

Kilgore College
Faculty Association
Minutes of 16 September 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	Tom DeLany	Bill Wells	Michelle Wilder
Jeanine Tagg	John Whitehead	Paula Carter	William Stowe
Nancy Carter	D'Wayne Shaw	Lori Truman	Paul Buchanan
Cathy Beckman	Mariane Hastie	John Hillier	

Guest Faculty: Kenya Ray

Old Business

1. Student Photos on Campus Connect

- a. To be discussed at ATD meeting on September 20.
 - Could be a part of ATD – calling students by name should increase contact with students

New Business

2. Suggestions for improving Registration

- a. Printed schedules for advisors
- b. Department chairs provided with cell phones and those numbers provided to all advisors
- c. All advisors in the three computer labs in the ES building (if labs can handle it)
 - Problem with dance students if we do this
- d. Others?
 - Advising in the Woodfin center with the developmental advisors didn't go well
 - Too many students at once (break it up through alphabetical order so that there is not a flood of students at once)
 - New employees don't have training on Poise so they can't register students when Campus Connect is down.
 - Placement problems with classes with prerequisites (more training for advisors)
 - Stuffing problems with high school classes when classrooms won't hold that many students...plus students being added to already full classes.
 - Also having trouble with students being added after two weeks of classes.
 - Some instructors weren't asked for permission before these late adds.
 - Who has ability to stuff classes?
 - With Dev. Reading in mind (maybe other dev. subjects as well)...fast track reading are not filling and they are having to cancel classes...advisors are forgetting to look for these fast track classes.
 - Email other suggestions to Stephanie.

3. Printing needs

- a. The campus Ricoh copiers have authenticating capabilities but it is not set up. Is there a need for this?
 - Allows you to send a print job, walk to the printer, punch in code and only then does the job get printed.
 - Would be beneficial for nursing department because the Nursing Dept will get charged for a print job that is not necessarily a nursing employee print job when sent to the in-house printer.
 - It was determined that the capability is not needed and using the Print shop is always the best way to print.

4. Class rolls

- a. No more printing of temporary or interim rolls
 - Consensus is to stop using interim or temp rolls because what is on Campus Connect is more up to date than what we are getting in our boxes.
 - One page brief roster to save money.
 - Gets us out of policing who has paid and who has not.
 - Registrar's office and cashiers office will handle unpaid.
- ii. Trial run with flex classes this semester
- iii. Permanent rolls will still be printed
- iv. Brief roster with class id, student id, and student name is available for CSV Excel spreadsheet download on Campus connect

5. Comments from Dr. Holda

-Dr. Holda has asked for our input on the following ideas. The red print designates employee suggestions / comments.

- a. Initiatives to help prevent burnout
 - Set up innovated team taught classes
 - Other disciplines outside of own
 - Unique events/discussions
 - Put in a faculty lunchroom so we can talk/visit (bring your own or cafeteria)
 - No longer a benefits committee - Holda wants to set up
 - Other opportunities for virtual office hours
- b. Current structure of office hours vs. some virtual office hours
 - We like this idea – allows flexibility for employees with online and off-campus classes.
 - How would employees be held accountable?
- c. Unique class scheduling – Example: Work Friday through Sunday and be off Monday through Thursday
 - Or exclusively Monday through Thursday – to save costs
 - Accomplish more with these two day a week classes

- Problems with scheduling for students who work not being able to get in enough classes
- Could have extended time classes on Fridays and Saturdays
- d. Adjuncts
 - Classifications for adjuncts that teach nearly full-time?
 - Do we need to do a complete review for adjuncts? Yes
 - Long-time adjuncts (longevity tiers for adjuncts)
- e. Scheduling work out time for faculty
 - On-campus hours
 - We like this idea
- f.
 - If we move to a system state-wide where we get paid for performance...do we want to provide extra benefits if our students perform well?
- g. Survey on Survey Monkey
 - Should we have a campus wide survey on what to do to prevent burnout and the ideas above? Yes

6. Other

- Hybrid courses could provide a relief to burnout
- These hybrids would also be a money saver and space saver for classrooms...would also allow students to fit enough classes in their schedules.
- Concerns about one-day-a-week course: Faculty member had a concern that this group didn't appear to get as much out of the material because students didn't have as much contact. On the other hand, how does this compare to online courses? You still have more contact in a Hybrid than you do for an online course.
- Is there a policy for face-to-face and web classes (as part of their load...handbook says 50% or less may be web classes)
- Recycling issues: The recycling bin is FULL and has not been emptied until the first of the semester...we will be looking into this!
- In the PE Complex – they don't have a recycling dumpster.
- Are the lights on in the parking lots at night? We need to have the lights on the parking lot when students are getting out of class at night – safety issue.
- KC Police are not having any luck in getting the lights turned on either.

JII – 9/17/2011