

END OF SEMESTER UPDATES FOR SPRING 2015

Faculty Handbook: The committee has sent all of our recommendations to Dr. Turpin. After looking through our recommendations, Dr. Turpin would like to hold off on some of the changes until faculty have more time to give input. Therefore, the discussion will continue in the Fall.

Student Appeal of Grade: The faculty and student handbooks will have a new appeal process for students. Students will be given six weeks into the next long semester (Fall or Spring) to appeal a final grade in a class. Therefore, faculty should keep records until the end of the following long semester.

Shredding of Personal Information: There is a procedure in place that allows for faculty to dispose of confidential information (exams, rolls, etc.) Check with the administrative assistant in your area if you are unaware of the procedure.

On a related note: Are there any other procedures on campus (that pertain to faculty) for which the process is unclear for you? If so, please send Jennifer Chilek a list.

Adjunct e-mail list: David Whitfield has those set up in outlook. If a name needs to be added/deleted contact the appropriate dean's administrative assistant.

BlackBoard Conversion: BlackBoard will go live Summer 2. Summer 2 instructors have now been enrolled in the BlackBoard training course. The training is on-line and self-paced. The course contains 11 lessons, each consisting of lesson content in pdf format, associated you tube videos and a brief quiz. Instructors each have a practice course in which they will complete tasks as instructed in the lesson as they work through it. As it stands now, instructors will be required to complete the training before they can create their courses in BlackBoard. Any instructor who would like to begin training should contact Charlene Worsham.

On-line Class Standards: From Dr. Turpin: My opinion is that the official approval was made by the Academic Policies & Curriculum Committee. Instructors should use the peer review template to construct (or reconstruct) their online courses. We will start the peer review process in the fall for existing classes and for spring courses. I'm not sure of the exact process at this point.

Summary from Stephanie Walker:

The committee was tasked with 4 different items. Here are the items, along with our progress on each.

1. Standards for Courses – the Peer Review
 - a. This is completed.
 - b. We revised and updated the old Rubric.
 - c. Instructors should use the Review as a 'Self-Check' while building their new Blackboard courses.
 - d. Peer Reviews will begin in the fall. Instructors must score a 59 or higher on the revised Rubric. This is a total of 39 points on all required standards plus 20 points from other standards.
2. Best Practices
 - a. These are included in the Peer Review
3. Determining what professional development we want
 - a. We have asked Charleen for online Blackboard training for instructors that already teach online. This training has already begun for some instructors. Instructors should contact Charleen when they are ready to begin their online training.
4. Requirements for Students
 - a. There was talk of implementing a minimum GPA for Web students. This was put on hold and will be revisited in May of 2016.
 - b. I met with Charleen concerning the skill requirements we have listed on the website. We agreed there should be items such as time commitment and time management included among other things. Chris Craddock will soon be adding the same information to the KC Website so that it matches the information on Blackboard.

Proctor U: TCCTA has partnered with Proctor U. Kilgore College and its students are already receiving the benefits from this partnership.

Rolls for Summer I: All faculty need to print their rolls for Summer I prior to May 27th. As it stands now, that is the day the campus will begin the conversion to JENZEBAR. From May 27th to June 11th there will be no access to rolls, etc. Please make adjuncts teaching Summer I aware of this as well.

Testing Centers (Longview and Kilgore): The testing centers do not operate under the same procedures. With the switch to JENZEBAR and BlackBoard some faculty feel there is a need to unify these procedures in order to better serve our students. This will not be easy as each testing center reports to a different administrator. Also, there have been some issues recently at the Longview Testing Center with regards to academic dishonesty. Dr. Turpin and Dr. Fowler are aware of this.

Student behavior/background with regards to scholarships, etc: Kilgore College does not have any rules against giving out scholarships to students with a criminal background. However, housing does conduct a criminal background check on each student and does not allow any student with a criminal background to live in the dorms. Also, various departments do not disperse scholarships to students with criminal backgrounds due to the fact that students with criminal backgrounds would not be allowed to pursue a career in that particular field.

Dual credit pay and expansion: Dr. Holda thinks the main area of expansion with regards to dual credit will be on the workforce side with welding, automotive, etc. At this time, there is no plan to take away travel pay. However, Dr. Turpin is not against looking at a stipend instead of mileage reimbursement. There are many factors that would be considered: distance traveled, number of days traveling, etc. One question I asked: With "satellite campuses" being discussed in Henderson, Gilmer, and other places would these be considered in the same arena as the Longview Campus since no reimbursement is given when driving to the Longview Campus? No decision has been made on that question yet.

Advising-Centralized location: Chris Gore hopes to form a Registration Committee at some point in the Fall Semester. All areas of Registration will be considered, including moving all advisors to a central location. The most likely locations would be the Woodfin Center and the ES Building due to their computer labs. The goal is to streamline the process for students.

Adjunct Pay Increase: Dr. Holda and EC will be working on the budget during their May 13th retreat. Right now, the plan is to increase adjunct pay at each level by \$250, overload pay by \$150 at each level, and summer pay by \$250 at each level. KC is facing competition from other institutions in the area. As a result, KC was losing some very qualified adjuncts. Because of this, Dr. Holda felt the need to increase the pay by a significant amount. Typically, the Salary Committee makes recommendations for full time and adjunct pay. Due to the circumstances, Dr. Holda decided to make the decision without input from the Salary Committee.

Campus Appearance: The projects for the Mall Area and Library are moving forward. Steps to improve the appearance of KC (flower beds, cleaning the outside of the buildings, etc.) are also being taken into consideration.

New Faculty Senate President: Jennifer Chilek will be taking over as the Faculty Senate President as soon as the semester ends. She was at the end of semester meeting with Dr. Turpin and Dr. Holda. Keya Ray is the president elect.