Gaston College
Faculty Senate Meeting Minutes
September 16, 2009

**Present:** Mark Carver, Phyllis Fujita, Hisayo Gallo-Tokura, Virginia Grant, Ashley Hagler, Angela King, Bill Leagon, Anat Lev, Nancy McFadden, John McHugh, Jesus Medina, Melanie Skinner, Judith Porter, and Dr. Ammons

**Present by Proxy:** Bob Menard

**Absent:** Mike Cloninger, Linc Pauley, and Teresa Worthy

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<th>Topic</th>
<th>Discussion</th>
<th>Action/Recommendations</th>
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<td>Quorum Declared</td>
<td>13 members present</td>
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<td>Approval of agenda</td>
<td>Agenda approved and second approval noted.</td>
<td>Faculty issues to be discussed</td>
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<td>Approval of August minutes</td>
<td>Some changes made to August minutes.</td>
<td>Approval as corrected</td>
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| President’s Report: From the President’s cabinet meeting | 1. Dr. Skinner gave congrats to the faculty in regards to the CCSSEE report. We are equal or above other colleges.  
2. Dr. Skinner would also like for faculty to give ideas about the pins given for years of service. Are the pins okay or does anyone have any other ideas.  
Maybe need to explore how many people this involves each year and the cost of the pins.  
Faculty senate suggestions:  
a. Post names on the intranet faculty website.  
b. Have new name badges printed with the stones or years of service on the name badge.  
3. Dr. Skinner would like to have a faculty senate representative on the social committee  
4. East campus has been approved for SACS so more classes will be moved or offered at the east campus. This will help with parking issues.  
5. Flu shots will be offered free of charge to employees on Nov. 4th  
6. Savonne McNeil from tech services has asked  
Melanie Skinner volunteered for this committee |                        |
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<th>Old business</th>
<th>Financial Aid</th>
<th>Faculty Senate</th>
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| that anyone who has a need from her department to please let them know. (ex. Tech things for the classrooms).  
7. Huskins program has been reduced in size.  
8. GC radio station is asking for donations of old vehicles, RV or motorcycles.  
9. Issue with graduation: we have been bumped from the Bojangle’s Coliseum and at this time do not have a venue for graduation. If anyone has any ideas please share.  
Some suggestions from the president’s cabinet meeting  
a. Having graduation during final exam week.  
b. Having graduation in June  
a. Faculty senate felt that students would not attend because they will be studying and it would not mean the same since they have not finished classes.  
b. Faculty senate stated this would not be good due to 9 month employees being off.  
c. Faculty Senate recommended Belk theater or Queens University.  
| Peggy Oates presented the reason why faculty are being held responsible for reporting attendance. (This was discussed at the last meeting) Judith Porter asked Peggy to come and speak to explain the reason.  
a. As an institution we are not required to take attendance but if we Faculty Senate suggests that the info be sent to one person such a retention coordinator. Some of the issues may be that faculty do not know who to report it to or how to report it. There is a policy. Now all we need is the procedure. |
|   | want to continue to receive financial assistance or be part of other groups then we must follow their rules.  
|---|---
| b. | We have a new auditor and GC is reporting correct information but just not within the time frame of 30 days as required.  
| c. | The only way that financial aid is aware of a student withdraw or failure is if it is changed in datatel.  
| d. | The financial aid department has to have all information turned in within 30 days. The issue is when faculty do not report it until the 30 days is almost up or has already passed.  
| e. | If we do not report on time then we (the college) are required to give back the money and it has been as much as 1 million dollars in the past.  
| f. | Financial aid is a little different. The students get to charge their tuition and books and are not reimbursed until later. These are easier to catch. VA get the money up front and then the money has to be returned.  
| g. | If the student fails to meet the participation in a class and it is before the withdraw date they are to receive a “W”. If it is after the withdraw date they receive an “F”.  
|   | Faculty senate also brought up the question: was there any faculty on the committee that developed this policy.  

Intranet: The faculty senate web site should soon be up and running

Parking: Dr. Ammons spoke to this. The state will only allow $5.00 charge for parking so we do not have a lot of leverage to prevent students from parking in faculty parking. Gated parking lot is costly and the faculty would have to walk possibly a long distance. It is usually only a problem for the first 1-2 weeks of each semester. The main issue is for faculty who teach on several campuses in the same day. When they arrive from one campus to the Dallas campus they are unable to find faculty parking.

Collaborative Idea: presented by Jesus Medina. Staff and faculty get together for a BBQ, sports and games (faculty vs. staff). Could even be a family affair. It would be off campus at a local park and on a Saturday.

Academic Issues: presented by Melanie Skinner. The issue brought up last meeting was about the syllabus order, length and how to be presented to students. The syllabus can be given and reviewed electronically then the students have the option of printing. In the Faculty handbook on pg 25 is a list of everything that needs to be included in the syllabus.

Dr. Ammons would like to know how many faculty are affected by this. It may be possible that parking can be designated for these particular people.

Faculty Senate suggested: Better signs (even at each parking spot) or painting the curb at the spot.

Faculty Senate’s question posed: Who will pay for it.

Idea: Family’s will bring their own picnic or small charge for each ticket.

Faculty Welfare committee will continue with this idea. The committee members are Jesus Medina, Angela King and Phyllis Fujita. We will be glad to take any suggestions.

You can show the syllabus on the screen from the computer and then review or read it to the students.
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<th>Answer</th>
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<td>Does the syllabus have to be in the order of what is listed in the handbook? Overall you must follow the handbook and then any other info that the Deans have requested.</td>
<td>It can be in any order that you prefer but it is much easier for the chairs to read if all of the info is in the same place. Arts and science have a template that they follow.</td>
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<td><strong>Multi-point evaluation:</strong> Faculty in different areas were asked about the information that was presented at the faculty meeting. Issues were: Need more examples or better examples Needs a better definition for professional development.</td>
<td>It was left abstract for a reason</td>
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<td><strong>New Business</strong></td>
<td><strong>Faculty Senate budget:</strong> presented by John McHugh We have 1500.00 in the budget <strong>Committee assignments:</strong> Academic issues-Melanie Skinner and Anat Lev &amp; Ashley Hagler Faculty Welfare: Jesus Medina, Angela King, &amp; Phyllis Fujita <strong>Working with MAC on film series:</strong> Jesus Medina will contact Stephanie Michael-Pickett to find out how to get involved. <strong>Representation from part-time faculty on faculty senate:</strong> An issue has been brought up about part-time faculty being involved in faculty senate. Faculty Senate discussed the issue.</td>
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<td><strong>Faculty Issues</strong></td>
<td><strong>Issues that were sent with the faculty senate representatives for different areas</strong> - thoughts on a smoke-free campus - 3 year calendar committee needs to be formulated (needs</td>
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to be college wide)
-Not having clergy at graduation.

| Meeting Adjourned | Next meeting Thursday October 15\textsuperscript{th} at 3:30 in the Morris Library. |