Faculty Senate Meeting
April 29, 2015, Myer’s Center Board Room 2:30 PM

Attendance:

- Sherry Sherrill
- Jason Moir
- Chris Thurley
- Heather Bruch
- Phonzie Childers
- Scotty Brooks
- Leslie Martine
- Teresa Worthy

Approval / Adoption of Minutes

Approval of Agenda

Officer Reports:

1. President
   a. Faculty Senate Archives on Blackboard (demonstration) and need for a historian.
      i. Access for president and all officers to edit blackboard site
      ii. Other senators have access as students
      iii. Started with Paula Dedmon 5 years ago as historian for Faculty Senate, we have not had a historian since she retired.
      iv. Will look into seeing if we can get a new historian to work with secretary to maintain minutes
      v. Last minutes on site are from 2012 with some records going back into past decades
      vi. Will allow new officers to see what has been done recently to see issues that have been raised/what was done/resolutions (action or no action)
      vii. Lists bylaws
      viii. Looking into creating and updating the faculty senate intranet to make the site more user friendly and show that issues are being resolved
      ix. Possibly year end review, major topics/summary for quick reference and other faculty can see follow through and resolutions
      x. May help show usefulness of faculty senate/help with recruitment
      xi. Concern that there are things that are brought up and were worked on but those who raised the issue don’t hear about resolution. This way people can see what has been done and what decisions have been made or what research is being done into the issue.
         1. Topic / resolution or what works are in action
b. Review of continuing and ending terms of service for faculty senators.
   i. Want to start filling positions that are becoming vacant/send out emails early in the year to recruit senators
   ii. Should be nominations by division but there are not enough volunteers, need to look to see if can fill vacant seats from one division with volunteers from another division

c. Web Site Update: Plans for overhaul. (Need input/suggestions)
   i. Will be working on improving

d. Faculty Workload Proposal Q&A Meetings scheduled
   i. Michelle Byrd working with senate to address questions about faculty workload
   ii. Address what is the purpose
      1. Still hearing concerns that this is concern for pushing faculty into 40 hour positions
      2. Reality is it is a proactive attempt to update outdated policies due to online instruction
   iii. 2 identical presentations with time for faculty questions
   iv. Will collect feedback
   v. Senators are asked to encourage those who have questions and concerns to attend a session
   vi. If a faculty member cannot attend encourage to send questions to faculty senate president or Michelle Byrd questions to be addressed
   vii. Concerns collected so far plus additional concerns will be brought to the committee once they meet again
   viii. Concern was raised that there were only 100 spots available between the two sessions.
      1. Many people have already given feedback, don't know how many people will attend
      2. Keep the numbers what they are for now, if need another session add a session or move to bigger venue
      3. People think that the proposal will become policy following the forum without taking feedback into consideration/people want to see change and their voice is being heard
   ix. Concern was raised that faculty senate should be allowed to see changes to proposal based on feedback allow faculty senate to see again before it goes to the board
      1. Will show if feedback is being taken into consideration or being overlooked
      2. Faculty senate president will try to attend workload policy committee meeting to bring back information on why feedback was or was not incorporated into new policy
   x. Process started 3 or 4 years ago, first 10 policies being reviewed are going to board for review, (not including faculty workload)
xi. Faculty workload has been with faculty senate for 2 years we need to act quickly now so that the policy can be ready to go to board once they are done with some of the first batches.

1. Sitting president for faculty senate usually attends faculty workload committee meetings

xii. Will the feedback going to the committee be a few people’s complaints or will it be what the faculty senate agrees needs to be addressed.

xiii. Need to make formal here is recommendation of the faculty senate that includes what has already been discussed what issues need attention and which were determined to be misinterpretations/unclear wording

2. Vice-President
   a. none

3. Treasurer
   a. none

4. Secretary
   a. Finding minutes putting them in blackboard site

New Business
1. Election of New Officers
   1. In past one person volunteered and was appointed
      i. Sherry Sherril interested in continuing as president
      ii. Heather Bruch continuing as secretary
      iii. Scotty Brooks continuing as treasurer
   2. This year have two interested in being vice president
   3. Sherry Sherril continuing as president - review of bylaws indicates she would have to run for re-election
      i. Teresa Worthy interested in running for president

4. VOTE
   i. President Sherry Sherill
   ii. Vice President – Chris Thurley
   iii. Treasurer – Scotty Brooks
   iv. Secretary – Heather Bruch

2. PROPOSAL: Request approval to utilize funds for a Faculty Senate Notebook to be developed over the summer, and to be distributed in the first meeting of the Fall 2015 semester.
   1. Funds to keep a notebook that has physical copy of bylaws, rules for running senate/meetings
   2. Would like to make a copy of this information for each senator bound/through print shop
   3. Proposed cost about $50, would like to use faculty senate funds
   4. VOTE – unanimous yes

3. Faculty Affairs Committee: Chris Thurley
   1. Faculty/Instructor of the Year: Final Comments
   2. Mark Shelman awarded faculty of the year
   3. Would like to make improvements to rubric, will be put on an agenda early next year.

4. Calendar Committee
   1. Switched to academic calendar year
2. 2016/17 and 2017/18 calendars approved
3. Very few comments/concerns raised about proposed calendar before it was approved

5. Mid-semester evaluations
   1. Picked 10 questions to try to get feedback to instructors mid semester so they can make improvements to help end of year evaluations
   2. Will be used only by instructor
   3. Open ended qualitative questions
      i. Example – my instructor provides clear instructions
      ii. Tried to make them so they could apply to online/hybrid/seated classes
      iii. Instructor may have ability to add questions they want to see answers to
   4. General questions to get student feedback for improvement/misunderstandings
   5. Want to do college wide survey as well to determine if there can be college wide surveys.

6. End of semester evaluations
   1. Students assigned a grade of an F once the withdraw date passes if a student does not finish completing work
   2. Want students to have to go into blackboard course so that students who have been given an F/withdrawn are still able to evaluate faculty as revenge
   3. Can be problematic for small classes/programs it will negatively impact overall evaluation
   4. Withdrawn students have the ability to evaluate students even though they were not participating in the class
   5. Understanding - the survey for evaluations were designed that way so that students who were withdrawn had an opinion that could be valuable because they were in the class for a time.
   6. How can we seek to change this/contact and discussion
   7. Two sides to coin, bad instructors will only have remaining students evaluate them but need feedback
   8. Understanding – only a small proportion of withdrawn students will evaluate as per smart survey
   9. Even playing field – everyone in same boat so will be normalized to account for withdrawn students getting revenge
   10. Recommendation – have faculty representative communicate with committee/needs follow up with committee
       i. Allow survey committee to take concerns raised into consideration
   11. Might be a good idea to have someone from survey committee come to faculty senate to explain their decision making process and share statistics

7. Fall 2015 Semester: Ideas, plans, communication, etc.
   1. Officers will work together to work to improve communication using blackboard and website over summer

Old Business
   1. None

Adjournment