

Faculty Senate Minutes

October 4, 2019

Ware Student Commons, Room 207

Members Present	Karen White, President Amanda Lester-Chisum, Vice President Nathan Fryml, Secretary Sarah Uselding, Parliamentarian Kati Alley Simone Buys Brant Davis Fiona Denge Bernardino Gonzales Tammy Holmes Robert Johnson Robin Malone Bill Netherton Camille Nies Kim Pinter Dave Van Domelen Walter Webb
Members Absent	Donald Abel (substitute: Jay Sawyer)
Guests	CHERYL JONES

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Karen White called the meeting to order at 2:30pm.	
Approval of Minutes	Approval of 9/13/2019 meeting minutes.	MOTION to approve: Brant Davis SECOND: Bob Johnson

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		YEA: all NAY: none
President's Report	<p>Solid responses from faculty regarding participation in the COACHE team. From those responses, team assembled by Faculty Senate officers consists of:</p> <p>Don Abel Dolores Arambola Robert Bauman Simone Buys Mary Dodson Tim Leeper Amanda Lester-Chisum Jessica Mitchell Jerry Terry Karen White</p> <p>Represented are:</p> <ul style="list-style-type: none">- Tenure/non-tenure- Entry-level / Advanced in rank- All campuses- 0-5, 6-10, 11-15, and 15+ years of service <p>Also considered was current involvement in other committees across campus.</p>	

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	President will be adding Board of Regents meeting report to our agendas, so Senators be prepared to report on whatever meeting you signed up to attend.	
Vice President's Report		
Secretary's Report	Status of sub-committee handbooks -- does everyone have what they need? Start updating the contents of your google drive folder right away with materials from former sub-committee chair.	
Parliamentarian's Report		
Guest Report(s)	<p>CHERYL JONES, VP of Human Resources:</p> <p>Job description draft currently being disseminated is based on templates from various higher-ed employment organizations. A lot of boiler-plate wording, including the "at will statement," that may be creating some concern. There is no certainty that this job description template will continue to be used as is.</p> <p>Texas is an at-will state, so unless one has an actual employment contract (which probably none of us do), one can always be dismissed with sufficient cause. Likewise, an employee may leave an employer at any time for any reason when he or she is not under an employment contract.</p> <p>Recurring appointment is what offers faculty an expectation of continued employment, and therefore the protection of due</p>	

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	<p>process, though everyone is still officially “at will” in Texas. <u>Due process</u> laid out in the Board Policy Manual (under section DMC).</p> <p>SENATOR: Does the at-will statement apply to faculty? To tenured faculty?</p> <p>JONES: Yes, but due-process also applies. The existence of Texas’ at-will employment status does not negate the College’s offering the protection of a due process for faculty. So until termination is final, faculty member can choose to initiate due-process. Currently due-process applies to tenured faculty, but policies are currently being evaluated. Policies should be clearer and should have some protection for non-tenure faculty.</p> <p>SENATOR: Optics are important. Wording in the job descriptions should reflect that at-will activates due-process. Primary concern is that a simple, unclarified at-will statement in job descriptions will scare away applicants, or even current employees. Another consideration is the higher-ed employment cycle.</p> <p>JONES: Policies for part-time and tenured employees are explained in Board Policy manual. We are due for policy updates, and clarifying procedures for full-time, non-tenured employees.</p> <p>There are currently 9 steps (with corresponding time frames) for the dismissal process of tenured faculty. Could take 125 days for a situation to be resolved under current policy. Another reason to</p>	
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	<p>simplify policies and make more effective. Faculty rightly have an expectation of continued employment (based on renewable contract), so we need to shore up the current manual.</p> <p>Invitation to form a committee to assist HR in examining and reworking policies/procedures/job-descriptions related to faculty well-being. [<i>Several senators volunteered (Robin, Tammy, Bill, Brant). Committee has been formed. Will set up first meeting ASAP.</i>]</p> <p>Drafts of certain policy updates have already been created by HR, but in process of moving from simpler to more complex.</p> <p>SENATOR: Clarification -- for tenured faculty, the current Board Policy is in effect.</p> <p>JONES: Yes, so step 1 (appropriate conversations/notifications) is very important, as are the rest of the steps.</p> <p>Omission of spelled-out rights of a non-tenured faculty member are essentially the same as tenured faculty member ... this lack of clarity in the manual is more of a “typo” that is not meant to afford less protection for the non-tenured. We need to clarify and update the policies and procedures for both tenured and non-tenured faculty.</p>	
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	<p>SENATORS: Clarification – every department has only a limited number of tenure-track positions. There should be strong protection for tenure, but there should be clear protections for non-tenured faculty (who many never be eligible to pursue tenure). And should not longevity be considered in the policies? These issues will be examined by the Senate/HR policy committee (see above).</p> <p>JONES: Some other points of discussion, particularly Title IX. Last year, there was concern that if there is any Title IX complaint, due-process is out the window. THAT IS NOT TRUE. The federal regulation (emerging from 1972 educational amendment) assures that all students, regardless of gender, are afforded equal opportunity for education and participation in programs, as well as protected from discrimination. Has been expanded to include sexual harassment. If a complaint falls under the Title IX category, it triggers a certain process (and certain employees approved to handle such enquiries).</p> <p>Request to make directory available on the AC website. Everyone at AC is on the current directory (unless specifically requesting otherwise), which has limited information due to it's being an outward facing function available to anyone. Suggestion has been made to make a more detailed directory for AC employee use, posted exclusively "inside" through the intranet. This is in not currently in process, but seems like a great idea. Hesitant to print anything <i>en masse</i>, but could easily be printed by the individual</p>	
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	<p>once the electronic directory is created. Would not be too difficult, as all pertinent information is already in Colleague.</p> <p>The global address list sometimes appears inaccurate, retains names for 90 days after people leave. Occasionally, HR doesn't get notified someone left (so takes a while to get the former employee out of Colleague). Other information is missing for several faculty/staff members. Cheryl and Shane will look into it, fix up, and report back.</p> <p>SENATOR: Clarification that the current contact forms on the online directory go to Amarillo College gmail, not Outlook. Faculty should have their AC gmail forwarding to Outlook as a general rule.</p>	
Questions	<p>SEE QUESTIONS / ANSWERS for <u>August/SEPTEMBER</u> in Q's Committee Report (attachment). Summary and discussion as follows:</p> <p>1. How much did we spend on Success 360 last year, and what was our enrollment in Spring 2018 compared to Spring 2019?</p> <p>DISCUSSION: Answers provided were solid. Administration is asking faculty to support what appears thus far to be a very successful endeavor.</p>	

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	<p>2. Recently, our chair sent us the recent faculty job description...</p> <p>DISCUSSION: See Guest Report above (Cheryl Jones here to address)</p>	
Elections		
Legislative	Exploring different options for updates.	
Professor Emeritus Award	Google Drive handbook files being updated.	
Faculty Committee Appointments		
Mead Award	Google Drive handbook files being updated.	
Technology		
Faculty Survey		
Hospitality		
Instructional Technology		
Courtesy		
New Business	<p>FIONA DENG reported on behalf of a faculty member who had been informed by HR that pursuit of masters-level classes (towards <u>second</u> masters degree) do not allow for a permanent increase in pay because not towards doctoral degree, despite being in a field related to teaching area. <i>This issue has been submitted to Senate Questions Committee, which requests a written summary and supporting documents to aid in further investigation.</i></p> <p>KATI ALLEY was approached about merit pay at a recent department meeting, with the implication being "Faculty Senate</p>	

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	<p>did this and needs to fix it.” Faculty need to understand, however, that Merit Pay has been discussed at length over the past two years, with letters of concern written to the Board and administrative presence in Senate meetings to receive and address points raised by faculty. While there are ongoing concerns held by many faculty members, this policy stands. Ultimately this was and continues to be a Board directive. We as faculty need to figure out how best to work and excel within the current pay model, and apply positive pressure whenever possible/appropriate (such as through harnessing the COACHE survey and in the area of improved supervisor training, which seems to be at the root of many issues related to functionality of the merit pay system).</p>	
Unfinished Business		
Updates and Announcements		
Meeting Adjournment	<p>Next meeting scheduled for: Nov 1 Meeting adjourned at 3:45pm</p>	<p>MOTION to adjourn: Tammy Holmes SECOND: Kim Pinter YEA: all NAY: none</p>

Recorder: Nathaniel Fryml, Instructor, Senator for Liberal Arts

AUGUST and SEPTEMBER 2019 QUESTIONS

Report for Faculty Senate Meeting on 10/4/19

1. How much did we spend on Success 360 last year, including Civic Center rental? And what was our enrollment in Spring 2018 compared to Spring 2019? I understand there wouldn't be a direct correlation in this event and enrollment increase, but I wonder if we increased at all or if we maybe even dropped.

[Response from Tamara Clunis, VPAA]

This is a great question. I'll have Becky put together the full details. I will say that the final conversion rate for prospective students that attend Success 360 is 53%. Our goal is 65% for 2020. Our 2021 goal is 75% of all prospective students that attend the event to enroll and attend classes. *[NOTE: Success 360 last year was for high school students. We measure impact if they students enroll in AC the following Fall semester (Fall 2019). The Spring 2018 and Spring 2019 comparisons are not applicable as the attendees are completing high school.]*

This year we are including the adult education students in the event. AE just reported that they have 88 students eligible for college classes for Fall II. The AE attendees in October are prospects for Spring I and Spring II.

[Response from Becky Burton, Associate VP – Academic Services]

I am happy to provide information regarding success 360.

This year will be year 3 of the event and it continues to grow. Here is the schedule for this year:

Oct 7th – 2pm- 4 pm set up

Oct. 7th—5:30-8:00 pm-AEL night and General Studies - new this year

Oct 8th – 9:00 am-11:30-- Caprock & Tascosa

Oct 8th- 12:30-3:00--Amarillo High & Palo Duro

Oct 8th – 5:30-8:00—TACRAO (Texas Association of Collegiate Registrars and Admissions Officers) & Parent Night

Oct 9th- 9:00 – 12:30- Area ISD's

At the high schools we market to high school seniors who are undecided or not planning on going to college. Each school is allowed 150 students so each session is capped at 300.

The cost of the civic center and other vendors was \$7,500.00 last year. Food cost was covered by donations. This year we have received more donation money so I expect the cost to the college to no more than last year, possibly even less.

With this only being the third year we are very pleased with the responses from the high schools. The counselors at the schools start asking us in spring the dates for the next year. We receive nothing but positive comments from the counselors who attend with the students. This year at badger beginnings I heard several times that students decided on AC after they attended Success 360. We hear that in our FYS classes as well.

Moving forward we will be working more closely with our communities to reach out to the students who attend and express interest in their programs. We want to ensure we keep them connected through the spring. Our goal as Dr. Clunis mentioned in an earlier email is 75% conversion.

I would also direct you to the IDS database that is open to everyone. This shows enrollment trends over 5 years. <https://dair.actx.edu/>

[Response from Bob Austin, VP of Enrollment]

Here is a snapshot of enrollment trends for area students who graduated from high school in the spring, and then enrolled at AC in the subsequent fall semester.

	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Spring HS Grads From Top 8 Service Area Schools	888	898	899	915	1000
Spring HS Grads From All Other Service Area Schools	156	161	184	178	166

It's always difficult to tie enrollment increases to one particular student recruitment effort or event. However, I have been involved in college student enrollment for approximately 30 years and Success 360 is one of the single best recruitment events I've ever seen and I sincerely hope that our faculty members will continue to support it.

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