

FACULTY SENATE
Minutes for Meeting #3 of Fall 2019
Friday, November 1, 2019

Members in Attendance: Wayne Beadles, Jacob Braddock, Kenny Burns, Jim Harman, Ryan Heth, Margaret Kirby, Ramesh Krishnan, Nathan Ragland, Nancy Smith (secretary), Tara Strawn (Vice President), Erika Warnick, Craig Williams (President)

Invited Guest: Kristina Keyton Garrett, Honors College

Meeting Called to Order at 8:33AM – VP Tara Strawn presided

- Approval of Last meeting's minutes: Motioned by Nancy and Seconded by Tara. All Approve.

SPECIAL NEW BUSINESS*:

- Kristina Garrett was invited to this meeting to discuss the Honors College Program at SPC
 - THANK YOU KRISTINA!

OLD BUSINESS:

- WCAG Comments/Concerns
 - Please make your department aware of the information received at the last meeting regarding close-captioned videos. Bring any/all comments to Faculty Senate.
 - (11/2/2018): (1/11/2019): (2/1/2019) (3/8/2019) (4/5/2019) (9/6/2019) (10/4/2019): Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (Topic OPEN)**
- Landscape Canvas (4/6/2018)
 - A suggestion of creating and providing a landscape canvas/flow chart type media for students and faculty to find available resources offered by SPC for incidents that may occur.
 - Per Drs. Satterwhite/Gibbs: they agreed it may be a good idea and Ramesh was instructed to talk to Dane and Adrian for ideas, while Dr. Satterwhite approaches the Administrative Council.
 - (9/7/2018): Per Ramesh, SPC has this. His classes have created such canvases. He will get permission to use and publish these.
 - (10/5/2018): Dr. Satterwhite believes that this source IS on the SPC website already. He will look for it.
 - (11/2/2018): not addressed
 - (11/30/2018): There seemed to be a miscommunication over this "landscape" topic between Drs. Satterwhite/Gibbs and the Faculty Senate. This will be clarified. We want an easy "click" for someone to see what resources SPC has to benefit those in need (mental health, financial aid, the pantry, etc).
 - (1/11/2019): Kelley met with Dane, Adrienne, and Dean Rangel – they are working on a landscape canvas and a landing page
 - (2/1/2019) (3/8/2019) (4/5/2019) (9/6/2019) (10/4/2019): Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (Topic OPEN)**
- Faculty Senate Bylaws
 - A suggestion was made to reconsider the bylaws of Faculty Senate so that all elected positions serve 2 years
 - (9/6/2016) – not addressed
 - (11/4/2016) – Korbi remarked that the bylaws state that Senators serve 3 years and that the Faculty Senate President serves 1 year – should these be revised? - Korbi will create a draft revision for future discussion.
 - (12/2/2016) Korbi has edited the bylaws. The Senators have been instructed to look them over and be prepared for discussion at the February 2017 meeting
 - (3/3/2017) were not addressed
 - (5/5/2017) – Topic not addressed. Needs to be addressed during next meeting
 - (9/1/2017): Topic not addressed
 - (11/3/2017): Korbi orally voiced the changes she suggests. Kelley will get them written up for us to have in-hand next meeting to vote on.
 - (2/2/2018): The FS Bylaws were examined and edits were discussed. The new, proposed version will be given at the March FS Meeting for edits/approval.
 - (3/9/2018): The new wording of the FS Bylaws was reviewed and voted upon: motion to accept as edited made by Nancy; seconded by Korbi – all approved in oral unanimous vote.
 - (9/7/2018): Per the Bylaws any amendment needs to be distributed to the entire faculty at least 4 weeks prior to consideration. Hence, we will distribute to our departments for comments/vote and revisit this at the November 2018 meeting
 - (10/5/2018): Reminder: send info to your department and be ready for a vote tally at November's meeting

- (11/2/2018): The opinions of the faculty that responded to the ByLaws approval/denied were addressed. Some edits were made. A vote to approve the new ByLaws with edits was motioned by Ramesh, seconded by Korbi, and unanimously approved by all through oral vote.
- (11/30/2018): Kelley will type them and distribute at the January meeting.
- (1/11/2019): Bylaws were handed out for review.
- (2/1/2019) Not addressed
- (3/8/2019) : After waiting the regulated time, and with no discussion nor challenge to the change of the Bylaws, a motion was made/approved to accept the Bylaw changes [i.e. President has a 2 year term, and Senators have no term limits]. A “hand vote” was done with a unanimous approval to accept and adopt the Bylaw changes. Kelley will find out the next step and how to get the handbook changed.
- (4/5/2019) : Nothing addressed
- **THIS MEETING (9/6/2019) : The Bylaws will be posted online. We will close this topic when complete. (Topic ONGOING)**
- 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.

- **THIS MEETING (11/1/2019) :** There was a meeting about this with and they will get the information to FS (*Topic OPEN*)

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

- **THIS MEETING (11/1/2019)** : Dean Worley is in charge of this and will discuss with us at a future FS meeting (**Topic OPEN**)

- Conference Travel (3/3/2017)

- A suggestion was made for a revision of travel compensation. It appears that mileage, hotel limitations, and dining limitations need to be updated "with the times."
- (5/5/2017) – Topic not addressed
- (9/1/2017) – Per Drs. Satterwhite and Gibbs they will look at the allowance and compare and advise.
- (10/6/2017): Not addressed
- (11/3/2017): Not addressed – awaiting
- (2/2/2018): Nothing addressed
- (3/9/2018): This is not a pressing issue to the Drs Satterwhite/Gibbs at the moment.
- (9/7/2018): Faculty Senate would like this issue re-addressed
- (10/5/2018): Per President Satterwhite, they will review this
- (11/2/2018): not addressed
- (11/30/2018): Drs. Satterwhite and Gibbs have asked Theresa Green to reach out to other entities and put together a comparison docket – it just is not a priority right now.
 - However, it is a priority to FS. The SPC Handbook states that our travel pay is comparable to the State Rate – it is not. Hence, either they need to change the handbook, or adjust the travel pay, please.
- (1/11/2019): No word from Theresa Green yet
- (2/1/2019): Not addressed
- (3/8/2019) : They need proof that our rate is not the State Rate
- (4/5/2019) (9/6/2019): Nothing addressed
- (10/4/2019) : Rates were distributed from the Texas Comptroller of Public Accounts of the current rates. This will be discussed at next meeting.
- **THIS MEETING (11/1/2019)** : Per Drs Satterwhite and Gibbs, the rates (^above) are the maximum rates for Texas Travel. Each agency can apply rates as they decide but not to exceed the published rates. For SPC, this becomes a budget issue and a question as to where take the money from if these rates are to increase. The rates here are decided by the Administrative Council and the board of Regents. For now, no changes. (**Topic CLOSED**)

Plagiarism – Process of Reporting (2/2/2018)

- What is the process for reporting plagiarism? What is the penalty for students that do it repeatedly in multiple classes? How can we keep tabs on this as it should not be tolerated?
- (3/9/2018): Dr. Satterwhite does not want to keep track of continuous/multiple occasion plagiarism. Each instructor's syllabus must state their plagiarism policy for it to be enforced within that class, but that is where it ends. – when asked about the policy that is in the Faculty Handbook and the stating of expelling the student, Dr. Satterwhite still stated that it has to be in the class syllabus for the instructor to handle. – In the new system there will be "Incident Reports" for faculty/employees to use so maybe mark it there, but as far as some ONE monitoring it.. no. – Faculty Senators are not pleased about this.
- **** Note: This topic was incompletely answered. Things went on a different tangent before resolution so all issues were not addressed nor mentioned:** Per Drs. Satterwhite/Gibbs (4/6/2018): They are both against plagiarism and academic dishonesty, but they do not want to make a rule to dictate everyone's class. Each instructor needs to have in their syllabus a clause about plagiarism and the consequence(s); only then can it be pursued and supported. There is a system, [Maxient?] that Dr. Stan DeMerritt will be/is using for student discipline. Maybe Faculty Senate can have him come and talk to FS about it and this could be something to be used and monitored? They also stressed for faculty to use the Turnitin system which costs SPC approx. \$27K/year.
- (9/7/2018): Still awaiting information and information from Stan DeMerritt
- (9/6/2019) (10/4/2019) (11/1/2019): Nothing Addressed (**Topic ONGOING**)

- Online Cheating & Online Classes (2/2/2018)

- Discussion arose about online cheating. Is SPC taking any measures to prevent this (i.e. software or outside monitoring sources)? Also, why is it that groups of SPC athletes and dorm students – who are all on campus – are enrolled in multiple online classes? Why are athletes not in the classroom getting help and time with instructors? Why are multiple athletes in the same online class?
- (3/9/2018): Dr. Satterwhite and Gibbs disagree on steps for this issue – whereas Dr. Gibbs is willing to look into software to help curtail this, Dr. Satterwhite believes it to be too expensive and if students are cheating in the online course then it may be too easy – it is up to the individual instructor to handle/decide. – FS discussed that online classes take work and effort to prepare and even if done well, the best made online course will still get cheated in – it is too easy for students to take pictures, talk to someone else, take tests in groups, etc. There CAN be other ways to manage it and maybe SPC should look into those aides. – Faculty Senators are not pleased about this

- Also – as far as a response to the question of what can be done when groups of athletes take an online class together and the issues of (1) cheating (2) not benefitting from the “classroom” as a lot are foreign students – Dr. Satterwhite stated that he is not going to monitor this.
 - Finally – the issue of on campus housing students taking all online classes yet living in the dorms on campus – Dr. Satterwhite is not going to monitor this.
 - (9/7/2018): Still awaiting information on a program and policy from Stan DeMerritt
 - (10/5/2018): Much discussion took place on the following:
 - Nancy gave an update on the new system “PROCTORIO” that was introduced to Dr. Gibbs, Stan DeMerritt, Alan Worley, Amy Shriver, and Nancy. It is a program with full integration into Blackboard to monitor online cheating. Positive reviews were given. No decision has been made by SPC
 - Senators would like “Plagiarism” to be added to the topics of concern when the new Early Alert System is implemented
 - Information was given that not all Early Alerts will go to advisors; some will go to the Dean of Students.
 - Concern was voiced as to whether the faculty will get any sort of reply/follow up when they do report plagiarism
 - President Satterwhite will speak to Stan DeMerritt to see if we can tie plagiarism and online cheating into Academic Suspension
 - (11/2/2018): not addressed
 - (11/30/2018): the cost of Proctorio is being evaluated. No decisions yet.
 - (11/30/2018): Also, Stan DeMerritt was reached out to. With the changes in our new system, the request was made for a “Plagiarism” notation that faculty can mark. That marked record, then, will go straight to the Dean of Students. This should be rolled out in January.
 - (1/11/2019): a few things: (1) Per Dean Worley, Proctorio will not work as it is not compatible with some of our book publishers online cartridges (2) Dr. DeMerritt will be invited to the February Meeting to address the issues above (3) new concern of whether the Handbook (student?) trumps the class syllabus?
 - (2/1/2019) : (1) Dr. DeMerritt was invited to this meeting to speak about reporting cheating [see above] and (2) a new system is being looked at – Proctor U. Demonstrations will occur at a time TBD
 - (3/8/2019) : Nothing to report. Topic will stay open for importance, but dormant until new info presented.
 - (4/5/2019) : Nothing addressed
 - (9/6/2019) : There is still an open bid for a program to assist with Academic Dishonesty online. The final two programs are Proctorio vs ProctorU. The cost would be about \$200,000/year which would result in a \$3 fee added to all student bills/semester. The hope is for a trial pilot of the decided program in the Spring 2020 with a full implementation in the Fall 2020.
 - (10/4/2019) : Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (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
 - **THIS MEETING (11/1/2019) : Info received:** The SPC Fall Drop date was changed to Nov 21st. 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. **(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) : Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (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) : Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (Topic OPEN)**

- Request was made for SPC to send out a new/revised Phone list and mailbox list (11/30/2017)
 - (1/11/2019): Not addressed
 - (2/1/2019) Also, why aren't employee emails of those not employed here any longer either killed or on an automatic reply of "no longer employed"? – this is very discouraging to many
 - (3/8/2019) : Answer of suggestion to use the website for a phone list (however this poses a problem when our system goes out!). They will look into a spreadsheet of mailboxes
 - (4/5/2019) (9/6/2019) (10/4/2019) : Nothing addressed.
 - **THIS MEETING (11/1/2019) : Nothing addressed (Topic OPEN)**

- Request was made for maybe a "list serve" for faculty to ask questions about SPC items/regulations/etc – this may have to go to Dane. (11/30/2018)
 - (1/11/2019) (2/1/2019) (4/5/2019) (9/6/2019) (10/4/2019): Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing addressed (Topic OPEN)**

- A question was brought up as to discounts for family members who enroll at SPC (11/30/2018)
 - LCU allows children of employees who have been there 10 years+ to receive free tuition.
 - Why do the children of employees need to pay all of the fees – especially medical/insurance when that is something they already receive because of SPC's generosity? – can they get a reduction? Can more be offered?
 - (1/11/2019): Not addressed
 - (2/1/2019) Per Drs. Satterwhite/Gibbs, State institutions cannot give discounts. However – the question response to that is what about dual credit? – they get fees waived.-!
 - (3/8/2019) : Facts contradict this about the "state institution" as Delmar gives tuition credits to employees who have been there a year and/or their immediate family. Please pursue. Drs Satterwhite/Gibbs did state that they will look into waiving insurance and/or other fees.
 - THIS MEETING (4/5/2019) : Per Drs. Satterwhite and Gibbs, a State Institution cannot discount. Other State places **appear** to but it is actually through a scholarship or something of the like. FEES can be discounted and do at SPC (approx. \$2mil/year for military, etc). They are hesitant b/c not sure of the long-term financial impact it may have when you multiply a fee discount by a large number of people. **(Topic CLOSED??)**

- Nurse on Lubbock Campus
 - An inquiry was brought up about having a nurse available on the Lubbock Campus. Per Drs. Satterwhite and Gibbs, the idea is great, but the implementation may be a bit difficult. After discussion in the FS meeting, and idea was mentioned about maybe our insurance has a 24hr health call option or we can partner up with UMC's "on call" phone nurses?
 - (10/4/2019) : Nothing addressed
 - **THIS MEETING (11/1/2019) : Nothing Addressed (Topic OPEN)**
- Standard Syllabus Policy (9/6/2019)
 - – A question was brought up as to if there is a standard Syllabus Policy. After discussion: No, but there are items that are standard to be in everyone's syllabus (i.e. – Disability statement, Grade policy, Pregnancy policy, textbook, contact, etc). Also, it would be nice to get the standard policy changes BEFORE we do our syllabus... vs during the first week of classes!
 - (10/4/2019) : Nothing addressed
 - **THIS MEETING (11/1/2019) : the required statements are in the Faculty Handbook. Mention will be made to Stan DeMerritt to try to get out edits and information earlier so as not to disrupt syllabi. There is also a template being worked on for all syllabi (Topic CLOSED)**
- Plainview Bookstore and Lubbock Center (9/6/2019)
 - – Why is it so difficulty for students at the Plainview center to receive textbooks? Also, there is a negative perception among students regarding their experiences at all bookstores. Will there be a bookstore at the Lubbock Center? Can we have our textbooks available at Varsity Bookstore?
 - (10/4/2019) : Nothing addressed
 - **THIS MEETING (11/1/2019) : Dr Satterwhite spoke to Ronnie Watkins and they will meet with Jolee Deitrich to discuss this issue and any solutions (Topic CLOSED)**

NEW BUSINESS:

- 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.

Motion to Adjourn the meeting at 9:54AM – made by Donna ; seconded by Ramesh; all approve

Meeting Adjourned at 9:54AM

Next Meeting: December or January – depending on Dean Worley's availability – Levelland Library
Minutes recorded and submitted by Nancy Smith, secretary

** SPC Webpage of Required and Optional Syllabus Statements:

<http://www.southplainscollege.edu/employees/manualshandbooks/facultyhandbook/sec4.php>