

FACULTY SENATE  
Minutes for Meeting #2 of Spring 2021  
Friday, March 26, 2021

Members in Attendance: Robert Baumle, Wayne Beadles, Korbi Berryhill, Jacob Braddock, Donna Ham, Margaret Kirby, Tara Strawn (Vice President), Katheryn Townsend, Erika Warnick, Craig Williams (President) [These are the only live faces seen in the video recording. Others without camera were unable to discern]

Meeting Called to Order at 7AM

Motion to accept Minutes of the December meeting made by Robert and seconded by Wayne; All approved

Guest Speaker: Dr. DeMerritt and Amy Shriver –

- “ADVISE” – a new program by Ellucian that combines all advising information in Colleague and puts it in one place. You can advise, read notes, send emails to students about advising, send early alerts, etc. Gradebook will also feed into advise so Advisors can see grades for students in certain classes. This will be live/active by July 2021. Training will be done and will be implemented by all by Fall 2022.
  - Early Alerts will now allow you to see all contact to student by Advising Center with this new system
- “VERBIT” – Please notify Amy and Dr. DeMerritt if transcriptions are not coming back 99% accurate! – that is the guarantee they have. Everyone is supposed to have access to it – contact Amy so she can add you to the license. If questions, Amy can train.
  - Items need to be done by Fall 2021 – including videos, movies, lecture videos from zoom/collaborate, etc

**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 19<sup>th</sup> 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
  - **THIS MEETING (3/26/2021)** - Per Craig, still trying to collect information about the changes. **(Topic OPEN)**
- Fall Break and SPC Calendar and Drop Date (9/7/2018) [combined topics]
  - This issue comes up a lot and is continuously denied by the Presidents. BUT : (1) there is an imbalance of "day" count Spring Semester vs Fall Semester (2) there is an imbalance of MW classes vs TR classes in the Fall. Adding a THURSDAY to the Fall Break will help balance the MW TR classes. (3) we are aware that there is a guideline on contact hours, but who makes our semester schedules? – why aren't the hours spread more evenly?
  - Why is the Fall Semester Drop date so much earlier?
  - (10/5/2018): Drs. Gibbs and Satterwhite do not know who makes the SPC Calendar. It changes hands between the Registrar, Academic Counsel, Dr. Gibbs, and others – but no knowledge as to who decides and has final say. BUT ... (1) there will be no Thursday added to the Fall Break (2) they do not know why there is a difference of class meeting days comparing the two semesters (3) they do not know why the Drop Date has been moved – opinions voiced that this is a disservice to students and we would like clarification.
  - (11/2/2018): not addressed
  - (11/30/2018): Dr. Satterwhite is not sure why the "Last Day to Drop" was so soon in the semester compared to other semesters. He will ask Andrew Ruiz.
  - (1/11/2019) (2/1/2019) (3/8/2019) (4/5/2019) (9/6/2019): Not addressed
  - (10/4/2019) : Mentioned to Andrew. Will keep working on
  - (11/1/2019) : **Info received:** The SPC Fall Drop date was changed to Nov 21<sup>st</sup>. SPC is also working on a program change to have the system send an email confirmation when submitting Final Grades. They are also working on trying to get student contact info (personal phone and personal email) visible to instructors. Finally, the Academic Council needs to approve and address the discussion of the number of classroom days Fall vs Spring, AFTER receiving a letter of request from Faculty Senate. Hence, this needs to be done.
  - (1/10/2020) : Calendar Drop Dates look good for this semester. However, there is still the issue of MW class days vs TR class Days. In the Fall, there are 28 MW class days and 29TR class days. In the Spring, there are 28 MW class days and 30 TR class days (which is an additional WEEK of TR classes). Hence, (1) MW still has less class days than TR classes in both semesters and (2) Spring TR classes are not only greater in the Spring vs Fall, but a week longer than MW classes!
  - (2/7/2020): Dr. Satterwhite is open to suggestions on how to solve this.
  - (9/11/2020): Dr. Satterwhite and Dr Gibbs are open to suggestions. Faculty Senate will put together a small group to brainstorm for ideas to present.
  - **THIS MEETING (10/2/2020, 11/6/2020, 2/12/21, 3/26/21):** Not yet scheduled **(Topic OPEN)**
- 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?
  - (11/6/2020) – per Dr. Gibbs, he is working on a 3<sup>rd</sup> 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 3<sup>rd</sup> 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.
  - **THIS MEETING (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. **(TOPIC CLOSED?)**
- 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 **(Topic OPEN)**
- WCAG requirements
    - There is still the urge to get all lecture notes and videos closed-captioned. SPC will be contracting with an outside source to do this. However, who is responsible? There is still confusion as to this company and requirements.
    - (10/2/2020): Still awaiting information
    - (11/6/2020) – “VERBIT” (sp?) is finalized. We do not have a timeline of when items will be/should be done nor who is responsible for it, nor if there will be in-person training.
    - **THIS MEETING (2/12/2021)** – There is/will be one person per department trained on this program. A question arose as to if there will be/could be any in-person training and more users trained on this. Also, the VERBIT program seems to be very inaccurate and is not as user-friendly as assumed. There is a lot of extra work to fix the mistakes made. **(Topic OPEN)**
- Overload Limits (2/7/2020)
    - There are some faculty members who have an abundance of overload classes. This lends to a few questions: (1) how can someone honestly teach properly with that many overloads, and (2) does anyone realize how much money they are making?! SPC may be looking at more Adjuncts to rectify this.
    - (9/11/2020), (10/2/2020, 11/6/2020): not addressed
    - **THIS MEETING (2/12/2021)** – There are imbalances to overloads. Why are non-tenured faculty receiving, in some cases, receiving more overloads than tenured faculty? Why are some departments allotted overloads and others, not? - Per Drs. Satterwhite/Gibbs, be sure to talk to your Department Chair first. **(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
- **THIS MEETING (10/2/2020):** Due to new COVID procedures of allowing more work from home, this topic is tabled until a return to normalcy (**Topic OPEN**)

- Blackboard Student Information (2/12/2021)
  - In Blackboard gradebook, if you look at the dropdown menu next to a student's last name, it gives their contact information. However, many of the spaces are blank so the contact information is minimal or empty. Per Dr. Gibbs, he will try to get with Amy to see if we can import the Colleague information for students imported better into Blackboard.
  - **THIS MEETING (3/26/2021)** – nothing new addressed. (**Topic OPEN**)

#### NEW BUSINESS:

- Faculty Senate Vice President (3/26/2021)
  - Craig Williams is stepping down immediately as President. Dr. Tara Strawn will take over in the interim. Hence, a new Faculty Senate VP is needed.
- Would like information about how SPC will be progressing with COVID protocols for the Fall (3/26/2021)
  - Per Dr. Satterwhite – he will be sending out an email memo

#### 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)
- **THIS MEETING (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. (**Topic OPEN**)

\*Invite Dr. Satterwhite and Dr. Gibbs to next meeting?

Next Meeting, Friday, April 23, 2021  
Levelland Library

Motion to Adjourn the meeting at xxAM – made by Jacob ; seconded by Tara; all approve

Meeting Adjourned at xxAM  
Minutes recorded and submitted by Nancy Smith, secretary