

Faculty Senate March 1, 2024 1:00 pm Oak Room		
<b>Members Present</b>	<b>President</b> - Dr. Rene'e Stovall; Business Management <b>Vice President</b> - Stephen Malley, Fire Protection Academy <b>Secretary</b> - Dr. Sue Vandagriff; Physical Therapy Assistant <b>Parliamentarian</b> - Teresa Gaus-Bowling; Biological Sciences Aaron Gann (Proxy for LaVon Barrett; Pre-Health Sciences) Brent Childers; Industrial Technology Amanda Lester-Chism ( Proxy for Donna Cleere; Dental Hygiene) Robert Dillon; Biological Sciences Dr. Chris Hudson, English Jay Sawyer; Speech/Communication Teresa Herrera; Nursing Skip Chism, English Tim Leeper; Mathematics	
<b>Members Absent</b>	Dr. Nathaniel Fryml, Brent Gandy	
<b>Guests</b>	Dr. Jonathan Jenkins	
<b>Subject</b>	<b>Discussion/Information</b>	<b>Action/Decisions/ Recommendations/Timelines</b>
<b>Call to Order</b>	Meeting called to order at 1:00 pm in the Oak Room.	By President Rene'e Stovall
<b>President's Report</b>	Faculty Senate officers met with Interim President Denese Skinner and VPAA Dr. Tamara Clunis. Discussion about the move to centralized tutoring. Also discussed annual review of expectations and duty days. Plans are underway for a faculty report card that will be designed as a consistent measuring stick. Supervisors will keep track of employee accountability for graduation and mandatory meeting attendance. Discussion of Q12 survey data. Discussion of need for healthy conflict resolution, team building, and the need for clear communication.	Motion to approve minutes from January 26, 2024 meeting (Teresa Herrera motion; Skip Chism second; motion carried by voice vote).
<b>Vice President's Report</b>	See below for Professor Emeritus award.	
<b>Secretary's Report</b>	No report	
<b>Parliamentarian's Report</b>	No report	
<b>Guest Report(s)</b>	No report	
Committees		
<b>Questions</b>	1 new question added. Refer to Senate Question report. Question asking for clarification on distribution of Class Climate Survey on VPAA. Verbal question about faculty advancement forms for completion of training. Forms are now completed in Nitro.	
<b>Elections</b>	No report	
<b>Legislative</b>	No report	
<b>Professor Emeritus Award</b>	Questions about possible nominations for Professor Emeritus, but no current nominations.	
<b>Faculty Committee Appointments</b>	No report.	
<b>MEAD Award</b>	Mead Award nomination form has been developed. Committee will meet at the end of April.	
<b>Technology</b>	No report	
<b>Faculty Survey</b>	Faculty survey under development. Should be sent out to faculty in April.	
<b>Hospitality</b>	Thank you for the provided refreshments.	
<b>Instructional Technology</b>	No report	

<b>Courtesy</b>	No issues reported.	
<b>Salary</b>	No report	
<b>Board of Regents</b>	No report	
<b>Faculty/Instructional Development</b>	No report	
<b>No Excuses</b>	No report	
<b>Faculty Handbook</b>	No report	
<b>Grievances</b>	No report	
<b>Updates &amp; Announcements</b>		
	Review of Faculty Senate handbook with suggestions for additions to bylaws. Discussion about mandatory Student Class Climate surveys.	
<b>Next meeting: April 5, 2024 @ 1:00 pm in Oak Room</b>		
<b>Meeting Adjournment</b>	Motion to adjourn by Brent Childers; Second by Teresa Herrera.	Meeting adjourned at 2:00 pm.

Question #	Question	Responder	Answer
1	This summer we were told, I believe in a town hall, that the board would vote in January on raises for next year. Then recently, in Russell's final town hall meeting, we were told that there would be no raises in January, but we would get a \$2000 bonus across the board in December - and that they would probably do the same thing next year because of unknowns in politics. This was upsetting given the previous mention of likely raises next year. Especially since there was a casual mention of this being a likely trend for the next couple of years. This is also news that comes in a year of economic triumph for the college and a general assembly celebrating the amount of funds that have been raised in recent years, leaving me further confused by the decision.	Cheryl Jones	<b>The intended message in the summer was that the Board of Regents would be voting on a one-time payment for full-time employees. The details of the planned payment are: Payable in December 2023 instead of January; a lump sum equivalent to 3% of the employee's base annualized salary. And, as mentioned, the Board is taking this approach due to the legislative environment in the State of Texas.</b>
2	Additionally, I am perplexed by an HR email discussing a change in our "2.5% fringe benefit." There was no clear explanation of how to figure out how our fringe benefit was allocated, and I went to HR to ask. First, I was told it was just an insurance payment and that it won't change anything about my pay because I will still pay for insurance, it just looks different on the AC side. That explanation left me with more questions, and I asked if the fringe was allocated to the AC Benefits program. Then, I was told that I needed to look into that myself on the Empower website. I am mystified about the change, because my allocation to retirement should not be changed from what I signed up for at my initial meeting without my authorization, correct? I don't know that it has, but it seemed like a possibility after my questions. I still am no further in understanding what the fringe benefit was or how my pay/insurance/retirement accounts are impacted by this change.	Cheryl Jones	<b>I believe I've actually already spoken directly to the faculty member that submitted these questions, as they also emailed me directly.</b>
3	A few things needing to be noted about this new policy that need to be investigated: 1. Faculty/Coordinators do not return to answer the question of proration of low enrollment classes until August 15th. This is after the deadline of 8/4 2. Payment deadline is 8/10 and pay as you go is 8/11 this can affect enrollment in the classes 3. This policy intrudes on faculty time off 4. We need guidance on how load will be calculated based on if the course is needed for graduation. In the past courses were paid at full load if a student needed it to graduate. Now this is "ifly". 5. Coordinators do not report back to work until 8/15, but this policy requires substantial communication with others on campus to complete the task of cancelling a class. Who came up with this policy and approved it? Does this violate 9-month contracts?	Frank Sobey	<b>Frank responded to these questions and I sent it to you on 10.3.23. See attachment: <a href="https://drive.google.com/file/d/1GV7LVivvgQjAMgxr-Wx9PFk3P3Tyz9/view?usp=drive_link">https://drive.google.com/file/d/1GV7LVivvgQjAMgxr-Wx9PFk3P3Tyz9/view?usp=drive_link</a></b>
4	TRS recently received an increase, but what about ORP?	Cheryl Jones	<b>All full-time employees are REQUIRED to participate in TRS, or in the case of faculty and administrators, either TRS or ORP. We all must participate in one of these, in lieu of social security. As employees we have no option to contribute more or less than the prescribed amount in the plan. The Higher Education Coordinating Board sets the contribution/match rate for ORP and does not allow colleges to veer from their regulations. Similarly, TRS sets forth the contribution amounts for that retirement plan, with no leeway allowed for colleges or participants to contribute differently.</b>
5	Why do we no longer receive a printout of our pay, stipends, benefits, etc., like we used to? I want to see my total annual salary, including wages, in writing to compare I yearly for my records. Did I receive a step? The HR manager is challenging to speak to. I feel bothered when you are wrong, no matter what. HR quickly gives an occurrence, forgetting that we are educated and professional people. The college may love students, but they do not love faculty who are in the trenches with them daily.	Cheryl Jones	<b>We are seeking a better method to show faculty members your annual compensation with base pay, stipends etc. In Fall 2022 we piloted a reappointment letter which included a table of faculty compensation elements such as this example: The faculty salary/compensation committee is planning to visit with the faculty senate about whether this is an effective resource for faculty that you'd like to continue receiving. All faculty received the "step" of \$500 in January and should have seen it reflected on their base regular pay. In addition to the reappointment letters, Colleague's self-service platform has a total compensation statement module under development which will show an employee the elements of their base pay and benefits as well as what the college pays on behalf of the employee. When this module is complete, we will promote it and communicate to all employees.</b>
6	With Google Jamboard going away at the end of 2024, which of the suggested replacements (FigJam, LucidSpark, Miro) if any will AC migrate to?	Lori Petty	<b>At this time we are researching the best alternatives to Jamboard and will have a few replacement options for faculty to choose by end of 2024. However, it will most likely not be a system-wide implementation. Generally, every department needs different functions. So instead, we will have 2-3 different resources available for faculty and departments to choose from. Jamboard was convenient because it is tied to Google Workspace.</b>
7	Do we have a formal policy for a Vote of No Confidence?	Faculty Senate	<b>No. We do not have a formal policy for a Vote of No Confidence. In traditional procedures, this would be considered a motion.</b>
8	My question is twofold: Why is the weighting of the faculty evaluation sections different (how/when were these percentages identified)? Shouldn't the Teaching Effectiveness bear more weight than the others? So why not 50% section II and 25% each for I and III? Section I 40% Professional Development Section II 40% Teaching Effectiveness Section III 20% Service  Per Section II of the faculty evaluation 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.  Since student evaluations are an integral part of the evaluation process, is there a way to mandate completion such as withholding grade distribution until finished? The reason I ask is due to the fact that low student response rate, &#x2013; to my knowledge - to benefit us. If we're paying, should we have more choices that match our goals?		<b>Not answered at this time</b>
9	Could we have the College's process of selecting retirement fund providers explained? I have had the same agent since 2002 and the company has never called to check in, stopped by my office to visit, or in general communicated in any fashion. The only communication we have had is when I called them, drove to their offices in Canyon, and was basically told, "Just leave it alone." I would like to have a more engaged communication plan and/or someone who will teach me what I need to know about my retirement planning. We are paying fees to these professionals who do not do anything - to my knowledge - to benefit us. If we're paying, should we have more choices that match our goals?		<b>Not answered at this time. The person asking the question was answered directly by HR.</b>
10	Why are we required to use the Student Engagement Portal (Watermark) to create mandatory tutoring notifications if we are keeping up with our gradebook and attendance? With the 75% mandatory tutoring policy, shouldn't the portal automatically send a notification if the grade goes below 75%? Also, by default, who receives the notifications that we send?		<b>Watermark was deployed in 2022 to support the implementation of AC's Quality Enhancement Plan (an institutional accreditation requirement). Watermark, also known as the Student Engagement Portal, generates an automated alert when the student's cumulative GPA falls below 75% in any course. The student, success coach, assigned academic advisor, and any follower (which should be the instructor) receive the alert. This alert indicates that the student needs to contact the course instructor to determine any required tutoring needs. This alert is the same for all courses and is not course- or content-specific. The alert is not the task assignment for tutoring.  On the other hand, tasks are created by instructors, supplemental instructors, and/or tutors. Tasks allow instructors and student success personnel, such as success coaches and advisors, to track tutoring activities for identified students. Tutoring can be accomplished through a designated tutoring center staff member, an instructor, or a peer tutor. The instructor creates tasks to provide a start and end date for the task, specific instructions for what is needed for student improvement, and any other relevant information deemed necessary for student success. The instructor assigns who receives the task in addition to the student. Other task recipients include a specific success center, designated success coach, or anyone else who can assist with the student. Please note: Our technical education programs only offer instructor-led tutorials. The individual department tutoring for success policies determines if a student is limited in progressing in the course until the tutoring requirement is met. The assigned personnel in the Student Engagement Portal monitors tutoring activities. The AC Institutional Research department has determined that our mandatory tutoring requirement has a statistically significant impact on course success and retention.  Dr. Clunis met with the faculty senate on Friday, January 26, 2024, and notified them that the faculty request for a bulk task assignment feature has been delayed for implementation by Watermark. We will keep the faculty senate updated on the status. We have stressed our need for this feature to be activated as soon as possible. We appreciate the cooperation and support of faculty in the requirement for task creation.</b>
11	What is the school's response to students who are unable to use DUO, specifically the students who do not have cell phones?		<b>VJust like we did with employees, if for any reason a student does not have a device that is capable of using the DUO app or receiving a text message we will issue them a FOB. Here are the instructions for review that explain all of the different scenarios including not having a DUO compatible device: <a href="https://www.actx.edu/its/duo">https://www.actx.edu/its/duo</a></b>
12	Can we get the "Faculty" button back on the ACConnect homepage?		<b>We have been working on some upgrades behind the scenes for State of Texas compliance and during those changes that Faculty link disappeared and was an error on our part. It is now back. Please always just open a ticket when you notice things like this so we can get it fixed ASAP.</b>
13	Concerning rank stipends, why are we required to give up the \$1,750 stipend that Assistant Professors receive when we receive the \$2,750 stipend for becoming an Associate Professor?		<b>When considered cumulatively, the current rank stipends are: Assistant Professor, \$1,750, Associate Professor, \$1,000, Professor, \$1,000, for a cumulative stipend at the professorial level of \$3,750.</b>
14	With the funding model change, can we change the prorate policy? Currently if a faculty member has less than 12 in a class then they are prorated.		<b>Amarillo College was fortunate to receive additional funding with the move to a 100% performance-based funding model. The additional funds were not received and accounted for as reserve funds. Instead, the funds were used to institutionalize key student support services initially funded through the CARES Act during the COVID pandemic period. Amarillo College submitted a FY24 balanced budget because of those funds. The proration policy will continue as outlined in the Academic Affairs manual. The policy allows the college to provide faculty with some compensation for courses that would otherwise be canceled. The policy also allows AC to support students who need a course to remain continuously enrolled in order to accelerate degree completion.</b>
15	Why is it that faculty members within the same department have varying campus hours? It is observed that several faculty members only appear on campus for a few hours, one or two days a week, and then remain absent for the rest of the time. The directors seem to be unaware of this situation, either due to their lack of interest or their own absence. Such a scenario creates significant disparities among departments, as it lacks fairness and equity.		<b>Academic leaders (coordinators, directors, and department chairs) currently manage faculty compliance with office hours. The accountability for office hours should be transparent, fair, and equitable. If a faculty member is concerned about the transparent, fair, and equitable hour compliance, please follow the chain of command and speak to your dean first, AVP, and VPAA. The topic of accountability regarding office hour compliance will be discussed at the next dean meeting with the VPAA. Academic leaders should administer department policies consistently to inspire confidence in leadership and foster a positive and productive working environment.</b>

16	Why are the management and directors advocating and presenting proposals to transition faculty to 'salaried positions' without informing them about these developments and denying their input?		This nursing department-specific question should be addressed during a department meeting. It does not apply to all departments. I have added it to the questions to be addressed on February 7th. Note: This was not answered during this meeting.																	
17	Why is it necessary for Directors (West Campus) to assign administrative assistance to courses involving faculty and students? Certain administrative assistants have complete access to student grades and communication between faculty and students.(FERPA) Shouldn't this responsibility fall under the purview of the Directors rather than the administrative assistants? You will see this is occurring across multiple nursing courses the last couple of semesters.		This nursing department-specific question should be addressed during a department meeting. It does not have application to all departments. I have added it to the questions to be addressed on February 7th. Note: This was not answered during this meeting.																	
18	Why do Directors (on West Campus specifically) employ administrative assistants to assist with determining faculty load hours? Why do they have the ability to access our pay and load information? Historically, we have been instructed to keep our load hours confidential, and granting access to these administrative assistants contradicts this principle. Shouldn't this information be strictly shared among Directors, Management, HR, and the employees involved? Is this being done on all campuses?		Dr. Clunis met with the academic deans on January 29, 2024, to determine the scope of current practices. Based upon the feedback received from deans, this is not a widespread practice across academic affairs. One dean noted that this had been done at the request of a faculty member with a history of accommodation requests. This appears to be a serious concern in one department. Dr. Clunis will address this issue in more detail with the specific department. As a professional courtesy, faculty should never be surprised that someone has been added to their courses. An academic leadership meeting will be scheduled in March 2023 to ensure consistent practice application across the division. The final process will be added to the academic affairs manual and published for all faculty.																	
19	What is the reason behind secretaries being burdened with the duty of monitoring attendance while managers and directors are exempted from it? This responsibility of keeping an eye on the staff has resulted in secretaries being stigmatized as informants, as leaders show reluctance in getting involved. By granting more authority to administrative positions, what does this imply about the effectiveness of leadership? This situation creates significant division and questions the necessity of leadership altogether.		This has not been addressed																	
20	Mead Award Submission link is inactive and shows this message: Sorry, the deadline for submission of Mead Award nominations was April 15, 2023 Does this mean that students in Summer 1/2 did not get opportunity to nominate? Fall1/2? Spring1 almost over...  Are we capturing all students input or just Spring 2?		I spoke with Frank Sobey about this. Frank offers the following.  "It's a Senate run committee that is responsible for maintaining and communicating the process to faculty. I suspect that Senate has not reactivated/reset the link since the last go-around."  Might you all check with the chair of the Mead Award Committee to get the new dates and process in place and update the links on the website?																	
21	How many PT faculty does AC employ? FT faculty? Classified employees? Number of administrators?		Cheryl Jones provides the following chart to answer your question.  This data is from the November 2023 Gallup Q12 file. While the numbers are fluid, overall this is still suitable for this purpose: <table><tr><th>Position Type</th><th>Number</th></tr><tr><td>Adjunct Faculty</td><td>183</td></tr><tr><td>Administrator</td><td>70</td></tr><tr><td>Classified FT</td><td>402</td></tr><tr><td>Classified PT</td><td>235</td></tr><tr><td>Faculty FT</td><td>173</td></tr><tr><td>Supplemental Instructor</td><td>177</td></tr><tr><td>Total</td><td>1,240</td></tr></table>	Position Type	Number	Adjunct Faculty	183	Administrator	70	Classified FT	402	Classified PT	235	Faculty FT	173	Supplemental Instructor	177	Total	1,240	
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22	Why was the survey regarding Dr. Tamara Clunis not sent out college-wide? Some departments did not receive it.		Are you saying that some FT academic affairs employees did not get the survey? This is a survey that Tamara does for only FT academic affairs employees that she sends out independently of HR. If someone is not in AA, they would not get the survey.  Can you give me an example of a department/person that did not get the survey?  Tamara said that she heard of one person that did not get the email. She looked at her distribution list and this person was on it.  Ask whoever sent in the question to contact Tamara to let her know that they did not get it. We need to find out why they did not get it.																	
23	Classified employees would like to know if there is a way that summer hours could go back to how they were in prior years - when they extended until the week faculty returns in August instead of the end of July. It gives us just a couple more weeks of summer hours. Thank you.		The reason that we end summer hours at the end July is to facilitate getting students enrolled and ready for the fall semester. Every single day and hour in the day - including Fridays - are critical to giving students the opportunity to make contact with AC to get enrolled.  AC offers a lot of vacation leave time and we encourage employees that want to take the two Friday afternoon off to use their vacation time to do so.  Let me know if I can offer further clarity to the response.																	
24	Modified: How was diversity considered when selecting the Presidential Search Committee, and Presidential Finalists?  The search committee had information leaked, which leads to concerns about diversity in the selection process.	Dr. Proffer: BoR	Here is the answer to both of the online faculty senate questions you received.  If there were leaks from the search committee then the source of the leaks is spreading false information. The committee was made up of male and female members of multiple ethnicities. The field of candidates was similarly diverse.  <b>Senate Response:</b> The search committee members have been listed on the AC Presidential search website for the last several weeks. The list shows a group of diverse individuals.																	
25	Can the college fund a site license for Turn It In? With all the AI and other internet sites, plagiarism is more rampant than ever. The English Department has looked into a site license and it is too expensive  for us to fund by ourselves. Many other subject areas would also benefit from it, so the college should fund it for everyone.		Good morning, Pam.  Denese heard your request via Faculty Senate to consider funding a Turnitin site license for the College. I know how useful this tool would be, but of course, there are major budgetary implications, and we won't be able to explore them fully before Friday's Senate meeting.  I did want you to know, however, that we are looking into this issue and hope to come back with an answer for you.  Have a great day! Becky Easton Dean of Liberal Arts																	
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