



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

FACULTY SENATE MINUTES

Date: 10/25/2019 at 2:00pm

Location: JOYC 1404

- A. **Call to order:** 2:07 p.m.
- B. **Present:** Nicole Dick, Phil Hoke, Brain McCallum, Courtney Morris, Perla Salazar,
- C. **Absent:** Larry Jenkins, Seth Kristalyn, Susan Ortega, Liz Tharman
- D. **Program Highlight:** None today
- E. **Approval of minutes:** from 9/27/19
 - a. Tabled until next meeting, November 8 at 2 p.m., for quorum.
- F. **Report from College Council**
 - a. Met Monday 10/14 – Nicole was out and forgot to arrange an alternate.
 - i. Policy discussed and leadership training implemented.
 - 1. Nicole recommended to participate in the training.
 - b. Next meeting Wednesday 11/13
 - i. Exploration Day – College Council may be moved as a result.
- G. **Report from Board of Trustees**
 - a. Met 10/8/19
 - i. Trustee Hitz asked VP Armstrong for some input on budget. Armstrong made a few points, one about adjunct pay and how it is structured.
 - 1. Comes out of budget for Divisions, so it will always come out negative.
 - ii. Dr. Ruda presented monitoring report over Workforce Preparedness. Conversation about Essential Skills followed. (Information on page 35 of the Board Packet.)
 - 1. Brian recapped the discussion of the differing definition of Essential Skills floating around GCCC.
 - 2. Board appreciated the Essential Skills that were shared.
 - iii. Presented a timeline for the policy governance reviews.
 - iv. Lona Duvall from FCEDC presented.
 - b. Next BOT meeting 11/12/19

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H. Old Business

- a. Spring Lunches with Dr. Ruda
 - i. Penka will go first in January. Fine Arts will follow February.
- b. Learning Communities
 - i. Perla reported that 7 individuals attended the tour; made it to four places on campus (Adult Learning Center, Penka: Cosmetology, Welding observation and tour, Nursing simulation lab).
 - ii. November 14, 12 p.m.-1 p.m., Dru Saddler will be discussing AVID and introducing Cornell Note-Taking strategies.
 1. Brian recommended seeing if Ryan would like to cover lunch to aid in attendance.
 - iii. Jamie Durler reached out about Learning Communities and clarifying what it is.
 - iv. Next Learning Community is TBD.
- c. Bylaws
 - i. Voting tabled until next meeting, November 8 at 2 p.m., for quorum.

I. New Business

- a. Long Term Sub Policy
 - i. Nicole presented potential language
 1. Faculty members who serve as long-term substitutes will be paid at a rate equivalent to overload pay for the portion of the class they substituted. ... Long-term subbing shall mean teaching for another faculty member during their absence for a period of one academic week or longer. This causes need for students to meet with the substitute, for the substitute to plan, grade, and/or conference with students during the faculty member's absence. ... For example, if a faculty member substitutes for three weeks for a 15-week, 3-credit course, then they will be paid 3/15 of 3*\$600 or \$360.
 2. Discussion of Negotiated Agreement since it results in payment
 - a. Definition of who qualifies as a Substitute Instructor.
 - b. Definition of what qualifies as "Long-Term."
 - ii. Nicole will be sharing with Renee/GC3.
- b. Review Instructional Policies
 - i. Discussion
 1. Split the position of Vice President for Instruction and Student Services
 2. Academic Dishonesty
 - a. Clarity for second clause about what is being appealed to the Vice President.
 - b. Is the decision of the Vice President final?
 - c. Who makes the decision now that the Vice Presidency is two positions?
 3. Academic Ethics
 - a. No mention/discussion of Division Chair
 - b. Immediately notify the Division Chair and share information of the incident.

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- c. Does the instructor keep the copy of the initial incidence to themselves, or share upwards?
 - d. Clarify incidents that constitute cheating and add about self-plagiarism.
- 4. Add, Drop; Change of Schedule
 - a. Fee for dropping a class
 - i. Is this being enforced?
 - ii. Are students aware?
 - iii. What is the reasoning behind the fee being assessed?
 - b. Under Procedures, adding classes indicates that only an advisor's signature, but the "Add or Drop" the instructor needed to sign. Recommendation that Instructor sign.
 - c. "After the fifth day of the class" Clarification of what this means and recommendation for shortened classes (8-weeks, 3-weeks, etc.)
 - d. Waitlist – are students automatically added?
 - i. Once the course has started, how is it determine who is let in?
 - e. Dropping - After the fifth day, teacher signature is required (add language)
 - f. Withdrawal: no show first two days instructor can drop you from a class
- 5. Assignment of Credit Hour
 - a. Under Policy Statement: "Revised June 18, 2014." Is this correct?
 - b. Clarification of the policy for Accelerated Courses
- 6. Class Meeting
 - a. Supervisor decides if the course will be cancelled?
- 7. Class Rosters
 - a. Names changing alphabetically depending on the program
- 8. College Calendar
 - a. No discussion
- 9. Course Audit
 - a. Clarity of language about classes for audit – clarify that a course can be taken again for credit.
- 10. Course Cancellation
 - a. Add Division Chair
 - b. What determines "an appropriate time"?
- 11. Course Scheduling
 - a. Add Division Chair
 - b. Revise final section of Policy Statement to "Every effort is made to design a schedule to accommodate the needs of current students."
- ii. Voting tabled until next meeting, November 8 at 2 p.m., for quorum.
- iii. Review next ten policies for next meeting.

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1. "Course, Substitution, and Waiver" through "Exams and Final Exams"
- c. Campus Wide Assessment Survey Results for Faculty Senate
 - i. Tabled until next meeting
- d. "New and Revision to Existing Policies"
 - i. Faculty Senate reviews New Instructional Policies first and then pass on
- e. Role and Relationship between FS, GC3 Educators, and C&I
 - i. Online course development
 1. Instructors were developing online courses that were shared with adjuncts
 2. Not going to be retroactive, but will be in place moving forward
 3. Recommended wording of "Ownership"
 - ii. Who steps in when policy isn't being followed?
 1. More clarity on roles and language in the bylaws
- f. Cengage
 - i. Contract was for 2 years, ends Summer 2020
 - ii. Need feedback for a decision by April 2020
 1. Seeking wording and questions about a survey to students and faculty to assist in making a decision
 - a. Send to Jamie and Chip.

J. Joys and Concerns

- a. Chip has stepped in to evaluate how many surveys are being sent to students.

K. Executive Session (if needed)

- a. None

L. Next meeting: November 8 at 2 p.m. in Joyce 1404

M. Adjournment: 3:18 p.m.

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