MINUTES OF A MEETING OF THE FACULTY SENATE
OF COASTAL BEND COLLEGE
NOVEMBER 13, 2009

The Faculty Senate of Coastal Bend College met on November 13, 2009, in the distance learning rooms. The meeting was called to order by Secretary Donna Atkins. President Elden Price and President-Elect Ann Richmond were both ill and unable to attend. John W. Fox gave the invocation. Senators present were: Jerry Frazier, Ed Massey, Eddie Guidry, Jeanene Jones, Floyd Green, Cynthia Hatcher, Karl Clark, Lisa Craig-Young, Becky Simonson, and Donna Atkins. Senators absent were: Elden Price, Ann Richmond, Anna Green, Noemi Aguilar and Darien Leiker. Visitors present were Amador Ramirez, Danny Burns and Lewis Jaimes.

On a motion by John W. Fox, seconded by Ed Massey, the Minutes of the meeting of September 11, 2009, were unanimously approved as written.

On a motion by John W. Fox, seconded by Katie Perez, the Minutes of the meeting of October 9, 2009, were unanimously approved as written.

Questions about how the Faculty Senate functions were discussed and Donna Atkins offered to develop a flow chart of where the Senate fits in the “big picture” of the college. This was in response to the recent concerns about lack of communication and withheld knowledge of monies redirected toward the distance learning equipment purchases. Though the senate has no true authority in making college policy all agreed that Dr. Baynum takes seriously the Senate’s actions and recommendations.

Karl Clark briefly reported on the TCCTA Faculty Leaders Conference he and Ann Richmond attended. Concerns exist at the state level over a budget shortfall while at the same time a prediction of an additional 65,000 community college students has been made. He also reported on HB 2504 (copy attached) that requires evaluations be published for all faculty as well as online syllabi and lesson plans that are regularly updated. The mechanics of implementation for the evaluation portion are not yet defined. He also stated that Dr. Baynum may be interested in a different type of evaluation or in doing the evaluations differently.

Katie Perez asked that the roles of each committee chair be clarified and stated that as Nominating Committee Chair she would work to see that the committees slots and chairs were filled ASAP so committees could begin working.

With regard to the study on overloads, the Salary and Benefits Committee asked Jeanene Jones to report. Mrs. Jones stated that this study does not affect other college issues such as workload and duties. Ms. Jones moved that a maximum three course overload for faculty be recommended based on the subcommittee’s study.

John Fox offered an amendment to Mrs. Jones’s motion that each division chair should define what is a course for each division since teaching areas are so different. Considerable discussion followed. Mr. Fox’s amended motion was seconded by Ed Massey and was passed unanimously.
Karl Clark asked who would annually look at the definition of the overload and the definition of a class and Mrs. Jones said it would be done by division chairs in consultation with administration.

Mrs. Jones’s original motion was seconded by Ed Massey and was passed unanimously. The Senate was reminded by Mrs. Jones that all the Senate can do is make recommendations and that this action is not binding to administration.

Mrs. Jones reported that Ruth Cude is working on a travel policy for the college that will follow the IRS guidelines and allow actual mileage based on a yet undefined criterion for mileage such as Google or MapQuest. She reminded everyone to keep receipts because original receipts are required for all reimbursement. Mrs. Jones reported that Mrs. Cude felt the Board would support her recommendation for a revised policy.

Sarah Milnarich briefly reported that a study on adjunct faculty pay is in process.

Evaluation of Instruction Chair Danny Burns reported that evaluations are going fine. A report was made that the evaluation deadline on the Kingsville Campus varied from the college deadline of the last day in November with Kingsville adopting November 24 this year and last year also adopting a day earlier than the last day of the month. Considerable discussion followed regarding restoring the process to the faculty to be used for self improvement. Rather than having secretaries administer the surveys many suggested that students administer and return surveys as was done in the past. Senators who had taught at other colleges unanimously stated that this is the process used elsewhere. Mr. Burns stated that apparently there were just a few faculty members who did not do the evaluations or coached the students on completing them and that is why the process was changed. He stated that his committee would be looking at the process to make some changes with Division Chairs handling those faculty members who did not follow procedure rather than having the entire faculty punished.

Margaret Rojas reported that the Christmas party will be December 11 at the Holiday Inn in Beeville with a chicken, roast beef, veggies, fruit tray, etc., menu. Rooms are available for those who want to stay over for $94.00. The party is BYOB.

Karl Clark moved that consideration be given to rotating the party to other cities. This was seconded by Ed Massey and was passed unanimously. The recommendation will be forwarded to administration for consideration.

Mrs. Jones announced that the upgrade of the “Blue Rooms” would be complete before the Spring 2010 semester with existing equipment that still works being used other places to expand the capacity and time slots for distance meetings so we do not have to work so closely around instructional schedules and room availability. Portable carts will be set up with some of the equipment.

John Fox presented a motion to ask the Faculty and Benefits Committee to review the starting point for an overload including contact hours, course load hours, etc., and bring recommendations back to the Faculty Senate. He stated that he believed the overload policy seems to vary from area to area. Jeanene Jones suggested we visit the 450 hour rule since “no
one size fits all.” Katie Perez suggested we start fresh so each division can make its own decisions on overloads. This was seconded by Jeanene Jones and was passed unanimously.

On a motion by Ed Massey, seconded by John Fox, the meeting was adjourned.
AN ACT relating to requiring a public institution of higher education to establish uniform standards for publishing cost of attendance information, to conduct student course evaluations of faculty, and to make certain information available on the Internet.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 51, Education Code, is amended by adding Section 51.974 to read as follows:

Sec. 51.974. INTERNET ACCESS TO COURSE INFORMATION. (a) Each institution of higher education, other than a medical and dental unit, as defined by Section 61.003, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:

(1) a syllabus that:

[A] satisfies any standards adopted by the institution;

[B] provides a brief description of each major course requirement, including each major assignment and examination;

[C] lists any required or recommended reading;

and

[D] provides a general description of the subject matter of each lecture or discussion;

(2) a curriculum vitae of each regular instructor that lists the instructor's:

[A] postsecondary education;

[B] teaching experience; and

[C] significant professional publications; and

(3) if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course.

[A-1] A curriculum vitae made available on the institution's Internet website under Subsection (a) may not include any personal information, including the instructor's home address or home telephone number.

(b) The information required by Subsection (a) must be:

(1) accessible from the institution's Internet website home page by use of not more than three links;

(2) searchable by keywords and phrases; and

(3) accessible to the public without requiring registration or use of a user name, a password, or another user identification.

(c) The institution shall make the information required by Subsection (a) available not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered. The institution shall continue to make the information available on the institution's Internet website until at least the second anniversary of the date on which the institution initially posted the information.

(d) The institution shall update the information required by Subsection (a) as soon as practicable after the information changes.

(e) The governing body of the institution shall designate an administrator to be responsible for ensuring implementation of this section. The administrator may assign duties under this section to one or more administrative employees.

(f) Not later than January 1 of each odd-numbered year, each institution of higher education shall submit a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education.

(g) The Texas Higher Education Coordinating Board may adopt rules necessary to administer this section.

(h) Institutions of higher education included in this section shall conduct end-of-course student evaluations of faculty and develop a plan to make evaluations available on the institution's website.

SECTION 2. Subchapter E, Chapter 56, Education Code, is
amended by adding Section 56.080 to read as follows:

Sec. 56.080. ONLINE LIST OF WORK-STUDY EMPLOYMENT OPPORTUNITIES. Each institution of higher education shall:

(1) establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the institution's campus; and

(2) ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the institution's Internet website.

SECTION 3. Subchapter C, Chapter 61, Education Code, is amended by adding Section 61.0777 to read as follows:

Sec. 61.0777. UNIFORM STANDARDS FOR PUBLICATION OF COST OF ATTENDANCE INFORMATION. (a) The board shall prescribe uniform standards intended to ensure that information regarding the cost of attendance at institutions of higher education is available to the public in a manner that is consumer-friendly and readily understandable to prospective students and their families. In developing the standards, the board shall examine common and recommended practices regarding the publication of such information and shall solicit recommendations and comments from institutions of higher education and interested private or independent institutions of higher education.

(b) The uniform standards must:

(1) address all of the elements that constitute the total cost of attendance, including tuition and fees, room and board costs, book and supply costs, transportation costs, and other personal expenses; and

(2) prescribe model language to be used to describe each element of the cost of attendance.

(c) Each institution of higher education that offers an undergraduate degree or certificate program shall:

(1) prominently display on the institution's Internet website in accordance with the uniform standards prescribed under this section information regarding the cost of attendance at the institution by a full-time entering first-year student; and

(2) conform to the uniform standards in any electronic or printed materials intended to provide to prospective undergraduate students information regarding the cost of attendance at the institution.

(d) Each institution of higher education shall consider the uniform standards prescribed under this section when providing information to the public or to prospective students regarding the cost of attendance at the institution by nonresident students, graduate students, or students enrolled in professional programs.

(e) The board shall prescribe requirements for an institution of higher education to provide on the institution's Internet website consumer-friendly and readily understandable information regarding student financial aid opportunities. The required information must be provided in connection with the information displayed under Subsection (c)(1) and must include a link to the primary federal student financial aid Internet website intended to assist persons applying for student financial aid.

(f) The board shall provide on the board's Internet website a program or similar tool that will compute for a person accessing the website the estimated net cost of attendance for a full-time entering first-year student attending an institution of higher education. The board shall require each institution to provide the board with the information the board requires to administer this subsection.

(g) The board shall prescribe the initial standards and requirements under this section not later than January 1, 2010. Institutions of higher education shall comply with the standards and requirements not later than April 1, 2010. This subsection expires January 1, 2011.

(h) The board shall encourage private or independent institutions of higher education approved under Subchapter F to participate in the tuition equalization grant program, to the greatest extent practicable, to prominently display the information described by Subsections (a) and (b) on their Internet websites in accordance with the standards established under those subsections, and to conform to those standards in electronic and printed materials intended to provide to prospective undergraduate students information regarding the cost of attendance at the institutions. The board shall also encourage those institutions to include on their Internet websites a link to the primary federal student financial aid Internet website intended to assist persons applying for student financial aid.

(i) The board shall make the program or tool described by Subsection (f) available to private or independent institutions of higher education described by Subsection (h), and those
institutions shall make that program or tool, or another program or tool that complies with the requirements for the net price calculator required under Section 132(h)(3), Higher Education Act of 1965 (20 U.S.C. Section 1015a), available on their Internet websites not later than the date by which the institutions are required by Section 132(h)(3) to make the net price calculator publicly available on their Internet websites.

SECTION 4. Section 51.974, Education Code, as added by this Act, applies beginning with the 2010 fall semester.

SECTION 5. As soon as practicable after the effective date of this Act, each public institution of higher education shall establish an online list of work-study employment opportunities for students as required by Section 56.080, Education Code, as added by this Act.

SECTION 6. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2009.

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President of the Senate

Speaker of the House

I certify that H.B. No. 2504 was passed by the House on May 8, 2009, by the following vote: Yeas 138, Nays 0, 2 present, not voting; and that the House concurred in Senate amendments to H.B. No. 2504 on May 29, 2009, by the following vote: Yeas 143, Nays 0, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 2504 was passed by the Senate, with amendments, on May 27, 2009, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: __________________
Date

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Governor