

REGULAR MONTHLY MEETING MINUTES FOR THE FACULTY SENATE

Coastal Bend College
3800 Charco Road
Beeville, TX 78102

October 8, 2010

Attendance: The roll was taken by the President, Becky Simonson. All were in attendance as listed on the ballot that was attached to the agenda. No other formal roll was taken. Dr Bruce Exstrom, Dean of Instructional Services, and Michele Duran, Director of Internet Campus, attended as guests.

1. **Invocation** – President Becky Simonson called meeting to order and Parliamentarian John Fox gave the invocation
2. **Members and Visitors Present**
 - a. Karl Clark, Senate representative to TCCTA
Mr Clark reported on recruitment and purpose of the TCCTA. The organization is not just for faculty, but all employees of community colleges. TCCTA represents community college issues to the Texas Legislature and also provides legislative updates, professional development, legal assistance, and salary comparisons, plus more, for members. Mr Clark recently sent an email to all employees regarding this year's member drive.
 - b. Dr. Bruce Exstrom, Dean of Instructional Services
Dr. Exstrom introduced himself to the Senate and spoke about Distance Learning and outreach. He is personally committed to DL as a learning model but knows that people need to feel like they can come together and meet face to face on occasion. He wants to come to Faculty Senate if necessary, and work on keeping lines of communication open between himself and faculty. Employees can email him directly and whenever he visits other campus sites, he can meet with other people either formally or casually. He will be moving into the office of Alma Adamez, who is assuming the Director of Weekend College position. He will be looking at the structure of Instructional Services and obtaining input from Senate and all faculty.
 - c. Michele Duran, Director of Distance Education
Ms. Duran is putting together a Distance Education Advisory Committee (DEAC) and has requested that Faculty Senate appoint a Workforce and Academic faculty representative to that committee. DE has grown by 40% and needs more input to be successful. She would like the Faculty Senate reps to be experienced with DL or to have completed the Faculty Academy training. Jeanene Jones nominated Amador Ramirez as Workforce and Emmanuel Alvarado volunteered as Academic rep to the committee. Decision moved to the New Business section and final appointment made *at ? (next Faculty Senate meeting?)*
3. **Public Comments**

No comments but Mr Fox and Ms Perez noticed that the agenda lacked an official New Business section. The President will consider New Business under section 6.h. on today's agenda and will add that section to the November meeting agenda.
4. **Consent Agenda**

The Senate unanimously accepted the previous meeting minutes. Ms Atkins, the outgoing Secretary, has uploaded last years' minutes to the web site:
<http://www.coastalbend.edu/facultyasn/minutes.htm>
5. **Reports from committees**
 - a. Nominations and Elections Committee – Katie Perez
 - i. Election results – attached to the agenda
 - ii. Nominations for the vacant At-Large opening:

1. Juanita Dominguez
 2. Juan Sanchez
 3. Holly Nowlen-Forry
 4. Others from the floor? – No others were nominated
- iii. Chair is willing to continue to serve
 - iv. Ms Perez will be arranging the vote by October 15, 2010 via the Adobe Connect equipment
- b. Salary and Benefits Committee
 - i. Report from outgoing Chair – attached to agenda
 - ii. Resignation of Chair – no new one has been appointed
 - c. Academic Freedom and Responsibility Committee
 - i. Report – submitted last Spring
 - ii. Resignation of Chair
 - iii. Bylaws Committee – no report
 - iv. Discussion – last year this committee dealt with standardizing Internet class testing so the students on all 4 campus sites would have the same experience; some years there are no issues for this committee but other years have contentious issues
 - d. Evaluation of Instruction Committee – no report
Discussion – The chair needs to verify that the instrument has no changes from last year; Ms Perez will notify the chair and find out if that will be done.
 - e. Social and Courtesy Committee – no report
Discussion – the main reason for this committee’s existence was to plan the annual college Christmas Party; after last year, it has become clear that it should be a college-wide endeavor; should this committee exist?; will need to put on agenda for discussion and vote to change the bylaws for all faculty. The Senate needs to consider officially changing bylaws and dissolving the committee, and appointing a Faculty Senate representative to the Christmas Party committee (if there is a party).
 - f. Facilities Committee
 - i. Report from Chair – attached
 - ii. Chair willing to serve a second term
 - iii. Discussion – Chair must step down as she is now a Senator; Irma Cantu agreed to be chair
- 6. Topics to referred by the Senate to the Appropriate Standing Committee**
- a. Cabinet topics
 - i. Overload policy. Last year this changed to be two overload classes or seven classes, depending on what you are teaching, and Internet classes would be designated as one class, where the instructor would get an “extra stipend,” instead of teaching an “extra class.” One issue that continues is that the Internet classes are too full, often with more than 40 students, on average twice as large as a traditional class. Secondly, some instructors are accustomed to teaching very large Internet classes for some time and feel that this justifies more pay. Ms Simonson reported from cabinet that there is a discussion on the class size of internet classes. Ms. Adamez and Ms. Duran did not want individual internet class sections to be overfilled with students. Currently most internet classes cap at 40 although some instructors teach larger sections. Internet classes are paid on a scale based on total number of students. Dr Baynum shared the list of instructors with overloads with Ms Simonson; she can make it available to anyone who asks, or on the Senate web site. For example, one group of instructors were told that if they were teaching a flex schedule of 7 classes during the 1st 8 weeks of a semester can NOT teach extra classes during the next semester; however others are allowed to do so. These are now being re-classed as

“mini-mesters” and this is a new designation. Ms Simonson reported that how the flex classes are going to be counted is still up in the air and will need to be assigned to a committee.

- b. It has come to the Administration’s attention that some employees are not where they say they are, that some are not filling out sick leave or absentee form when out. Faculty should notify the front office or their building secretary of their whereabouts if they are missing office hours.
- c. Faculty Senate budget line
 - i. In the past, the TCCA rep was sent to the fall leadership meeting on the Division’s budget, since Faculty Senate does not have a budget. The college has traditionally paid for the registration for all attendees to the annual meeting and will do so this next year. However, the Division of the current TCCTA rep is unable to fund this trip, so the Senate asked college administration for funding to attend the fall leadership meeting and received it.
 - ii. Most colleges have a senate budget, and Dr Baynum has indicated that the Senate may draw some of the Division Chairs’ budget of \$1200, but that the Senate request a budget line for next year. The Senate will probably ask for \$5000.
- d. Changing title of instructor to professor or development of a career track not tied to tenure

Discussion – Ms Simonson spoke to Dean Ruth Cude, about the possibility of a title change to Professor or promotion not tied to tenure. She said that it might be possible, but to leave off tying it to years of service or a career track. Some CBC instructors are referring to themselves as “professor” even though we do not have that title or rank or tenure. We also lack promotion or increase in rank for years of service, so there may be a way to change that. The Senate refers this issue to the Salary & Benefits Committee.
- e. Community service as assignments or club member activity

Last year some clubs got into some trouble for community activities and now Administration has banned community service and selling of raffle tickets. This may be an academic freedom issue as community service is part of our college mission and teaching. This is a unilateral decision that came without input from faculty or student leaders. However, selling of raffle tickets is, in fact, against state law except under specific conditions. Here is the link to the Texas Attorney General’s Raffle page: <http://www.oag.state.tx.us/consumer/raffle.shtml>
- f. Coordination of starting times for classes

Discussion -The official start times are 8am / 9:30am/ 11am / 12:30pm / 2pm / 3:30pm. However, this semester several classes were not slotted into those times, but set into off times. Students at the off-sites have fewer overall class opportunities, so this causes them a hardship. Secondly, some programs schedule back-to-back lecture & lab, which cuts into overall class opportunities. The President’s Cabinet would like the Directors to look at schedules more closely and make sure the start times are correct. The Division Chairs approve the start times and overall schedule, but some errors are slipping through. It is possible that some are simply coding errors, but if they are not caught in time, they cannot be changed for the semester. In addition, the 5-6:30pm class for evening has proven popular, so we need to make sure the main schedule does not overlap here. Ms Simonson reported that the President’s Cabinet wants more vigilance on this issue from Directors & Division Chairs.
- g. Keeping labs open for use by evening classes and students

On Beeville and Alice sites, the labs are closing well before classes let out, so those students do not have access. In Alice, labs are closing early some evenings and students have indicated restricted access on Fridays. Other days of the week, labs are closed for classes. In Beeville, Ms Jones, Division Chair of Business Administration, is working on hiring someone to work evenings and keep the labs open later. No one offered a solution for Alice. On Fridays, all site labs are open all day. The Senate resolved to take this to the President’s Cabinet.

h. College Christmas party – discussed under committee section of minutes

i. New Business

Amador Ramirez, who chaired the Web Task Force, thanked the Senators and faculty who served, and informed the Senate that there would be an Ektron company presentation to all employees soon. There is still quite a bit to be done before departments on the VCT server will be completely moved to the new server. However, Ektron installed the software on Oct 5/six and the web site is ready to build. The faculty are on a different server (the Front Page server), and will be migrated to the new server in the spring.

7. Action Items

a. Appointment of committee chairs - discussed under committee section of minutes; Salary & Benefits & Academic Freedom need chairs; Ms Simonson will ask the Evaluation Committee chair if he wants to continue, and/or to at least continue until November to deal with the evaluation instrument.

b. Staff Senate/Association - The classified staff are forming a Staff Association; some Senators are assisting them with their Bylaws; they would like a statement of support. Mr Fox moved that we do so, and Mr Alvarado seconded the motion; resolution to support the Staff Association unanimously passed.

Motion to adjourn – Ms Perez made a motion to adjourn and Ms Jones seconded

Respectfully submitted,
Lisa Craig-Young
Secretary, 2010-11