

FACULTY SENATE
Minutes for Meeting #3 of Fall 2023
Friday, Nov 3, 2023

Members in Attendance: Wayne Beadles, Sean Bigham, Jacob Braddock (President), Scott Buchanan, Melissa Cavazos, Torie Hall, Ramesh Krishnan, Sarah Maddaford, Mason Powers, Nancy Smith (Secretary), Tara Strawn, Katheryn Townsend, Erika Warnick (Vice President)

Meeting Called to Order at 8:31AM
No proposed changes to minutes of last meeting

OLD BUSINESS:

- Evaluation of Faculty by Chairs (1/14/2022)
 - A question arose as to do all Chairs base evaluations of their Faculty on student evaluations? – which created another tangent question of: how many departments actually have evaluations of faculty? – which created another tangent question of: how many departments have the ability to evaluate their Chairs? Which created a final question of: what is the purpose? – through all of this discussion it became apparent that there is much inconsistency across the departments. Why is that?
 - (3/4/2022): Nothing addressed
 - (5/6/2022): There are continued inconsistencies with evaluations – ranging from non-existent to some to all. Here is the updated information (1) Per Drs. Satterwhite and Gibbs, by Fall 2022 there will be standardization throughout and even for online programs (2) Faculty evaluations by the Chair are not supposed to be based solely on student evaluations. They can be looked at for trends only and the highest and lowest evals are supposed to be removed. (3) Chairs should look at student evals but not only use them. **FURTHER QUESTIONS:** why did the evaluations remove the listing of Professional Development? In Nursing, they were told that students HAD to do evaluations and were told to check on the list and tell all students to do them – doesn't this list violate anonymity?
 - (9/2/2022) (10/21/2022) (11/18/2022) (1/20/2023) (3/10/2023 (5/5/2003) (9/1/2023) (10/6/2023): Not addressed
 - **This Meeting 11/3/2023:** Per Jacob, Institutional Effectiveness Committee and Administrative Council is working on making a uniform evaluation. He will inquire in their December meeting as to the status. **(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.
 - (12/3/2021) (1/14/2022) (3/4/2022) (5/6/2022) (10/21/2022 (11/18/2022)(1/20/2023 **(3/10/2023 – see New Business)**(5/5/2023) (9/1/2023) (10/6/2023) Not addressed

- **This Meeting 11/3/2023:** Questions continue to arise about a few things (1) if faculty is tenured, why is there a yearly contract? Does one override the other? (2) what is SPC's vision for tenure? (3) if tenured, why are all sections of a tenured faculty evaluated? – why not just some sections? (4) what is the benefit of Tenure? (**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.
 - (11/12/2021) Per consensus of Faculty Senators, holding-off on this topic
 - (12/3/2021) (1/14/2022) (5/6/2022) (10/21/2022 (11/18/2022)(1/20/2023) (3/10/2023) (5/5/2023) (9/1/2023 (10/6/2023)): Not addressed
 - **This Meeting 11/3/2023:** Per discussion, Friday Office Hours are policy. Voted/approved to close (**Topic CLOSED**)
- 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?
 - (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?
 - (1/14/2022): Per Dr. Satterwhite – he will talk to Nick Castillo about the signage. Dr. DeMerritt has taken the other issues to Cary Morrow and Nick Castillo. We will wait for info to come back at the next meeting.
 - (3/4/2022): Per Nick and Cary, SPC is ADA compliant. They will repair the ramps at the Science Bldg, they will put ADA Parking spots at the Science bldg. Per ADA, they are not required to have electronic door openers at the Science bldg. but will consider it on the outside door but not on the inside door. As follow up to other issues: it was an SPC oversight to have the grainy pavement but it will be fixed in the summer during the high heat requirement needed. As far as humps where the street meets the sidewalks, that is a City of Levelland issue. – after discussion, Senators would like SPC to consider the electronic button on inside doors of all bldgs. – because how can a person in a wheelchair get in through an outside door, but then be stuck and not actually get into the hallways because there is no electric interior door opener. That does not seem proper.
 - (9/2/2022): The parking lot gravel issue on the Levelland campus seems fixed. However, the buttons in the Science Bldg have not been done. The Administration Bldg's handicap entrance will now be moved to a new access door. *If you have students with ADA issues, please have them speak up as to how to make the campus more accessible **
 - (10/21/2022): There is still confusion and concern over not being fully ADA compliant with building entry doors – where you can get in from the outside, but then cannot get into the 2nd set of doors from the entryway as there is no handicap

button. Being grandfathered in to the ADA compliance regulations of the past does not seem effective and conducive to students currently.

- **(10/21/2022 (11/18/2022)):** Not addressed
- (1/20/2023): Drs. Satterwhite and Gibbs were briefed on the lack of access through a second door at building entrances. Dr. Satterwhite stated that he will get with Nick and have Nick go through and inventory all buildings to see how ADA-friendly they are. **(Topic TABLED – to allow for time and follow-up)**
- (5/5/2023) (9/1/2023)(10/6/2023) **not addressed**
- **This Meeting 11/3/2023:** Per discussion, the issue with the Science Bldg's door has been resolved. Nick will look into the transition trip-hazard. ** Remember protocol: go to maintenance first, then to the Bldg director, and then if not resolved come to FS – if any issues arise, bring them up. For now, **Topic CLOSED**

- 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?
- (12/3/2021): Per Drs. Satterwhite and Gibbs there is already discussions for updating the orientation for new students. They are hesitant to make anything mandatory, but will certainly try to address.
- (3/4/2022): Per Shane, there is no progress to have online netiquette included in the Freshman Orientation. However, per Tara, she will type something up to give them to hand out or include somehow.
- (9/2/2022): The topic remains open as there continues a strong request for this and the write-up has not been completed yet
- **THIS MEETING (10/21/2022) (11/18/2022) (1/20/2023) (3/10/2023) (5/5/2023) (9/1/2023) (10/6/2023):** Not addressed.
- **This Meeting 11/3/2023:** Per discussion, nothing has been incorporated into New Student Orientation, to date. There are however, posters on some of the campuses directing how to have good communication interaction when approaching your instructors. Maybe Shane's department can make a video that all faculty can use of some "How-To's". Also, if instructors want to make videos and put netiquette into their Bb classes, they have free reign to do so -- the new Bb Ultra will even lock everything until the video is watched. So each instructor can use their discretion as to what they want to do about Netiquette. Maybe Heather has some, as well. **(Topic CLOSED – use individual discretion)**

- Do we have any assessment for Online class-takers (5/6/2022)

- A question was approached as to if there is any sort of assessment or self evaluation to see if students can actually handle an online class successfully. – Amy Shriver was asked and she stated that Stephanie Jones used to have one. But do we still? – UNKNOWN
- Some would like a tool to see if students can do things like use a computer (not laptop), upload a document, use Microsoft word, etc. where ABILITIES are addressed. Can we get something like this? Should we get something like this?
- (9/2/2022): Many items addressed: (1) Per Heather, Instructors can send links to students about how to use Microsoft Word as there are tutorial links. (2) However, students don't know how to use programs and some don't even have computers for an online class. What to do? SPC used to have an assessment created by Stephanie Jones to evaluate if a student was properly ready/trained for an online course but it cannot be found anymore. Can any assessment be done? (3) Title V may be working on a Grant for this. Let's look at information and speak to Dr. Satterwhite to see if he wants to address this with Advising and Amy Shriver.
- (10/21/2022): Per Amy, Stephanie Jones' assessment was from over 12 years ago on WebCT and is no longer in the system. She stated that during their Orientation, new students are shown and informed about taking an online assessment, however there is no authority given to make them take it. Conversation about this pursued, and these new questions arose: (1) if students are urged to take the assessment prior to registration, what happens during late registration and there is no time to take an assessment test? (2) who can give the authority mentioned? (3) The Title V grant seems to have changed direction hence support is still needed to pursue this concern.
- (1/20/2023): Per Drs. Satterwhite/Gibbs, they were receptive to the idea, yet they do not want to create a barrier to enrollment by forcing students to take a readiness class or workshop requirement. However, in support of this was the fact that SPC gets funding for course completion and we have some students who are not successfully completing classes because they (for example) cannot upload a video in their online class. Dr. Satterwhite stated that he would speak to Heather Medley and maybe they can make videos of tutorials which we can include in our classes. Then, we can maybe have them do assignments or quizzes.
 - **As a sidenote from Dr. Satterwhite** – please make sure that online courses are set up for success and assessment, insomuch as giving them enough work to show competency and a chance to succeed -vs – only having two grades for the entire semester! But, do not fudge grades nor make it easy **(Topic PAUSED)**
- (5/5/2023) (9/1/2023) (10/6/2023) **not addressed**

- **This Meeting 11/3/2023:** Per discussion, instructors can import videos, make videos, or ask Heather for any videos. Each instructor can use and import into Bb at will. **Topic CLOSED**
- Student Athletes (11/18/2022)
 - Some faculty are having a difficult time with student athletes in their class, especially if a large portion of the class is comprised of them. Issues mentioned were:
 - They are reported to be loud, cursing, disruptive, and have constant bathroom breaks.
 - Athlete *signings* are during class times and the question arose if they could be after class hours
 - There is a lack of consistency with regard to grade sheets and excuse forms
 - Tara will speak to Dean Worley and/or talk to Roger Redding
 - (1/20/2023): Not addressed
 - (3/10/2023): Excuses difficult to get from Rodeo and Basketball. Any info?
 - (5/5/2023): Regarding the lack of notes, Drs. Will talk to the Athletic Director because it is protocol **(Topic CLOSED)**
 - **THIS MEETING (9/1/2023) (10/6/2023):** still on agenda, but not addressed. Closed though? –
 - **This Meeting 11/3/2023:** Per discussion – **Topic CLOSED** unless further issues arise
- Roster Pictures (1/20/2023)
 - Is there a way to get all students to scan or take a picture of themselves for the MySPC rosters? Instructors have no way to know if the students that attend their online or face-to-face classes are really the students that are registered. Tara will speak to Dr. DeMerritt
 - (3/10/2023) (5/5/2023) (9/1/2023) (10/6/2023) – Not addressed
 - **This Meeting 11/3/2023:** Per discussion there is strong desire to have all students pictures in their roster. This is beneficial for test taking, dual credit identification, student identification, etc. **(Topic OPEN)**
- Self-Registration (1/20/2023)
 - Should new students to SPC be permitted to self register without any sort of orientation or training?
 - Per Dr. Satterwhite, he does not want to create a barrier of student enrollment.
 - Also, students are not aware of all of the services and options that can help students succeed and keep them retained. Per the FS there used to be something called “CANVAS” that was a spreadsheet of all resources. This should be looked for and possible re-introduced.
 - (3/10/2023) (5/5/2023) (9/1/2023) (10/6/2023) (11/3/2023) – Not addressed **(Topic OPEN)**
- Student Disabilities (1/20/2023)
 - A follow-up question/discussion to a prior concern with students with disabilities. We are aware that the student needs to meet with the instructor and the instructor needs to sign-off in AIM that the student met with them. It was also previously established that if the instructor and the student decided that some accommodations would not be needed, the instructor was to leave it in the comments. HOWEVER, when the instructor signs off, they sign off on the accommodations given. So, if during a meeting with the student, the student decides he/she does not want or need some accommodations, then the student needs to create a new LOA with ONLY THOSE ITEMS NEEDED for the instructor to sign off on. Would this not be best and a more accurate proof of the accommodations discussed and accepted? A new and edited form should be created.
 - (3/10/2023) (5/5/2023) (9/1/2023) (10/6/2023) (11/3/2023) – Not addressed **(Topic OPEN)**
- Tenure (3/10/2023)
 - Suggested to re-open tenure vs long-term contracts and suggest incentives or rewards as there is discrepancy between efforts and actions. Additionally, some colleges do not correlate rank change -to- degrees earned. Rather, it correlates to number of years and/or involvement and duties. Can this be looked at as well. Finally, there may be a disconnect across the disciplines amongst the Chair as to how/when/criteria of tenure.
 - **THIS MEETING (5/5/2023):** Per Dr.s if SB18 allows for tenure to continue, he would like FS to propose a tenure and ranking criteria
 - **THIS MEETING (9/1/2023):** Suggestion was made to have Senators reach out to other colleges and gather information on tenure and rank – due by October meeting
 - **This Meeting 11/3/2023:** Information was presented as far as Tenure in other Texas 2-yr schools **(Topic OPEN)**

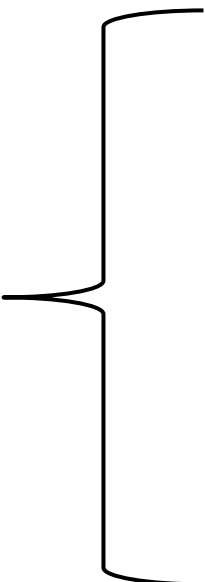
- Blackboard Ultra (9/1/2023)
 - It was evident through discussion that there is a lot of confusion with the new Blackboard Ultra training and the time frame as to when to complete it and when it will be initiated campus-wide. Jacob will talk to Amy and Heather. He also suggested that we Senators be a helper to those in our department if needed, after training.
 - **THIS MEETING (10/6/2023)** – Amy Shriver attended the FS meeting. See information above.
 - **This Meeting 11/3/2023:** not discussed. Status?
- Professional Development Trainings (9/1/2023)
 - Questions/concerns were introduced including: why are trainings only/mostly in Levelland instead of at multiple campuses? Can other campuses zoom in? Can we have different training to issues pertinent to the faculty, such as AI training or training on more complex programs? There are also too many training expectations and it seems as though communication is very confusing. Can we also have a calendar posted on the Professional Development website page of all upcoming trainings to be able to see at a glance?
 - **This Meeting 11/3/2023:** Not discussed. Status?

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
 - (5/6/2022): Per Drs. Satterwhite and Gibbs, all overload and laboratory topics still tabled. No progress.
 - (3/10/2023): The last increase at overload pay was 2004. Would administration please review again. Any consideration to an increase? **(Topic REOPENED)**
 - (5/5/2023): Per Drs, when things get financially better, they will re-evaluate
 - **THIS MEETING (9/1/2023):** Per Jacob (FS President) considering we received a 5% raise this semester, and therefore 30% of SPC new State Funds went towards salary, it was suggested to Table this topic temporarily. Motioned and approved. **(Topic TABLED)**

***** 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

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- (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.
 - (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, December 1, 2023 – Levelland Library – 8:30AM

Drs. Satterwhite, Gibbs, Worley will be asked to attend

Motion to Adjourn the meeting at 9:37 AM – Motioned, by Sean, Seconded by Tara; all approved

Minutes recorded and submitted by Nancy Smith, secretary