

Faculty Senate Minutes

May 7, 2021

Virtual via Zoom

Members Present	Amanda Lester-Chisum, President Donald Abel, Vice President Robin Malone, Secretary Simone Buys, Parliamentarian Lavon Barrett Brant Davis Fiona Deng Bernardino (JR) Gonzales Bob Gustin Connie Haskins Sabera Muna Bill Netherton Ray Newburg Camille Nies Janie Lane Dave Van Domelen Walter Webb
Members Absent	n/a
Guests	BECKY BURTON, ASSOCIATE VICE PRESIDENT, ACADEMIC SERVICES; CHERYL JONES, VICE PRESIDENT OF HUMAN RESOURCES; FRANK SOBEY, ASSOCIATE VICE PRESIDENT ACADEMIC AFFAIRS

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Call to Order	President Amanda Lester-Chisum called the meeting to order at 2:02 pm.	<i>NOTE: Meeting held via Zoom</i>
Approval of Minutes	Approval of 4/9/2021 meeting minutes.	MOTION TO APPROVE: Simone Buys SECOND: Don Abel

Faculty Senate Minutes

May 7, 2021

Virtual via Zoom

		YEA: All NAY: None
President's Report	(Discussion of various points, with alterations)	
Vice President's Report	No Report	
Secretary's Report	No Report	
Parliamentarian's Report	No Report	
Guest Report(s)	<p>Guests: Frank Sobey, Associate Vice President Academic Affairs; Cheryl Jones, Vice President Human Resources and Becky Burton, Associate Vice President Academic Services (See attached Exhibit C-D-E)</p> <p>Update on Performance Evaluation: working to build a simpler form of evaluation. There will be an online form created by IT. Faculty will/can do self-evaluations, attach documents, and then upload. Upline supervisor will review, add to the evaluation if warranted, and conduct a meeting with faculty member to discuss the evaluation. Evaluations will be archived rather than being dependent on a system like Cornerstone.</p> <p>This performance evaluation process has been vetted through the Coache Committee as well as Faculty Evaluation Committee.</p> <p>IT as well as information from Coache surveys and other faculty evaluation committee and survey instruments have been instrumental in developing the tool.</p> <p>Timeline</p> <p>The timeline applies only to Faculty there is another for administrators. This process will be explained and</p>	

Faculty Senate Minutes

May 7, 2021

Virtual via Zoom

	disseminated to all faculty so they know the process. IT is a crucial part of this process. There will be various test runs, demos, and simulations this summer. Faculty members interested in participating in the simulations, notify Cheryl Jones, cljones@actx.edu . Faculty leadership and the All Faculty Meeting will be a platform to discuss the process and how scoring will take place. FPR will have additional components to account for leadership (coordinators and department heads). Additionally, faculty will evaluate supervisor which will impact the supervisor's performance review.	
Questions	See Questions Committee Report Exhibit A	
Elections	No Report	
Legislative	No Report	
Professor Emeritus Award	No Report	
Faculty Committee Appointments	Discussion regarding the charge of the committee. Senate makes appointments. Robust discussion on committee appointments. Committee Recommendations presented and voted upon.	MOTION TO APPROVE: Don Abel SECOND: Simone Buys YEA: All NAY: None
Mead Award	Mead Award winners identified and awarded.	
Technology	No Report	
Faculty Survey	No Report	
Hospitality	No Report	
Instructional Technology	No Report	
Courtesy	No Report	

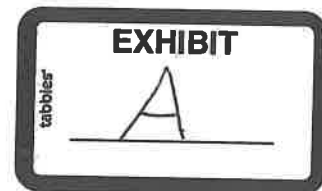
Faculty Senate Minutes

May 7, 2021

Virtual via Zoom

New Business	<p>Officer Elections PRESIDENT: DON ABEL VICE PRESIDENT: NATHAN FRYML SECRETARY: JANIE LANE PARLIMENTARIAN: SIMONE BUYS Vote on Committees Assignments (<i>See Faculty Committee section above</i>) Recognized new senators and voted on new officers. Mead Award Discussion (<i>See Mead Award section above</i>) COVID Task Force Faculty Concerns discussed Dr. Clunis Response to COACHE Task Force Recommendations. (<i>See attached Exhibit B</i>)</p>	<p>MOTION TO APPROVE OFFICER 2021-2022: Don Abel SECOND: Simone Buys YEA: All NAY: None</p>
Unfinished Business	(Discussion of various points, with alterations)	
Updates and Announcements	(Discussion of various points, with alterations)	
Meeting Adjournment	Meeting adjourned at 4:53 pm.	<p>MOTION TO ADJOURN: SECOND: YEA: All NAY: None</p>

Recorder: Robin R. Malone, Associate Professor, Senator STEM



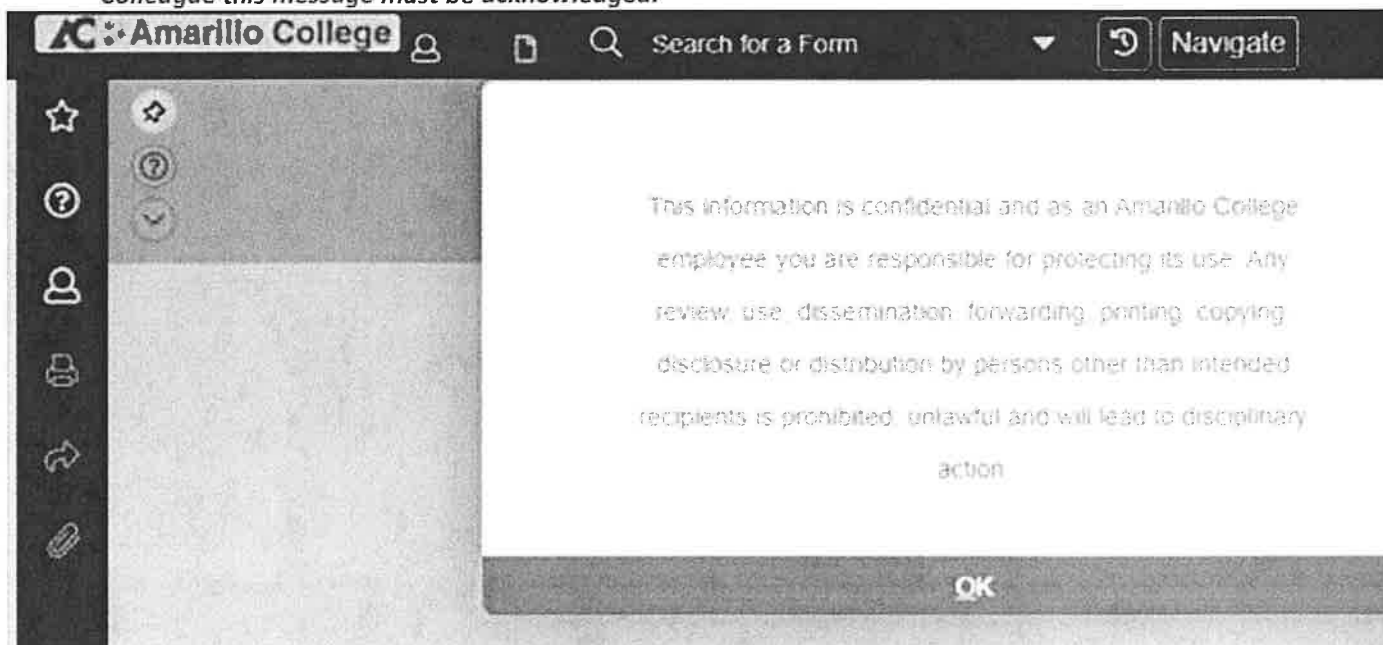
MAY 2021 QUESTIONS

Report for Faculty Senate Meeting on 5/7/2021

1. *How is the college handling potential cybersecurity issues related to Colleague. Colleague has extensive sensitive identifying personal information including social security numbers, and anyone with a Colleague user Id and password can access this information.*
 - a. *Is there a way to limit access based on certain criteria such as rank in the college limiting the information based on what a particular person needs?*

[Response from Cheryl Jones, Vice President of Human Resources; response reviewed and approved by AC Cabinet]

Colleague currently has security roles in place. These are set up based on the Department/Job Role, and requested by the supervisor as to which role each employee has. As we move past our current Colleague migration in 2021 we will have more functionality with self-service modules that will allow us to re-evaluate the current roles and possibly only assign self-service access and remove direct Colleague access. The more important part of security in our data is the employee must act responsibly. Cybersecurity is about un-authorized access. Authorized access is the responsibility of the individual to adhere to keeping private data secure. While we do have many technology measures in place to help mitigate potential issues every paid employee has the responsibility to keep data they have access to safe. Also every time an employee logs in to Colleague this message must be acknowledged:



- b. *Is there a document that can be created in which those having access to Colleague must agree to use the information in furtherance of their job duties, set out consequences for misuse, and have that document become part of the employee's HR file? This document could be digital, and Colleague users must sign it. Also, creating a second digital document annually affirming that the user did not misuse Colleague and followed all policies related to Colleague during the previous year.*

[Response from Cheryl Jones, Vice President of Human Resources; response reviewed and approved by AC Cabinet]

- *As shown in the screenshot, employees acknowledge and agree to use the information appropriately, every time they log in to Colleague.*
- *All new and existing employees are required to complete the cybersecurity training in ThinkZoom annually.*
- *Employees must accept the Appropriate Use Policy annually.*
- *The College is working with the State of Texas DIR to get accountability measures in place, which will likely be an addition to the Appropriate Use Policy which outlines the consequences for misuse of information.*
- *Our Information Security plan is also published on the ITS page of the College website. It addresses many of the data security concerns as well.*
([https://www.actx.edu/its/files/filecabinet/folder18/AC InformationSecurityPlan11192019.pdf](https://www.actx.edu/its/files/filecabinet/folder18/AC%20InformationSecurityPlan11192019.pdf))

Creating a new form would be duplicating these measures already in place.

- c. *Is there a way to protect this very sensitive information beyond what the college is doing?*

- *Every employee is required to complete the ThinkZoom training yearly.*
- *We now have an Information Security Lead who is working on the new requirements the State of Texas has in place. So over the next 2 years we will be working with the Texas DIR to make sure we are in compliance with all of their regulations. Every 2 years we have to go through an audit with the Texas DIR.*

2. Stalking/Harassment Concern.

- a. **If a student has been identified as engaging in such behavior but allowed to remain an AC student, is there a way to notify/warn any faculty who may subsequently have this student in class so that the faculty can be aware and act accordingly?**

[Response from Denese Skinner, Vice President of Student Affairs]

If the College, as a result of the student conduct process, determines that a faculty member is being stalked by a student, then student will be sanctioned by the College and very likely be permanently dismissed. If, for some reason, the student is allowed to remain enrolled, then the College would have an obligation to notify all faculty.

b. What steps should a faculty member take if they find themselves in this situation?

[Response from Denese Skinner, Vice President of Student Affairs]

If your immediate safety is in jeopardy, call the Amarillo College Police Department or the police department in the community in which you live.

Amarillo College prohibits all employees and students from engaging in stalking. It is a violation of AC's Student Rights and Responsibilities and Title IX policy DIAA.

Stalking conduct that creates a sexually hostile environment is a Title IX violation. Report the incident to Title IX officials. The form is located on HR's Title IX webpage.

Stalking conduct that is not sexually motivated by a student is a Student Rights and Responsibilities violation. Report the incident by filling out the Student Behavioral Alert located in the employee forms area in AC Connect.

The report will be investigated to determine if the behavior violates AC policy.

If the student's behavior is in violation of the policy, appropriate disciplinary action will be levied which includes sanctions or removal from campus.

If the student did not violate policy, no further action will be taken.

3. What are the requirements to have a permanently assigned police officer on the East Campus and one on West Campus. Some classes are at night and many times there are no officers around in case something goes wrong or an officer is needed. Is there a possibility of adding an officer or sending an officer to these campuses to patrol, do walkthroughs, or be permanently assigned on these campuses during the day and/or at night?

[Response from Scott Acker, Chief of Police]

Please contact Scott Acker, Chief of Police if you have questions regarding the police presence on your campus.

TO: Frank Sobey
FROM: COACHE Committee
RE: Requested Recommendations
DATE: 16 November 2020

The Committee's recommendations for Administrative consideration fall into three categories: compensation, feeling valued/shared governance, and leadership training. These appeared to be the topics of greatest concern as expressed by the faculty in the COACHE survey.

Compensation:

- The Committee expresses thanks for increasing lab pay from one-half to two-thirds pay. We additionally recommend that those labs requiring teaching—not just supervision—be increased to 100%.
The administration was happy to advocate for and secure funding to increase the lab load from one-half to two-thirds pay. With the need to significantly prioritize compensation for part-time instructors and stipends for part-time instructor professional learning, any additional movement in lab compensation is likely 2-3 years away. However, the adjustment in the part-time compensation scale will benefit all faculty in the near term.
- In light of the high stress level of eight-week classes, we recommend that three hours of paid release time be given to full-time faculty per year.
I recall discussions about this issue during a previous all faculty meeting two years ago. I'm open to ensuring that faculty feel they have the time to support and tutor students. I plan to convene a learning summit with the faculty in the fall to discuss learning and workload experiences. I believe the summit will inform the conversation around faculty release time.
- We recommend that overload pay for full time faculty should be increased in parity and that adjunct pay be increased.
While overload pay for faculty will not increase to parity, we are working now in addressing the serious adjunct faculty pay gaps. Once adjunct compensation scales are increased to a competitive market level, full-time faculty will also benefit.
- We recommend that Administration offers some assurance that merit raises, at the minimum, will equal local cost-of living adjustments, so faculty do not, in reality, lose financial ground.
Cheryl Jones, Vice President of Human Resources, has been working through employee compensation issues. Under her tenure, AC initiated its first all employee compensation study in recent memory. The goal of the study, conducted by a third party, is to assess market competitiveness across all employee position groups and not just the faculty position. Employee compensation is a high priority for the college's senior leaders and our regents, and we will take a thoughtful approach to making market adjustments and executing merit raise pools while remaining fiscally responsible.

Feeling Valued/Shared Governance:

- We recommend that the 30/70 percentage split be maintained in the Faculty Performance Review process.

There has been much discussion regarding the 30/70 percentage for the faculty performance review process. We believe the 30/70 percentage is the result of a deeper problem of trust between faculty and academic leaders and concerns about retaliation. The administration has a goal to support and train supervisors across the college to perform their duties in a way that generates trust and not erode it. We have resumed the evaluation of the dean position by direct reports. We are working to resume evaluation of the program coordinator and department chair positions beginning with the 2021-2022 performance evaluation cycle. The suspension of these evaluations has not supported strong employee supervisor relationships.

- We recommend that the President and Vice-President of Faculty Senate should attend President's Cabinet meetings and further recommend that the President be a voting member of Cabinet.

After meeting with the VPAA on April 22, 2021, this recommendation is being amended to request that faculty senate officers attend one cabinet meeting a month to discuss concerns. Please note: The faculty senate officers have a standing appointment with the VPAA and the faculty senate president has a standing appointment with Dr. Lowery-Hart monthly during the academic year. These scheduled monthly meetings will continue. A monthly meeting with faculty senator officers and cabinet will extend the opportunity for shared governance conversations.

- We recommend that Administration promotes a positive and more open relationship between faculty and the Board of Regents.

There is agreement that we have made progress in this area.

Leadership Training:

- We much appreciate and recommend that Administration continue the current training programs and professional development offerings recently put into practice and further recommend that such be reviewed annually as to success.

There is agreement that progress has been made and commit to providing faculty with high quality professional learning. The 2021-2022 budget includes funds to begin extending this opportunity to adjunct faculty.

We sincerely thank you for your interest in increasing shared governance and recognize that the President's town hall meetings are positive steps toward such. We also sincerely thank you for asking for faculty input and for consideration of these recommendations. We much welcome the opportunity to further discuss each proposal.

Faculty Performance Evaluation Timeline for Fall 2021 EXHIBIT C

- August** Faculty will complete an anonymous evaluation of first-level supervisor. The evaluation will not be released to the first-level supervisor until after the FPR process for the first-level supervisor and all direct reports has been completed.
- 9/17** Faculty submit FPR to first-level supervisor (coordinator/director/chair).
- 10/1** First-level supervisor holds meetings with faculty prior to and completes faculty evaluation on or before this date.
- 10/15** Coordinators/Directors submit FPR to first-level supervisor (chair).
- 10/29** First-level supervisor holds meetings with coordinators/directors prior to and completes faculty evaluation on or before this date.
- 11/12** Chairs submit FPR to first-level supervisor (associate dean/dean).
- 12/3** First-level supervisor holds meetings with chairs prior to and completes faculty evaluation on or before this date.

Please note that a first-level supervisor may be a coordinator, director, or department chair. Faculty will evaluate their first-level supervisor, but the results of that evaluation will not be released to the first-level supervisor until after the FPR process for the first-level supervisor and all direct reports has been completed. Evaluation of non-faculty academic leaders is not a part of this timeline and will be completed in the spring semester.

While the deadlines noted in this timeline will apply to all full-time faculty, the VPAA organizational chart has a variety of supervisor uplines that will require a modified sequence. For example, some program coordinators report directly to an assoc. dean or dean. Some department chairs have program coordinators and program faculty as direct reports.

The VPAA Office and HR will hold an academic leadership and all-faculty meeting to discuss this process and timeline.

Faculty Performance Evaluation Timeline for Fall 2021 EXHIBIT C

Group	Upline evaluation of first- level supv	Self- evaluation due	Performance review meeting with first- level supv due	Evaluation of deans/AVPs/VP		
Faculty	8/15-31	9/17	10/1	Spring 2022		
Coordinator/Director	8/15-31	10/15	10/29	Spring 2022		
Chair	Spring 2022	11/12	12/3	Spring 2022		
Associate Dean/Dean	Spring 2022	Staff Schedule	Staff schedule	Spring 2022		

Faculty Evaluation

I. Professional Development -- 40%

Faculty commitment to ongoing professional development is an expectation built into faculty duties as outlined in DJ Workload, the Policy to Petition for Professorial Rank, and the Hire-to-Retire plan. A commitment to professional development should be demonstrated through the following activities: participation in college-wide training sessions, data summits, and general assemblies; CTL training sessions and workshops on technology and pedagogy; conferences; and through research, publications, and other activities related to professional development. The narrative must provide evidence of the above, where applicable, to demonstrate that commitment. Moreover, the narrative must explain how that commitment to professional development aligns with two or more of the iCare Ideals: Innovation, Collegiality, Amenability, Rigor, and Engagement.

II. Teaching Effectiveness -- 40%

Faculty commitment to teaching effectiveness is an expectation built into faculty duties as outlined in DJ Workload, the Policy to Petition for Professorial Rank, and the Hire-to-Retire plan. A commitment to teaching effectiveness must be demonstrated through the following: implementation of innovative instructional approaches learned from professional development training sessions and workshops; IDS course success data, attrition, and equity (based on student metrics and mode of delivery); and student evaluations. The narrative must address the faculty member's perception of student engagement and performance in the classroom based on the list above. Moreover, the narrative must explain how that commitment to teaching effectiveness aligns with two or more of the iCare Ideals: Innovation, Collegiality, Amenability, Rigor, and Engagement.

III. Service -- 20%

Faculty commitment to service beyond the classroom is an expectation built into faculty duties as outlined in DJ Workload, the Policy to Petition for Professorial Rank, and the Hire-to-Retire plan. A commitment to service should be demonstrated through participation in the Culture of Caring: Badger Beginnings, New Student Orientation, AC Day of Caring, Success 360, Crunch Time, student mentoring/advising, student life activities, career community activities, assessment, active participation in the Amarillo community, and other activities related to the Culture of Caring. Moreover, the narrative must explain how that commitment to service beyond the classroom aligns with two or more of the iCare Ideals: Innovation, Collegiality, Amenability, Rigor, and Engagement.

Faculty with Academic Leadership Roles: Academic leaders who function as department chairs or program directors/coordinators must address the following supervisory responsibilities (where applicable) to demonstrate effectiveness in their roles:

- Leadership: advisory board and industry engagement and recruitment, awareness of discipline-specific best practices and trends, comprehensive knowledge and application of AC policies and procedures, career communities, vision aligned with No Excuses Strategic Plan and institutional goals

- Management of Department/Program: accreditation reports/self-studies, faculty assignments, FWA, master schedule and ongoing management of course offerings, assessment/program review, budgeting, resolving student conflicts/concerns, textbook orders, curricular revisions, collaboration with off-campus instructional sites and other departments outside of Academic Affairs, ISD and transfer partnerships
- Management of Faculty: communication; faculty mentoring; promoting professional development; hiring, credentialing and onboarding; ensuring faculty attendance at required meetings; departmental committee assignments; rank and tenure; evaluation

Chair, Coordinator, Director Evaluation 2020-2021

1. Personal Characteristics

		Rarely	Usually	Consistently	N/A
1.1	Possesses specific knowledge necessary for the position				
1.2	Fosters a collegial environment where differences in viewpoints are welcomed				
1.3	Is trustworthy and reliable in dealing with confidential matters				
1.4	Actively listens to concerns from faculty and staff				
1.5	Personal Characteristics comments				

2. Leadership and Planning

		Rarely	Usually	Consistently	N/A
2.1	Actively supports the Amarillo College mission, values, core purpose, goals, and strategic plan: https://www.actx.edu/president/mission				
2.2	Promotes teamwork in the department, across the college, and with external partners				
2.3	Recognizes/devises useful innovations				
2.4	Promotes professional growth of personnel				
2.5	Effectively resolves conflict among faculty, staff, and/or students				
2.6	Effectively manages operations of department/program				
2.7	Delegates work to faculty and staff as appropriate				

2.8	Leadership and Planning comments	
------------	----------------------------------	--

3. Personnel Relations

		Rarely	Usually	Consistently	N/A
3.1	Effectively communicates relevant information to faculty in a timely manner				
3.2	Possesses insight into professional problems and workload details on his or her personnel				
3.3	Treats faculty and staff fairly				
3.4	Contributes to the positive morale of the faculty and staff				
3.5	Is consistently accessible for faculty and staff to communicate concerns or issues				
3.6	Maintains transparency with colleagues				
3.7	Personnel Relations comments				

4. General

		Poor	Fair	Good	Excellent
4.1	My overall rating of this academic leader is ____.				

EXHIBIT E

4.2	What can the chair/coordinator/director do to assist you?	
4.3	How can the chair/coordinator/director improve the department/program and assist in achieving its goals?	