

**CENTRAL TEXAS COLLEGE FACULTY SENATE  
MINUTES OF THE REGUALR MEETING**

October 24, 2003      9:00 a.m.      Criminal Justice Building, Room 106

Officers Present: Suzanne Morales (President), Marie Smith (Treasurer), Dana L. Watson (Secretary), Doug Edwards (Webmaster)

Not Present: Jim Sisson (President-Elect)

Members: 51

Visitors: 0

**Call to Order/Welcome**

President Suzanne Morales called the meeting to order at 9:00 a.m.

**Approval of Minutes**

President Morales accepted the minutes of the September 19<sup>th</sup> meeting as printed on the Faculty Senate website as there were no corrections/additions.

**Treasurer's Report**

Marie Smith submitted the following report:

Beginning Balance		\$3,003.38
Income		
Dues	235.00	
Total Income		235.00
Expenses		
Killeen Civic Center deposit	125.00	
Total Expenses		<u>125.00</u>
Balance This Meeting		\$3,113.38

**Standing Committees**

Piper Professor: Jerrie Cleaver did not have updates at this time.

Professional Development: Yolanda Davis and Linda Hurst demonstrated the new electronic professional development form. The form can also be used as a travel form. Some special notes about the form: Ctrl P is required for printing the form; use the faculty ID number that appears on the pay stub; and one form may be used for recurring events such as Faculty Senate meetings. When submitted, the form is sent to Caroline Dakin. Any questions on filling out the form should be submitted to members of the Professional Development committee.

President Morales added to the committee report by requesting that any information on possible professional development activities or events be shared with the committee so that the information can be disseminated to the faculty.

Faculty Affairs: The committee is coordinating schedules for future meetings.

Nominating Committee: Micki Simpson noted there was no report at this time.

### **Old Business**

Jan Anderson updated the QEP NL survey status. The student survey closed early as the quota for student responses was reached quickly. The faculty survey is still open and participants are needed. The number of staff participants was satisfactory. Jan noted that this has been a learning exercise and that there are some issues to be reviewed and documented for the next round of surveys. The remaining surveys will close on Oct. 31. When the results are received the QEP committee will review the data and determine the areas of greatest performance gap. The QEP committee will select the areas to be considered for improvement. A guidance booklet is being developed for the departments that will include the departments' documentation for their Action Plan. The plans will be reviewed by the QEP committee to determine if all sections of the guidance booklet and all documentation for the Action Plan have been completed. The faculty departments will implement their plan in one class and then will evaluate and assess the results. Marky Price is coordinating the development of training for this next step. Jan shared a 'thanks' to all for their cooperation and efforts to date.

### **New Business**

Monica Jones is the CTC representative for Walt Disney World Internship Programs along with Jennifer Morgan. A packet of information about the program was distributed. Students are invited to attend a recruitment meeting and then apply for acceptance into the program. The jobs and on-site living allow for learning about communication, problem solving, dealing with others, and dealing with real-life situations. Monica requested faculty to spend a few minutes of class time to inform the students about the orientation meeting to be held on campus. CTC has approved six courses for student course credit. There is also an advanced internship program available. Additional information is available on the website [wdwcollegeprogram.com](http://wdwcollegeprogram.com). Monica is available for those who have questions. Selection requirements include enrollment in college, past work history, and personality.

Jane Perschbach shared a new link site on the Faculty Senate page. In developing a Community of Practice, faculty should be able to pose professional questions and share professional experiences and best practices. A discussion link is now available for this sharing through an e-board product. Faculty can login and read the topics and discussions or can enter a password and participate in the discussions. This allows for cross-discipline collaborative events and interactive peer sharing. A handout was available with instructions for accessing the site. Doug Edwards noted that he had added a link to the TCCTA discussion site also.

'What is Adobe PDF?' was presented by Doug Edwards. He provided a brief introduction to Adobe Acrobat PDF files and noted that this is like having 'electronic paper.' The appropriate software was described and Doug reviewed a number of uses for this product. The Adobe Acrobat site was reviewed and the tutorials were highlighted. Doug may be contacted for information.

President Morales introduced the Ad Hoc Distance Learning Committee. The committee was called to discuss issues related to distance education and to provide a point of communication for those faculty who are or who may be teaching online courses. Members include: Maria Bravo, Jon Cella, Dennis Ford, Mikki Simpson, Juanita Smith, and Jack Van Doren.

A professional development opportunity was announced. The National Science Foundation Workshops are of minimal cost. For more information contact Christina Michura.

Jan Anderson discussed new information she received at the TCCTA Conference on the Tex-Flex program. A specific amount may be deducted from your paycheck into the Tex-Flex account. The amount may then be used for medical expenses along with nonprescription drug needs, contacts, glasses, etc. The account monies must be used within the fiscal year. Another benefit is for those who commit to the encumbrance of funds may use those funds if they are needed prior to their actually being earned. This could assist those with un-planned-for surgeries and other medical needs.

President Morales reviewed the Texas Success Initiative that will begin in the spring for CTC students. This is the program that will replace the current TASP test. CTC committees are in the process of developing publications related to the new requirements. A handout of frequently asked questions was provided.

### **Announcements**

A legislative issue that should be followed is the Rider 50 to the appropriations bill that would deny funding to courses with similar content.

Gordon Bacon requested information on an earlier topic addressing long-time pay to adjunct faculty.

Al Waite shared information on the status of monies for various CTC scholarships. Some funds have not grown at a rate that will allow for monies to be awarded. Contact him for specific scholarship information.

Gordon Bacon reported that the Early Childhood Professional Meeting was attended by 340 people during the previous weekend.

David McClure noted that the substance abuse resource center has a new director, Dr. Gerald Mahone-Lewis. She has been very busy since her arrival at CTC.

### **Kudos**

### **Adjournment**

President Morales adjourned the meeting at 10:30 a.m. there being no other business.