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

Minutes
Friday, 16 November 2007
Burns Hall 3022

Present: Linda Lovell; Teresa Briggs, RTC; Judy DeGarmo, At Large; Keith Foster, Division of Business and Computer Information; Curtis Harrell, At Large; Burnetta Hintertheur, At Large; 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; Barbara Alexander (recording).

Proxy: Diana Nagel (for Stephanie Lewis, At Large)
Guests: Dr. John Tuthill, Karen Tinker.

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

Faculty Issues Raised

a. Time and Leave Register for Faculty

Lovell presented the proposed policy on faculty sick hours at the Dean's Council. The Deans had many questions. Lovell reminded the Senate this topic came up because of missed classes and meetings with students and that Arkansas law requires faculty to take sick leave. The Senators discussed wording which provided for doctors' visits as well as illness. Curtis Harrell moved the policy be revised to read: "…for medical reasons…." Cathy McAuliffe seconded it.

Discussion followed, focusing on federal laws concerning sick leave, family leave, etc. Those laws cannot be changed. There was a suggestion to allow the Deans the opportunity to consider one hour of leave. One Senator mentioned working at another institution where she was considered "professionally exempt," meaning she and her colleagues could take time when they needed to do so. There was a call for the vote to change the wording. With nine yeas and four abstentions, the movement passed.

More discussion followed. There was a question as to what other colleges do. Lovell pointed out the Senate would need to look at Arkansas colleges because of state law. According to the Deans, everyone has 700 to 800 hours of sick leave, but those hours do not benefit a faculty member when they leave. McAuliffe moved the policy be approved, Teresa Briggs seconded it. Four voted yes, five noted no, and four abstained. The motion failed.

There was a suggestion to do more research, of policies affecting faculty at Arkansas colleges. Lovell will check with Mid-south; Briggs, National Park; Burnetta Hinterthuer, North Arkansas; Nagel, Pulaski Tech; McAuliffe, East Arkansas; Abby Selby, UA—Morrilton; Gloria Mallow, Cossatot. The researchers will see if they can access faculty handbooks online. Lovell suggested they may have to contact the Faculty Senate presidents.

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One Senator inquired about NWACC administrators. What are their policies? Lovell will ask Dr. Tuthill. She later asked one Senator to share her comments about "professional exemption" with Dr. Tuthill, who said he did not like the policy, that this is not what is done. Faculty call colleagues to cover for them, to provide reciprocity. Lovell reminded everyone that Senators wrote the policy; it was not written for them, that faculty must claim sick leave according to the laws of Arkansas.

b. IT Support for Faculty Personal Computers

Adjuncts asked about the IT decision to no longer provide support for faculty's personal computers. This affects teaching. Lovell has forwarded the question to Steve Earney and is awaiting his response. Briggs moved IT should continue to provide support for faculty when they need job-related support. Carol Olson seconded it. With 13 yes votes, the motion passed.

c. Teaching experience credit for adjunct teaching at NWACC and elsewhere

The question about credit for previous teaching experience arose during a hiring negotiation. There were several different opinions of how NWACC figures previous teaching credit, from half credit to only NWACC experience. Lovell has contacted Susan Collie in Human Resources and is waiting to hear from her.

Old Business

I. Retention—Judy DeGarmo and Kate Louton

DeGarmo and Louton are working with Kate Burkes to collect information on retention issues in online classes. Kate shared a number of documents with DeGarmo. She will look at half of them; Barbara Alexander will look at the other half.

From what she has read so far, DeGarmo said she is not seeing class size or poor quality affecting students' dissatisfaction, though there isn't a great deal of research for either online or face-to-face classes. Online class size ranges from 20 to 25, even up to 35, although English writing classes are exceptions as far as the higher numbers. Lovell suggested perusing student comments. Do the students know what the class will be? Was there an on-campus orientation (they are being discouraged)? Were students taking too many classes?

Louise Lamb, who is notified when students withdraw from school, said figures reflect a 24 percent increase in the number of students who are leaving school this year, compared to last spring. Dr. Tuthill expressed concern about the validity of the numbers, and it was important to have good data. Selby asked if it would be helpful to have students complete a survey as to why they are leaving school; Lovell thought that could invoke negative responses. Nagel said the withdrawal form already asks why the student is withdrawing.

II. Faculty Handbook Status—Linda Lovell

Lovell, Dr. Ates, Dr. Tuthill, and Carey Chaney have completed the faculty handbook revisions. Lovell is waiting permission to re-post it on the Intranet. According to Dr. Ates, this should happen as soon as it is reviewed one last time.

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III. Constitution's Preamble—Linda Lovell

Lovell asked for a motion to table this. The motion was made, seconded and passed.

IV. Role and Responsibilities of a Senator—Judy DeGarmo

DeGarmo asked how Senators can report to their constituencies and represent their constituencies to the Senate. The issue centers around the lack of real numbers with issues such as the recent NWACC campaign request attached to pay stubs. The Senate needs to be able to present specific numbers of faculty who are concerned about an issue or who object to anything (such as the paystub solicitation) rather than anecdotal evidence. If faculty are opposed to anything, they will need to tell their Division Senators so the Senator can report "Four faculty in my Division objected to…."

Some Senators said they assume when people bring items to them, they consider these issues for Senate discussion. Some people wish to be anonymous. It is up to the Senators and the Senate to decide if these are issues to be discussed. Lovell is concerned people are not aware of the Senate. She would like to formalize this. The administration wants numbers; how can the Senate gather them?

Lovell reminded everyone the division Senators are responsible for distributing the minutes to faculty in their areas. They should also be proactive in seeking information. Senators should be broader and more visible, working across divisions. One of Lovell's goals is to develop more of a connection between the Senate and faculty. Nagel suggested NWACC still has an environment where people do not feel safe. She encouraged anonymity; people need reassurance that Lovell will not have to report names. DeGarmo added there is a feeling that things are not getting done. Hinterthuer said AQIP will be asking what's going good for each person, what would they like to change.

DeGarmo suggested people be geographical, connecting with the people they see every day. Lovell will introduce the Senators at the Faculty Business Meeting on Friday, November 30th. In response to a question about whether or not Senate communication with faculty was codified in the Senate by-laws or if not, could this be added, Lovell replied that the Constitution requires a faculty vote.

The need for data is driving this discussion of the roles of Senators. The administration needs and uses data; the Senate also needs and uses data. Lovell encouraged the faculty to stand up for what they say; for years, it seems faculty have been in the "grumbling zone," rather than being proactive. DeGarmo suggested a Celebrate Learning session, an idea that received support from the Senate.

<u>New Business</u>

I. Curriculum Committee Report—Curtis Harrell (19 courses to approve)

Harrell began with a revision. SPAN (Spanish) 1303 is being renumbered from 0013, a number which did not allow it to be considered as a credit toward graduation. The change was approved with only one abstention. MPAX (a re-design of the EAST program) 2943 is a new course. It's typically a junior level course, but the technology could affect a number of other curriculum courses. This is the first course in this area; Carey Chaney and Paul Lowry are working on a second one. The course was approved unanimously.

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Five new TRLG courses were presented: 2033, 2023, 2043, 1023, and 2013. These courses in Transportation and Logistics are more general, are for an AAS degree, and will be accepted at all Arkansas colleges other than the Sam Walton College of Business. All five were approved with one abstention.

VTAS (Veterinary Assistance) 1001 is a basic introductory course that will be taught through the RTC program. The class was approved unanimously. Eleven aviation courses, AVTA 1014, 1019, 1026, 1027, 1028, 1037, 1038, 1042, 1045, 1058 and 10111 (an eleven hour course), are revisions of three aviation courses which were reorganized into 39 courses and are now being revised in this new configuration, which meets federal guidelines. Harrell responded to questions about the eleven hour class, which uses five numbers for its CRN. It works for the program , Banner, and the FAA. The revisions were accepted unanimously.

II. Questions re: Curriculum Committee Bypass

Banner Difficulties with Prerequisites

A question has been raised as to when the Curriculum Committee can be bypassed. Harrell said when he became chair of the committee, he was told the Curriculum Committee has to cover: new courses, credit hour, revisions to the course description, title, number, and prerequisite changes. They do not cover trial courses, which are limited to one semester only. Dr. Tuthill commented he is frightened by the fact that trial courses do not have to be approved by the Curriculum Committee. Carol Olson, former chair of the committee, responded it was because the process takes too long for the trial class to be added to the schedule. After hearing what is involved in the proposal and approval process, Dr. Tuthill said he would like to change the process so the trial courses have to go through the committee.

Senators pointed out the deans have to approve trial courses, they cannot continue for more than one semester, should the class become a legitimate offering, the number would change, making the class ineligible for graduation credits. Banner numbers cannot not be changed retrospectively e.g., trial course numbers retain that number; they are not automatically changed to reflect a new permanent course number. Independent course numbers are used up quickly, and they cannot be used again. How many trial courses are there in a given semester? Harrell replied there are eight this semester, and paperwork on them goes to the chair of the Curriculum Committee.

There was discussion of the perception that Banner directs the curriculum rather than serving the curriculum, followed by comments about the legality of the transcript and why numbers cannot be changed. Harrell was asked if the Curriculum Committee has the final say about classes, and he replied that Dr. Tuthill has that authority.

Lovell asked who has the final authority in curriculum. It was agreed that first, the Curriculum Committee approves a course change or a new course; second, the Faculty Senate approves the Curriculum Committee's recommendations; third, the information is announced at the general faculty business meeting; and fourth, Dr. Tuthill has final authority.

Lovell asked Carol Olson, former chairperson of the Curriculum Committee, whether she could recall any time when a course had been approved without the consent of the Committee and the Senate or faculty at the Faculty Business Meeting. Olson said no, she could not.

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III. Regional Technology Center Changes—Teresa Briggs and Cathy McAuliffe.

The RTC announcement was discussed. Dr. Paneitz, Dr. Ates, and Debi Buckley traveled to the RTC to meet with the faculty and staff there. McAuliffe and Briggs said they were all notified

by e-mail on Thursday noon that there would be a meeting Friday at 2:30. Most of them were aware of what could be announced. Press arrived at 1 p.m., as they had been alerted. It was also announced that the printer at the RTC is closing down, and the college did not want to keep the program.

Lovell said Dr. Paneitz emphasized at the board meeting they did not want people to learn about the announcement through the newspaper, and Lovell praised the President for telling people before the information was public.

McAuliffe and Briggs said the difficult part is they will be reorganized into four different locations, so people may be separated from their colleagues. Lovell said there were many factors involved in closing the RTC, including the impact on Washington County. Briggs relayed Dr. Paul Rehberg's assurance that they will all have jobs, that they shouldn't panic; he knows more than they do but cannot share at this point. Dr. Tuthill said Rehberg does not know everything, so he can't share.

At 5 p.m., Lovell asked if the Senate wished to have a motion to extend the meeting for 15 more minutes, but not all Senators would be present after the official meeting time, so it would not be possible to vote on any issue. .

Olson said a few people who are not part of the RTC staff, but work there, did not know about the meeting and they will be losing space, and she asked if there would be an "All" e-mail. The response was that the news has been posted in the "Weekly Insider."

IV. Expanded Cabinet Retreat, Nov. 6-7, 2007—Efforts Toward Progress—John Tuthill

1. *Our processes for making decisions do not meet our current needs. NWACC has outgrown its processes. In relation to processes, NWACC needs to develop a clearer understanding of its own governance.*

2. *We need to provide leadership development for appropriate levels in the organization.*

3. *We do not communicate adequately across departments regarding implementation of the Board of Trustees (BOT) ends (five constituent groups) and related strategic goals. We will work to communicate more effectively throughout the college.*

Lovell said the three issues above are from the retreat; they were later shared with AQIP. Dr. Tuthill's report began with his disclaimer that he does not like feel-good activities, which are usually part of retreats. He stated he finally got fed up with the "faculty is bad" after he listened to it for a day and a half. As for the issues, the facilitator led them into determining those that were critical; Dr. Tuthill's was not elected. After discussion and some changes, these were the issues chosen.

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Dr. Tuthill said the first issue says the lines of communication do not work, they are antiquated and people do not know who to ask. The second refers to promoting people to administration, though they do not necessarily do good jobs. The second sentence of the third issue is what everyone says; Dr. Tuthill asked what it really means. As for the first sentence, Dr. Tuthill asked why "we" are doing what we're doing?.

V. Meetings with Dr. Paneitz: November 14 and November 19—Linda and Angie

Lovell described her meeting with Dr. Paneitz on the 14th as incredibly wonderful. Lovell said the faculty would like more consideration as human beings. She complimented Dr. Paneitz on the handling of the RTC closing, and shared appreciation of Dr. Ates and Jean Anderson's interaction with students during International Week. Lovell also told Dr. Paneitz faculty care deeply, and because Dr. Tuthill had done what he did at the retreat, asked Dr. Paneitz to talk more about learning as opposed to NWACC's role as a corporate training center.

Dr. Paneitz has been invited to the Faculty Business Meeting on Friday, November 30th. Linda and Angie will meet with Dr. Paneitz and Dr. Tuthill on the 19th.

VI. Faculty Business Meeting: Friday, November 30 in BH 2023 (Music Room)

Lovell will introduce the Senators at the meeting; discuss ways of obtaining and providing feedback; encourage people to look at the Senate website. The Curriculum Committee will give their report; Dr. Paneitz will engage in conversation with the faculty; Dr. Gates and Ricky Tompkins will present information about the National Endowment of Humanities grant to increase academic performance. Lovell also mentioned the negative aspects of sidebars; the Senate secretary cannot take minutes because she cannot hear what's being said. The Senate agreed Lovell should ask faculty to stop having side conversations in faculty meetings.

The meeting was adjourned by motion, second and approval at 5:27 p.m.

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