

**Central Texas College  
Faculty Senate Minutes  
January 25, 2008  
Friday, 8:00 am  
Starlight Conference Room**

**I. Call to Order**

**A. Welcome-** President Dawn Green called the meeting to order.

**B. Invocation-** Rene'e Henry said the opening prayer.

**II. Roll Call of members present**

Secretary Shane Simon called the roll.

Members Present (with the Department or Committee they represented) were:

Thomas Allen (Social Science), Janice Anderson (Faculty Affairs), Gordon Bacon (Prof. Development), Gordon Carmichael (Adjunct), Judy Cartee-Bryant (Adjunct), Beth Cheatham (Office Technology), David Daniels (Developmental Studies), Doug Edwards (Webmaster), Lynn Forster (Social Committee), James Gebhardt (Aviation), Dawn Green (President), Pamela Hadnot (Nursing), Celinda Hallbauer (Fine Arts), Renee Henry (Elections & Awards), Richard Hindman (Social Committee), Bertha Kondrak (Prof Development), Suzanne Morales-Vale (Professional Development), Robert Shea (Treasurer), Jenny Shotwell (Past President), Shane Simon (Secretary), Deba Swan (Library), Ronnie Turner (Elections & Awards), "Jack" Van Doren (Business), Lisa Volle (Faculty Affairs), Delores Williams (President-Elect), Flo Wilson (Elections & Awards), Bethany Winkler (Communications),

**III. Reading of Minutes of November Meeting**

**IV. Officer Reports**

**A. President's Report/Board of Trustees Meeting Summary**

•A golf tournament offering donations to the Boys and Girls Club of Central Texas will be held on April 8<sup>th</sup>. Up to \$121,000 in college scholarships will be offered. This is an exciting way to link the Boys and Girls Club to CTC.

•Dr. Anderson and the Board would like for faculty members to volunteer to be listed in a Speakers' Bureau which would list the areas of expertise on which we could make presentations on relevant subjects to area civic groups. Interested members should contact Barbara Merlo.

•The new CTC water-tower, featuring the CTC logo, will soon be operational.

•CTC's Annual Financial Report is good. Investments are going well. The sale of the property near the airport is in limbo.

•Local District 54 (Bell, Burnett, and Lampassas Counties) Texas House of Representatives member Dr. Jimmie Don Aycocock, who is a retired veterinarian and former Treasurer of the CTC Board of Trustees, will be CTC's graduation speaker in May.

•The administration is enthusiastic about our proposal for developing interested faculty members into future campus administrators through the Leadership CTC program, as older administrators retire in 10 to 15 years. A committee will be formed to develop the idea. One Senate member pointed out that the disparity in salary—a 15% pay cut to become an administrator—as well as the additional hours required (30 to 40 extra hours per week) were major impediments. Both the Administration and the Board would be part of the training process. If the Administration adjusts the pay scale and chooses faculty instead of junior administrators to promote, then we will know that they have embraced the program. Notify Dawn by e-mail if you are interested in the program.

•The Faculty Academy for Superior Teaching (FAST) will be a series of training modules offered to full-time and adjunct faculty in an on-line format. Topics covered would include how to teach on-line, use streaming video, etc. Bill Alexander has said that adjunct training will be mandatory as part of our QEP goals for the institution. Gordon Carmichael volunteered to work with the committee.

**B. Treasurer's Report**

**Balance November 16, 2007**

**\$2,975.57**

<b>Receipts</b>	
<b>Dues</b>	<b>\$45.00</b>
<b>Total receipts</b>	<b>\$45.00</b>
<b>Disbursements</b>	
<b>Total disbursements</b>	<b>\$0.00</b>
<b>Balance January 25, 2008</b>	<b><u>\$3,020.57</u></b>

#### **V. Committee Reports**

**A. Faculty Affairs & Issues Committee**-has not met

**B. Faculty Professional Development Committee**- met in November. Will meet again February 5<sup>th</sup> at 4:00 pm.

**C. Social Committee**-

- President Green asked Social Committee Chair Shane Simon to look into the cost and availability of a dance floor at the Peer Appreciation Banquet on April 11<sup>th</sup> at the Killeen Civic and Conference Center. Jan Anderson, Gordon Carmichael, and Lynn Forster offered to join Shane Simon on the Decorating Committee for the banquet. Joining the Social Committee, Lynn volunteered to replace Nergis Artik-Blood who is no longer full-time faculty.

**D. Elections & Awards Committee**

- Dawn pointed out that if a faculty member is not also a member of the Faculty Association by February 15, then he or she cannot be nominated for any of the peer appreciation awards given at the annual faculty banquet.

- A Senate member suggested using a rubric of criteria to select the award recipients, rather than just a letter nominating the person.

- Nominations for the Peer Appreciation Awards are due by Friday, February 22<sup>nd</sup>.

**E. Executive Committee**- meeting after today's Faculty Senate meeting.

#### **VI. Guest: Deputy Chancellor Bill Alexander and staff, student services concerns**

- Faculty Senate President Dawn Green announced that because the Faculty Senate brainstormed questions and ideas to bring to the Bookstore and Student Services, we now have established working relationships and have developed a forum with those entities. We want to establish a similar working relationship with new Deputy Chancellor for Support Services, Bill Alexander.

- The Faculty Senate had inquired about several areas in which Dean Alexander had knowledge. Dean Alexander remunerated those areas, including:

- The status of the new policy of a six-course limit on withdrawal from classes.
- e-mail for adjuncts.
- test availability for non-DSL students.
- need for a Student Learning Center.
- helping students in a timely manner when they have delayed funding.
- extending registration past the start date.

- Dean Alexander said that he would address some of the concerns indirectly, by discussing his new job as Deputy Chancellor for Support Services.

- Bill announced his state of the union which including ongoing projects that are being developed. The Texas Higher Education Coordinating Board has mandated that by 2012 that career pathways be designed for grades Pre-Kindergarten through college. Killeen ISD and Copperas Cove ISD will have three pathways implemented by the end of the fiscal year. CTC is working with KISD and CCISD through General Shoemaker's pipeline pathway. Fifty percent of students from KISD and CCISD do NOT go to college. Since Deputy Chancellor Alexander first started working for CTC in Guidance and Counseling in 1980, the relationship with KISD has been strong. Although we have an articulation agreement with KISD, many KISD employees did not realize that our courses would transfer to other

institutions. Bill heard KISD Superintendent Jim Hawkins give a ten-minute inspirational speech about the value of the KISD/CTC relationship. The goal is that every student in KISD would have at least one course in college before graduating from high school. The Texas Higher Education Coordinating Board offers grants to help students register for college. CTC's Academic scholarships were previously only based on need, but now, others can apply as well. Also a CTC two-year scholarship now can automatically be extended to a scholarship at Tarleton. To help high school students who have not passed all sections of the state-mandated required Texas Essential Knowledge and Skills (TEKS) tests, the Texas Higher Education Coordinating Board has funded special programs. In a pilot program, sixty students from Shoemaker High School will be enrolled in two classes of thirty in an API (American Preparatory Institute) alternative program. There will be one high school and one college math class. The mentors for the classes will be three teachers enrolled in the alternative certification program (they have degrees, but not in the field of education.) On May 5<sup>th</sup> is the TEKS test, and then we will see the results of the pilot program. Lots of pilot projects are underway to find out what will work.

- Bill promised that he would bring supervisors in each respective area to answer our questions.

- Deputy Chancellor Alexander also announced a new CTC policy of engagement. The CTC Administration is attempting to identify the groups who receive IP's and F's. Math and English are often the first on-line classes that students enroll in. CTC has employed a company out of Oregon called Vantage Point. The company phones or e-mails failing students every week, trying to get them to complete or withdraw from the course that they are failing. The new focus is on retention, not recruiting. First, Hobson's System for retention and recruiting. If students don't respond to Hobson's e-mail, then they get phone calls from Vantage Point. A Collin County Math Instructor was the United States' Teacher of the Year. Her entire focus is on engagement. The Coordinating Board is all about engaging students, and that board offers nine different grants. CTC did not apply for those grants because we do not have a grant coordinator.

- Bill also announced new ways CTC can meet the needs of students, business, and industry. West Fort Hood TECATA is one example where a student can take CTC classes toward a career pathway.

- Alluding to his past role in Distance Education, Deputy Chancellor Alexander expressed a desire to put aside any dissonance and historical confrontations with faculty. In this dawn of a new day, we should work together to do what is best and right for our students and put quality into all our work.

- The Coordinating Board has emphasized the importance of adjunct faculty. StarLink training is available for Distance Adjuncts. Bill also said that the Chancellor had approved a \$25 Professional Development stipend for Adjunct Faculty in the past.

- President Dawn Green interjected that many Full-Time Faculty at CTC began as Adjunct Faculty.

- Deputy Chancellor Alexander pledged to work with the Faculty Senate to help us work with the Administration to create a quality Faculty system. The question he said we should always ask is: Is this in the best interest of CTC and the students we serve?

## **VI. Unfinished Business**

### **A. College Success Course update**

- At our October Faculty Senate meeting, we discussed the idea of adding a college success orientation course to the CTC curriculum. The fact that we initiated the idea has given us some influence over its development. The Chancellor has endorsed the idea, and the creation of the course has become a QEP goal.

- At first, this four-hour college success course will be a pilot study, rather than a mandated course. It will be piloted in Fall 2008 in both on-line and classroom delivery modes. The course will be marketed as a way that students can learn to help themselves perform better in college.

- Some CTC faculty will volunteer to teach the course for free, not as part of their regular teaching load. Some administrators will also be volunteering to teach the course without compensation. The course will be part of a regular class load for the student. The course will be offered on Central Campus, Ft. Hood, and through Distance Learning. There are a million potential obstacles and pot-holes for the study skills course, including whether Financial Aid will pay for the class. Sections of the class will be offered each semester for the duration of the two-year pilot study. The course will incorporate a credit component from SIFE (Students In Free Enterprise) and a resource (library) component on how to take on-line classes. The course will not be a panacea, but a student should not have to be suspended

before being required to take a study skills course. The class will have core components with modules that can be tailored to address specific concerns.

- One Senate member suggested tying the study skills course into the bridge classes discussed by Deputy Chancellor Bill Alexander. A scholarship could be given to incoming students that funds the study skills course.

## **B. Bookstore**

- There is a conference for bidding by outside entities to take over management of the Bookstore. Closing on the transaction is projected to be on February 19<sup>th</sup>.

- We have a meeting with Carol and Gary to discuss ideas about a mechanism to solve book shortages. Nursing is having a book crisis.

- CTC Professors should continue to insist that our book reps provide five extra books free-of-charge so that we can put them on reserve-area-use-only in the library and share some with Project Pass. Another alternative would be for the book companies to make the first few chapters of the text available on-line, so that students can begin their coursework before their textbooks arrive.

- There are advantages to our keeping the lines-of-communication open with the Bookstore. The Mental Health Department made an error on their textbook ISBN number, but because the lines of communication with the Bookstore were open, the error was caught and corrected quickly.

- At the TCCTA conference on February 22<sup>nd</sup>, mention to book companies that we would like the first few chapters of books we select to be available on-line in case textbooks are slow to arrive.

## **VI. New Business**

### **A. Wall of Honor**

- After a quick “field trip” down the hallway of the Planetarium Building to the Mental Health Department Offices to view the yards-long cardboard scroll of former CTC students recently killed in combat in one of the branches of the armed services, the Faculty Senate voted unanimously to support the project described by Dawn and to research the names to be placed on a granite wall on Central Campus. A Senate member suggested that the wall be constructed in a way that it would still be possible to add new names as needed.

### **B. Change in meeting dates**

- Our February meeting has moved to February 15<sup>th</sup> due to TCCTA conference.
- Our April meeting moved to April 25<sup>th</sup> due to the CTC Barbeque.

### **C. Open to floor**

- One Senate member revisited the question of travel funds for Adjunct Faculty. Another member said that Adjunct Faculty can be paid for their Professional Development travel with the Department Chair’s approval. Now that Adjuncts finally have their own CTC e-mail addresses, they may feel more welcome. Although they do not receive the performance bonus that Full-time faculty are awarded, some Adjuncts are treated to a free breakfast by their Department Chairs.

## **VII. Announcements**

**A. Next meeting** is an Association Meeting February 15 at 8:00a.m. Building 152, Starlight Conference Room. **PLEASE NOTE THIS IS A CHANGE!**

### **B. Open to floor**

- Deba Swan announced that the Library’s special event program “Second Tuesday,” will feature a performance for Black History Month, “I Am Anna Mae” on Tuesday, February 12<sup>th</sup> from 6:00pm to 8:00pm in the CTC Library.

- Bored students should be reminded that the CTC Planetarium features many special events, including colorful kaleidoscope versions of Rock Concerts.

- Jenny Shotwell is the new faculty sponsor for Phi Theta Kappa, an academic honor society for students. A 3.8 GPA with 30 hours completed is required, and the student must currently be enrolled in at least 6 semester hours.

- Gordon Bacon announced that nine \$200 scholarships are being awarded in the Child Development Department.

- Lisa Volle discussed “Second Life,” a free, open-source 3-D environment animation, which allows participants to have virtual meetings using virtual avatars (digital characters to represent the user) in a variety of environments. A-synchronous messages can be accommodated, which is helpful since we have students around the world in different time-zones.

- One TIDBIT (Training In Instructional Development by Innovative Teachers) program for next Fall’s Pre-Service will be on how to use a defibulator machine, a user-friendly device that enables the user to revive someone whose heart has stopped by talking you through the process.

- President Dawn Green expressed her appreciation to the Senators for their work. She appreciates that we care. We are making a difference that benefits faculty and students.

## **VIII. Adjournment**