FACULTY SENATE
APPROVED Minutes for Meeting #2 of FALL 2026
Friday, October 2, 2026

Members in Attendance: Laci Alexander, Wayne Beadles, Shonee Bullin, Erica Castillo, Melissa Cavazos, Tori Hall (Vice President), Nancy Smith (Secretary), Jennifer Steffey, Jimmy Stratton, Katheryn Townsend, Jackie Underwood, Erika Warnick (President)

Absent: Megan Keith

Quorum is met

Guests in attendance: 3

Meeting Called to Order at 8:32AM
September Meeting Minutes approved without changes – motioned by Katheryn; Seconded by Jimmy

AGENDA ITEMS:

- (9/4/2026) All Faculty Email
  - SPC does not have an all-*faculty* email. The "All@SPC" distributes emails to both faculty and staff. It was suggested that there be a separate all-faculty and all-staff email.
  - ***This Meeting (10/2/2026):*** Drs Satterwhite and Gibbs are open to this idea. Talks need to take place with IT and others as to how to create this. They are in progress. ***(Topic CLOSED)***

- (9/4/2026) Copy Center
  - Since the retirement of Kathy Lewallen, the copy center has been closed. Is there a new policy/procedure with which to make bulk and/or color copies? A new contact person might be Adrian Melburg and Oralia Smith but procedure and guidelines are unknown.
  - ***This Meeting (10/2/2026):*** Per Nick, if a faculty has a large number of color copies to make, please contact Oralia Smith at x2211 or copycenter@southplainscollege.edu. There is a consideration for SPC to purchase some additional color copiers, but items to consider include: (1) our lease with our current copiers is still active and we cannot exchange any, (2) if we signed an additional lease for color copiers, where would we put them. For now, faculty is to make copies themselves with the current B&W copiers, or contact Oralia/email for color copies in large bulk. ***(Topic CLOSED)***

- (9/4/2026) Traffic Issues
  - i) The pathway which connects John Dupree Drive to Clubview Drive and leads to Allied Health is an issue of concern. Drivers are reckless on this pathway and accidents have occurred. Does SPC have property rights to this alleyway/pathway and can attention be brought to this?
  - ***This Meeting (10/2/2026):*** The city of Levelland owns that portion of road, so SPC has no jurisdiction. ***(Topic CLOSED)***
  - ii) The parking lot in front of the Campus Bookstore needs attention. Drivers enter through the "Do Not Enter" opening and drive the wrong way throughout the parking lot. Recently a car hit another car in the parking lot and the question instigated by the car insurance asked was *is there visible arrows painted in the lot to direct traffic*. What can SPC do about this concern?
  - ***This Meeting (10/2/2026):*** SPC is in compliance with Texas law, which states that we do not need directional arrows. ***(Topic CLOSED)***

- (9/4/2026) Wait Listed Students and Dropping
  - A scenario was explained where a class was full with a waitlist. A student was on the waitlist yet an enrolled student was not attending class, nor answering emails of inquiry. Can the instructor drop the enrolled student before the Census date after failed attempts of contact, to allow the waitlisted student enrollment? Should the instructor contact Lola? Is there a procedure?
  - ***This Meeting (10/2/2026):*** We cannot drop students before the census date. If a faculty member has students on the wait list, reach out to the prospective Chair to see if he/she can increase the number for that section. ***(Topic CLOSED)***

- (9/4/2026) Overloads
  - Faculty will be submitting the new overload policy to the next agenda. It was suggested to have Dean Worley attend the meeting where this appears on the agenda.
  - ***This Meeting (10/2/2026):*** Prior to SB37, Faculty Senate has been very involved, on multiple occasions, with discussion and suggestions on the Overload policy. Presently, after the passing of SB37, Faculty Senate is not a decision-making organization; we are only advisory to the President of the College. Faculty Senate is an organization to help faculty do their jobs and to help students. Faculty Senate has not input to the current overload policy. If there are any questions about the new Overload Policy, please reach out to Dean Worley (***Topic CLOSED)***

- (9/4/2026) Process for obtaining topics for meetings
  - In the past, faculty/staff would contact their department rep for submitting topics for the Faculty Senate agenda. With the new set-up, Faculty Senate no longer has *department* reps, but rather *Division* reps. What is the best way to collect agenda items? Suggestions included Faculty Senate email, Faculty Senate Blackboard shell, Teams forum, Link on Faculty Senate Webpage within SPC ***(Topic OPEN)***
  - Reminder: Agenda items are due by Wednesday the week before Faculty Senate scheduled meetings
  - ***This Meeting (10/2/2026):*** Erika presented some Best Practices as a guideline as to how Faculty Senate should accept and address items to add to the agenda. All were involved in the discussion. A possible guideline for those wishing to submit topics could be a checklist similar to:
    - ***Is the item based on truth (vs gossip);*** is it fact-based?
    - ***Is it fair to all involved?***
    - ***Will it build goodwill and community?***
    - ***Will it be beneficial to all involved?***
    - ***Did you go to proper chain of command and what was the outcome?***

    Additionally, it was encouraged that anyone wishing to submit a topic for Faculty Senate must seek out a Senator and/or be available for clarification and explanation. If adopted, we will send out the guidelines and a list of Senators to all Deans to submit to the Chairs along with the role of Faculty Senate and allow them to share with their Departments.
    A motion to accept these 5 guidelines was made by Jackie; seconded by Wayne - as the new framework for considering topics and issues.

<u>OPEN FLOOR/NEW BUSINESS:</u>

- (10/2/2026) Procedures for this section
  - Erika explained that Open Floor/New Business will be to submit topics. Discussions will take place at the following meeting once it is adopted to the Agenda. Motion to accept: Jimmy; seconded: all approve

- (10/2/2026) Unauthorized Copying of Faculty Blackboard Shell
  - When an instructor puts time and effort into training, research, and creating their online Blackboard classes, can Chairs simply have their shell copied and given to another faculty member without permission and discussion – knowing too that that faculty member is earning an income on work/time/training/preparation that they did not do. Is there a policy? Is it in the Faculty Handbook? Does this work too for Dual Credit adjunct instructors?
  - Faculty Handbook 4.14 may have guidance
  - Maybe can a mentorship be made of this?

Motion to adjourn the meeting made by Wayne seconded by Katheryn
Meeting adjourned at 9:29AM –
Next Meeting, Friday, November 6, 2026 – Levelland Campus TA221
Minutes recorded and submitted by Nancy Smith, secretary