

Kilgore Faculty Senate Meeting
Woodfin Bldg
October 11, 2019

Meeting presided by Ginger Dennis, Faculty Senate President

Topics Discussed

1. Old Business

a. Reports from campus meetings

- i. The East Texas Oil Museum would like to remind faculty that KC classes can visit for free.
- ii. Manny Almanza needs students who were successful in first 8 weeks, and well spoken, for possible commercials. KC also needs student testimonials for the website.
- iii. There is a new embedded advisor, Rhonda Heinzson, in Arts and Sciences and a new career coach/advisor (Kyla Sather).
- iv. Registration for current students for the spring semester will begin on November 4th.
- v. The library has been working to fix some database issues. There are streaming videos available for classes and more accessible ebooks.
- vi. Doris Johnson explained the step-by-step move from our current Blackboard to Blackboard Ultra. Faculty are strongly encouraged to make sure their Master courses are up to date in order to make the move in the summer simpler. Doris will create Master courses for those who do not currently have one. Workshops will be scheduled in the spring for the faculty. There will also be an orientation course.

b. Report from meeting with Dr. Turpin and Dr. Kays

- i. Personal Leave requests: Dr. Turpin will add clarifying language to the faculty handbook confirming that approval is not based on why someone is asking off, only whether or not it interferes with major campus events, like finals.
- ii. The requirement to take an entire 8 hours off if we don't come in to work one days is a legal/HR decision. It has to do with federal FMLA requirements and is based on 40 hour work weeks for all fulltime employees. There is no way to change this policy.
- iii. Fully online courses cannot require an in-person proctored exam; hybrid courses can. The senate discussed the need for more training and development of alternative assessment options for online courses.

c. Standing Professional Development Committee

- i. Dr. Tupin wants a faculty committee that can provide him input and suggestions to give professional development opportunities that are relevant. Amy Collins, Meredith May, and Kenya Ray volunteered to join the committee.

d. Ad Hoc Academic Rank Committee formation

- i. The senate began to form a committee to prepare a proposal. David Fonteno will head up this committee to develop a recommendation.

2. New Business

- a. Course withdrawal process
 - i. Dr. Staci Martin and Jase Graves want input on the withdrawal process. The senate discussed whether the college should go back to faculty signing drop slips or advisors signing. No consensus was reached, but there is a general agreement that some kind of intervention would be advisable.
- b. Blackboard organization for Faculty Association and Senate
 - i. On the Blackboard page, faculty can use discussion boards, including an anonymous feature, to raise concerns.
- c. Marketing request for signs on senators doors. Joe Kirchhoff will move forward with this.

Members present: Debbie Williams, Carrie Poe, Kenya Ray, Meredith May, David Fonteno, Joe Kirchhoff, William Stowe, Susan Black, Ginger Dennis, Jane Johnson, Amy Collins

Minutes prepared by:

Meredith May, Faculty Senate Secretary