

Kilgore College  
Faculty Association  
Minutes of 15 October 2010

D'Wayne Shaw, Faculty Senate President 2010-11

In attendance were the following senators:

Jerome Edinger  
Hugh Wink  
Paul Buchanan  
Amy Smith

Carolyn Fox-Herne  
Cathy Beckman  
Mariane Hastie  
D'Wayne Shaw

Gwen Winters  
Stephanie Walker  
Tom DeLany

**I. Introduction of Senate Secretary**

**D'Wayne Shaw**

D'Wayne Shaw introduced Amy Smith, Kilgore College, Administrative Assistant Technology, as the new Faculty Senate Secretary. Faculty Association members present at the last meeting voted Amy Smith Faculty Senate secretary in order to record minutes for meetings.

**II. Upper-Level Evaluations**

**Paul Buchanan**

There was a discussion about evaluations for the President, Deans, Department Chairs, Faculty, and Staff by lower-level and upper-level divisions, however is the Vice-President being evaluated?

D'Wayne Shaw will discuss with Deans and Department Chairs to ensure the Vice-President is being evaluated. If not, evaluation forms may be necessary for the Vice-President evaluation by the Deans and/or Department Chairs.

**III. Outsourcing of Custodial Staff**

**D'Wayne Shaw**

D'Wayne Shaw sent out an email regarding additional duties of Kilgore College custodial staff and received fantastic responses. D'Wayne formatted additional duties of the Kilgore College custodial staff and provided the results to Dr. Holda for review.

Dr. Holda handed out results of additional duties for the Kilgore College custodial staff to the potential outsourcing custodial services. There was no decision made at this time because of the extensive list of additional duties of the KC custodial staff. At the next Kilgore College Board of Trustees meeting on November 15, they will come to the final decision about the custodial staff for Kilgore College.

**IV. Student Photos on POISE**

**Jerome Edinger**

Jerome Edinger informed the Faculty Senate that he could not get access to Kilgore College students' photos to use for his grade book; therefore, he used a digital camera to take pictures of KC students and used a hyperlink to put photo of KC students in his grade book and it has been very beneficial for him identifying his students.

Jerome suggested with growing class sizes it would be helpful for instructors if KC student photos were available. Both Henderson High School and LeTourneau University has this feature.

D'Wayne Shaw will ask Faculty if they are interested in seeing if KCPD will provide instructors with photos of KC students that links to POISE, so the instructors will have access to photos of KC students; this will save time, use photos for security issues, use for 12<sup>th</sup> day of class role, etc...

**V. Suggested Load Increase**

**Tom DeLany**

There is not enough information given to faculty regarding course load increases; as a result, faculty has concerns about increasing faculty loads; as well as, when faculty sponsors an organization, most faculty members are not compensated for addition loads for organization and clubs.

D'Wayne Shaw reported that the Executive Council Committee is reviewing faculty course loads and overloads. When final decisions made, faculties need ample information from Executive Council Committee on faculty course loads and overloads.

**VI. Committee Updates**

**D'Wayne Shaw**

At the last Faculty Senate meeting, September 2010, D'Wayne dispersed a list of the KC Committees to the faculty senate members for the faculty senate members to get updates from the KC Committees.

D'Wayne reported on the discussions at the Strategic Planning for Technology Committee:

- POISE Portal unused and may be discontinued
- Computers replaced on a 4-year cycle instead of a 3-year cycle
- Projectors replaced from oldest to newest
- Projectors placed on a cycle

D'Wayne also reported on the discussions at the Instructional Council Committee:

- Achieving the Dream Data Summit
- Leadership AIP's

**VII. Pep Rally Time Change**

**Stephanie Walker**

Faculty Senate would like to change the pep rally time to Friday afternoons instead of Wednesdays at 11:00 a.m. If not possible to change the pep-rally time, clearly communicate to students that they are required to attend 12 o'clock classes after pep-rally.

**VIII. Online Class Instructor Requirements**

**D'Wayne Shaw**

There was a discussion about requiring online instructors over the Christmas Mini semester to require two on campus visits with the students. The faculty consensus felt it was unnecessary to require office or campus appearances as long as the instructor ensures Web Course Development Procedures and Instructor's Responsibilities as stated in the faculty handbook.