



# Faculty Senate

801 Campus Drive

Nicole Dick —President  
Perla Salazar —Vice President  
Seth Kristalyn – Secretary  
Liz Tharman – Senator  
Larry Jenkins—Senator  
Susan Ortega —Senator  
Brian McCallum —Senator  
Courtney Morris —Alternate

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## FACULTY SENATE MINUTES

Date: 1/27/20 at 2:30pm

Location: JOYC 1404

- A. **Call to order:** 2:30 p.m.
- B. **Present:** Nicole Dick, Seth Kristalyn, Liz Tharman, Larry Jenkins, Susan Ortega, Brian McCallum, Courtney Morris, Jeannie Ferguson, Perla Salazar, Renee Harbin
- C. **Absent:** Phil Hoke
- D. **Comments from guests:**
  - a. Jeannie Ferguson discussed with Faculty Senate the recent email from IT stating that cloud-based storage can no longer be used. Jeannie voiced concerns with the email and policy. She brought up concerns about academic freedom and intellectual property. Faculty Senate discussed why the policy and announcement were not reviewed by Faculty Senate and/or Curriculum and Instruction. They discussed the impact of the announcement and possible steps. They will follow up with Marc Malone.
  - b. Renee Harbin discussed with Faculty Senate that the continued review of policies may intersect with the negotiated agreement.
- E. **Program Highlight:** Liz Tharman discussed the pre-med program. Last semester they had 120 high school students come through the lab and are looking at 160 for this spring. Soon, the program will be restructured. They will be going from four programs down to two. She is creating manuals to help advise students in these programs.
- F. **Approval of minutes:** The minutes from the December 6<sup>th</sup> meeting were reviewed and approved with clarifying changes.
- G. **Report from College Council**
  - a. College Council's next meeting will be Wednesday 2/12/20.
  - b. Policies – Video Cameras and Administrative Use: Nicole reported that the policy is very straightforward and not as scary as it sounds. Not everything is being recorded nor watched, and surveillance will be disposed every seven days. Personal observation will only be used during specific investigations.

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- c. Policies – Disciplinary Actions: Disciplinary Action will be looked at in the future because it relates to the negotiated agreement.
- d. Leadership Training: It's happening.

#### H. Report from Board of Trustees

- a. 12/10/19 Meeting
  - i. Overview of Assessment – Course, Program, and Essential Skills: Nicole focused on discussing the Essential Skills with the Board of Trustees and how the Essential Skills assessment works and how the Board's decisions relate to it.
  - ii. New Trustees
- b. 1/14/20 Meeting
  - i. The Audit Report was presented and reviewed.
  - ii. The new Trustees were appointed and positions thereof determined.
  - iii. The Annual Report and Report Card was presented and reviewed.
- c. The next meeting will be Tuesday 2/11/20 at 6 p.m.

#### I. Old Business

- a. Spring Lunches with Dr. Ruda
  - i. Penka held their lunch on January 9<sup>th</sup> and Larry reported that it went well.
  - ii. Joyce will hold their lunch on February 10<sup>th</sup>.
  - iii. The Academic building will go next in March.
- b. Learning Communities
  - i. Renee suggested a learning community about knowing your rights with the negotiated agreement.
  - ii. Perla is trying to schedule a tour of the JCVT building and programs soon.
  - iii. Amy Kocher asked to do a learning community about breakout boxes.
  - iv. Jeannie asked to conduct the quiz bowl tournament again.
- c. Calendar Committee
  - i. Faculty Senate discussed Calendar Committee's proposal for the redistribution of instruction days evenly across the fall and spring semesters.
- d. Nick Salazar withdrew his request for funding for professional development.

#### J. New Business

- a. Faculty Administrative Evaluation Form
  - i. Faculty Senate discussed what the process will look like. The understanding is that the respective division leader and the dean will fill out the form collaboratively. Faculty Senate suggested that the process needs to be clearly defined. Seth suggested that all faculty see the form in order to collect their feedback as well.
- b. Upward Evaluation Question Ideas
  - i. Nicole asked Faculty Senate to think of questions to be placed on an upward evaluation form.
- c. Professional Development Requests
  - i. Wanda Rodriguez-Rivera's request for funding was approved. Faculty Senate asked her to come to a future meeting to discuss the request and its impact on learning.

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- ii. Faculty Senate wants everyone to know that we have money left, so please apply for funding for professional development.
- d. Committees
  - i. Cengage Survey Group: Renee volunteered to do it if no one else is interested. The group is tasked with compiling feedback and looking at what options exist with regard to textbooks, but they will not make the decision about whether to continue with Cengage or not.
  - ii. Cody Cundiff has been appointed to the NISOD Selection Committee.
- e. Review Instructional Policies – remaining
  - i. [www.gcccks.edu](http://www.gcccks.edu) > About > About > Policies (not updated)
  - ii. Faculty Appointment: Faculty Senate questioned whether this policy is necessary because of the negotiated agreement.
  - iii. Faculty Assignment: Faculty Senate questioned whether this policy is necessary because of the negotiated agreement.
  - iv. Faculty Attendance: Faculty Senate suggested the policy by linked to the negotiated agreement.
  - v. Faculty Leave: Faculty Senate questioned whether this policy is necessary because of the negotiated agreement. They suggested edits for clarity.
  - vi. Faculty Substitute Pay: Faculty Senate questioned if this policy should be part of the negotiated agreement. Several other questions arose including: How does this work with the long-term sub policy in discussion? How does the process work of submitting Human Resources Office? Where does the \$30 total come from?
  - vii. Field Trip: Faculty Senate suggested edits for clarity. They discussed whether required trips are on syllabi as required by the policy.
  - viii. Grade Change and Withdrawal Appeal: Faculty Senate suggested combining this policy with other appeals policies into one policy. They also suggested the process needs to be made clearer and discussed whether a form should exist for this policy.
  - ix. Grading: Faculty Senate discussed that the policy says only passing students can ask for an incomplete. They suggested edits for clarity including: remove discussion of finals because it is another policy, clarify Division Secretary language, add process for giving incompletes, and add that failing grades require last day of attendance.
  - x. Independent Study: Faculty Senate suggested that the process and requirements be clarified.
  - xi. Internship: Faculty Senate suggested edits for clarity.
  - xii. Laboratory Instruction: Faculty Senate discussed whether the title of the policy is misleading. They suggested that the quoted policy number be checked for accuracy and currency.
  - xiii. Learning Assessment: Faculty Senate suggested edits for clarity.
  - xiv. Library Materials: Faculty Senate suggested edits for clarity.
  - xv. Part Time Teaching by Nonfaculty: Faculty Senate questioned whether this policy is being followed. They questioned whether the hours are part of an employee's fulltime status or in addition to their fulltime status.

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- xvi. Pass Fail: Faculty Senate suggested edits to remove redundancy. They questioned whether the practice of failing grades being counted in GPA calculations but not passing grades is common practice.
- xvii. Posting of Grades: Faculty Senate questioned whether the policy should be titled Public Posting of Grades for clarity. They suggested redundancies from other policies be eliminated.
- xviii. Professional Conference: Faculty Senate suggested that the policy mention Faculty Senate's ability to provide funding and suggested the policy process be clarified.
- xix. Program Discontinuance: Faculty Senate questioned whether this should be in the negotiated agreement. They discussed that the current policy is vague and should be defined better
- xx. Student Attendance: Faculty Senate suggested that the language be updating based on the current approved syllabus template.
- xxi. Student Evaluation of Faculty: Faculty Senate discussed using the same term throughout the college. They suggested using Student Evaluation of Faculty going forward rather than Student Course Evaluation. They questioned whether the form needed to be updated and whether the policy should include a link to the form.
- xxii. Textbook Adoption: Faculty Senate suggested to add to the policy that textbook adoption information needs to be sent to the bookstore.
- xxiii. GC3 and Policies: Faculty Senate discussed how policies interact with the negotiated agreement.
- xxiv. Tammy Tabor and Policies: Faculty Senate was reminded that changes to Instructional Policies may change information in the student handbook.
- f. Semester Timeline: Discussion was tabled until the next meeting.
- g. FS File and Canvas Updates: Discussion was tabled until next meeting.

K. **Joys and Concerns:** Courtney reported that the Early Childhood Development program will start advertising and being promoted soon.

L. **Executive Session:** None called.

M. **Next meeting:** Monday February 10<sup>th</sup> at 2:30 p.m. in Joyce 1404

N. **Adjournment:** 4:04 p.m.

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