

Kilgore Faculty Senate Meeting  
Woodfin Bldg  
January 31, 2020

Meeting presided by Ginger Dennis, Faculty Senate President

#### Topics Discussed

1. Old Business
  - a. Faculty Senate Logo/Signs
    - i. The Senate reviewed the proposed sign that will be printed for each senator each year for their door.
  - b. Course Withdrawal Process
    - i. A working group has been formed to address the withdrawal process. They will meet three times, at least, in February. Once a proposal is put in place, it will be sent out to all faculty.
    - ii. The issue of faculty drops still needs to be investigated.
  - c. Professional Development Committee: Amy Collins, Kenya Ray, Meredith May, Matt Wickes, Candice Dotson and Academic Rank Committee: David Fonteno, David Rangel, Carrie Poe, Kelly Kaemmerling, Julian Redfearn
    - i. Neither committee has officially met as of yet.
    - ii. Academic Rank Committee: David Fonteno has been doing research, and empirical research has shown that it is not terribly important to students.
    - iii. Professional Development Committee: Ginger will email the chair, Amy Collins, to schedule a meeting
  - d. Calendar Committee
    - i. Debbie Williams forwarded concerns about the short turn-around with grades and the slightly shorter Fall 2 semester to the calendar committee. They will need to go to Dr. Turpin before it can move forward.
  - e. Ginger Dennis will meet with Drs. Kays and Turpin soon to discuss issues brought up at last few meetings
2. New Business
  - a. Eight-Week Scheduling Issues
    - i. Joe Kirchhoff proposed that instead of Friday no classes, there would be Wednesday with no classes.
    - ii. Ginger Dennis reported that they are still working on eliminating sixteen week courses, including the night classes that are still sixteen week. Deans will have to justify courses that are still sixteen weeks. In discussion it was clear that this needs to be on a case-by-case basis.
  - b. Faculty Handbook
    - i. Dr. Turpin would like to put together a group to re-do the faculty handbook. Ginger Dennis asked for volunteers. Kelly Kaemmerling volunteered to serve.
  - c. Common Syllabus Format
    - i. Dr. Turpin would like a group to look at our common syllabus. Ginger Dennis asked for volunteers. Kenya Ray and Meredith May volunteered.
  - d. Guest Professional Development Speakers

- i. Matt Wickes proposed having the professional development speaker moved from the first week to later in the semester or even online. If we continue to have face-to-face, we need to budget for bottled water and/or coffee. Additionally, we might consider cutting back a bit on the convocation breakfast in favor of having a less elaborate breakfast and a provided lunch for the mandatory professional development.
- e. Faculty/Staff Parking Tickets
  - i. Is there a correct protocol for faculty if they receive a parking citation that they want to dispute?
- f. Other Business
  - i. David Fontenot brought up the consolidation of our catalog offerings. Several instructors are concerned that students are leaving or not attending because of a lack of availability. Issue will be further discussed in the next meeting.

Members present: Meredith May, David Fonteno, Kelly Kaemmerling, Joe Kirchhoff, Nancy Lamouroux, Ginger Dennis, Matt Wickes, Kenya Ray, Susan Black, Alex Knox, Debbie Williams, Chris Reed, Rachel Stallard

Minutes prepared by: Meredith May, Faculty Senate Secretary