

FACULTY SENATE
Minutes for Meeting #4 of Fall 2021
Friday, December 3, 2021

Members in Attendance: Robert Baumle, Roy Bearden-White, Korbi Berryhill, Sean Bingham, Scott Buchanan, Ramesh Krishnan, Nathan Ragland Tara Strawn (President), Nancy Smith (Secretary), Kathryn Townsend, Erika Warnick (Vice President)

Meeting Called to Order at 8:30AM
Motion to accept Minutes of the November meeting as presented; All approved

OLD BUSINESS:

- Faculty Evaluations (3/3/2017)
 - SPC is in the minority of Community Colleges in that we do not evaluate all classes each semester
 - (5/5/2017) – Information has been received that starting in the Fall 2017 semester, each class for each instructor will be evaluated each semester. Comments arose from this: Can the Faculty Senate create questions for the evaluations? What about ALL SPC evaluations – the surveys done by Institution Effectiveness Committee may need to be revamped as well – specifically questions pertaining to “upper management” as it is unclear as to whether it means Chairs, Deans, VP, or President.
 - (9/1/2017) – Per Drs. Satterwhite and Gibbs, every faculty will be evaluated every semester; every class. It is part of accreditation and quality control/measurements. There should no longer be an issue of a dropped student having access to the class. Evaluations will be through Blackboard, and YES – Faculty Senate can review the wording of the evaluations and offer suggestions. NO – faculty cannot evaluate upper superiors. Issues still brought up: (1) What about co-teachers?(2) can FS look at the wording of Stephen John’s survey in terms of “upper management” confusion – who is implied by this title? – Faculty Senate will get copies to look at
 - (10/6/2017): Not addressed
 - (10/6/2017): Not addressed. Need info
 - (12/1/2017) Drs. Satterwhite and Gibbs were made aware that the evaluation of staff needs to be looked at and maybe edited
 - (2/2/2018): FS will be unable to look at/edit the student evaluations for SPC that Stephen Johns creates. However, we can and would still like to look at the evaluations that the students fill out for faculty and we would like to edit/look at the evaluations that the Faculty Chairs use for faculty.
 - (3/9/2018): ** see information above from/with Shanna Donica **
 - Also – Dr. Gibbs has created a committee for working on and evaluating the student evaluations of faculty. They will meet on March 23, 2018
 - Finally – Drs Satterwhite/Gibbs were unaware that the Department Chairs evaluate the faculty. They will look into this and see if there is a policy and/or standard
 - (9/7/2018): (1) for the evaluations in which students evaluate the faculty: there is a committee working on this. Senators Kelley, Erika, and Korbi are on the committee. (2) for the evaluations in which the Chair gets evaluated by the faculty: we have received no feedback yet. (3) the SPC Survey given to faculty to evaluate the gamut of SPC has been edited by Stephen Johns. *Still awaiting some information*
 - (10/5/2018): (1) The committee (mentioned above) will meet on October 19th to go over the evaluations faculty-by-students and will take all suggestions to Dr. Gibbs (2) evaluations of SPC by Faculty/Staff – the Institutional Effectiveness Committee is working on the next survey and will have a committee to look at wording as well (3) evaluations of Faculty-by-Chair – no update yet
 - (11/2/2018): not addressed
 - (1/11/2019): Not addressed
 - (2/1/2019) : (1) There has been a committee (outside of FS) created to review and reword the evaluation that the students do towards faculty. (2) The evaluation by the Chairs toward faculty has yet to be reviewed by Drs. Satterwhite/Gibbs. (3) the Institutional Effectiveness Committee will create a committee to review the SPC Employee survey.
 - Also, there is a rule that the evaluations made by students of faculty needs to be posted publicly on the SPC website. That has not been done.
 - (3/8/2019) : Nothing new to report
 - (4/5/2019) : Nothing addressed
 - (9/6/2019) : According to HB2504 the evaluations of Instructors BY students need to be posted online. This information will be given to President Satterwhite. Also, an “Evaluation Committee” has been created to address the format of the evaluations and will be creating a new evaluation to address the different classes (i.e. online vs face to face).
 - RE: the evaluations of Faculty BY Chairs: there will be a meeting with the Deans to Discuss this format and if all departments are doing it. Is there a standard and full participation. Info to come.
 - (10/4/2019) : There is a committee meeting in 2 weeks to look at the survey questions. Will update after.
 - (11/1/2019) : There was a meeting about this with and they will get the information to FS

- (1/10/2020) : Still awaiting status on these THREE evaluation types
- (2/7/2020): (a) Evaluations of Faculty, by students: Amy and Dane are working on getting the evaluations online, as per House Bill 2504. (b) Evaluations of Faculty, by Department Chairs: The Administrative Council and Deans are working on compliance. (c) Evaluations of SPC, by Faculty: There is currently a committee working on this. Feedback and drafts are expected by March.
- (9/11/2020): Shanna Donica took the suggestions re:Employee Survey to the Executive Committee. Unknown status on Faculty Evaluations by Students, and Faculty evaluations by Chairs. However, all faculty are to be evaluated by their Chairs to follow State Accreditation guidelines.
- (10/2/2020, 11/6/2020): Nothing new
- (2/12/2021) – (1) Faculty evaluations of the school (Employee Satisfaction Survey) changes have been sent to the Administrative Council, (2) Student evaluations of faculty: No update, (3) Evaluations by Department Chairs: No update
- (3/26/2021) - Per Craig, still trying to collect information about the changes.
- (4/23/2021) (1) RE: HB2504, evaluations have been placed online. Anyone can search “HB 2504 Faculty Evaluations” and the information should be accessible. (2) RE: Employee Survey – changes are complete, (3) RE: Evaluations by Students of Faculty – there was a committee 3 years ago, and nothing has happened. There is also concern that dropped students still have Bb access to some classes they have been dropped from AND random classes!. (4) there is supposed to be a new module coming out for all evaluations overall
- (9/27/2021) Per Drs Satterwhite and Gibbs and Amy Shriver – if a student has taken a class for the majority of the semester, they should be able to provide input even if they drop. This opened discussion in the Faculty Senate as that the feedback will probably be negative and skewed and will now impact data and information, -or- the student may not respond anyway. So, it does not make sense to allow this. (2) Team teaching – can the evaluations be split in classes that team-teach so that they address the specific instructor: Yes – multiple instructors can be added to an evaluation – just tell Amy Shriver (3) Still need to address the issue that students have the ability to evaluate OTHER classes; classes that they are not even enrolled in!!!! .
- (9/24/2021) Per Dr. Gibbs, they want the input from the students. Amy Shriver uploads and populates the evaluations a week prior to when they open. – **This portion of the topic is closed.** However, there is still the issue about students being able to evaluate the wrong section/course.
- (11/12/2021) Per Amy, there is no way to prevent students from clicking on and evaluating incorrect courses. However, if students tell their instructor of the mistake, Amy can clear it for them. **(Topic CLOSED)** Still awaiting info on evaluations of faculty BY Chair

- Colleague (10/5/2018)

- Senators brought information that there is a high demand for the students' pictures to be placed in the roster. Also, we would like emails when a student drops.
- (11/2/2018): Kelley brought a running list to the meeting for distribution. Please keep letting her know of Colleague Issues to try to get addressed
- (11/30/2018): Please forward any issues to Kelley and cc:Ronnie Watkins. Also, - per Nancy – she cannot find the Faculty Senate notes on the new Colleague. – per all, we would like more training!
- THIS MEETING (2/1/2019): if any issues about Colleague, please take to your Chairs so they may discuss in the Chair meeting.
- (3/8/2019) : Same reminder. Topic will remain open for importance, but dormant until new issues
- (4/5/2019) (9/6/2019) (10/4/2019) (11/1/2019) (1/10/2020) (2/7/2020): Nothing addressed
- (9/11/2020): Not addressed. However, still no notifications are being sent out when a student drops.
- (10/2/2020): Still waiting to receive information on notifying faculty of student drops. If the Colleague system cannot do, and while they are looking into other programs, can the processor of the drop not send the faculty a notice via email?
- (11/6/20220) – per Dr. Gibbs, he is working on a 3rd party program to do this. In the meantime, he will talk with the Admissions staff to see if they can send an email when they are dropping the student.
- (2/12/2021) – Still trying to get a 3rd party vendor that is compatible with Colleague to accomplish this automated notice. In the meantime, the Admissions Office staff will start to send emails to instructors of the drops. Some Senators have commented that this has actually begun.
- (3/26/2021) - this looks to be working now. Emails of drops are being sent out and new “Advise” program will be doing alerts as well.
- (4/23/2021) (1) Tara will meet with Amy Shriver about getting student contact information in Bb. It can go under “View Statistics,” in the gradebook when you utilize the dropdown menu next to their last name. (2) a question arose as to if pictures of students can be mandated – especially with regard to safety and cheating?
- (8/27/2021) Per Drs. Satterwhite, Gibbs, and Amy Shriver – (1) no progress yet to put student information in any drop down menu on Blackboard, (2) the student pictures are now larger and are slowly increasing in numbers successfully taken
- (9/24/2021) **(12/3/2021)** Per Amy, they are still trying to get student contact information merged into Blackboard **(TOPIC OPEN)**

- Evaluation of Tenured Faculty (10/5/2018)

- Again, why does tenured faculty have to get evaluated? – Answered: previously Dr Gibbs stated that all faculty will get evaluated every semester. Concern: so why? Will we get compensated accordingly? Awards? Benefit?
- (11/2/2018): not addressed
- (11/30/2018): Dr. Satterwhite would like to change the tenure process, but does not want to be hands-on nor take charge of it. Mostly, this will be a multi-complicated event; where does one start? Faculty Senate would like to maybe take the initiative and compare other Community College procedures.
- (1/11/2019): Concern is still stirring as tenure and merit procedures. Tara Strawn will get the Senators copies of other colleges' tenure/merit procedures. Kristin will get other information on "Faculty of Practice." This will be revisited.
- (2/1/2019) : Tara did send the Senators information from other colleges about tenure and merit pay. Per FS decision, pursuing a change in tenure policy will be too tedious and will not satisfy everyone – too much to consider and probably not our job. However, we would like to see merit pay pursued and the policy revisited – maybe in lieu of a "cross the board" raise.
- (3/8/2019) : Dean Worley is working on
- (4/5/2019) (9/6/2019)(10/4/2019) (11/1/2019) (2/7/2020) : Nothing addressed
- (1/10/2020) : Per Dean Worley – this is a most sensitive topic and needs careful scrutiny which he is working on
- (9/11/2020) (10/2/2020)(11/6/2020, 3/26/2021): Not addressed
- (4/23/2021) Still waiting. Additional questions were brought up: (1) has the library received any updated salary books of SPC salaries that are supposed to be kept on record there? (2) Drs. Satterwhite/Gibbs/Worley is looking into how to handle this (3) Senators showed favor of some sort of longevity pay to award those that have stayed with SPC and to compensate them so new hires are not making more than long-term employees
- (8/27/2021) Per Drs Satterwhite and Gibbs – there will be no longevity pay as the budget is not sound. However, the conversation among Senators arose: someone who has been working at SPC for 18 years is actually making less than a new hire! There are instructors who WITH OVERLOADS are still making less than new hires. This is a topic that Senators are very passionate about
- (9/24/2021) Keeping topic open to find data to support and will then consider approaching again.
- **THIS MEETING (12/3/2021):** Not addressed (**Topic OPEN**)

- Confusion about Friday Office Hours (11/1/2019)

- There appears to be a lot of different information being spread to departments about Friday Office Hours. For example, some have been told you don't have to hold Friday Office hours; some are being told that eventually you will not be required to but keep routine for now; some are told that you have to have at least one person from the department around; different hours are being told, - basically there is no consistency. We need facts and succinctness.
- (1/10/2020) : Issue was mentioned to Dean Worley. He will speak to Dr. Gibbs about an "All email" and/or further clarification
- (2/7/2020): As of this meeting, no email was ever sent out by Dr. Gibbs. There is still inconsistency between departments. Another inconsistency is the use/not of Pink Slips. If all departments are not mandating Friday Office Hours, then why do some people have to use their Personal Time when absent on a Friday and others do not?
- (9/11/2020): not addressed
- (10/2/2020): Due to new COVID procedures of allowing more work from home, this topic is tabled until a return to normalcy
- (4/23/2021) The Deans are in charge of instructing their perspective departments on this. There remains a question however of the lack of standard practice with regards to pink slips. Any advice?
- (8/27/2021) Per Dr. Satterwhite and Gibbs – campus is open. Hence, no one should be doing virtual office hours from home or teaching from home unless on medical leave/exception. Thus, if you have virtual office hours they NEED TO BE from ON campus! Hybrid must be done from the OFFICE. – this brought up many questions of confusion and need of clarification from the Floor. We need absolute guidance on this as many departments have not been told anything similar to this. (2) as far as pink slips – ask your perspective Chair or Dean
- (9/24/2021) Per Drs and Deans, the Faculty Handbook Policy 4.6.2 states 8 hours of Office Hours required, one of which needs to be on Friday, and must be on campus for 35 hours a week. Per the Senators, for those that follow the rules, they feel punished for doing so while others are taking advantage of not following the rules. Without a consistency and declaration from all Chairs or all deans, or the Pres/VP, there remains a disconnect. Per agreement, we are tabling this topic to decide how/if to approach.
- **THIS MEETING (11/12/2021)** Per consensus of Faculty Senators, holding-off on this topic
- **THIS MEETING (12/3/2021):** Not addressed (**Topic TABLED**)

- Student Online Netiquette (9/24/2021)

- The idea was suggested that during New Student Orientation, there be a class/seminar on online netiquette – i.e. how to address instructors, how to sign their name, include class name, politeness, respect, etc.
- (11/12/2021) Per Shane Hill, yes, they can put something online about this for new students. However – per Senators, online is the issue. It would be better to have a presentation, in-person, during new student orientation. Can we do that?

- **THIS MEETING (12/3/2021):** Per Drs. Satterwhite and Gibbs there are already discussions for updating the orientation for new students. They are hesitant to make anything mandatory, but will certainly try to address. **(Topic CLOSED?)**
- Professional Development (11/12/2021)
 - There are some departments that cannot do professional development on Fridays – can they be changed to a variety of days? Can they also be video recorded and stored for future viewing? Also, can there be some professional development that is more advanced than just “basic” training?
 - **THIS MEETING (12/3/2021):** Per Drs Satterwhite and Gibbs, they will take this information to Heather
- Parking (11/12/2021)
 - In many of the parking lots, there are no signs that say that a parking permit is required. Aside from some students not being aware and thus getting ticketed, VISITORS are also getting ticketed. How can SPC alleviate this?
 - **THIS MEETING (12/3/2021):** Per Dr. Satterwhite, he was unaware of the lack of signage and will have it looked at. New issues that came up this meeting with Senators: (1) when the lots were repaved, the diagonal hash marks for the handicap spots disappeared. There are signs for handicap parking, but no hash marks, so it is confusing. (2) Sidewalks on the Levelland campus are inconsistent as that they do not match up and align and some do not continue to corners. Thus, those in wheelchairs need to go out in the street (3) the new repaving material is gravelly and has many loose stones which make it difficult for wheels to roll through (4) the inside door of the Science bldg. is not wheelchair accessible as there is no button to open it and you cannot prop it open (North and South ends of the bldg.) (5) same with the Library and Bldg 8 on the Reese Campus. Are we just meeting minimal requirements of ADA? **(Topic OPEN)**
- Allied Health Beautification Project Funds (11/12/2021)
 - Is it possible to have some outdoor plants, tables, etc at the Allied Health bldg. for all of the students who need to stay there all day?
 - **THIS MEETING (12/3/2021):** Per Dr. Satterwhite – yes, they will look at **(Topic CLOSED)**

NEW BUSINESS:

- Visibility of Administration (12/3/2021)
 - It was mentioned that Faculty do not see much of Drs Satterwhite and Gibbs. Dr. Satterwhite acknowledged this and said he would try to be more visible
- Thanksgiving (12/3/2021)
 - A question was brought up to suggest and address Thanksgiving break to be a week long to match LISD. This would alleviate confusion with Dual Credit students and problems with students/faculty/staff having children in daycares which close for the week.

TABLED BUSINESS for ONGOING discussion and a resolve date of TBA:

- Laboratory Science Compensation
 - (12/2/2016) Nothing new to report. It has been decided keep this agenda item open until addressed; hopefully with the new budget
 - (2/3/2017) Drs. Satterwhite and Gibbs will be at the April meeting to address our Q&As
 - (3/3/2017) - nothing new to report. Waiting until April meeting .
 - (5/5/2017) – Nothing new to report. Keeping topic open to address at first news of budget allowance
- Overload Pay and labs
 - (9/16/2016) Drs. Satterwhite and Gibbs will look at Lab Pay
 - They also feel that overload pay is lacking. They will look into these two issues when confident that funding is there to back-up any changes made
 - A question arose to see if we could revisit a “sick leave bank” again.
 - (11/4/2016) – Dr. Satterwhite is still exploring this.
 - (12/2/2016) Dr. Gibbs in in charge of simplifying and reviewing the current policy. Drs. Satterwhite and Gibbs will look at the formula, lab pay, and information, and hope to implement something by the next budget cycle.
 - (12/2/2016) A question arose as to are the formulas the same for each and every department?? It has been decided keep this topic open.
 - (2/3/2017) Drs. Satterwhite and Gibbs will be at our April meeting to address Q&A's
 - (3/3/2017) awaiting April meeting with Drs Satterwhite and Gibbs to address
 - (5/5/2017) – Nothing new to address. Keeping topic open due to importance of address

**** The above two topics were discussed together at This Meeting (4/7/2017):**

- **Drs. Satterwhite and Gibbs do not like the current formula used, and the faculty do not know what their overload pay will be until they get their notice.**
- **Dr. Gibbs is looking to other formulas but there exists a problem of settling on ONE formula that can be used for each and every department, as each department is different. He is trying to find a solution, but with the current budget this is difficulty as well.**
- **There exists a very common problem as well... we need more students.. we need more classes... we need more overloads... can't have too many overloads.... Don't have money for overloads... need more classes... etc etc**
- (9/1/2017): per Drs. Satterwhite and Gibbs, they would like to change the pay and set up for all department's lab classes, but without a solid, positive budget, they cannot offer any additional funds.
 - (10/6/2017): Has Dr. Gibbs simplified the overload formula yet? Is he looking into even if the budget is against this.. at least we can have the formula ready to go. Are they doing anything?
 - (11/3/2017): Not addressed. Awaiting joint meeting in December
 - (12/1/2017) Drs. Satterwhite and Gibbs were asked about the Overload Formula. Dr. Gibbs stated that this has not really moved forward, as ERP and "Guided Pathways" has taken precedent. BUT, they are putting a committee together to evaluate and this will be pushed. They may talk to the Instructional Council to approve such committee. It was also asked to get clarification as to which classes are applied an "overload" class – who decides which ones count when someone teaches over the 5 limit (for example – why is it my class of 7 vs my class of 30 which means that my overload is highly reduced)
 - (2/2/2018), (3/9/2018): Nothing new to report – but keeping open for future address
 - (9/7/2018): Still nothing to report. This issue is very important. We will keep it open until resolved. New question: why is overload pay less than regular pay? – most businesses give more for overtime pay – why not SPC?
 - (10/5/2018): NEWS !!! – Alan Worley's #1 job as new Dean of Arts and Sciences is to revisit Lab Pay and Overload Pay and create a new formula if needed. HOWEVER, concern arose:
 - What about the "technical" lab courses (not "Arts and Sciences")?
 - We need to give him a list of all classes impacted
 - Suggestion made to invite him to a meeting
 - (11/2/2018): not addressed
 - (11/30/2018): Dean Worley will be invited to a Faculty Senate meeting to address Summer Labs, Overload compensation/calculations, Adjunct pay/info, Internet classes.
 - (1/11/2019): These issues were discussed with Dean Worley (overload pay formula dates back to 2005, labs are underpaid especially during the summer, labs don't get full pay, who decides which classes are designated overloads, online pay makes no sense,) and he was very receptive and will look at all of this.
 - (2/1/2019): Not addressed
 - (3/8/2019) : Dean Worley is working on. Will remain open for importance but dormant until any new information
 - (9/6/2019) : Alan is still working on. The Science Lab pay is now 4.75. Technical Arts lab pay is still unchanged.
 - (10/4/2019) : Nothing addressed
 - (11/1/2019) : Dean Worley is in charge of this and will discuss with us at a future FS meeting
 - (1/10/2020) : per Dean Worley – he is diligently working on this. This topic will remain open until a future resolution.
 - (9/11/2020): Nothing discussed – still open until resolved
 - (3/26/2021)
 - (3/26/2021) - Per Dean Worley they have not forgotten and is still trying to work on. However, due to COVID things got pushed into a different order.
 - **THIS MEETING (4/23/2021)** Science lab pay for the summer has increased from .5 to .75. However Technical Arts still has not been adjusted (**Topic OPEN**)

Next Meeting, Friday, Jan 14, 2022

8:30AM Levelland Campus

Motion to Adjourn the meeting at 9:03 AM – Motion by Korbi; seconded by Ramesh –all approve

Meeting Adjourned at 9:03AM

Minutes recorded and submitted by Nancy Smith, secretary