

Kilgore College  
Faculty Association  
Minutes of 21 October 2011  
12:30 p.m., Randolph C. Watson Library  
Educational Room  
Stephanie Walker, Faculty Senate President 2011 – 2012

In attendance were the following senators:

Julie Payne	Bill Wells	John Whitehead	Paula Carter	John Hillier
D'Wayne Shaw	Lori Truman	Paul Buchanan	Cathy Beckman	

1. September Minutes – Approved

**Old Business**

2. Student Photos on Campus Connect

- a. Will be paid for by the AtD budget
- b. Chris Carroll has requested a demo or screenshots so that options can be discussed
  - i. The photos will be placed on the roster

3. Suggestions for improving Registration

- a. Printed schedule
  - i. Staci Martin will provide the advisors with a pdf of the schedule for printing or the advisor may choose to browse the pdf on their computer without printing. The schedule will have the course code for easier entry in Poise.
- b. Concerning Cell phones for developmental department chairs
  - i. The two large math labs in the ES building will be used for developmental advisement during late registration in January. This will give more space and the number of advisors working with developmental students will increase. Mariann and Becky will be working with the advisors in the math labs that day. The math lab phone number should be on the late registration info sheet.
- c. 0308 Level students will not need to see a developmental Advisor – This will help with the vast number of students on the first day.
- d. Poise and general training
  - i. Pam Gatton will be offering training sessions for advisors.  
There will also be MORE developmental advisors. Developmental advisors should register students for only their developmental classes and then send on to regular advisor (exceptions should be made if you are comfortable enrolling students for their other basic classes so that students don't have to hike all across campus if they need two dev. classes

and one other class for example. However for students enrolling in specialized programs, these should be sent to their respective advisors after they have been registered for their developmental requirements.)

4. Follow-up on comments from Dr. Holda - The following were discussed

a. Survey Questions

i. Suggestions:

1. Do you currently use any of your required "on campus" hours to work out at the fitness center?
2. Would you support the idea of reduced on-campus office hours in favor of virtual office hours for faculty who teach online/hybrid courses?
3. If a faculty break room or lunch room were available, would you typically use it at least once per week?
4. Do you find that your two-day courses (T/Th or M/W) are more effective than three-day courses (M/W/F) in student learning?
5. Do you find that your three-day courses (M/W/F) are more effective than two-day courses (T/Th or M/W)?
6. Would you support longer days and class times if it meant a four day schedule (e.g. Monday-Thursday)?

Other suggestions for questions:

- For the two day courses, do you lecture for the entire hour and twenty minutes?
- Would faculty be willing to teach more flex (fast-track) classes? It seems that faculty sees students every day, students are getting more out of the class. Also registration issues might be simplified since students can register up to the day classes start.
- How do faculty members feel about semesters vs. a block schedule (quarter schedule)?
- If we went to a quarter schedule, how would "full time be defined"? Redefining "full-time"...your full-time might be Summer II, Fall or Spring, Summer I.
- If the Library is redone, Kathy has suggested encouraging faculty to hold office hours in the library in a relaxed common area. Would faculty be willing to hold their office hours in a coffee bar or some such more public area that is a little less informal than our offices?

- b. Virtual office hours
  - i. Possible software: Elluminate and GoToMeeting (GoToMeeting is more expensive but seems to be more usable)
  - i. Dr. Stanglin's initial sense of moving some faculty over to virtual office/conference hours are... **The next four bullets are only being offered as discussion items. Nothing has been decided.**
    - To qualify for virtual hours, instructors would have to be teaching a web class or hybrid class.
    - They would have to go through a training session (an hour or so) on the software with Charleen in order to qualify for virtual office hours.
    - There would be a limit of how many office hours could be "virtual," perhaps tied to the number of web/hybrid courses being taught.
    - They would need to be real-time hours (synchronous) and not just time for the instructor to be sitting at home. In other words, someone would need to be on the other end if a student or dept. chair/dean contacts them via meeting software.
- c. Faculty Dining Room
  - i. Options that we can turn into survey questions.
    1. Creating a designated or reserved space in the cafeteria for faculty/staff only. This may not be appealing to many faculty though.
    2. Opening the Devall Room. This is not very convenient to the cafeteria and has limited seating capacity.
    3. Creating a new faculty lounge somewhere on campus. Assuming that this would be created in a building other than Devall (as we are out of space), there would be no cafeteria support/access.
  - ii. We need more data. How many of the faculty would use this? See suggestions for survey questions.
- d. Resurrection of the Benefits Committee – Please let Stephanie Walker know if you would like to be on this committee.
  - i. A couple of years ago Dr. Holda announced that we would be phasing out the gold coins over the next five years. After this year's awards are given out, we have two years remaining for gold coin awards. This would be an excellent time to put together a committee to begin looking at alternative awards as well as other benefits. Tony Johnson suggests that a KCBusiness be sent asking for volunteers who would like to serve on the committee.
- e. Financial bonus in the event that we go to a statewide pay for performance plan.
  - i. Tony Johnson sees this as an item that the benefits committee could possibly **address in the future** and make recommendations to EC.

## 5. Parking lot lights

- a. Chief Pessink sent a four page report consisting of all the outages across campus
- b. Chief Pessink reports that the physical plant is supposed to be working on the issue but he has not received any feedback on the status.

- Front side of BA building needs an outside light.

## **New Business**

6. Drop Slips – The following was discussed
  - a. Some students drop classes without being fully informed of their true grade status or repercussions to too many W's.
  - b. In the past the Registrar's Office was concerned that students waited until the last Friday to drop and Faculty were not there in the late afternoon. Suggestion: The Registrar's Office/Admissions Office could set the drop date one week early for students but then faculty could have an extra week window to address that problem.
  - c. Suggestion: Instructor initiated drops to be submitted online (submitted in a similar manner to the Red Alert system). Staci is looking into this. There may need to be a paper trail.
  - d. The matter of reinstating drop slips will need to be put before IC.

Could we require students to obtain a slip from their instructor up to a set date (so that students would be encouraged to consult with the instructor) and then have a set date after which they can go drop on their own (maybe the last week before the drop date).