Faculty Senate Minutes

March 19, 2015, Myer’s Center Board Room 2:30 PM

Attendance:


ABSENT: Jason Moir, Chris Thurley, Phonzie Childers (Proxy: L. Godfrey), Rusty Graham, Jane Ross, Leslie Martin (Proxy: S. Smith), and Teresa Worthy (Proxy: S. Smith).

Special Reports:

1. Officer Reports
   a. President
      i. Needs to look into historian officer position
      ii. Contact people see if they are willing to continue for officer position/contact everyone see if they want to run for officer position
      iii. Continue as president for second year? Would be nice if we could get enough interest to have an election for faculty senate.
      iv. Takes almost a year to get to know what you are doing and with faculty workload may work better to have 2 year term
      v. Look into who is finishing term as senator
      vi. Want to put terms, pictures of senators, and how long their terms have been on website. Use as recruiting tool to get new interest from other faculty.
      vii. One arts and sciences position have been vacant for a year
      viii. Stephanie Hyman resigned as senator, now have 2 positions vacant for arts and sciences
      ix. May need to revisit how many senators we will have on senate
      x. Working setting up professional development open session for faculty workload for questions/suggestions from faculty
      xi. Requested suggestions/comments for what is on the faculty senate website (had not been updated for 2 years). Keeping website updated being made a priority
      xii. Need to put in helpdesk request for updating website to add minutes/pictures/updates.

   b. Vice-President
      i. none

   c. Treasurer
      i. Purchasing water for graduation ceremony

   d. Secretary
      i. None
New Business:

2. Kim Gelsinger addressing minimum standards for online classes (not SAIL).
   a. 2007 – 10 administration saw need to increase quality of online teaching, over 3 year period allowed to offer incentive program (quality pilot program). Faculty took class through set of standards for monetary incentive to set up classes for certain standards (online classes only). Led to online learning being QEP project to continue improvement of online classes. Monitored 15 classes for quality standards and taken through SAIL which has set of standards. Used info from pilot program for what improved classes and what had been learned and blackboards quality rubric. Now have 90 classes in SAIL.
   b. Through sail process learned what makes quality course, each division was using own standards for non-Sail classes. Because qep is based on online classes we need to make headway with standards, committee of 22 took every rendition of standards for each division and most of it was the same and set up institutional standards that allowed for divisional differences and requirements. The divisional requirements are added to the minimum standard for non-sail courses
   c. Subcommittee set up minimum standards (document distributed listing standards)
   d. Checklist provided to make sure classes meet minimum standards for completely online courses. Very little was changed from pilot program
   e. Template used when blank course is set up has many standard resources to make it easier for faculty to concentrate on content
      i. Online course template has some of requirements already in it
      ii. First 4 buttons
         1. Announcements
            a. Welcome with clear instructions
         2. Course information
            a. Grading policy
            b. Syllabus
            c. Schedule of assignments
            d. Requirements, meeting times, book information, class participation policy
         3. Faculty information
            a. No changes
            b. SAIL (email response in 1 business day) s
         4. Course evaluation (added since started going to online evaluations)
            a. Students want to see information in common location across classes
         5. Contact – need to decide if using email or course messages, remove the link for the one you are not going to use. Use one or the other
         6. Resources added to course shell related to online learning and blackboard
         7. Content
            a. Need to be able to justify contact hours
            b. Table provided in shell based on 16 week semester to show how long students should take to complete each activity for the week
            c. Doesn’t include reading textbook but can include tests and assignments
            d. Table justifying contact hours is for benefit of state auditors
         8. Learning outcomes (preferably measurable) should be included
9. Previous requirement, at least one graded assignment, verbiage changed to one or more because most courses will have more than one

10. Must include a 10% assignment – state auditor doesn’t define this very well so course statistics have been used in the past, but state standards are being changed so we are trying to stay ahead of the game and trying to work on and implement a common 10% assignment based on common features to all courses

11. With an assignment shows when first participated in the class not just logged in, need a graded assignment or activity to show entry date for the student
   a. Conflict with course stats and specific assignment for entry dates in registrar’s office
   b. Would like to get away from doing course stats – do meet current state standards – but not accurate for participation
   c. With stats can just click on announcements and not do anything in the class
   d. Conflict between first submission date vs. first click in class as entry point addressed with registrar’s office

12. Clarification question – share with divisions and faculty for feedback
   a. Following feedback today take to dean’s and present as what committee decided and feedback from faculty senate
   b. Deadline – would like in place by the fall
   c. Only minor changes should not be too difficult
   d. Keep in mind for only online classes, may eventually also be applied to a hybrid (same version or modified)
   e. In template from online learning – first 4 buttons, resources are there, email and course messages buttons (remove the one you don’t want to use). Content are flexible – there for faculty to do with as they want to set up the class
   f. Specific/additional resources can be put in resources section or content

13. Question for senate – give blessing or get feedback
   a. Suggestion change to fully online course expectations
   b. Gaston college minimum standards for fully online courses
   c. Allows different set of standards for hybrid
   d. Share with faculty senate, have faculty senate send out to constituents for more feedback.
   e. Would like feedback from faculty senate by 4/30
   f. Dean’s have pretty much approved because took divisional standards and compiled
   g. Deans have latitude to ask faculty to meet divisional requirements in addition to the institutional minimum standards

3. Faculty Affairs Committee: Chris Thurley
   a. Faculty of the year decision has been made
   b. Chris will announce at faculty luncheon
4. Calendar committee
   a. Need feedback from faculty on proposed calendar
   b. Setting deadline for next week (26th)
   c. If there is no feedback or requests for change calendars are ready to be approved
   d. Switching from annual Canada to academic calendar

5. President’s cabinet meeting
   a. President skinner, reiterating fact that we are losing good people due to money, school teachers getting a pay raise, need to call senators and let them know community colleges need a raise.

6. Closed session
   a. Elimination of classes blamed on state mandate and rearrangements of classes from transfer to elective
      i. some classes are being eliminated from transfer to classes at a local level, the classes show as transfer under ugetc but locally dean’s offices are categorizing them as electives
      ii. changes courses taught by instructors
      iii. several faculty members expressed that this is happening in different divisions (certain transfer classes are disappearing even though still show as transfer classes not electives from transfer)
      iv. something has happened with classes being eliminated that is not being understood because they are being told the these classes transfer as electives but according to ugetc they still transfer
      v. want to determine why certain classes are being eliminated – questioning why classes that are transferable are being called electives and no longer offered
      vi. explanation is that it has been coming from the state but research shows that the state accepts these classes as transfers
      vii. feel there is a lack of forthrightness
      viii. would like to see more transparency in decision making processes
      ix. faculty feel as though they are not being treated as professionals
      x. some affected faculty are following protocol to determine what is happening

7. Meeting Adjourned
ADDENDUM: AGENDA

Faculty Senate Meeting

March, 19 2015, Myers Center Board Room 2:30 pm

Call to Order

*Member / Proxy Attendance

Approval / Adoption of Minutes

Approval of Agenda

Special Reports

Officer Reports

1. President
   a. Election of Officers in April Meeting
   b. Review of continuing and ending terms of service for faculty senators.
   c. Special Report-Mark Carver: Attended the President’s Cabinet Meeting on Monday, March 9th
   d. Web Site Update: Need input/suggestions
   e. Faculty Workload Policy Discussion

2. Vice-President

3. Treasurer

4. Secretary

New Business

A.) Guest Speaker: Kim Gelsinger. Faculty Senate to review, provide feedback for (and approve) the minimum standards for completely online classes that have been approved by the OIC.

B.) Faculty Affairs Committee: Chris Thurley
   a. Faculty/Instructor of the Year Update

C.) Calendar Committee

D.) Requested Closed Session: All non-voting members are to be excused at this time.

Old Business

Announcements

- Approval of Next Faculty Senate Meeting: Thursday April 16th at 2:30 pm.
- Upcoming Board of Trustees Meetings,
  - March 23, 2015 4:00 pm. Myers Center Board Room
  - May 11, 2015 4:00 pm. Myers Center Board Room
  - June 22, 2015 4:00 pm. Myers Center Board Room

Adjournment