

Kilgore Faculty Senate Meeting
Woodfin Bldg
February 28, 2020

Meeting presided by Ginger Dennis, Faculty Senate President

Topics Discussed

1. Old Business

- a. Faculty Senate Logo/Signs
 - i. Ginger Dennis will double-check with Dr. Jenkins about where signs can be attached outside of offices.
- b. Course Withdrawal Process working group recommendations-update
 - i. The group on student-initiated withdrawals has met. Their recommendation will be provided to the cabinet on Monday. The group wants students to have to consult their instructor and/or others before they drop the course. The revised form will require the student to talk to a faculty member or advisor and get a signature. The faculty member will have a place on the form to recommend additional student services.
- c. Spring 1 Grades due next week. Dennis Cliburn and Mike Turpin met and decided to delay the time deadline for grades from 10 am to 2pm, due to our feedback to them from the Faculty Senate.
- d. Report on meeting with Dr. Kays and Dr. Turpin
 - i. Reduction of courses from the catalog: there is a push with Guided Pathways to make sure that every course a student takes transfers. The concern with the Faculty Senate is that the reduction has led to Pathways for subjects/fields in which the student might only have two classes in that field.
- e. Other campus meetings reports
 - i. Communications committee meeting
 1. Joe Kirchhoff reported that we are done with McKinstry. They are now in the "tweaking" stage. Jenzabar will also be updated, and it is in the testing phase.
 2. KC is hosting an addiction conference that already has a large attendance projected on April 24th.
 3. The crawfish boil is scheduled for April 23rd, but that might be changed, according to William Stowe.
 4. The college is currently considering hosting two separate ceremonies for graduation or having it as a ticketed event.

2. New Business

- a. Coronavirus
 - i. The concern is what an epidemic would do to campus and if we have a plan. Dr. Jenkins is putting together a group to meet next week to address catastrophic events that cause the college to shut down. Chris Reed and Dayna Davidson are two faculty representatives in that group.
- b. Professional Development Committee Report

- i. Meredith May reported on the committee’s meeting (attached as an addendum) and is almost ready for recommendation to Administration.
- c. Academic Rank Committee Report
 - i. David Fonteno reported that he is doing his committee work as an internet search exercise and he sees “no need to have a meeting”. President-Elect suggested that he meet with interested Faculty to get their input and that the purpose was not to simply find out what other schools do but to develop a specific plan for Kilgore College Instructors to aspire to higher levels of achievement –and the titles that go with them. David admitted that titles matter when interacting with others, especially from our 4-year counterparts/customers. It was requested by the President-Elect that he hold a meeting with interested Faculty before the end of this year.
- d. Future Meeting Date: April 3. We might change the time if it conflicts with the scheduled webinar.
- e. Need one more April meeting. An email will go out so the senate can vote on a date.
- f. Other issues
 - i. William Stowe reported that a “global approach” is needed for Continuing Ed and that he is on a committee looking at software packages that might offer everything needed. He will report at future meetings.
 - ii. Julian Redfearn reminded all of the looming Cybersecurity training that will be required of all employees in the near future. William confirmed that this would be part of the Continuing Ed project that he is involved with.
 - iii. Carrie Poe reminded the senate that the sciences are partnering with the Longview WOW museum this weekend and encouraged everyone to bring any children they know.

Members present: Meredith May, Jane Johnson, William Stowe, Rachel Stallard, Christopher Reed, Alex Knox, Julian Redfearn, Carrie Poe, David Fonteno, Joe Kirchhoff, Nancy Lamouroux, Kenya Ray, Matt Wickes, Debbie Williams, Ginger Dennis

Minutes prepared by: Meredith May, Faculty Senate Secretary

Professional Development Committee Addendum

Matthew Wickes, Candice Dotson, Meredith May and Amy Collins met on February 14th to discuss possible Professional Development ideas. The ideas and thoughts are as follows:

1. A suggestion was made to have guest speakers mid semester, perhaps on a Friday instead of Convocation Week. The thought here was that Convocation Week is extremely busy and the Instructors would appreciate being able to have that time to prepare more for the semester and the students. Also, when the speaker is a few days prior to the semester starting, it often doesn't allow for the Instructors to implement changes or ideas into the upcoming semester. Having a speaker mid semester would allow the instructors to have the information fresh on their minds, allow them time to figure out how they want to introduce it into their classes and then gives them time to implement into the next 8 weeks.
2. Smaller workshops versus the whole entire school was suggested. Perhaps to have smaller workshops throughout the year for specific fields of study. Example: Math Instructors could attend math workshops, Healthcare could attend workshops based on areas of study in Healthcare. These could even be led by Instructors from Kilgore or other community colleges. Could possibly be led by Instructors that had recently attended a conference or workshop and brings the information back to that specific group.
3. The committee suggests having less "big name" speakers and have more local speakers, or speakers from other community colleges that would have similar concerns. Such as hearing from other schools regarding how they do the 8 week schedules, material and course content, and the college experience for students at the community college level vs. a University. The committee strongly agrees that the "culture" of the University student is probably different than the community college student that may very likely have concerns such as getting to school, children to take care of, marital concerns, finance problems, etc.... How do other schools work with these same concerns with their students to encourage success. Suggestions were to hear from other Community Colleges, Teacher of the Year recipients – what do they do, and faculty from Kilgore.
4. While pedagogy is important and still needs to be in Professional Development, the committee suggests to have Professional Development in regards to how we as Instructors can help our students deal with life. We don't just teach a class for many of our students. We act as counselors, a listening ear, and cheerleaders, etc... Having workshops on the resources available at the school or within the East Texas area to assist our students would be helpful. Professional Development on how as Instructors do we reach out to our students that have needs, not just academic or physical but emotional, financial, etc.. There was discussion about having a day of Professional Development series of speakers. Such as have people speak from Buckner in Longview, Hannah House, The Caring & Sharing Food Pantry, Campus Resources, both in Longview and Kilgore.
5. We discussed the need for Professional Development in the area of classroom emergencies – what to do when we have a safety concern or go on lockdown? Medical emergencies in the classroom. Classroom Management – fighting or unacceptable behavior.
6. There was discussion around saving money from having "big name" speakers to giving more \$\$\$ to assist faculty to conferences in their specialty areas.
7. Changing the tradition of Convocation Week to having a lunch instead of breakfast, or, breakfast in August and lunch in January?? Or, as mentioned in #1, having a speaker or series of speakers on a Friday and break the day up with lunch.

8. Late registration was also addressed. We felt some professional development on late registration would be helpful. The committee suggested looking into what area colleges do for late registration and possible software programs so the students can self-register. Suggestions were to have late registration in one area like the gym or Duvall Ballroom so students are not having to walk from one building to the next.
9. We felt Dr. Stowe would be an excellent resource for professional development In regards to the tech resources that we have available such as the studio, zoom, Remind, Que-less, etc..
10. Professional development on meeting students where they are and how to help set them up for success at Kilgore using the resources that we have available.
11. Having speakers that are relevant to our students, our instructors, and the resources that we have available.