

FACULTY SENATE
Minutes for Meeting #2 of Fall 2022
Friday, October 21, 2022

Members in Attendance: Wayne Beadles, Roy Bearden-White, Sean Bigham, Scott Buchanan, Margaret Kirby, Ramesh Krishnan, Nathan Ragland, Tara Strawn (President), Nancy Smith (Secretary), Katheryn Townsend, Erika Warnick (VP)

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?
 - **THIS MEETING (9/2/2022):** Not 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) (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): 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.
- (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): Not addressed (**Topic TABLED**)

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

- 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.

- **THIS MEETING (9/2/2022):** The topic remains open as there continues a strong request for this and the write-up has not been completed yet. **(Topic OPEN)**
- Mileage Reimbursement (5/6/2022)
 - With the rise of gas prices, employees are feeling the cost and a request was made to raise our travel reimbursement rates. The State of Texas rates were presented (see attached) and SPC is below those rates. Per Drs. Satterwhite and Gibbs, this request was denied. Tara will take the rates to them to re-address.
 - ** This same request was made back in March of 2017 as well and was not resolved until November 2019. See older Faculty Senate notes for result of that request.
 - (9/2/2022): The state is now increasing their mileage again and will be 62.5cents. SPC's remains at 40-cents. Please address.
 - **THIS MEETING (10/21/2022):** Per Dr. Satterwhite, SPC will not raise the mileage reimbursement. **(Topic CLOSED)**
- Certification and Dropping of Students (5/6/2022) –
 - When we certify students there is a question of what to do in a face-to-face class versus an online class. For Face-to-face, the judgement is made on whether or not they show up to class during those first few days, and if they have **never attended** they are dropped during the roster certification. However, in an online class, if a student logs on [hence, attends] but does no work, does that constitute non-attendance? Or should it be if they don't log on at all? – clarification is requested.
 - Also, there was discussion as to the “last access” date on Blackboard – does it mean last access to that particular class or last access to Bb in general. - ** Amy was asked and the “last access” date refers to last access to BLACKBOARD in general and not necessarily YOUR course.
 - **THIS MEETING (10/21/2022):** Per Andrew, there is no All SPC policy about roster certification and online classes – focusing on just logging in vs actually submitting something for roster certification. After talking to Dean Blair, he suggests (1) talk to your Chair to see if your Department has a policy, and (2) *just logging in* should not be counted as “attended.” He suggests that you assign something in those first few days that requires an actual *submission* of any kind to easily and better evaluate “non attendance” in the class. **(topic CLOSED)**
- 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.
 - **THIS MEETING (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. **(Topic OPEN)**
- Accommodations (9/2/2022)
 - A few questions have arisen regarding Student Disability Accommodations. (a) if instructors get the notification *before* a student approaches us, is it a breach of confidentiality? - per Dawn no. (b) Reminder from Dawn: be sure to log into AIM to verify that you met with the student after they approach you. (c) Question: on the AIM system, there is no way to make comments as to what the student and instructor actually spoke about in terms of what accommodations they chose to request from the list. Is there a way to add comments somewhere? (d) Reminder from Dawn: There is a workshop on Disability Services during the First Week Activities. If you ever have questions, just ask her.
 - **THIS MEETING (10/21/2022):** Per Dawn, she asked the AIM rep and there is no option to leave notes on the LOA in the system. However, you can type any notes about your conversation with the student and what the accommodations agreed upon were and any discussion points made, and send it to Dawn to keep in the student records **(Topic CLOSED)**

- Syllabus Statements (9/2/2022)
 - There are some repeated and new complaints about the mandated syllabus statements. (1) If instructors' syllabi need to be completed before Wednesday (ex.) of the First Week, is there any way that the syllabus statements from Dr. DeMerritt's Office can be sent earlier than at the end of the First Week and sometimes later? (2) can anyone clarify *why* the syllabus statements need to be in the syllabus if they are campus wide policies and in the Student Handbook? Why do they need to also be in the syllabus? (3) is there another way to distribute them to students such as a Blackboard inclusion in all classes or a "resource" tab or an AllStudent@SPC email? - Please ask Dr. Gibbs and/or Dr. DeMerritt
 - **THIS MEETING (10/21/2022):** Per Dr. DeMerritt they are working on a local site for syllabus statements. The COVID statements will probably be moot soon. Also, the reason it was late this semester was that the Faculty Handbook publication was late. **(Topic CLOSED)**
- Overload Pay (9/2/2022)
 - This topic is still open and new issues are stemming from this being unresolved. New to speak about: (1) Overload pay is \$3-5,000 at other Texas and state institutions. Why is SPC so low? (2) we have faculty who are doing adjunct at other institutions because of better pay. This impacts SPC because... (3) if our instructors choose NOT to do overloads, then we need to HIRE new faculty and pay them more to cover the classes that our faculty COULD do IF the pay was higher (4) Adjunct pay is less than overload pay and does not meet the Standard, (4) "Glass Door" reviews about SPC have many comments about pay.
 - **THIS MEETING (10/21/2022):** Per Dr. Satterwhite – The tax revenue has decreased and we are unable to increase pay right now. This could be something to re-evaluate in the future. It is possible that the Community College Finance System could help, but we cannot compete with larger universities! If we need to hire more faculty to cover classes and overloads, the President Satterwhite needs this brought to his attention, but he has not heard of anything. Please be sure to discuss this with your Chairs as well. Also, SPC ranked 29th in the Average Salary information put out by TCCTA (out of 50). **(Topic CLOSED)**
- Salary (9/2/2022)
 - This is an additional example to a topic that has been discussed many times in the past – a new SPC hire this Fall is making approximately only \$1500 less than a tenured 20-year employee in the same department. This has a negative effect on employee morale.
 - **THIS MEETING (10/21/2022):** Per Dr Satterwhite, he is aware that there is a narrow gap between old and newly hired employees. He will work with HR to try to balance this. However, there will be no longevity bonus. **(Topic CLOSED)**

NEW BUSINESS:

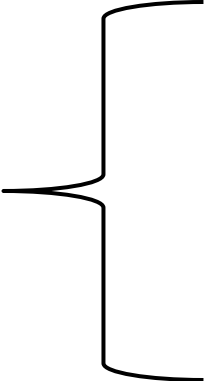
- Blackboard Rosters (10/21/2022)
 - There is confusion and question to the un-announced changes in Bb this semester. For example, in the past when a student dropped a course, they were *hidden* on Bb. Now, they are removed – along with their grades. If the student gets reinstated, how do we get the grades back? Also, why are they just being deleted instead of hidden? - THIS MEETING (10/21/2022) Amy was emailed during the meeting and she stated that they can upload a file to bring the work/grades back into the class.
 - Another issue is that dropped students who were removed from the Ellucian (MySPC) rosters suddenly reappeared and with varying statuses: some reappear as active, and some reappear with a "Dropped" notification. Regardless, why are they suddenly reappearing again and why is there inconsistency?
 - The suggestion was made to have Amy and Andrew attend the next meeting. **(Topic OPEN)**
- SPAM email increasing (10/21/2022)
 - A question was brought up referring to the increase in SPAM emails of "do not click on this link." This is noticeably more frequent than in the past. Is there something going on with the tech side of this?
 - Olga was emailed during the meeting and her reply was that SPC has firewalls, but when people click on the links it opens other access points for the SPAM to get in and maybe quicker/at more points. Please don't click on questionable emails and links. **(Topic CLOSED)**
- New Lubbock Downtown Center Campus (10/21/2022)
 - There are concerns and disappointment with some items regarding the new Lubbock Downtown Center. Statements included but were not limited to: (1) open bathrooms are embarrassing to the students and faculty (there is no door to the bathroom sections and noises can be heard in the common areas (which are very close) and to passerbys), (2) not all Full Time instructors have keys to their office space which in turn lends to the lack of ability to lock their belongings, lock student work, lock tests, lock equipment, and student-work confidentiality issues, (3) Employees do not have keys to the outside door and must leave at the end of day and cannot work on the weekends, (4) lack of acknowledgement and communication when there is loud construction being done that upsets the classroom and teaching ability, (5) baseboard protection strips hanging off of the walls. What can be done about these concerns? **(Topic OPEN)**

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
 - **THIS MEETING (5/6/2022):** Per Drs. Satterwhite and Gibbs, all overload and laboratory topics still tabled. No progress.

**** 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.

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- (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, November 18, 2022 – Levelland Library
Will ask Amy Shriver and Andrew Ruiz to attend

Motion to Adjourn the meeting at 9:46 AM – Motion by Katheryn; seconded by Ramesh –all approve
Minutes recorded and submitted by Nancy Smith, secretary