

**Central Texas College
Faculty Senate Minutes
November 16, 2007
Friday, 8:00 am
Starlight Conference Room**

I. Call to Order

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

B. Invocation- Dawn 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 (Professional Development), Gordon Carmichael (Adjunct), Jon Cella (Protective Services), David Daniels (Developmental Studies), Dawn Green (President), Pamela Hadnot (Nursing), Renee Henry (Elections and Awards), Richard Hindman (Social Committee), Bertha Kondrak (Professional Development), Suzanne Morales-Vale (Professional Development), Debra Prescott (Mathematics), Robert Shea (Treasurer), Jenny Shotwell (Past President), Shane Simon (Secretary), Ronnie Turner (Elections and Awards), Lisa Volle (Faculty Affairs), Delores Williams (President-Elect), Sandra Whisler (Science), Lovie Dunn (Office Technology), "Jack" Van Doren (Business).

III. Reading of the Minutes of September/October Meetings

Not all members had read the minutes of the previous meetings. A few copies of the minutes were passed around to the members. The last set of minutes appears on the Faculty Senate web-site and those from previous meetings can be found under Archives on the web-site.

IV. Officer Reports

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

- President Dawn Green reported on the activities of the CTC College Board. At the Board meeting, the Board agreed to rescind the \$4 extra tuition per hour instituted because of the 1.3 million that was originally lost due to Governor Perry's veto of Community College Health Insurance funding. State officials found a way to restore the funds if community colleges agreed to rescind their tuition increases. Since CTC registration had already begun before state officials restored the funds, CTC was unable to institute the lower rates for the Spring Semester. Instead, tuition rates will decrease beginning during the Summer Session (Term 5 on Ft. Hood)

- President Dawn Green had a very productive meeting with CTC Chancellor James Anderson. When Dawn asked the Chancellor what administrators want most from faculty, he told her that he would like to have a sense that faculty are actively involved in community activities and would like for us to show that we understand that we are in a business—the business of

education. In the future, some activities in which faculty could make a concerted effort to participate include attending Chamber of Commerce meetings and sponsoring chili at the Chancellor's Chili Cook-off. The Chancellor is coming to our Peer Appreciation Banquet on April 11, so we need to have a good showing and encourage our peers to attend. The administration would like to be invited to visit us in our classrooms as well. It was suggested that faculty members might list some of their activities on our Faculty Senate web-page on a special form so the administration could be more aware of our activities.

- Also discussed was a Faculty Leadership Program as a form of Professional Development to groom junior-age faculty to be poised to replace aging department heads and administrators who are close to retirement.

B. Treasurer's Report

Treasurer Robert Shea reported we have 86 paying members this year. President Dawn Green said we need to pound the pavement and get more members.

V. Committee Reports

A. Faculty Affairs and Issues/Executive Committee- The Commencement Speaker for Graduation will come from outside CTC (since a faculty member, Ken Word was the commencement speaker last year.) When CTC's graduation speaker is an outside speaker not from our campus, a luncheon is held for the speaker and the platform group after graduation in the Bell County Expo Center. The luncheon is probably funded by CTC (not the Faculty Senate), and if we agreed to be a part of this luncheon, then faculty would be required to be there. All full-time faculty members would be required to be there. All full-time faculty members are required to attend graduation anyway, unless we make a formal request for an exemption. It was suggested that faculty participation in the luncheon might be limited to just Faculty Senate Officers and CTC Department Chairs.

B. Professional Development Committee- Committee Chair Suzanne Morales-Vale reported on our Professional Development Plan. The Professional Development Committee will meet again in February. The committee has looked at our plan. All the forms are available on-line, and we will have a simple survey on how we think we might improve the plan. Overall, the consensus is to keep the plan as it is. Every three years, we are observed by the Department Chair. The Committee has attempted to simplify the forms. With Peer Evaluations, it is recommended that we seek an appraiser outside our department or area. Feedback from members on the strengths and weaknesses of the plan would be helpful. Several years ago, one positive change from the committee that we still benefit from today was a reduction in office hours from 15 hours down to 12 hours with 3 by appointment.

One senate member said a member of her department attended a convention but was not reimbursed for gas mileage because a CTC vehicle was available. The

member said that this policy seemed unsupportive. Other members pointed out that there were many new requirements for travel, including having a driver's license on file and a check of the faculty member's driving record. Another member pointed out that travel funds are put into each department's budget. President Green suggested that we research to find out what our professional development budgets are, both institutionally and departmentally. The question was also raised whether we would be limited to staying only one night for TCCTA.

C. Social Committee - Committee Chair Shane Simon reported on the annual Faculty Peer Appreciation Banquet. After some discussion, back by popular demand will be the same dependable caterer who served the delicious bar-be-que last year will provide our food again. It was suggested that we discover what additional items are available on his menu, and there was also a request for free samples! We also need to begin to solicit donations from book publishers. President Dawn Green reminded us that the Chancellor is coming to our banquet on April 11, so we really need a good turn-out. Tickets will be sold beginning in Spring. Forms will also be available for the Peer Appreciation Nominees and the winners will get the instant rewards of a check at the banquet. With a new, more effective structure, Dawn urged members to get involved in the Senate. One new requirement for those who run for Faculty Senate offices is to give a short speech and bibliography at the Peer Appreciation Banquet. If we choose our Peer Appreciation nominees early enough, then the Foundation can give out the reward money at the banquet itself.

D. Elections and Awards Committee - no report

VI. Guest: Michelle Carter, Bookstore Issues and Concerns

- President Dawn Green introduced guest speaker Michelle Carter, Director of Business Services, who has been with CTC for sixteen years and has never spoken to the Faculty Senate. Ms. Carter expressed a desire to create a dialogue with us and address some of our concerns. She pointed out that the inventory date for the bookstore is chosen by the auditors, not the bookstore; she understands that just before the beginning of the semester is not a good time for the audit. Michelle said that they would try to get the internal auditors to change the auditing time to sometime in September or October. Treasure Bob Shea suggested that if the new auditing time started in Spring, then the Spring audit could occur in April.

- Gary Fuda, CTC Bookstore manager then commented on the operations of the CTC Bookstore and fielded questions from our members.

- Gary discussed the mark-up on custom books and the bookstore's buy-back policy. Gary said that the mark-up is part of the publisher's net price, and that the bookstore, which buys back custom books at 50% of the original price, is the only one that can buy back custom books. He also said that the Bookstore buys back books every day, and that markings (yellow marks, highlights, scribbles, etcetera) were acceptable in used books that students want to sell.

- In defense of Gary and the Bookstore, several Senate members pointed out that Gary can only work with the invoice price, and that price sometimes does not match the cost and features that faculty were promised by the publisher's book reps. Gary does not know what we were promised by the publisher; he only has the ISBN number. One member suggested that we insist that our publishers' book reps send us a copy of the invoice that is sent to the Bookstore, so that we know that the publishers have kept promises to faculty about books' features and cost. Custom book contracts are usually for three years, so faculty should have a definite idea of what they are getting for the money.

- One faculty member complained that, while explaining the features of packets of materials to students, the publishers' book reps mislead or confuse students who believe that they will be getting more of a discount on packets of materials than they actually receive.

- Gary pointed out that he has only limited space in which to store books and other instructional materials. Because of this limitation, bulky materials must be ordered as needed. One department has a single large packet of materials that students use in classes for three semesters.

- One senate member lamented that not all book publishers still give faculty free, complementary copies of textbooks that faculty use in their courses. However, faculty members could demand those free copies from publishers, so the faculty member could put the text on reserve-area-use only in the CTC library until the course textbooks arrived in the bookstore. Another member suggested extra free copies also be sent to Project Pass. If the publisher refuses to provide complementary copies, then faculty should find different publishers with whom to do business.

- President Dawn Green pointed out that, in the past, departments were provided with inventory sheets that served as historical documents that allowed departments and Gary to guess the number of copies that would be needed in the future. The Master Book List is more organized, but it does not provide Gary with the inventory. Some Ft. Hood and on-line students buy their textbooks locally, and this also adds to the confusion. Dawn suggested that departments should give the CTC Bookstore an approximation of how many textbooks are expected to be needed.

- Michelle Carter asked if that meant that all departments should be required to provide this approximation. Dawn replied that departments should provide an approximation to include on-line and the service area.

- Gary Fuda said that since there is only limited space to store books, they are ordered as needed. Custom books take two weeks or more to arrive and are printed on demand. Gary and Dawn agreed that much guesswork was required.

- One member asked about the reasons for using a custom book. Dawn said that because custom books require a three-to-four-year lock-in, they would not work for subjects that change quickly, such as Computer Science. But when you want to incorporate two or three chapters out of different textbooks and combine them into one book, it can result in a considerable cost savings for students. Another member pointed out that sometimes publishers will add more materials to the custom version and charge less.

- Students should bring a printed version of their class schedules with them to the Bookstore. Sometimes, students purchase the wrong book in the CTC Bookstore because they do not know the class in which they are enrolled, and many of the books are very similar in appearance.

- Michelle Carter made the following proposal to the Faculty Senate. She would
 - Endeavor to change the timing of the bookstore inventory.
 - Draft a proposal to send to us.
 - Form a Bookstore Advisory Committee (with committee members comprised of bookstore employees, faculty members and student members so that every group has a voice.
 - Create an After-Action Report every semester to identify trends and problems.

- Ms. Carter's plan was praised as a good vehicle for faculty and the bookstore to talk to each other and keep each other informed. The importance of sharing information quickly was stressed.

- Faculty shared with each other some stop-gap temporary solutions while waiting for late textbooks to arrive. One member said that publishers can be asked for e-texts of the first few chapters in an on-line course until the hard copy of texts arrive. Dawn suggested that departments can keep watch on enrollments and let Gary know if classes are full and will require more textbooks. Send a department representative to look on shelves to see how many copies of textbooks remain. Also tell publishers that they have competitors, and that if the publisher will not work with us, then we will find another one who will.

VII. Unfinished Business

- Dawn announced some Technical Service Information. All full-time faculty can have Adobe 8 if they send IT a software request form. The Vista operating system will not be available on-campus until the 1st service packs, which will not be anytime soon. Adjunct faculty can now get a ctcd.edu address if the department chair asks IT for it in a memo.

- Revisiting the issue of our administration's awareness of our community activities, one member suggested that we get a calendar of Chamber and AUSA activities, so we would have a better idea of where the administration would like to see us. Several members suggested that administrators might wish to attend some of our campus activities, but they would probably want us to invite them. Some announcements about campus activities have been publicized after the event has occurred. It was suggested that Bruce Vasbinder could put the announcements on the web. President Dawn Green was praised for keeping the lines between faculty and administration open.

VIII. New Business

- President Dawn Green addressed a problem that Department Chairs are already dealing with. From the federal level down, there is a new impetus on creating a seamless, cyclical pattern instead of a linear approach to education.

Students in ninth grade will have a plan with pre-K to 16 instead of pre-K to 12. There will be twelve major career clusters each with learning outcomes and the skill sets that go with each career. Schools will attempt to identify in what area each student's interests are. We will have to take our curriculum and align it with this new plan by taking current courses and building templates to connect to the federal document. Dean Watson will be providing training starting in February. This mandatory program will change how we teach, how we incorporate technology, and even how we structure our courses. Eventually, the new program will improve education. One member suggested that QEP could be merged into this new program.

- Faculty members are interested in having a voice in what buildings are used for and how they are designed. The new building that will be shared with Tarleton is supposed to be close to 80, 000 square feet. The Bookstore remodeling may have space for Project Pass.

- Our February meeting will be moved because of the conflict with the TCCTA Convention.

- Risk Management has introduced new health regulations that will impact both the Food Services Department and fund-raising by student organizations. New regulations require no home-cooked food, nothing can be cooked in crock-pot, and a thermometer must be used to check the temperature of the food. Also, anyone serving food must have food-service training. Also a new emergency siren is supposed to be up and running by January.

IX. Announcements

A. Next meeting is on January 25th, 2008 at 8:00am.

B. Open to Floor

- Next Thursday, HEB Lion's Club is collecting for the food pantry.
- December 1st at 6:00pm, the Harker Heights Food Bank is accepting donations.
- ISA is having a yard sale.
- Mr. Bacon announced that there is an early childhood workshop on Saturday.

X. Adjournment

- President Dawn Green adjourned the meeting.