

**Central Texas College**  
**Faculty Association Minutes**  
**October 19, 2007**  
**Friday, 9:00 am**  
**Criminal Justice Building**

**I. Call to Order**

President Dawn Green called the meeting to order.

**II. Special Presentation by Kerstin Brooks: Dealing With Difficult Students**

Kerstin Brooks, the Director of Student Life at CTC, talked about dealing with disciplinary issues. Regardless of whether a professor has a complaint about the behavior of a student in his/her class, or if a student has a problem with another student in a class, Kerstin says that “due process” must be followed. Students who are disruptive or disrespectful should be asked to talk to the professor during office hours after class. There is also a “Disciplinary Referral Form” on which the professor can specifically describe the student’s misbehavior. If professors feel seriously threatened by a student, then they can ask the student to leave for one class period and/or call Campus Police at 526-1427. Kerstin also said that a student’s summons to Kerstin’s office should be delivered promptly, not sent through campus mail. Several Senators took issue with the lackadaisical timing of due process (after the student receives a letter in writing he/she has five days to appeal), because a recalcitrant student could continue to attend class while the appeals process continues. Kerstin said that if the student is disruptive, then he/she can again be asked to leave, one class period at a time. A Disciplinary Committee of two faculty, two staff, and two students hears the student’s appeal. Dean Mikles is the next level of appeal, and the entire process could take up to a month to be completed.

**Kerstin Provided a List of What Professors Can Do:**

- Outline the Requirements Code for behavior the first day of class.
- Refer misbehaving student to Student Life ASAP—get the process started. Don’t delay!
- Dismiss misbehaving student one class period at a time
- Withdraw a misbehaving student for excessive absences (solves the problem)
- Contact the Campus Police

In the ensuing discussion, Kerstin offered to give a ten-minute talk on civility during New Student orientation. Several faculty members recalled a one-hour Psychology course that used to be required of all freshmen, which addressed many of these issues; however, the course was dropped from our curriculum because the State of Texas would no longer pay for it. Some

faculty suggested that Kerstin could personally come to their classes to observe disruptive students, but other faculty pointed out that there are only two people in her office who shoulder many responsibilities. It was moved, seconded, and approved that we request that the administration talk to us about this issue at the last Senate meeting this year, and that consideration be given to reviving the defunct one-hour Psychology course.

### **III. Presentation By Central Texas College Foundation**

The CTC Foundation offered monetary awards to recipients of last year's CTC Faculty Senate Teacher-of-the-Year awards already given to faculty at the CTC Peer Appreciation Banquet in May 2007. Honorees were Celinda Hallbauer (Fine Arts, Music), Dr. Kenneth Word (Mathematics), and Ramona Lezo (Culinary Arts, Hospitality).

### **IV. Treasurer's Report**

Treasurer Robert Shea reported that our annual Faculty Senate Treasury audit was passed with flying colors and no complaints.

<b>Balance September 21, 2007</b>	<b><u>\$2,612.32</u></b>
Receipts	\$185.00
• Dues	
Total receipts	\$185.00
Disbursements	
• Printing	\$6.75
Total disbursements	\$6.75
<b>Balance October 19, 2007</b>	<b><u>\$2,790.57</u></b>

On a related topic, President Dawn Green asked Entertainment Committee representative Shane Simon to comment on the Peer Appreciation Banquet to be held on Friday, April 11, 2008 at the Killeen Civic and Conference Center featuring Elvis appreciation artist Johnny Memphis. Dawn pointed out that we had already paid for half of the cost of using the facility when we reserved the Killeen Civic and Conference Center, which will keep down the future expense of the banquet.

### **V. Special Orders: Review of Revised Constitution**

One minor change to the revised constitution was proposed, seconded, and approved. Instead of using the Faculty Senate Website, which not all members read regularly, voting results on important issues would be sent through Executive e-mails to members. This small change still necessitates that the document be re-approved by Mr. Lindley before it can be sent to the Chancellor and the Board for their approval.

## **VI. New Business**

One member said that International Students have no recreation, because they cannot use the Upper Student Center in the evening, the swimming pool was not rebuilt, and they do not have a pool table. Also, a new anti-loitering policy will keep them from sitting in front of the building; no negative incidents caused the new anti-loitering rule. International Students need faculty to monitor their activities so they can engage in recreational activities.

## **VI. TIDBIT Postponed**

Because of the length of the meeting, Dawn Green asked Dr. Joyce Jones and Dr. Maria Bravo if they could save their "Critical Learning Elements Model" presentation for a later date.

## **VII. Announcements**

Les Ledger thanked the Chef Ramona's Culinary Arts Class and Mr. Bacon's Child Development children for their food and beverage refreshments.

Dawn Green announced that the next meeting will be a Faculty Senate meeting at **8:00 AM** in the Starlight Conference Room. The earlier time is to adapt to the needs of members in the Nursing Department and the Science Department who have laboratory classes that conflict with the original 9:00 am meeting time.

## **VIII. Adjournment**

Dawn Green adjourned the meeting.