have higher requirements). No probation cases considered.

Regarding AC departments "competing" against universities with early decision deadlines, etc.: Even though the awards info release date is fixed, we can still tell students there is a very good chance we WILL be able to provide them some sort of financial assistance, provided their documentation is in order.

Becky Burton, Center for Teaching and Learning

Discussion of new Blackboard feature, ALLY **(see document attached)**.

ALLY can help all of our students, not just those with documented disabilities. More than an accessibility tool; rather, an "inclusivity" tool. Alternative formats for documents available for many different situations (OCRed PDF, HTML, ePub, Electronic braille, Audio).

When turned on, will show accessibility issues in your Blackboard and instructions for how to improve/fix.

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	Ready to go, just not "on" for campus yet. Can be flipped on for any course, but recommended for pilot course instructors to work first in developmental shell. Faculty should have a shell for every delivery method for every course taught, and ALLY will be usable in all. Blackboard itself is ADA compliant, as long as you've done the work (typing, etc.) within the course itself. Not saying that every course has to be 100% compliant (for example, hand-written scans). But a tool to help us help our students. This program is designed to INSTRUCT teachers in how to make their courses more accessible/inclusive. Vid-Grid processed videos should already be good to go. External content is still external, so needs to be handled carefully. Going to resurrect the "Blackboard liaison" system, which will be on the forefront of training in ALLY.	
New Business	Vice-president, Secretary, and Parliamentarian to be voted in for service next year.	NOMINATION of Amanda Lester-Chisum for Vice-President: Sarah Uselding Second: Walter Webb

	By unanimous vote, Amanda Lester-Chisum for Vice-President.	YEA: all NAY: none NOMINATION of Nathaniel Fryml for Secretary: Kim Pinter SECOND: Sarah Milford YEA: all NAY: none NOMINATION of Sarah Uselding for Parliamentarian: Kati Alley SECOND: Amanda Lester-Chisum YEA: all NAY: none
	"I move that a Faculty Senator shall take notes of any open meetings involving their department and either the President or Vice President of Academic Affairs at Amarillo College. The senator normally will then share relevant and appropriate portions of their notes with the Faculty Senate at their next regularly scheduled meeting."	MOTION for Senators to take notes on meetings (see full motion to the left): Brandon Moore SECOND: Kim Pinter YEA: all NAY: none
	Notes on Mar. 23 meeting of Dr. Lowery-Hart with STEM/IT/etc., presented by Brandon Moore.	

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- The actual mix between 8 week and 16 week classes is determined at the department level, not by upper administration. The only administrative requirement is that a student needs to be able to complete their core course requirements by taking all 8 week classes.

- The online tutoring access for students at AC will be expanded to those at Hereford and Dumas as well.

- One goal for the AC partnership program with WT is that students can take up to 82 credit hours at AC for transfer to WT. In that case, students might need only 1 additional year at WT to complete their 4 year degree. Also, WT has committed to providing some number of transfer scholarships to AC students.

In response to Faculty meeting earlier in the day, **CALL FROM SENATE to support Tamara Clunis's call for civility in discussion, including with / about administrators. We can do much better, especially in the area of constructive criticism.**

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<td>**Unfinished Business**</td>
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<td>**Updates and Announcements**</td>
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<td>**Meeting Adjournment**</td>
<td>Next meeting scheduled for May 3 (time TBD).</td>
<td>MOTION to adjourn: Karen White</td>
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	Meeting adjourned at 4:33pm.	SECOND: Nathan Fryml YEA: all NAY: none

Recorder: Nathaniel Fryml, Instructor, Senator for Liberal Arts

MARCH 2019 QUESTIONS

Report for Faculty Senate Meeting on 4/5/19

1. **This year, Summer I classes begin on May 20 and end on June 28. Are faculty teaching Summer I classes going to be paid at the end of May and at the end of June? If not, why not? Why do teachers have to wait over a month to be paid for their work, as has happened in the past?**

   [Response from Regina Woods, Academic Affairs] In order to be compensated within the month worked, pay information must be submitted at the midpoint of the month. In this case, the information would have to be submitted to payroll by the 15th of May to receive compensation for those days worked in the month of May for Summer I.

   Because there are some Summer I classes that will begin on the 20th of May and students still have the opportunity to enroll up until the 19th, classes are being added/cancelled past the deadline. Unfortunately, this does not allow sufficient time to process the data and ensure accuracy of the data that is submitted to payroll.

   After visiting with Terry Kleffman, Cindy Lanham in payroll, and obtaining all of the summer class schedules from Keith Gamblin in the Registrar's office, additional payment dates and payment distributions are provided below.

   Please note:

   There are multiple class schedules and some will result in multiple payments. Faculty payment distribution is dependent upon the individual's class schedule.

   Summer I/ II

   Examples:

   May-June
   (June 28th)

   June-June
   (June 28th)

   May-July
   (June 28th)* (July 31st)*

   June-July
   (June 28th)* (July 31st)*

   May-August
   (June 28th)* (July 31st)* (August 30th)*

July-August
(July 31st)* **(August 30th)***

Key:

( ) Payment distribution

 * Multiple payments

Basics
Accessible content is better content

Your class is full of diverse students with unique learning abilities. Providing them with more accessible original content means they can choose formats that work best for them: HTML for improved reading on mobile phones, Electronic Braille for the visually impaired, and Audio for learning on the go. Ally automatically scans your original content, and performs a series of steps to make them more accessible.

Alternative Formats

Ally automatically generates these "Alternative Formats" for all your course files, and makes them available for download to you and your students. Your original file will not be affected by the alternative formats.

Download alternative formats

OCRed PDF
Automatically extracted text for improved reading and searching

HTML
For viewing in the browser and on mobile devices

ePub
For reading as an e-book on an iPad and other e-book readers

Electronic braille
BRF version for consumption on electronic braille displays

Audio
MP3 version for listening

Ally Indicators

Ally integrates with your institution's learning management system, and provides feedback within your course workflow. Log-in to your course site, and you will find the Ally indicators next to files or content. If you have no course files yet, upload one, and an indicator will appear next to the file name. Click the indicator to view your accessibility feedback. Follow along step-by-step to improve your original file.

Needs help!   A little better   Almost there   Perfect!

Accessibility score for:
Philosopher_Statues.jpg
25%

This image is missing an alternative description
What this means
How to write a good description

Add alternative description
Add

100%
Perfect!
This image has a perfect accessibility score. Keep up the great work!

Click the Indicator   **Read the Feedback**   **Improve your file**   **Increase your score**

Twitter: #BbAlly | Join the Ally User Group: usergroup.ally.ac

Issue with Senate By-Laws

Sec. 2: To preserve continuity and staggered terms, membership areas with only one Senator will elect a new Senator every third year. Membership areas with two Senators will elect one new Senator each year with no election being held the third year. Membership areas with three Senators will elect one new Senator every year. Membership areas with four Senators will elect two new Senators the first year and one senator each of the following years.

There is no statement regarding elections for membership areas with 5 Senators.

Proposed change

Sec. 2: To preserve continuity and staggered terms, membership areas with only one Senator will elect a new Senator every third year. Membership areas with two Senators will elect one new Senator each year with no election being held the third year. Membership areas with three Senators will elect one new Senator every year. Membership areas with four Senators will elect two new Senators the first year and one senator each of the following years. <Membership areas with five Senators will elect two new Senators the first and second years, and one senator the following year.>