**NWACC Faculty Senate, 2007-2008**
Linda Lovell, President
Angie Albright, Vice-President
Barbara Alexander, Secretary

**Minutes**
Friday, 19 October 2007
Burns Hall 3022

**Present**: Linda Lovell; Angie Albright; Teresa Briggs, RTC; Judy DeGarmo, At Large; Keith Foster, Division of Business and Computer Information; Curtis Harrell, At Large; Burnetta Hintertheur, At Large; Conrad Krauft, At Large; Stephanie Lewis, At Large; Kate Louton, Associate Faculty; Gloria Mallow, Division of Communication and Arts; Cathy McAuliffe, At Large; Carol Olson, Division of Science and Math; Jo Ann Schwader, Associate Faculty; Abby Selby, Division of Health Professions; Janel Stryker, Adult Education; Gene Vinzant, Division of Social & Behavioral Sciences; Barbara Alexander (recording).

**Guests**: Karen Tinker; Pat Kelly.

**Linda Lovell called the meeting to order at 3:00**.

**Old Business**

**I. Introduction of new Senator for Adjunct Faculty—Kate Louton**

Lovell introduced Kate Louton, the new Senator for Adjunct Faculty. Louton teaches Sociology and is the Director of Advising Retention.

**II. Faculty Web Standards—Pat Kelly**

Kelly said the Faculty Web Standards Committee has been addressing faculty web pages. Some of these pages have not been updated for a long time. As pages are updated, faculty are asked to use the new NWACC logo. The committee is hoping to develop a template faculty can use if they choose, but there is not one template faculty are required to use. Kelly mentioned Stephanie Lewis' work with Comm Arts faculty and the variety of pages which meet the requirements but still demonstrate individuality. Some pages are very simple.

Both Lewis and Curtis Harrell are on the Faculty Web Standards Committee, and along with Kelly and other members of the committee, they welcome input. Kelly encouraged all faculty to update their web pages, and he also said with My NWACC Connection (MNC), faculty do not need web pages as they did in the past. The web page can be timeless rather than semester specific.

This discussion led to the recent technology issues. Lovell and Kelly both commented IT was working as diligently as possible to address all the issues and restore the system to full working status.

**III. Faculty Issues Raised**

Lovell noted a change in the meeting order. Questions and issues raised from all faculty will be scheduled at the beginning of the meeting rather than the end.

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a. Time and Leave Register for Faculty

At the present time, different divisions have different opinions regarding campus time. Lovell noted faculty do not have to be on campus eight hours a day, as some instructors come in early, teach at night or on the weekends. In some divisions, faculty requesting a few hours of sick time are required to take the entire day (eight hours).

It was noted faculty do not benefit from sick time when they resign or retire. Because of the nature of their positions, faculty and staff do not have the same situations (staff work five days a week and have sick time and vacation time). There is not a sick time bank, nor can sick time be donated after 900 hours. The senators agreed there is a need for clarification, with written policies which would be noted in the Faculty handbook. Faculty do fill out a time form at the beginning of each semester. Suggestions were to refer this to Susan Collie or Dr. Tuthill. Teresa Briggs moved the Senate request a clarification and written policy, Conrad Krauft seconded it, the motion passed.

b. Students Under the Influence (Drugs or Alcohol)

At least one Senator has had an experience with a student under the influence. Campus police handled the situation, but the question was raised about future situations. What are the faculty member's rights in this sort of situation? Is this covered in the Faculty Handbook? In Adult Ed, the teenagers who participate are asked to sign a Code of Conduct which was written by Adult Ed faculty. Would it be possible to use the high school's code of conduct? The problem is that high school students come from 17 different high schools with varying policies.

Jo Schwader mentioned she has a transcript from a Webinar focusing on students in distress and she will share them with anyone. It was also mentioned that Dick Nelson and Steve Pelphrey are working on a policy for behavior, mental health, stress and related behaviors.

c. Server Breakdown and Loss of nwacc.edu

Faculty have inquired about a back-up system in light of the recent breakdown. Lovell asked for examples she can share with administrators. One Senator stated this must never happen again, that it never happened at the University of Arkansas. Another Senator noted the U of A has many different systems, and they have breakdowns as well.

Part of the concern is the multiple problems this fall, with the server crash, MNC being down the first day of classes, and the WebCT breakdown on September 12th. These caused problems for some students, who could not access material they needed for their classes. Kelly said students could access MNC by searching for <luminus> or <mnc.edu>, and he suggested including direct links to MNC and WebCT in course syllabi. He also encouraged everyone to check their web pages and links to be sure everything was restored.

Lovell said she had been asked what the Senate should do, and she felt it was best to wait until the official report was available. The Technology Committee should address this. Lovell mentioned she'll survey faculty as to problems resulting from the breakdown and will share the results with Steve Earney as well as Dr. Tuthill and Dr. Ates. She also mentioned the IT consultant who recently visited campus and will be making a report on his observations.

Following discussion of the increasing needs in regard to technology and its uses, possible solutions, levels of comfort, two Senators mentioned the IT budget has been increased and changes are on the way.



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d. Testing Center

The Testing Center is experiencing challenges such as overwork, said Lovell. This came up in the Deans Council. Lovell suggested Lynda Lloyd, the Testing Center supervisor, send a note to the faculty informing them of the situation. Reasons for the overload include the fact that NWACC proctors exams for other academic institutions.

Lovell encouraged faculty to work with staff to resolve issues, rather than emphasizing the differences. The AQIP Communication team will help with this process.

**IV. Online Faculty Issues: Office Hours & Limit of Two Online Courses—Linda Lovell**

Dr. Tuthill and Lovell have discussed written policies regarding online classes. He wrote three policies, and Lovell asked the Deans Council that all policies begin with the Rationale, then the Policy, and finally, the date. The Deans agreed.

The first policy sets the class limit at 24 for online courses. The second policy says NWACC faculty will be limited to two online classes. Dr. Tuthill is adding exceptions, which are required with the college's growth. A dean could make an exception to the two-course limit. Apparently there is some concern that faculty teaching several online courses would not feel they need to come to campus. Overload courses would be exempt from this policy.

The third policy sets on campus hours for online courses: one half hour for every three hours of teaching. The faculty member does not have to be in their office, just on campus. Lovell pointed out that teaching is not an eight hour, five day a week job; many faculty work sixty hours a week. There seems to be concern about the difference in traditional and online class instruction and about faculty responsibilities with those classes.

**V. Independent Study pay—not forwarded yet**

**VI. NWACC Royalties Policy Proposal—Curtis Harrell, Teresa Briggs, Conrad Krauft**

The subcommittee has begun writing the policy. Together with Lovell, they decided the policy should be more specific rather than general, but not micro-specific. Discussion followed. Dr. Tuthill has asked the group to write the policy. Carol Olson moved it be accepted, Angie Albright seconded it, and it passed with one abstention.

At this point, there was a question about parliamentary procedure. The consensus seemed to be presentation of an issue, motion, second, discussion, call the question, vote. The Senate will follow this procedure in their meetings and at the Faculty Business meetings.

**VII. Open Meetings—Cathy McAuliffe**

McAuliffe contacted the Attorney General with the inquiry as to whether two people discussing Senate business constitute a meeting. He responded that it is not, unless those individuals meeting have the power to make change by themselves.

**<u>New Business</u>**

**VIII. Curriculum Committee Report—Curtis Harrell (meeting results of Oct. 12; Tuthill request for review of course outcomes; Request for nonessential changes in Banner)**



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Harrell reported Banner has come to an all or nothing status in regard to pre-requisites. Upper level classes are not making because of error messages students receive when they try to register for those classes. The Curriculum Committee cannot fix Banner, so they are working around it by inserting recommendations into the catalog for those courses. However, the Banner software should not be directing curriculum.

Five classes were presented for discussion and approval. The request was for approval of the deletion of prerequisites for these five courses: ART 2003, Advanced Drawing; ART 2013, Figure Drawing; ART 2113, Advanced Painting; ART 2133, Advanced Watercolor; and ART 2203, Sculpture, were presented. McAuliffe moved to accept, DeGarmo seconded, there were 14 no's and four abstentions, thereby making history, as this is the first time the Faculty Senate has not accepted a Curriculum Committee recommendation.

Gene Vinzant moved to accept LEGL 9993, General Paralegal Elective, Keith Foster seconded it, and it was accepted after discussion with one abstention.

CHED 1003, Child Guidance, and CHED 1023, Infant and Toddler Development Lab, were discussed. DeGarmo moved to accept, Albright seconded it, and the motion passed with one abstention.

Harrell also mentioned course outcomes will be added to the curriculum proposal process. Also, changes are going through Banner without going through the Curriculum Committee, which is acceptable if they are nonessential changes.

**IX. Constitution's Preamble—Linda Lovell**

This was tabled until a future meeting.

**X. Student Retention—Judy DeGarmo**

DeGarmo said some faculty have mentioned they are losing students earlier than in previous semesters, especially in online classes. In an effort to track the loss of students, DeGarmo has talked to Kate Burkes. She has some ideas about how to accomplish this now that there is no longer the early alert program or another method of addressing those students who are at risk in the individual classroom.

**XI. Committee Assignments:**

Faculty Handbook and Policy Review committee: Faculty Rank Review Task Force

Faculty Evaluation/Student Evaluation: Teaching Excellence Awards

Distance Learning Committee: not reporting to the Senate but to Dr. Tuthill

The Senate Constitution prohibits voting after the set dismissal time. Because the Curriculum Committee proposals were still in discussion at 5:00 p.m., Albright moved to suspend the non-voting rules until 5:15, Krauft seconded it, the motion passed. The non-voting rule is meant to prevent a vote after Senators have had to leave the meeting. Because all Senators were still present and able to participate in the decision, the rule could be suspended.

**The meeting was adjourned by motion, second and approval at 5:15 p.m.**



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