# **NWACC Faculty Senate, 2012-2013**

# **Minutes from Faculty Senate Meeting**

# Friday, February 15, 2013

# **Burns Hall 1444**

Bryan Aguiar, Faculty Senate President, called the meeting to order at 1:03 pm

# I. Information Item

## II. Attendance

Present: Bryan Aguiar, Scott Byrd, Lindel Townsley (proxy for LeAnn Caudle), Nathan Crowder, Amelia Jackson, Jacqueline Jones, Stephanie Lewis, Diana Nagel, Chris Neyland, Christina Smith, Chris Valentine, Wendi Williams, Dave Wilson.

Absent: LeAnn Caudle, Karen Tinker-Walker, and Melissa Jordan.

# III. Approval of Minutes

Approval of minutes from January, 2013, Faculty Senate meeting

Motion to approve by Williams; seconded by Byrd; approved as written.

# IV. Committee Reports

**Academic Standards Committee** 

Suspension policy will be discussed at faculty business meeting next week.

# **Curriculum Committee**

•	HIM 1121 Introduction to Healthcare	New
•	HIM 1143 Introduction to Coding	New
•	HIM 1133 Health Data Content	New
•	HIM 2432 Healthcare Legal and Ethical Issues	New
•	HIM 2243 ICD 10 CM/PCS Coding	New
•	HIM 2423 Procedure Coding-CPT	New
•	HIM 2523 Healthcare Statistics	New
•	HIM 1213 Disease Pathology	New
•	HIM 2513 Quality & Performance Improvement	New
•	HIM 2413 Management in HIM	New
•	HIM 2543 Healthcare Billing and Reimbursement	New
•	HIM 2312 Clinical Internship I	New
•	HIM 2532 Clinical Internship II	New
•	AHSC 1403 Medical Terminology	New

 AHSC 1001 Intro to Medical Terminology Revision

> Nagel moved to vote on as block, Smith seconded, motion passed. Nagel moved to approve block, Dubbs seconded, motion passed. Byrd abstained.

ART 2503 Ceramics I

New

ART 2843 Printmaking

New

ART 1333 Two-Dimensional Design

Revision

ARHS 2823 History of Photography and Graphic Design

Revision

- Nagel moved to vote on as block, Jones seconded, motion passed. Nagel moved to approve block, Williams seconded, motion passed. Dubbs and Lewis abstained.
- HUMN 2003H Introduction to Gender Studies in the Humanities Honors

New

- o Nagel moved to approve, Lewis seconded, motion passed.
- ENGB 0023 Grammar and Mechanics Revision
- ENGB 0053 Beginning Writing Revision
- ENGB 0063 Intermediate Writing Revision
- ENGB 0003 College Reading and Vocabulary I Revision
- ENGB 0033 College Reading and Vocabulary II Revision
- ENGB 0026 Combined Skills Level I

Revision

- Nagel moved to vote on as block, Jones seconded, motion passed. Nagel moved to approve block, Jones seconded, motion passed.
- CHED 1043 CDA Training I

  Deletion

Deletion

 CHED 1053 CDA Practicum I Deletion

 CHED 1063 CDA Training II Deletion

- CHED 1073 CDA Practicum II Deletion
- CHED 1013 Child Guidance Deletion
- CHED 1023 Infant and Toddler Development Deletion

- CHED 2023 Curriculum for Early Childhood Education Deletion
- CHED 2043 Child Development Practicum Deletion
- CHED 1083 CDA Preparation for Assessment Revision
  - Nagel moved to vote on as block, Smith seconded, motion passed. Nagel moved to approve block, Smith seconded, motion passed.
- PSYC 1021 Psychology of Math Success Revision
- PSYC 1001 My Link to Success

New

- Williams moved to vote on as block, Smith seconded, motion passed. Williams moved to approve block, Smith seconded, motion passed. Valentine and Nagel abstained.
- MUSI 2401 Stage Band for Musical Theatre

New

o Nagel moved to approve, Williams seconded, motion passed.

Faculty Evaluation/Student Evaluation Committee—presented by LeAnn Caudle

Still working on finalizing the closing dates of the online student evaluations

Faculty Handbook Committee—presented by Bryan Aguiar

No update

Student Learning Assessment Committee—presented by Diana Nagel

No update

Emeritus/Sabbatical Leave Committee—presented by Bryan Aguiar

No update

Faculty Enrichment Initiatives Committee—have not met this semester

No update

# V. Old Business

360 Performance review

No update

Possible reallocation of resources

No update

Faculty course release calculations.

• New committee formed.

Social Media Policy

No update

# Adjunct Pay Dates & Recognition

• Bryan is working with Wendi Cadle

# **Distance Learning**

• Kate Burkes and Bryan will present at the faculty business meeting.

# Bookstore issues

• Bryan Aguiar will meet with Tim Cornelius regarding bookstore issue concerns

# VI. New Business

Constitution and bylaws

- Lewis presented along with Terry Phillips.
- Updated version will be presented next week at faculty business meeting.

# VI. Adjourn

Bryan Aguiar, Faculty Senate President, adjourned the meeting at 3:07 pm Submitted by Chris Valentine / Bryan Aguiar

# **Curriculum Committee Recommendations to Faculty Senate, February 2013**

HIM 1121 Introduction to Healthcare

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Detailed investigation of the history and development of the health information management profession. Career opportunities, ethics, history, and functions of the health information management profession in relationship to the healthcare delivery system. Overview of health information systems used to identify, file, and store patient health information.

HIM 1143 Introduction to Coding

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical services including use of modifiers. Ethical coding and compliance issues. Prerequisites: BIOL 2214 Prerequisite/Corequisite: BIOL 2224, HIM 1213, AHSC 1403

HIM 1133 Health Data Content

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Introduction to basic registry operations which include hospital registries and central registries, basics of staging and classification systems used in cancer registries, overview of the survey process, procedures, requirements, and standards of a registry and accreditation. Topics are: statistics, reporting, data sets, data editing, quality control, case-finding principles, cancer committees, cancer conferences, agency reporting, legal issues, and confidentiality.

HIM 2432 Healthcare Legal and Ethical Issues

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Legal aspects of health records and health information management. Application of general principles of law as related to health information management. Emphasis on regulations regarding protected health information, patient privacy, and patient confidentiality. Types of patient authorizations and procedures for access and release of protected health information.

HIM 2243 ICD 10 CM/PCS Coding

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

International Classification of Diseases (ICD) code assignment. Use of appropriate coding guidelines and federal, state, and local compliance standards for diagnoses and procedures. Application of diagnostic and procedural codes for inpatient, outpatient, and ambulatory settings. Introduction of references and software to assist in code assignment. Prerequisites: BIOL 2214 Prerequisite/Corequisite: BIOL 2224, HIM 1213, AHSC 1403

HIM 2423 Procedure Coding-CPT

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

In-depth exposure to CPT (Current Procedural Terminology) coding, reimbursement trends, guidelines, and coding from source documents. Application of current evaluation and management documentation guidelines. Emphasis on surgical procedures. Appropriate assignment of CPT and HCPCS (Healthcare Common Procedural Coding System) Level II modifiers. Introduction to computerized encoders. . Prerequisites: BIOL 2214 Prerequisite/Corequisite: BIOL 2224, HIM 1213, AHSC 1403

# HIM 2523 Healthcare Statistics

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display.

# HIM 1213 Disease Pathology

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease.

# HIM 2513 Quality & Performance Improvement

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

This course introduces students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in healthcare facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included, as well as a review of the federal government's role in healthcare and accreditation requirements of various agencies.

## HIM 2413 Management in HIM

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

Principles and practices essential to the efficient use of human, financial, and physical resources within health information systems. Focus on roles and responsibilities applicable to practice as a health information team performing planning, organizing, directing, and controlling functions.

# HIM 2543 Healthcare Billing and Reimbursement

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

An overview of the medical billing profession, the claims process, and federal billing guidelines. Study of major medical third-party payers including coverage offered, client eligibility, and reimbursement methodologies.

# HIM 2312 Clinical Internship I

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

The student will be given the opportunity to compare the educational experience of previous advanced courses with onsite and on-campus laboratory learning experience. Affiliation may be in local hospitals, long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing services. Full-time participation of the student is required.

# HIM 2532 Clinical Internship II

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

The student will be given the opportunity to compare the educational experience of previous advanced courses with onsite and on-campus laboratory learning experience. Affiliation may be in local hospitals, long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing services. Full-time participation of the student is required.

AHSC 1403 Medical Terminology

New

The health profession division will begin offering the health information management AAS degree the Fall of 2013.

In depth presentation of medical language which then will serve as a solid foundation for students interested in health care, medicine, nursing, pharmacy, physical therapy, or related careers. Medical terminology for both health and disease is presented in relation to human structure and function. This course of study builds a framework by introducing the key elements in the formation as well as the modification of medical terms which then is applied to the specific body systems.

AHSC 1001 Intro to Medical Terminology

Revision

Name change. Due to the medical terminology 3 credit hour course being offered in the HIM program, the current 1 credit hour course medical terminology needs to be renamed to decrease confusion and more accurately reflect the course curriculum.

AHSC 1001 Medical Terminology - (F, S, SUM). A presentation of how medical terms are formed from root words, prefixes, suffixes and combining forms; exploration of rules of pronunciation and spelling; use of drawings, diagrams and definitions that will relate human anatomy to medical terminology.

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### ART 2503 Ceramics I

New

move Ceramics I from trial to new.

A studio course designed to cover the making of pottery, from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures, to produce finished ceramic ware. An appreciation of the ceramics of the past and present will be included. Six hours laboratory.

ART 2843 Printmaking

New

We would like Printmaking to stand on its own as a course and not under "Special Topics" anymore. In the future, it is possible that this course would support the AAS in Graphic Design.

The purpose of this course is to expose students to the world of printmaking. Through an exploration of a variety of processes, the students will acquire understanding and hands-on skills within the multiple facets of the medium of printmaking. This studio experience will involve creative projects in the fundamental techniques of relief, intaglio, and monotype. Recommended: ART 1303 Introduction to Drawing. On demand.

ART 1333 Two-Dimensional Design

Revision

Changing semesters offered. We would like the catalog to read "on demand" so we can offer it when we wish to.

ART 1333 Two-Dimensional Design - (On demand) This studio course introduces the basic concepts of design such as line, shape, value, texture, and color and their relationships. Using a variety of two dimensional materials, composition will be explored.

ARHS 2823 History of Photography and Graphic Design Revision

Recommendation for prerequisite. It really helps if the student has a proficiency in reading and writing. ARHS 2823 The History of Photography and Design - (F, S). A survey of photography and design from 1685 to the present. Prerequisite: Recommended: ENGL 1013.

HUMN 2003H Introduction to Gender Studies in the Humanities – Honors

New

Due to the successful outcome of the trial course, the Honors Committee and Honors Program Head Dr. April Brown have voted to make Introduction to Gender Studies Honors a consistent fall semester offering in the Honors Program.

Immediate transferability to U of A, as well as fulfilling a core requirement for any student in the Gender Studies Certificate or Honors Program at the U or A.

Introduction to Gender Studies Honors will explore cultural constructions of gender and sexuality using a variety of media, including, but not limited to, literature, film, and architecture. This is an honors course. There will be a capstone project. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: Completion of ENGL 1013 or 1013H with a B or better.

ENGB 0023 Grammar and Mechanics Revision

- 1. Rebranding as part of Title III initiative to increase enrollment: English for Bilingual Students (ENGB).
- 2. Remove "NNS" from course title—Grammar and Mechanics

There is move in field (TESL) to remove words with negative prefixes (i.e. bilingual in lieu of non-native). In addition, there is still much confusion about the ENAP program. English for Bilingual Students (ENGB) clearly expresses who we are and what we do. I have spoken with students, advisors, and community members about this prospective change. All have understood the audience from the title and thought it a more positive descriptor (and identifier) of students.

ENGB 0023: Grammar and Mechanics

This sentence level course is specifically designed for bilingual students whose first or familiar language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic writing skills. The primary focus of this course will be the introduction and practice of basic grammar, mechanics, usage, and punctuation necessary for standard English. Students may enroll concurrently in ENGB 0053—Beginning Writing. Bilingual students taking Comp I or Comp II who need a basic grammar review would benefit from this course. Completion of this course with a "C" or better will allow entry into ENGB 0053.

# ENGB 0053 Beginning Writing

Revision

- 1. Rebranding as part of Title III initiative to increase enrollment: English for Bilingual Students (ENGB).
- 2. Remove "NNS" from course title—Grammar and Mechanics

There is move in field (TESL) to remove words with negative prefixes (i.e. bilingual in lieu of non-native). In addition, there is still much confusion about the ENAP program. English for Bilingual Students (ENGB) clearly expresses who we are and what we do. I have spoken with students, advisors, and community members about this prospective change. All have understood the audience from the title and thought it a more positive descriptor (and identifier) of students.

# **ENGB 0053**

This paragraph level course is designed for bilingual students whose first or familiar language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work writing skills. The primary focus of this course will be the improvement of written communication skills necessary for academic and/or professional purposes. Students will work extensively on basic sentence structure, punctuation, and vocabulary. [This course moves from sentence level to paragraph level.] Students who succeed with a "C" or better can proceed to ENGB 0063.

# **ENGB 0063 Intermediate Writing**

Revision

- 1. Rebranding as part of Title III initiative to increase enrollment: English for Bilingual Students (ENGB).
- 2. Remove "NNS" from course title—Grammar and Mechanics

There is move in field (TESL) to remove words with negative prefixes (i.e. bilingual in lieu of non-native). In addition, there is still much confusion about the ENAP program. English for Bilingual Students (ENGB) clearly expresses who we are and what we do. I have spoken with students, advisors, and community members about this prospective change. All have understood the audience from the title and thought it a more positive descriptor (and identifier) of students.

This essay level course is designed for bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on advanced writing skills. The primary focus of this course will be the study and practice of sentence structure rules, critical thinking skills, writing as a process, and basic grammar. Completion of this course with a "C" or better allows a student to proceed to Composition I.

# ENGB 0003 College Reading and Vocabulary I

Revision

- 1. Rebranding as part of Title III initiative to increase enrollment: English for Bilingual Students (ENGB).
- 2. Remove "NNS" from course title—Grammar and Mechanics

There is move in field (TESL) to remove words with negative prefixes (i.e. bilingual in lieu of non-native). In addition, there is still much confusion about the ENAP program. English for Bilingual Students (ENGB) clearly expresses who we are and what we do. I have spoken with students, advisors, and community members about this prospective change. All have understood the audience from the title and thought it a more positive descriptor (and identifier) of students.

This beginning level college reading course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on reading skills vital to college success. The primary focus of this course will be developing an academic vocabulary, improving reading and critical thinking skills, and discussing cultural issues related to language acquisition. Successful completion of this course with a "C" or better will allow entry into ENGB 0033.

# ENGB 0033 College Reading and Vocabulary II

Revision

- 1. Rebranding as part of Title III initiative to increase enrollment: English for Bilingual Students (ENGB).
- 2. Remove "NNS" from course title—Grammar and Mechanics

There is move in field (TESL) to remove words with negative prefixes (i.e. bilingual in lieu of non-native). In addition, there is still much confusion about the ENAP program. English for Bilingual Students (ENGB) clearly expresses who we are and what we do. I have spoken with students, advisors, and community members about this prospective change. All have understood the audience from the title and thought it a more positive descriptor (and identifier) of students.

This upper level reading course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on advanced reading skills. The primary focus of this course will be the acquisition of vocabulary and reading skills vital to success in general education courses and/or the workplace. Completion of this course with a "C" or better satisfies the reading prerequisites for all general education courses.

# ENGB 0026 Combined Skills Level I

Revision

Name change CIEP 0026 Academic English Skills to ENGB 0026 Combined Skills Level I.

This course was not upgraded during the last major revisions. For consistency, this course needs to align with current changes being requested as part of a Title III initiative to increase enrollment in ENAP classes.

This level one combined skills course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic academic English skills. This combined skills course will cover the first level of grammar, writing, and reading. Completion of this course with a "C" or better will allow entry into ENGB 0063 and ENGB 0033. On demand.

# CHED 1043 CDA Training I

Deletion

This course has been removed from the degree plan for the CDA certificate of proficiency. This course has not been offered since Spring 2010.

# CHED 1053 CDA Practicum I

Deletion

This course has been removed from the degree plan for the CDA certificate of proficiency. This course has not been offered since Spring 2010.

# CHED 1063 CDA Training II

Deletion

This course has been removed from the degree plan for the CDA certificate of proficiency. This course has not been offered since Summer 2010.

## CHED 1073 CDA Practicum II

Deletion

This course has been removed from the degree plan for the CDA certificate of proficiency. This course has not been offered since Spring 2010.

CHED 1013 Child Guidance

Deletion

This course has been removed from the AAS Early Childhood Education degree plan as listed and is now offered as ECTC 2503.

CHED 1023 Infant and Toddler Development

Deletion

This course has been removed from the AAS Early Childhood Education degree plan as listed and is now offered as ECTC 2803 infant/Toddler Curriculum.

CHED 2023 Curriculum for Early Childhood Education Deletion

This course has been removed from the AAS Early Childhood Education degree plan as listed and is now offered as ECTC 2703 Preschool Curriculum.

CHED 2043 Child Development Practicum

Deletion

This course has been removed from the AAS Early Childhood Education degree plan as listed and is now offered as ECTC 2603 Practicum.

CHED 1083 CDA Preparation for Assessment

Revision

Change semester offering from F,S, SUM to On Demand as this is currently not in a degree plan and we are not having enough students enrolled to offer each semester. We would like to keep the course so if students ask for it we can offer or if we add back to certificate plan it is on the books already.

Currently not enough students are enrolling to offer class each semester.

This course provides an opportunity for the student to demonstrate knowledge of professional resources both for colleagues, families, and themselves state minimum standards for child care centers demonstrate knowledge of NAEYC accreditation standards for child care centers demonstrate ways in which they can advocate for young children within the local, state, and national political systems write competency statements as required by CDA standards adequately answer mock interview questions create a resource file as outlined by CDA. Prerequisites: Completion of at least one semester of CDA training.

PSYC 1021 Psychology of Math Success

Revision

Revise the course description to make it a standalone rather than a co-requisite course.

This change will allow more students to take the course.

The goals of this course are to correct erroneous beliefs about the importance of mathematics and how to learn math, remove emotional blocks to math success, and teach specific cognitive and behavioral skills for math success. Pre-requisite: READ 0033, appropriate test score, or consent of instructor.

PSYC 1001 My Link to Success

New

This course is designed to facilitate student success and increase retention. It will operate as part of a cohesive strategy to address the needs of at risk students.

Designed for students who need very basic information on college resources and academic skills. Will be taught by Psychology faculty with support from student services.

This course is designed to successfully integrate students into NWACC's learner community and college environment. Students will gain an understanding of personal responsibility, academic expectations, and habits of the mind that characterize the college experience. Activities in the class will target increasing students' awareness of campus resources, effective learning strategies, and goal setting.

MUSI 2401 Stage Band for Musical Theatre For ensemble for the spring musical in 2013.

New

Practical and performance experience with musical theatre ensemble. The student will learn, through rehearsal and performance, the basic elements of music in a theatrical context.

# CONSTITUTION OF THE FACULTY SENATE OF

# NORTHWEST ARKANSAS COMMUNITY COLLEGE

# As Amended Spring, 2013

# **PREAMBLE**

Because of their role in the learning process, faculty has traditional and legitimate rights and responsibilities regarding the operations of institutions of higher learning. The Faculty Senate represents the faculty of Northwest Arkansas Community College ("NWACC") and provides a collective voice in matters concerning the faculty and a means for shared governance at the college. Because of our expertise, credentials, and commitment to the learning process, and our unique position of being on the front lines of student learning in our society, the faculty at NWACC are empowered and burdened with the responsibility to actively assist in promoting, positioning and maintaining NWACC as a leader of higher education and academic excellence in Arkansas and the United States as a whole.

# **ARTICLE I**

# **Functions of the Faculty Senate**

# Section 1.01. Stated Goals and Objectives.

- To maintain and promote academic excellence, integrity and professionalism in curriculum, instruction, and learning assessment;
- To review and be responsible for all matters of academic concern;
- To serve as a contact point and reference source for faculty to channel their concerns, expectations and ideals to their colleagues;
- To serve as a contact point for administrators concerning cross division issues that affect the faculty as a whole;
- To prepare or assist in preparing proposals for a faculty vote;
- To provide leadership in acquiring faculty input and facilitate building a faculty consensus on academic and faculty welfare issues;
- To promote community, camaraderie, and esprit de corps among the faculty and the broader college community;
- To set the agenda and administer faculty business meetings;
- To organize elections for Senate representatives and officers; and
- To conduct such other business and affairs as may be brought before the Faculty Senate from time to time by its membership and the Faculty as a whole.

# ARTICLE II.

# **Components of Faculty Governance**

**Section 2.01. Membership Defined.** A "Member" shall be defined as any individual who is currently teaching or has been retained to teach by the Administration at NWACC at least one (1) course or class online or at any of the facilities operated by NWACC in Arkansas or any other state or country.

**Section 2.02. Senate Composition.** The Faculty Senate shall be composed of the following:

- 1. Six (6) at large Senators shall be elected by the Members as a whole. These positions may be filled by either full time or adjunct Members;
- 2. Four (4) adjunct senators shall be elected by the Members as a whole. To qualify as an "Adjunct", the Member must be teaching no more than three (3) classes in the semester in which the Member runs for office;
- 3. One (1) Senator from each of the current academic divisions at NWACC, each division's Members to elect its representative. The addition of an academic division by the administrators at NWACC shall cause the appointment of that division's representative by the President of the Senate as provided for in the event of termination or removal of a Senator. The elimination of an academic division at NWACC shall cause the termination of the Senator representing that division from the Senate on the earlier of the termination date of the representative as an employee of NWACC or the completion of the Senator's then current term; and
- 4. The offices of President, Vice President and Secretary shall be filled at the same time as the election for Senators by a vote of the Members. A Member running for election as an officer may not be an Adjunct, i.e., the Member must be teaching at least four (4) or more classes in the semester in which the election is held and otherwise meet the qualification set forth in Section 2.03 below.

**Section 2.03. Qualification for Election as a Senator.** To qualify for election as a Senator, a Member's duties at NWACC for which he or she receives compensation must consist of at least 50% teaching. Administrators, Deans, Board of Trustees or other representatives who may otherwise qualify as Members may not serve as Senators unless the above qualification is met.

**Section 1.04. Term of Office.** Each Senator, duly elected or appointed as provided in the Bylaws, shall serve for a term of one (1) year. Senators may be elected for consecutive terms provided that no Senator may serve in the Faculty Senate for more than two (2) years consecutively. Any Senator who is precluded from running for office due to the two (2) year term limit provided for herein, may run again after having left office for at least one (1) year. A President who is prevented from continuing service due to term limits shall be permitted to remain with the Senate as a non-voting advisor for the purpose of contributing his or her expertise to the benefit of his or her successor and the Senate in general. The term of office for Officers shall be the same as for Senators. Senators shall be elected each year in the spring semester, but their term shall not commence until the fall semester.

# **ARTICLE III**

# **Officers**

**Section 3.01. President.** The President shall have such powers and perform such duties as from time to time may be assigned to him or her by the Senate, including, but not limited to, those powers and duties that may be conferred upon the President under any resolution adopted by the Senate pursuant to its Bylaws or this Constitution. The President shall make a report of the state of the business of the Senate at each meeting of the Senate if requested or if matters are required to be brought to their attention. The President shall have general and active supervision and control of the over-all business and affairs of the Senate. Unless otherwise directed by the Senate, the President shall be the officer authorized to execute documents, take actions or speak on behalf of the Senate. The President may sign, execute and deliver in the name of the Senate all instruments requiring execution by the Senate, except in cases where the signing, execution or delivery thereof shall be expressly delegated by the Senate or by a duly authorized Committee of the Senate to some other officer or agent of the Senate or where any of them shall be required by law to be signed, executed or delivered by a person other than the President. The President shall represent the Senate in all meetings wherein a representative of the Faculty Senate is required or requested. The President shall have the power to designate any other officer to perform any task or position as may be required from time to time provided that any permanent appointment of such an officer or Senator for a particular task or assignment must receive prior approval from a majority vote of the Faculty Senate.

**Section 3.02. Vice President.** The Vice President shall have such powers and perform such duties as from time to time may be assigned to him or her by the Senate and/or the President, and shall in particular perform all functions of the President in his or her absence or as otherwise required by these Bylaws or the NWACC Faculty Senate Constitution.

**Section 3.03. Secretary and Assistant Secretaries.** (a) The Secretary shall record all the proceedings of the meetings of the Senate in one or more minute books kept for that purpose; see that all notices shall be duly given in accordance with the provisions of these Bylaws or as required by the NWACC Faculty Senate Constitution; upon request, exhibit or cause to be exhibited at all reasonable times to the Senate, at the place where they shall be kept, such records of the Senate; and in general, perform all duties incident to the office of Secretary and such duties as from time to time may be assigned to him or her by the Senate or President.

(b) At the request of the Secretary, or in his or her absence or inability to act, the Assistant Secretary, or, if there be more than one, any of the Assistant Secretaries, shall perform the duties of the Secretary, and, when so acting, shall have the powers of, and shall be subject to all the restrictions upon the Secretary. Each of the Assistant Secretaries shall perform such duties as from time to time may be assigned to him or her by the Senate, the President or the Secretary.

**Section 3.04. Attendance at Third Party Meetings.** In the interest of full transparency, objectivity and representation, at least two officers must appear at any meeting at which a

representative of the Faculty Senate is requested or required to attend. If for any reason one (1) or more duly elected officers are unable to attend any such meeting or appearance, the President shall duly designate an alternative Senator to replace such officer temporarily for that appearance only. Nothing in this Section shall deter or detract from the provisions of Section 3.01 naming the President as the voice of the Senate in any such meeting or appearance.

**Section 3.05. Duties of Officers.** In addition to the duties as specified in this Article III, officers shall have a duty to keep the Senate fully informed of all meetings, discussions and representations made on behalf of the Senate. In addition, officers shall have the duty of receiving the full and clear consensus of the Senate, and where appropriate the Membership, through vote or otherwise, on any issue before declaring same to third parties or Stakeholders.

# **ARTICLE IV**

# **Bylaws**

**Section 4.01. Establishment.** The Senate shall meet and adopt Bylaws which shall act as the operating agreement and guidelines for conducting business in the Senate. Bylaws may be adopted by the Members but must be ratified by the Senate with at least a majority vote at a regularly scheduled meeting.

**Section 4.02. Elections.** Elections for Senators as provided for herein shall be held annually within sixty (60) days of the commencement of the spring semester of any given year. The Bylaws shall establish a procedure for the holding of such elections which may be conducted electronically or otherwise as the Senators shall see fit. The one (1) year terms of Senators as defined herein shall commence on election by a majority vote of the Members and shall continue until the next regularly scheduled election. An election committee may be authorized by the Bylaws to conduct and certify the election, but in the absence of such a committee, the Secretary, duly elected and serving, shall conduct and certify the winners of any such election.

**Section 4.03. Meetings of the Senate.** The Bylaws shall provide for regular meetings of the Senate to be held no less than once each month after election with the exception of the summer term during which meetings may be scheduled by majority vote of the Senate or at the direction of its President as need requires. Notice, quorum and voting requirements shall be as set forth in the Bylaws. A monthly meeting may only be cancelled through a majority vote of the Senate.

### ARTICLE V

# **Committees**

**Section 5.01. General Authorization.** The Senate may establish such ad-hoc committees as it sees fit from time to time and may further provide rules, regulation and direction as required to such committees to allow same to perform the purposes for which they have been established. In addition, certain "standing" committees have been established in

cooperation with the Administration at NWACC which are also affected by this Section V.

**Section 5.02. Service.** The President shall appoint Senators to serve on ad-hoc committees after first soliciting volunteers from amongst the Senate rolls. In addition, the President shall appoint a Chairperson for each of the standing committees then in existence from amongst the Senate rolls. The President shall make every effort to distribute committee assignments on a fair basis and to as many of the Senators as is reasonably possible under all circumstances, keeping in mind the importance of appointing the most knowledgeable people to the positions best suited for their attributes.

**Section 5.03. Standing Committee Membership.** All standing and ad-hoc committees are to be staffed at the direction of the Chairperson for each committee. Staffing may be any Member or other qualified individual at the full discretion of the Chairperson of that committee. Staffing of standing committees shall be done in full cooperation and collaboration with the college cabinet as may be requested from time to time. Standing Committees may only be established and/or disbanded through a majority vote of the Senate and with the affirmation or request of the college cabinet.

**Section 5.04. Reporting.** Each Chairperson of each committee shall be required to report to the President or any other designated Senate representative when requested regarding the activities of the Committee. In addition, each committee Chairperson shall be required to report to the full Senate whenever the agenda for a meeting calls for same.

# **ARTICLE VI**

# **Amendments**

**Section 6.01. Submission.** Proposed amendments to this Constitution shall be submitted in writing to the Senate through a committee or officer as may be designated from time to time. Any Member may propose an amendment to this Constitution. Each amendment must be signed by the Member proposing same. Any amendment proposed and signed by six (6) or more Members shall proceed directly to debate and a vote by the full Senate. Any proposed amendment that contains less than the signatures of six (6) Members must first be reviewed by an ad-hoc committee established for that purpose by the Senate. The committee will either approve the amendment for a vote by the full Senate or return the amendment to the proposing party with express directions for changes before submission.

**Section 6.02. Voting.** The Senate may allow amendments to this Constitution upon the affirmative vote of at least two-thirds (2/3) of the Senate as then constituted, at which point the amendment must then be approved by a vote of two-thirds (2/3) of the Members through special election. Any amendment that fails to gain adoption through a vote of the Senate, upon the application of six (6) Senators duly proposing same in writing, said proposed amendment shall be submitted directly to the Members for approval as provided for herein without need for Senate confirmation.

# **ARTICLE VII**

# **Termination**

**Section 7.01. Resignations.** Any Senator or any officer may resign at any time by delivering a letter of resignation physically or electronically to the President, Vice President or Secretary of the Senate. Any such resignation shall take effect at the time specified therein, or, if the time when it shall become effective is not specified, then it shall take effect immediately upon receipt by the officer to which it has been tendered.

**Section 7.02. Removal.** A Senator or any officer may be removed from office prior to completion of his or her term by a majority vote of the Senate for any of the following reasons: failure to attend, without excuse or designation of proxy, three (3) consecutive properly noticed Senate meetings; refusal to serve on a committee assignment without just cause; termination of employment as a teacher at NWACC; death, disability or incapacity that in the belief of a Senator proposing removal renders the Senator or officer in question as incapable of further serving the represented faculty for the remainder of his or her term.

**Section 7.03. Vacancies.** Any vacancy caused by the death, resignation or removal of a Senator or officer shall be filled by appointment thereto by the President or Vice President if the Presidency is vacated, or Secretary if both the Presidency and Vice Presidency are vacated, to serve for the unexpired term of the Senator of officer being replaced. Any Senator or officer so appointed must meet the qualifications as provided herein for service in that position.

# ARTICLE VIII

# **Legislation**

**Section 8.01. Legislative Actions.** The Senate shall have the authority to draft, propose and pass through a majority vote any bills designed to represent determinations of the Senate with respect to the present and future plans at NWACC and community colleges in general. Any such legislation that is designed to represent the Members as a whole must then be submitted for approval through a majority vote of the Members before being presented to the stakeholders for or about whom it has been proposed.

**Section 8.02. Resolutions.** The Senate through its Senators may from time to time draft, propose and approve through a majority vote resolutions meant to express the opinion or recommendation of the Senate with respect to actions, issues, controversies and/or policies or procedures which affect or could affect NWACC, its faculty, students, staff, administrators, trustees and stakeholders. Any such resolution is advisory only, and shall be worded with sufficient specificity to properly represent the reasoning and authority for the conclusions and recommendations contained therein.

# **ARTICLE IX**

# **General Provisions**

**Section 9.01. Offices.** The principal executive office of the Senate shall be located at such place within NWACC as the Senate from time to time so designates. The Faculty Senate shall be an unincorporated association until such time as the Senate, through majority vote, determines otherwise.

**Section 9.02. Unspecified Powers.** All legislative, judicial and executive powers of the Faculty Senate that have not been enumerated in this Constitution but are permitted under the laws of the State of Arkansas and the United States shall be reserved to the Faculty Senate.

**Section 9.03. Ratification and Effect.** This Amended Constitution of the Faculty Senate of NWACC shall become effective as of a vote properly scheduled and held showing approval by two-thirds (2/3) of the Members and shall fully replace the Constitution previously in effect for the Faculty Senate at NWACC.

**Section 9.04. Reports to Members.** The President shall have the authority to require the preparation of reports from Senate meetings, committee meetings, legislative actions and resolutions to the Members prior to dissemination of any such reports to Stakeholders or interested parties in the public.

**Section 9.05. Acknowledgement of Public Interest.** The Faculty Senate is a body dedicated to the public interest and will strive whenever possible for complete transparency and disclosure for all actions undertaken on behalf of the Members or the Senate. The Faculty Senate will comply with all laws of the State of Arkansas and the United States.

# CERTIFICATION

Ţ	, the duly elected Secretary of the Faculty Senate for
	e 2013 term do hereby declare and certify that the foregoing Constitution of
-	of Northwest Community College, as amended in 2013, was duly approved
•	irds (2/3's) vote of the Members through special election held pursuant to its
terms.	
Dated:	

# BYLAWS OF THE FACULTY SENATE FOR NORTHWEST ARKANSAS COMMUNITY COLLEGE

As Amended Spring, 2013

# ARTICLE I Senate Meetings

**Section 1.01. Monthly Meetings.** There shall be monthly meetings of the Faculty Senate of Northwest Arkansas Community College ("NWACC") during the spring and fall semesters which shall be held on such date, time and place as may be fixed from time to time by the President and Secretary of the Senate upon proper notice as hereinafter provided.

**Section 1.02. Special Meetings.** Special meetings of the Senate may be called at any time by the President or by at least six (6) Senators executing a written request for a special meeting to the President. Special meetings shall be held at such time and place as designated by the President or his/her designee. No business may be transacted at any such meeting of the Senate other than that specifically provided for in the notice of meeting.

**Section 1.03. Organization.** The President shall preside and the Secretary, or in his/her absence any Assistant Secretary appointed by the President, shall act as secretary at all meetings of the Senate. In the absence of the President, the Vice President shall preside at the meeting. If none of the aforementioned officers are present, or if any such position should be vacant, the Senate through majority vote may designate a Senator to preside over such meeting and perform the duties required therein. In the absence of the Secretary or Assistant Secretary, the person presiding over the meeting shall designate a Senator to act as secretary of the meeting.

**Section 1.04. Nature of Business at Meetings.** (a) No business may be transacted at any monthly or special Faculty Senate meeting other than business that is either (1) specified in the notice of meeting (or any supplement thereto) given by or at the direction of the President (or any duly appointed Senator for that purpose); (2) otherwise properly brought before the meeting by or at the direction of a Senator or any duly authorized committee thereof; or (3) otherwise properly brought before the meeting of the Senate by any Member of the Faculty as that term is defined in the Constitution of the Faculty Senate of NWACC ("the NWACC Faculty Senate Constitution").

No business shall be conducted at a meeting of the Senate except business brought in accordance with the procedures set forth in this Section 1.04; provided, however, that once business has been properly brought under this Section, nothing in this section shall be deemed to preclude discussion by any Senator of any business reasonably related to the business that was noticed. If the officer or person presiding over the meeting determines that business is being

discussed or proposed that has not been properly noticed under this Section 1.04, that person shall so declare to the Senators, at which point no formal action may be taken with respect to such business until proper notice has been made absent a majority vote of the Senators to waive notice.

Section 1.05. Order of Business and Time of Meetings. The order and conduct of business at a meeting of Senators shall be determined by the person presiding over the meeting who shall also have the power to adjourn the meeting to another place, date and time upon motion duly made, seconded and approved by a majority vote of the Senators then in attendance. The Senate may, by majority vote, prepare rules and guidelines for the conduct of their meetings. Meetings shall continue for two (2) hours only starting from the announced beginning time of the meeting regardless of any actual start time. Extensions of this time deadline may only be authorized through a majority vote of the Senate prior to the meeting deadline, and each extension may be for fifteen (15) minutes only. A quorum for any vote taken during such an extension shall be a majority of those Senators voting for said extension.

**Section 1.06. Action by Consent in Writing.** Any action required or permitted to be taken at any meeting of the Senate may be taken without a meeting if all members of the Senate shall consent thereto in writing, and the writing or writings shall be filed with the minutes of the proceedings of the Senate.

Section 1.07. Attendance by Telephone or Proxy. Senators may participate in any regular or special meeting of the Senate by telephone conference, Skype, or similar communication equipment by means of which all persons participating in the meeting are able to hear each other. Alternatively, a Senator may appear at any noticed meeting through written proxy delivered to any other Senator describing therein the extent of the voting authority of the holder of said proxy. Any written proxies must be copied to the President or Chairperson prior to the opening of the meeting and shall be read into the record to confirm a quorum and voting authority.

**Section 1.08. Quorum.** A quorum for the purpose of voting on business at any given meeting (other than an extension of a meeting as provided in Section 1.05 above) shall be a majority of the Senators then duly elected or appointed appearing in person, through electronic device or by proxy as provided above.

# ARTICLE II Committees

**Section 3.01. General Authorization.** The NWACC Faculty Senate Constitution has authorized the Faculty Senate to establish such ad-hoc committees as it sees fit from time to time and may further provide rules, regulation and direction as required to such committees to allow same to perform the purpose for which they have been established.

Section 3.02. Recurrent Committees. The following ad-hoc committees shall be

considered recurrent committees to be staffed annually upon election of Senators as provided under the NWACC Faculty Senate Constitution:

- **3.02(1)** Communications: This committee shall be staffed by at least three (3) Members (as defined in the NWACC Faculty Senate Constitution). The Chairperson shall coordinate with the Secretary to make sure that Minutes of all Senate meetings, legislation, resolutions and any other business that may be transacted from time to time is distributed in a timely manner to all Members when appropriate or directed to do so by the President, Vice President or Secretary.
- **3.02(2) Student Services**: This committee shall be staffed by at least three (3) Members. The Chairperson shall coordinate with the Student Services at NWACC, and shall act as liaison for the Senate for all concerns addressed by the student body or its representatives. The Chairperson of the Student Services committee shall be charged with reporting directly to the Senate at each monthly meeting, or as directed, on the status of student relations and concerns.
- **3.02(3) Faculty/Senate Promotion**: This committee shall be staffed by at least three (3) Members. The Chairperson shall coordinate with the administrative NWACC staff to have a representative of the committee present at all new faculty orientations for the purpose of explaining and promoting the Faculty Senate. The Chairperson shall also endeavor to have a Senate representative available to speak at each semester's division meeting for the various divisions at NWACC to provide promotion and encouragement of participation in the Senate by Faculty Members. Finally, the Chairperson shall represent, or appoint a representative, to attend any request by a Stakeholder, the President, Vice President, or any Senator or Member to promote or support the Faculty at any private or public meeting subject to reasonable notice, time and travel constraints.
- **3.02(4) Elections**: This committee shall be staffed by at least four (4) Members. The Chairperson shall be the Vice President and include at one (1) adjunct Senator, one (1) associate Senator, and one (1) Division Senator. The Vice President shall appoint the Members.
  - **3.02(4)(a) Division of Elections:** The Election Committee shall conduct the election of Senate members in two (2) separate elections. The first election shall be called the "General Election" and shall be a vote for all Senators and officers except "Division Senators". The second election shall be called the Division Election and shall be for Division Senators only.
  - **3.02(4)(b) Nominations:** The Election Committee shall actively seek nominations from all full time and adjunct Members for all positions other than Division Senators. Only Members teaching within a Division are eligible to run for a Division Senator position and then only for the Division they serve within. The Senate has prepared and approved job descriptions for the President and Vice President. The Election Committee shall provide said job descriptions to any candidate seeking that position prior to his or her acceptance of the nomination.
  - **3.02(4)(c) Time for Elections:** The General Election shall be held no later than the third week in March of each spring semester, and the Divisional Election shall be held no later than the second week in April of each spring semester. Solicitation of nominees for each election shall commence as of the first business day in February of each Spring semester and Members will be notified of a date

certain within which to nominate Members for each position.

**3.02(4)(d)** Conducting Each Election: After confirming a nominee's eligibility for a particular position for which he or she has been nominated, the Election Committee will notify the nominee and obtain the nominee's consent. Once nominations have closed and consent is obtained, the election will be scheduled and notices sent out to all Members eligible to vote. Voting for the General Election shall not exceed seven (7) days in length. Voting may be electronic or by hand or person, and may be conducted through secret ballot when requested by a Member. Once votes have been tallied and verified, the results shall be announced to the then existing Faculty Senate and all Members.

**3.02(4)(3)** New Members: All newly elected Senators shall attend the last Faculty Senate meeting in the spring semester before taking their positions in the Faculty Senate in the fall semester.

**Section 3.03. Standing Committees Identified:** The current Standing Committees are identified as follows:

- 1. Faculty Job Descriptions/Faculty Evaluation/Student Evaluation;
- 2. Faculty Handbook and Policies and Procedures Concerning Faculty;
- 3. Academic Standards;
- 4. Curriculum and Globalization:
- 5. Sabbatical and Emeritus Criteria and Screening;
- 6. Faculty Enrichment Initiatives; and
- 7. Student Learning Assessment.

This list may be expanded or amended from time to time by the Senate upon resolution and as provided for in the NWACC Faculty Senate Constitution.

# ARTICLE IV Special Provisions for Officers

**Section 4.01. Allocations of Time:** The duties and responsibilities of the President and Vice President are acknowledged and agreed to be substantial by the President at NWACC. Each position has therefore been allocated the following waiver of course requirements: for President, two (2) courses per semester; and for Vice President, one (1) course per semester. Inasmuch as the Faculty Senate depends on both positions to be fully active and involved in Senate affairs, any Member elected to either position must reduce his or her workload in the allotted amounts to insure full and complete compliance with the job requirements for each position.

# ARTICLE V General Provisions

**Section 5.01. Offices.** The principal executive office of the Senate shall be located at such place within or without the State of Arkansas as the Senate from time to time so designates.

Section 5.02. Reports to Members and Stakeholders. The Senate shall have the

authority to require the submission of regular reports of operations of the Senate to its Members and to Stakeholders as the Senate shall consider necessary.

. **Section 5.03. Waiver of Notice.** Whenever notice shall be required to be given by these Bylaws or by the NWACC Faculty Senate Constitution, a written waiver thereof, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to notice.

**Section 5.04. Facsimile Signatures.** In addition to the provisions for use of facsimile signatures elsewhere specifically authorized in these Bylaws, facsimile signatures of any officer or Senator may be used whenever and as authorized by the Senate or a Committee thereof.

# ARTICLE VI Amendments

**Section 6.01. Amendments.** These Bylaws, and any portion thereof, may be amended, altered and/or repealed, and new Bylaws may be adopted by a majority vote of the Members or the Senate at any regular or special meeting duly noticed for that purpose. Any amendment to these Bylaws passed by a majority vote of the Members may not be repealed or revised by the Senate without a two-thirds (2/3) vote of the Faculty Senate.

# **CERTIFICATION**

I,	, the	duly elected	Secretary o	f the Fa	culty S	Senate	for
NWACC during the 2013 te	rm do hereby	declare and ce	ertify that the	e foregoi	ng Byla	ws of	the
Faculty Senate of Northwest	Community C	ollege, as ame	nded in 2013	, was du	ly appro	oved by	at
least a majority vote of either	r the Faculty of	r the Senate th	rough genera	al election	n held p	ursuant	to
its terms.							
Dated:	-						
							_

# **Faculty Senate President (FSP) Duties**

\*\*This officer has a two-course release, to be cleared with Division before running for office

- Sets agenda and chairs one Faculty Senate meeting per month
- Sets agenda and chairs Faculty Business meeting 4 times per year (twice per semester)
- In previous summer, reserves meeting rooms for the entire upcoming year
- Designs strategies for faculty representation and shared governance
- Serves on NWACC Expanded Cabinet, which meets twice per month
- Serves on NWACC Land Use and Facilities Committee, which meets once per month
- Meets with NWACC President, Chief Academic Officer and Associate Vice President for Learning one meeting per month
- Meets with Associate Vice President for Learning and/or Chief Academic Officer to discuss and clarify policies and requests as needed
- Meets with other administrators, college officials as needed or requested
- Serves on Faculty Termination Process Review Team
- Serves as Emcee of Spring Graduation Ceremony in May
- Tracks Faculty Senate Committee progress, moving issues and proposed policies to relevant committees and keeping contact with committees that report to the Senate.
- Hears concerns from individual faculty on cross-divisional issues
- Represents faculty at Fall and Spring Forums and by other special invitations
- Rallies faculty to ensure attendance at important special meetings or events, e.g. important interviews or consultant visits
- Makes executive decisions on behalf of faculty when prompt action is needed and notifies
   Faculty Senate of the action taken
- Promotes professionalism and encourages faculty participation and service

# Faculty Senate Vice President Duties (FSVP)

\*\*This officer has a one-course release, to be cleared with Division before running for office

- Serves as President in the event of the President's absence
- Meets with Senate President and NWACC President and Chief Academic Officer and Associate
   Vice President for Learning one meeting per month
- Tracks Faculty Senate Committee progress, moving issues to relevant committees and keeping contact with Committee Chairs
- Consults with Faculty Senate President and manages Senators' interaction with faculty, i.e., distribution of information, conveyance of issues of faculty concern to the Senate
- Manages Senators' solicitation and collection of faculty feedback on specific issues, e.g.,
   IT policies, faculty morale, hours set aside for committee work
- May chair any Faculty Senate Task Force established for special issues
- Manages elections for the following year's Senators and Officers.
- Oversees collection and verification of faculty service list (5-yr 10-yr, 15-year) from Human Resources for the annual service awards of medallions/ribbons
- Leads subcommittee to plan, organize, choose location, make reservations, handle paperwork for funding of Annual Faculty Recognition Event at year's end
- Works with Faculty Senate President to plan and organize the annual Faculty Senate Retreat.
- Performs other duties as the Faculty Senate President may request.