

**Central Texas College
Faculty Senate Minutes
February 15, 2008
Friday, 8:00 am
Starlight Conference Room**

I. Call to Order

- A. Welcome-** President Dawn Green called the meeting to order.
- B. Invocation-** opening prayer.

II. Roll Call of members present

Secretary Shane Simon called the roll.

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

Janice Anderson (Faculty Affairs), Gordon Bacon (Prof. Development), Gordon Carmichael (Adjunct), David Daniels (Developmental Studies), Doug Edwards (Webmaster), Lynn Forster (Social Committee), James Gebhardt (Aviation), Dawn Green (President), Pamela Hadnot (Nursing), Celinda Hallbauer (Fine Arts), Bertha Kondrak (Prof Development), Suzanne Morales-Vale (Professional Development), Debra Prescott (Math), Reineer Schelert (Physical Ed), Robert Shea (Treasurer), Jenny Shotwell (Past President), Shane Simon (Secretary), Ronnie Turner (Elections & Awards), "Jack" Van Doren (Business), Delores Williams (President-Elect), Bethany Winkler (Communications),

III. Reading of Minutes of January Meeting

The Minutes of the September, October, November, and January Minutes were all approved by a unanimous vote.

IV. Officer Reports

- A. President's Report/Board of Trustees Meeting Summary-** none.

B. Treasurer's Report

Balance November 16, 2007	<u>\$3,005.57</u>
Receipts	
Dues	30.00
Peer Appreciation Tickets	200.00
Total receipts	230.00
Disbursements	
Social Comm-Hospitality	- 24.55
Balance January 25, 2008	<u>\$3,211.02</u>

V. Committee Reports

- A. Faculty Affairs & Issues Committee/Executive Committee-** Has not met.

B. Faculty Professional Development Committee-Susan Morales-Vale reported that the committee has met and is trying to simplify their plan. We will vote on the changes at the April Meeting. Possible fourteen hours every year in three categories. Peer Evaluation will be optional by department. The Department Chair evaluates on-line faculty. Student evaluations of instructors are being redeveloped. Another idea has been to move all Professional Development to an on-line platform in BlackBoard. The committee hopes to have the core shell ready by Fall. The instrument would be utilized world-wide, not just on Central Campus.

C. Social Committee-Dawn Green requested that Shane Simon create some fliers for the Peer Appreciation Banquet with a collage of Elvis pictures (which he has done)

D. Elections & Awards Committee-

- We have been recruiting and found some new members.
- It was suggested that a rubric be used for Peer Award Nominations.
- Peer Awards include Teacher of the Year, Community Service Award, Professional Development, and Adjunct Instructor.
- Nominations for positions in Faculty Senate are taking place with voting in April.
- Treasurer Bob Shea said that Faculty Senate has 96 members, but that includes Adjunct Faculty.
- Dawn Green said that all thirteen of her Mental Health faculty are members. She wondered what it would take to get people to join. If Departmental Reps are reporting back to the Departments, then they know that we are accomplishing a great deal. It is embarrassing that the list is so short. There are almost as many adjuncts as full-time members. Leadership starts with us; we should encourage department chairs to join Faculty Senate themselves and to get their faculty to join as well. If necessary we should embarrass them.
- Dawn said that showing up one time a year for the Peer Appreciation Banquet is really not that much to ask.
- Faculty should not complain if they do not want to be part of the process. We have the Administration's attention (in a very positive way!)

VI. Guests: Dr. Dana Watson, Dean Instructional and Accreditation Services (Career Clusters):

Jane Zimmerman, Director, Learning Outcome Assessment (QEP).

- Dana Watson has just received her PhD.
- At the Federal level, they are looking at curriculum P-16 (from Pre-K on to Bachelor's and Master's plus) Exit points exist at various points in the curriculum. The idea is to offer training for a career. Multiple jobs are made available in a variety of fields.
- The Texas' House Bill One legislation requires high schools to identify three to twelve career fields.
- High schools are required to offer twelve semester hours of college courses. These dual credit courses are a big boon to CTC and other colleges. Technical prep courses will also have a big jump in enrollment in the coming years.
- High schools are mandated to offer these programs and colleges are also mandated to offer them. The plans offer training with multiple exit points. CTC is working with both Killeen Independent School District and Copperas Cove Independent School District. The four programs that we are offering are Nursing, Business, Early Childhood Professions and Mental Health. We are starting with four programs and the first two courses. They are designing a matrix to map all the courses, and have incorporated end-of-course learning outcomes from syllabi. Dawn Green, Dr. Frith, and others have "introduced, reinforced, and obtained" information to set-up these courses. It is important to keep checking back looking for gaps—places where the course did not follow the prescribed theory. All of our programs will have to go through this process. CTC also has to compare its programs with the high school programs to make sure that they mesh. The program is a win/win for students.
- Program mapping is what we expect them to walk away with, which is not necessarily a Bachelor's or an AAS. After the first four programs (Nursing, Business, Early Childhood Professions and Mental Health) that CTC has established, all other programs will also be adapted to the program. Academic programs are not exempt; all academic programs will also have to map.
- CTC will be working with businesses and employers. We will be following the criteria of the Texas Skills Standards Board. The programs will offer licensure testing, with sixteen career clusters at the Federal level (and Texas has adopted all sixteen.) The Texas Education Agency and the Texas Higher Education Coordinating Board are working on models.
- The instructors who teach the dual-credit courses must be our college instructors, not their high school teachers.
- These programs can also be used in rural areas and outlying areas. There is even interest outside our service area.
- Carl Perkins Voc Tech programs have the issue of measurement. With Voc Tech programs we need to know if there is outside external licensure.
- "Achieve Texas" has sixteen career clusters; there are sixteen brochures, one for each area. There are 40 careers and 81 models for specific programs.

- There will be no TEKS test because it is “not prescribed exactly.”
- A 4 x 4 plan is required by House Bill One.
- Catalogues from area high schools will be on the web-site.
- There are two great readable publications on mapping by author Ruth Stiehl.
- Measuring skills assessment is required by Carl Perkins, and at the same time, we are meeting the QEP requirement.
- Dawn Green had to relook at courses within her program, and she will cause us to improve.
- Texas A&M-Commerce accepts the AAS degree (15 course academics for us and get up to 21) Some programs are totally on-line. There are five programs and we have seven articulation agreements with them now.
- Jane Zimmerman is our new director of QEP. She wants to end-up the year’s QEP reporting. She wants a simple two-page report. She will be meeting with department chairs.
- She works for Dana Watson doing assessment and reporting data-work.
- There is also a new Institutional Effectiveness person who uses colorful metaphors and makes simple statements about how a project works. Working with department chairs.
- Dean Mikles says every teacher tries to improve each year. Just reflect on it.
- In December, Texas Tech went on probation. They failed to show compliance of competencies. This is a very serious consequence and their whole house-of-cards could collapse.
- “Keep it simple, but make it real.”
- Need a Quality Assurance Team to read over about two dozen reports.
- Provide feedback of what each department needs to do to improve.
- Department chairs will be responsible for implementing the program.
- The First Phase is finding ways to give students earlier feedback on how they can improve, how they can be successful, and when they should drop.
- Phase Two initiative is for students to learn to express themselves in writing. The “One-Minute Paper” is being used in three History classes. It allows students to hone professional-level writing skills. The instructor assesses both content and writing skills three or four times a week. It is a way of consolidating learning to find out what students know before test time. Students write what they have learned throughout the semester, instead of just saying what they have learned at the very end of the course.
- Dawn Green will be teaching a College Success class that will last two semesters. She will be teaching this class without being paid for it.
- Faculty comments ensued. One member suggested that the exams for the course have embedded diagnostic questions.
- Another member suggested that some faculty members give back their tests for students to study from, and that would compromise security.
- Still another member suggested that the embedded questions could be used only on the final, which students normally do not get back anyway.
- It was suggested that conducting an item-analysis was important.
- Another member said that students might take a picture of the test with their cell phones.
- There will be an Open House in Fall for Faculty Projects.
- Jane’s number is 1182, and faculty can also read her newsletter.

VII. Unfinished Business

A. Bookstore- Bob Shea, Sandra, Carol Weatherborn have set-up some positive changes. One book that students were paying \$72 for has now been lowered to \$52.

B. Wall of Honor- Faculty Senate will research the names that will be placed on the Wall of Honor, because we are non-profit, not 501 3C. We will ask the CTC Foundation to do the fund-raising. Student designs will be sought for the Wall. A Symphony Band in Harker Heights will write a dedication to the wall.

VIII. Announcements

A. Next meeting is March 28th at 8:00 a.m. Building 152, Starlight Conference Room. The Chancellor will be our guest. He will be telling us about the *Facility Plan and physical changes.* Another Change in meeting dates: April meeting moved to April 25th due to CTC barbeque.

- B. Gordon Carmichael announced that a video on how to deal with shooters on college campuses is being shown on March 4th in building 1075, room 150 at 1:30pm, and on April 16th in the Planetarium at 1:30 pm.
- C. Les Ledger said Students In Free Enterprise (SIFE) is selling candy bars at half-price.
- D. Jenny Shotwell said that Lisa presented a great session on "Second Life" a virtual reality program that can be used for education. Jenny suggested that the Faculty Senate fund a pilot study for Lisa for a while. Lisa's Spanish II and Anthropology classes are meeting in Second Life. Lisa also takes field trips to other countries and has met with Bill Alexander about the program.
- E. End of February, four-person bowling teams can compete in the CTC Foundation's bowling tournament (at a cost of \$60) Faculty Senate needs entries. Donations include a \$75 tote bag and \$100 bowler's shirt. This event will occur at Killeen Bowlerama, on Rancier on a Friday. Smoking is allowed at the bowling alley. Nine pins is a strike. Audience participates in free drawings.

IX. Adjournment