

**FACULTY SENATE**  
**Minutes**  
**2-16-07**

Officers Present: Jenny Shotwell (President), Dawn Green (President-Elect), Shane Simon (Treasurer)

Departmental Representatives Present: Barbara Little (Developmental Studies), Jan Anderson (ESL), Robert Shea (Mathematics), Marie Smith (Business Administration), Bertha Kondrak (Mental Health), Sandra Whisler (Science), Nergris Artek-Blood (Nursing), Schroeder (Computer Science), Gordon Bacon (Early Childhood Professions), (Electronics)

Committee Chairs Present: Suzanne Morales-Vale (Faculty Affairs & Issues), Gordon Bacon (Professional Development) Jenny Shotwell (Nominating)

**Call To Order**

Meeting was called to order by President Jenny Shotwell at 9:08 a.m.

- Members approved November 2006 minutes
- Treasurer's Report was given by Treasurer, Shane Simon, approved by members

Balance Nov 17, 2006	<b><u>\$2,887.51</u></b>
<b>Receipts</b>	
<b>Dues</b>	<b>65.00</b>
<b>Total receipts</b>	<b>\$65.00</b>
<b>Disbursements</b>	
<b>Printing</b>	<b>5.25</b>
<b>Total disbursements</b>	<b>\$5.25</b>
<b>Balance Feb 16, 2007</b>	<b><u>\$2,947.26</u></b>

- President Shotwell commented on moving Senate meetings to Starlight Conference Room
  - Everyone can be on a "level playing field" and meet on an equal level
  - Apologies to those who went to old meeting room first

**Topics for Discussion**

Departmental Representatives' Duties and Responsibilities

- Attend all meetings
- Make arrangements for substitutes
- Send monthly email to faculty members from department with summary of topics discussed

- Canvas faculty members to establish majority opinion on issues (as requested by President)
- Vote
- Representatives can shorten their weekly office hours by 1; Officers can shorten their weekly office hours by 2
  1. Dawn Green (President-Elect) suggested adding that Department Representatives be responsible for collecting annual Faculty Senate dues
  2. Jan Anderson (ESL Representative) made motion to accept duties and responsibilities as noted, adding Ms. Green's suggestion about dues collection; Gordon Bacon (Early Childhood Professions Representative) seconded; approved by Senate
- Peer Banquet
  1. Shane Simon, Banquet Chair, gave current details
    - a. Theme: "Sci Fi and Spies"
    - b. Venue: Killeen Civic and Conference Center (KCCC)
    - c. Date: **Friday, May 4, 2007**
  2. Work in progress: catering, entertainment, and costumes
  3. Senate approved \$150 deposit for KCCC
- Textbook Customization
  1. President Shotwell explained the issues regarding textbook customization
  2. 15% discount not reported by students
  3. cannot change textbook until inventory is depleted
  4. Sandra Whisler (Science Representative) reported other issues such as Bookstore continually not following requests
  5. Jan Anderson reported that 10 of her 12 sections had serious problems with textbooks (no textbooks, wrong textbooks, wrong edition, etc.)
  6. Dawn Green explained that some reasons why CTC faculty members were encouraged to use customization was because of worldwide inventory issues
  7. Robert Shea noted that Distance Learning had 90-day and 6-month textbook suspense dates for some disciplines
  8. Members also mentioned other textbook issues such as students having less expensive online and off-campus sources for textbooks
  9. Dawn Green made motion to appoint an **AD HOC Bookstore Committee** to investigate and offer solutions to the Bookstore problems to include

customization, customer service for departments, and Distance Learning; seconded and approved by Senate

- a. Robert Shea (Chair)
  - b. other members: Jan Anderson, Dawn Green, Sandra Whisler, Suzanne Morales-Vale
- Severe Weather Notification
    1. Members expressed major problems with current notification system; suggested solutions were discussed
    2. Issue is deferred to Department Chairs for resolution; Jan Anderson and Dawn Green will report at next meeting
  - Non-Proctored Testing
    1. Dawn Green noted that we are not talking about “unproctored” exams but “alternatively” proctored exams
    2. Jan Anderson reported on the Dept. Chair Ad Hoc Committee (appointed by Dean Mikles at the October, 2006 Department Chair Meeting)
      - a. Committee is tasked to research alternative proctoring solutions
      - b. Committee asked Distance Learning (DL) to research and give presentation on possible solutions
        - i. One company suggested was Software Secure, Inc., a company that offers a 2-part alternative proctor system
          1. Secure browser that locks down the student, preventing him or her from accessing any outside program or internet while taking an online test
          2. Camera with audio capabilities that records and monitors student while student is taking online exam
        - ii. Yancey Lones (Instructional Technology) from DL reported that the browser is “the best thing currently on the market” based on DL’s tests
        - iii. Problems included cost of the camera (\$150 per student) and issues related to identification of students

3. Members brought up additional issues including offering questions from test banks and exploring the concept of a “Virtual Campus”
4. Members noted the importance of a unified stance between faculty members and DL
5. Issue is deferred to Dept. Chair Ad Hoc Committee; Jan Anderson will report on continuing progress

### Old Business

- Barbara Little (Developmental Studies Representative) moved to grandfather the currently elected officers and committee chairs according to the approved constitutional changes; members seconded and approved motion
- Nominating Committee (new name: *Elections & Awards Cmte.*)
  - Information for April voting will be released soon
  - Suzanne Morales-Vale (*Faculty Affairs & Issues Cmte.* Chair) moved that the Nominating Committee use the newly approved committee names and duties/responsibilities descriptions for April election information and ballots; seconded and approved by members
- Professional Development Committee
  - Gordon Bacon reported that the PD committee has been meeting regularly
  - **Wednesday, August 22, 2007** is Fall Preservice
    - requesting speakers for “Gifts” sessions (Great Ideas For Teaching Students)
    - Deborah Shibley, CTC Director of Risk Management, is keynote speaker
    - morning general session in Nursing/Science Building; afternoon roundtable discussions in LBJ Building
    - LUNCH MEETING—sponsored by Faculty Senate
- Piper Professor Committee (new name: *Elections & Awards Cmte.*)—no report

### New Business

- Sandra Whisler asked about the best way to bring issues to the Senate for discussion
  - President Shotwell explained that an email to the President would suffice
  - Suzanne Morales-Vale added that notifying the Faculty Affairs & Issues Committee about any issues is also an option
  - Bertha Kondrak (Mental Health Representative) noted that all requests should go to the President first, to be forwarded to the Faculty Affairs & Issues Cmte.
- Dawn Green passed on a request from Kathryn Latham (DL Instructional Development Manager) be placed on the Faculty Senate calendar to provide information and training for the new

version of *Moodle*, the software used by faculty members to create a “virtual classroom” for their traditional classes (i.e., syllabi, announcements, chats, quizzes, exams, etc.)

- Suzanne Morales-Vale suggested that DL develop multiple training sessions for faculty members
- Dawn Green motioned to ask the Professional Development Committee to collaborate with Ms. Latham regarding training sessions; motion was seconded and approved by members

### **Announcements**

- President Shotwell discussed Dr. Anderson’s 20<sup>th</sup> Year at CTC
  - Faculty members are asked to participate in celebration (sometime end of July or beginning August, TBA)
  - Department Chairs and others can think about their experiences and are asked to contribute
- Dawn Green announced that the Gay and Straight Student Alliance approached the Mental Health Department for sponsorship and held their first organizational meeting; campus organization approval is underway
- Jan Anderson announced that International Student Association received approval for a Yard Sale (date TBA); they are looking for any contributions of items to sell for their fundraiser
- President Shotwell announced that Dr. Anderson, along with Holly Jordan (Human Resources Director), will be guest speakers at the next Faculty Senate meeting (March 23); topic will be “Visions for the Future”
- President Shotwell encouraged faculty members to sign up for the Service Excellence Conference (offered twice: Feb. 23 and Mar. 2)

### **Adjournment**

Robert Shea (Mathematics Representative) made motion to adjourn; motion was seconded and approved by members at 10:34 a.m.