NWACC Faculty Senate, 2008-2009

Minutes from Faculty Senate Meeting
Friday, November 21, 2008
NWACC Room 1469, Bentonville, Arkansas

Linda Lovell called the meeting to order at 3:05 p.m.

Present: Linda Lovell, President; Judy DeGarmo, Vice President; Kelley Rose, Secretary; Caroline Burton, At-Large; Alan Clark, Health Professions; Curtis Harrell, Communication and Arts; Jim Laughton, At-Large; Bob Marion, At-Large; Edrene McKay, Adjunct Faculty; Carol Olson, At-Large; Jerry Rose, At-Large; Cara Sams, Adjunct Faculty; Greg Swango, Business and Computer Information; J. D. Shrum, Regional Technology Center; Karen Tinker, Social and Behavioral Sciences, Education, Wellness, Legal, and Protective Services

Guests: Carey Chaney, Jo Schwader, John Tuthill

Approval of Minutes
Having received no changes to the Minutes, both the Faculty Senate Minutes of September 19, 2008, and the Faculty Business meeting of October 27, 2008, were approved as submitted. Senators were asked to advise their constituents that the Minutes are located on the Faculty Senate website.

Faculty-Raised Issues
A. Faculty Business Meeting Scheduling Survey
Information regarding the Faculty Senate meeting schedule survey has been on Senate website since the survey was complete. The survey will be discussed at the next faculty business meeting with the following suggestion: "Since we could only vote for one option and no option came close to a majority, I suggest a run-off between the two top vote-getters: Friday afternoon (28%) and Thursday afternoon (24%)."

Old Business
B. Graduation Date: May 8, 2009
The date has been set to May 8 due to no available location for the other date considered.

C. Role of the Senate, Senators, Faculty Business Meeting – All
The role of the Senators will be discussed at Faculty Business meeting.

New Business
D. Board of Trustees Report
Carol Olson attended the November Board of Trustees meeting:

- Rey Hernandez was introduced as the new Diversity Coordinator. Rey then presented the college diversity report.
- Upcoming changes due to legislative initiatives were discussed. Data is being compiled for Dr. Paneitz to take to legislature.
- Initiatives for recognition and celebration of specific areas were discussed.

- The emergency response report was given.
- New programs were proposed and some programs are being reviewed. (see Dr. Tuthill's report below.)

E. Curriculum – Curtis Harrell
Developing Nations and Emerging Nations: Delete Courses
World Regional Geography: Add Course
Motion to approve was made by Bob Marion; Greg Swango seconded; Approved.

Art 2203 Sculpture; change pre-requisite to add the language "or consent of the instructor."
Motion to approve was made by Jerry Rice; Caroline Burton seconded; Approved.

F. Faculty Handbook Committee Recommendations: Carey Chaney
Carey Chaney reported that the Faculty Handbook Committee had reviewed the Faculty Handbook, catalogue, and websites to ascertain if the same information was contained in all. It was discovered that the documents often contained different information. The Committee suggests the following to bring documents in alignment:

- Add links to Administrative Procedures Manual and College Catalogue
- Add Strategic Initiatives to Mission Statement
- Remove list of Accreditation & Memberships
    - Alan Clark to determine if the list is required as part of the accrediting board
- Ask VP and Deans to review the FHB and APM statements and determine if they need to be merged and/or amended to match practice
- Add the criteria used for placing faculty on the salary scale
- Replace the current statement with what is in the APM 3-8-4.
- Review the listing that duty hours will be posted on each faculty member's office door for the benefit of students
    - In addition, the members of each class should be informed of the faculty member's office hours at the beginning of each semester (form 3-8-5(A))
        - President has superseded this by approval of the Faculty Job Description
- Revise Faculty Job Description to better reflect the definition of part-time work for the current salary scale
- Revise statement regarding overloads to better reflect APM 2-4-14 and 3-8-5B policy and current practice
- Revise statement regarding concurrent employment to better reflect APM 2-4-17 policy and current practice
- Revise statement regarding faculty appointment and reappointment with what is in the APM 3-8-4
- Revise the statement regarding Fulbright teacher exchange to refer to the APM policy rather than duplicate it
- Revise the statement regarding emeritus status to refer to the APM rather than duplicate it in the FHB

Carol Olson moved to approve all recommendations, contingent upon the committee reviewing the summer credit hours for associate faculty; Jerry Rose seconded; Approved.

G. Response Cards from Benefits Fair in October
Linda Lovell read the response cards received from the Benefits Fair. Suggestions included adding additional security on the parking lots, benefits for adjunct faculty, request for additional retirement benefits counselors, and raises for part-time faculty.

H. Report on Faculty Hiring Procedures – DeGarmo
Judy DeGarmo reported that the task force looking into hiring procedures had met again. The task force recommended the following:

- Developing multi-disciplinary hiring committees which will require enhanced training
- Holding future discussions regarding whether one document should cover all employees hired by college or whether a separate document should be developed for faculty hires
- Giving committee members time and ability to discuss findings among each other
- Asking students to be included in the audience during teaching demonstration for faculty
- Casting nets wider for diversity as well as for quality

The task force will develop a document to present during the budgeting process in February to request funds. The goal of the task force is to tweak the hiring process to ensure a quality hiring process and a procedure that will attract quality candidates from diverse backgrounds. The task force is also clarifying processes, such as hiring temps to full time. The task force will present the document to Faculty Senate for approval.

I. Faculty Meeting with John Tuthill
Dr. Tuthill clarified that the programs being reviewed were secondary programs that had low enrollment, high cost factors, and did not directly tie to accredited programs, i.e., auto collision, aviation, computer aviation and repair and welding.

J. Faculty Development Committee Report
Jo Schwader presented two documents that came out of the Professional Development Committee, including Summary of Faculty Professional Development Awards and Professional Development Menu of Options. The documents are intended to clarify professional development options to faculty. Senate members asked for the following revisions: "Adult Education" be added next to the Andrgogy category. Carol Olson moved that the Faculty Senate take the documents to the next Faculty Business meeting; Jerry Rose seconded; Approved.

K. Compensation Committee Report: Alan Clark
Alan Clark stated that although the Compensation Committee does not report to the Faculty Senate, the Committee wanted to keep the Senate apprised for information purposes. Clark reported that the Compensation Committee had met with a consulting firm. Clark will track down the Faculty Job Description and PAQ to review it further.

Linda Lovell, Faculty Senate President, adjourned the meeting at 4:55 p.m.

Respectfully submitted,
Kelley Rose,
Faculty Senate Secretary 2008-09