Minutes from Faculty Senate Meeting
Friday, September 16th, 2011
NWACC Greenhouse Conference Room, Bentonville, Arkansas

Bryan Aguiar, Faculty Senate President, called the meeting to order at 1:00 p.m.

Present: Rachel Ackerman, Bryan Aguiar, LeeAnn Caudle, Curtis Harrell, Walter Hinojosa, Ginger Holloway, Melissa Jordan, Stephanie Lewis, Megan Looney, Diana Nagel, Judy Tobler, Natasha Washington, Wendi Williams

Guests: Dr. Steve Gates, Jacob Oliver, Dr. Shauna Sterling

I. NWACC Social Media

Dr. Shauna Sterling presented a video and information about a grant-funded study concerning social media effects on students' education. NWACC was one of eight institutions selected to participate in the three year study. Sterling mentioned that NWACC has sent out invitations to students, faculty, and staff to join a specific NWACC Facebook group. The Senate brought up multiple concerns about the study, including lack of guidelines for faculty/student interactions, how communication is being monitored, whether students are aware of and consensual to participating in the study, whether censorship would occur, and others.

Sterling said that any qualitative research conducted would be completed according to Institutional Research Board guidelines, and she stressed the importance of getting faculty involved in the study. Steve Gates suggested that Sterling contact the lead researchers of the study to see how other institutions are dealing with some of these concerns. Bryan Aguiar asked Sterling to present information about the study at the next Faculty Business meeting.

II. Attendance

Bryan Aguiar took roll; all current Faculty Senate members were present except for Christina Smith.

III. Approval of Minutes

The Senate voted to approve the minutes from the Faculty Senate meeting on April 15, 2011. Motion to approve was made by Walter Hinojosa; seconded by Diana Nagel; approved.

IV. Committee Reports

Academic Standards Committee—Bryan Aguiar summarized the last report from the Academic Standards Committee. See Attachment 1 for the report.

Curriculum Committee—

Revision to NURS 9106 LPN to RN Transition
Addition of CMJS 2343
Addition of SPAN 2033 Spanish for Heritage
Addition of GEOL 1114H General Geology
Addition of HUMN 1003H Exploring the Humanities
Revision to PSYC 2043 Abnormal

Motion to approve as a block was made by Curtis Harrell; seconded by Judy Tobler; approved.

Addition of PSYC 2053 Child

Motion to not approve made by Diana Nagel; seconded by Stephanie Lewis; course not approved.

Faculty Evaluation Committee—Nothing to report. Diana Nagel offered to serve on this committee.

Faculty Handbook Committee—According to Bryan Aguiar, this committee has not been active. He will work with Carey Chaney who used to chair this committee to get it running again.

Student Learning Committee—Diana Nagal presented the committee's report on student learning assessment. See Attachment 2 for the report.

Emeritus/Sabbatical Leave—Nothing to report.

V. Faculty Evaluation (Spring 2011 Draft)

Curtis Harrell asked the Senate to either approve or not approve the timeline laid out for the Faculty Evaluation Process. The Senate brought up concerns about the dates concerning student evaluations as well as the fact that classes running only in the spring would not be evaluated. Harrell mentioned a current AQUIP action project looking at how to conduct evaluations online; once the evaluations are moved online, it is very likely that every class every semester will be evaluated. Harrell also mentioned that the timeline will probably be revised for several semesters as we learn what the new Faculty Evaluation Process entails.

The motion to accept this document as it is written now was made by Wendi Williams; seconded Melissa Jordan; approved, with three abstentions.

VI. Special Election Committee

According to Bryan Aguiar, two of the at-large senators voted in last year cannot serve. Aguiar asked for volunteers to form a committee to conduct a special election to fill the two vacant seats. Walter Hinojosa and Diana Nagal volunteered for the committee.

VII. NWACC Facebook app

Stephanie Lewis said she had already expressed her concerns when Sterling spoke earlier. Bryan Aguiar said he had more concerns after hearing Sterling speak about the project then he did before. Diana Nagel said she felt very concerned with having students participating in

a study if they are unaware of their participation. Curtis Harrell expressed the concern about whether the NWACC Facebook app is actually a separate environment from Facebook.

VIII. Full-time/part-time Student Semester Credit Hours

Wendi Williams asked the Senate to think more about the number of full time faculty teaching credit hours versus the number of part time faculty teaching credit hours. Bryan Aguiar mentioned a clarifying point concerning the discussion—he said that part of the confusion that arose during the August Faculty Senate meeting concerning SSCH was that the Senate was discussing the number of full time/part time faculty teaching instead of looking at the number of credit hours taught by full time/part time faculty. Williams expressed concerns about full time faculty teaching overloads, and asked the Senate to look at more information about SSCH.

IX. Senate Photo

The Faculty Senate 2011-2012 photo was taken.

X. Standard procedures for students taking tests (Testing Center)

According to Bryan Aguiar, the Testing Center would like common standard procedures for students taking tests. Aguiar said that although the Testing Center would like a common policy, testing standards concerning issues like bathroom breaks is an instructor level concern for individual faculty to decide.

XI. Communication

Bryan Aguiar stressed the importance of Senate members talking to their constituents. He asked the senators to actively communicate with other faculty. Division Senators should actively communicate with their division. Diana Nagel mentioned that the Senate has an opportunity to help faculty become more empowered and make a difference for our students.

XII. IT Concerns

Bryan Aguiar mentioned that people have voiced many concerns about IT, and said that any concerns should be addressed to Paige Francis, who welcomes feedback.

Bryan Aguiar, Faculty Senate President, adjourned the meeting at 3:00 p.m.

Respectfully submitted,
Megan Looney
Faculty Senate Secretary 2011-2012

Attachment 1

Academic Standards Committee Report to Senate

September 16, 2011

4 items:

1. Academic Complaint and Grievance Procedures
2. Academic Suspension Policy
3. Option for a Plagiarism Reporting System (database)
4. Multiple Failed Attempts

1. Grievance Procedures

The committee is working to resolve the contradiction between the Academic Complaint and Grievance Procedures and the Student Complaint and Grievance Policy.

The goal is to clarify guidelines for students and that academic matters should be under the review and authority of Learning, the Senate, and the Academic Standards Committee, not under Learner Services.

Linda Lovell talked with Dr. Gates about this topic, and she will be meeting next week with Todd Kitchen to resolve issues.

With regard to policies and procedures being arbitrarily removed from the College Catalog, the Academic Standards Committee has a goal this year of affirming that any placement or removal or revision of any part of the College Catalog's section on "Academic Policies and Procedures" must go through discussion, review, and recommendation by the Academic Standards Committee, and then through the Faculty Senate. Curtis Harrell reports also that the Quality Council is working to establish improved procedures for creation, placement, revision, or removal of content for the College Catalog.

2. Suspension Process

The suspension policy has been in the College Catalog for several years, but it has never been enforced by Learner Services (whose staff would follow through on and suspend a student who has less than a 2.0 average after being on academic probation for a semester.)

A report is being run in Banner to determine how many students might have been suspended in May 2011, had the policy been enforced.

Dr. Gates is going to meet with the Academic Standards Committee to set some guidelines for dealing with the issue. Will we suspend students or not? Academic Standards has scheduled an October 21 meeting (a Friday at 1:30) for the Committee and several "stakeholders" to discuss how the issue should be resolved: Financial Aid, Registration, Veterans' Affairs, Advising, possibly Dr. Galloway. We would welcome a Senator or officer from the Senate at that meeting, as well.

Dr. Gates is going to meet with the Academic Standards Committee to map out some parameters and guidelines for discussing all issues to consider in re: suspension.

3. Reporting Plagiarism Options

Learner Services has a new system called Advocate where anyone—student, staff, faculty, or even a community member—can report student conduct issues. The system contains a way for plagiarism cases to be logged so that, if a student is a habitual plagiarist, he/she could be identified.

The Academic Standards Committee would like to begin by asking the Deans if they want such a reporting system. Once this is determined, the matter will go from our Committee back to the Senate, hopefully by the October Senate meeting.

4. Multiple Failed Attempts

A faculty member reports that a student is taking her class for the third time. The student has failed the class twice for failing to submit any classwork. The teacher asks how many times students should be allowed to make attempts at classes they have failed. In this case, the teacher is the only instructor for the course. How many times must she accept this student into class?

The Academic Standards Committee agreed that the issue of "multiple failed attempts" should be addressed. One member stated that such behavior could possibly be serious, even turning into a harassment (of a faculty member) issue.

The Committee recommended that the teacher visit with Dr. Galloway on this particular urgent situation, and two staff from Learner Services are also currently involved.

Respectfully Submitted,

Linda Lovell

Linda Lovell
Chair, Academic Standards Committee

Members of the Committee:
Monte Gagliardi, Health Professions
Ginger Holloway, Nursing
Tina Jones, Communications & Arts
Paul Kirkpatrick, Advising
Jim Laughton, Communications & Arts
Linda Lovell, Communications & Arts
Sheila Smith, Business and Computers
Jerry Vervack, Dean of Social and Behavioral Sciences
Karen Weeks, Science and Math

Academic Standards Committee Report to Faculty Senate September 16, 2011

Attachment 2

Student Learning Assessment Report to Faculty Senate
September 16, 2011
Submitted by Diana Nagel

2010-11
The committee worked with faculty to align courses with our Gen Ed outcomes. A matrix for each area was completed to show which courses address which Gen Ed outcomes. Plans were made for curriculum-embedded measures to assess the Gen Ed outcomes in these courses. The courses were assessed in Spring 2011, and results were reported to the Division Coordinators and College Coordinator in early summer.

The committee also worked on an assessment glossary to be added to the College glossary.

The committee also explored a number of software options and decided on TracDat. It was purchased in early 2011 and a trainer from the company came to help set it up and do training in May. The division coordinators, staff from IR and staff from Title III attended the training.

Laura Cates' job description was rewritten to include new duties with assessment. She and the College Assessment Coordinator are the overall administrators for TracDat. Other users will be assigned roles appropriate to their needs. There was a session at the fall 2011 Celebrate Learning to demonstrate the new software

Plans for 2011-12

The 2011-12 Student Learning Assessment Committee is:

Diana Nagel, Chair, College Assessment Coordinator
Laura Cates, IR Project Specialist and TracDat Administrator
Rhonda Crider, Division Assessment Coordinator, Science
Judy DeGarmo, Division Assessment Coordinator. Communications and Arts
Chris Hubbard-Valentine, Psychology faculty
Sheena Johnson, Title III Data Analyst
Mary Moore, Communications Faculty
Jennifer Post, Grants and IR assistant
Deirdre Slavik, Division Assessment Coordinator, Social and Behavioral Sciences
Cristy Stamps, Division Assessment Coordinator, Business and Computers
Karen Tinker-Walker, Psychology Faculty
Jennifer Vincenzo, Division Assessment Coordinator, Health Professions
Marjorie Whitmore, Division Assessment Coordinator, Math

With the change in administration and our visibility as one of the Board's goals, there will be some changes for assessment. Steve Gates and I are working on writing some documents to establish assumptions and goals for Student Learning Assessment.

Faculty will review Gen Ed assessment results and discuss any changes needed to the outcomes, measures or curriculum. The committee will assist faculty in reviewing the Gen Ed

outcomes and propose any needed changes to the faculty for approval. Any recommended changes will then be submitted to the CAO.

Laura Cates is offering training sessions on TracDat throughout the fall semester. Designated Faculty, Program Coordinators and Division Assessment Coordinators will enter data for their Gen Ed, course level, and program level assessments.

The Committee will develop a college assessment plan and begin to implement it. Course level learning outcomes will be assessed on a regular cycle appropriate to their related programs. A new plan for Gen Ed assessment will rotate outcomes so that some are done each year, but we will not do them all in one year again.

The College Assessment Coordinator will update the website for Student Achievement and work with IT to have the Standard Course Outlines posted online.