

## Faculty Senate Minutes January 25, 2015

A summary of Dr. Turpin's comments to some on-going issues/concerns is below in red.

1. **Making up office hours.** One division is being required to make up office hours when they are missed. The faculty member is required to post a note on their door when they miss an hour and list the make-up hour on the note as well. Other divisions do not have to do so. This was one reason why the resolution was passed by faculty senate with regards to leave time.

At the next board meeting a revision to the policy requiring office hours to be kept after 1 pm four days a week will be proposed to be altered to two days a week.

Office hours are for student interaction with faculty. Therefore, office hours should be kept. Leave time should be turned in if a significant amount of office hours will be missed. There is no need to make up office hours or take leave if a faculty member has to leave a few minutes early or come in a few minutes late only if it happens on rare occasions. A note on the door is sufficient. However, communication with department chair and/or dean is essential. Although the department chair is not the official supervisor the Dean may delegate responsibilities to the department chair.

2. **Substitutes for missed classes.** One division requires they find a substitute if they know they will be missing a class in advance. Other divisions are not required to find a substitute. It is left up to the instructor.

Walks should be rare and avoided at all costs since class time is vital to the learning process. Assign outside work or group work if a walk cannot be avoided. Having to find a substitute is not an absolute but once again, communicate with supervisor.

Faculty should enter the number of hours on their schedule that they missed for that day. The system will record up to 10 hours per day.

3. **On campus hours/Office Hours:** Some divisions are required to account for on campus hours, while others are not. Further, some are allowed to use on campus hours as “fitness center” time. However, some divisions are not allowed to count “fitness center” if it does not fall within “normal business hours”. However the faculty handbook states “All faculty members are subject to assignment from 7 a.m. to 10 p.m.” Office hours themselves are not enforced consistently or are not followed by all faculty.

The intent of the five on campus hours is for faculty to be engaged in other work such as committee meetings, department meetings, etc. Therefore it is reasonable to expect the five hours to occur within regular business hours. The ½ hour rule for fitness center was meant for staff only, not faculty. Although it is reasonable to allow a portion of the five hours to be used for fitness center.

Faculty need to schedule 10 office hours and 5 on-campus hours. The five on-campus hours should be marked **OC** to distinguish them from the office hours, which are the instructors-designated times they are available for students. **OC** hours should be identified during the regular working day. These can be flexible, meaning that if an instructor has to attend a campus meeting at a time when they do not have office or **OC** hours on their schedule, the instructor may work with their dean/dept. chair to adjust their presence during posted hours within the following few days.

4. **Class schedules.** Some departments offer classes four days a week, others do five days a week. This is causing issues with building schedules for students.

The schedule is a work in progress and will not be completely fixed for the Fall Semester. As for a MTWR schedule there are issues that prevent this. For example, we can't offer as many classes, and workforce areas have blocks for workforce classes and then slots for academic classes that work for MWF classes.

5. **Advising students.** Departments have different rules/policies on advising students, and some faculty do not advise students at all (Why? Why not?)

Not everyone has the skill set to advise. Dr. Turpin asked the deans to look at faculty assignments/standing committees and try to even things out. He also asked for a list of faculty and the number of students they advised during early registration. Starting this semester, faculty will be asked to advise for three hours each week during early registration. There are workforce faculty that will advise more than three hours since they have cohorts of students they advise each semester.

6. **Travel reimbursement for Dual Credit Pay.** All faculty should receive mileage reimbursement for travel to and from dual credit sites, especially since many faculty are not required to teach dual credit. Not reimbursing faculty for mileage is the equivalent of a pay cut for faculty that are taking on duties for which others are either unsuitable or unavailable.

Dr. Turpin and the Deans are working on some type of pay structure for mileage reimbursement. Nothing is finalized at this point.

7. **Summer schedule/online classes.** As with dual credit assignments, many faculty make themselves available to teach during the summer or wish to teach only online but are prevented from doing so, based on a policy that requires anyone teaching online courses to teach the same number of hours face-to-face. This hurts faculty and departments as well.

Faculty may teach only online during the summer. However, it is incumbent upon each department to offer face-to-face classes in the summer. We need to meet the needs of our students.

8. **Overload pay.** Overload pay calculations should be made consistently in the faculty member's favor. It is known that some divisions calculate overload hours "blindly" while others ensure that the most advantageous pay structure is used.

The Deans agree that the most advantageous pay structure should be used when figuring overloads. However there are unique situations that may cause this to be altered.

The deans think that most people understand how their overload is figured. Instructors who would like a detailed explanation should see the appropriate dean/dept. chair.

9. **Money for professional development.** Some departments/divisions make money available to faculty members for travel; others do not, or have widely differing policies on how this is decided. Most departments do not have funding enough for faculty to travel beyond the east Texas area for one conference per year.

The Deans and Dr. Turpin are continuing to discuss this. One of Dr. Turpin's suggestions is to consider putting departments on a 2 – 3 year rotation so that a larger bulk of money can be used by departments for travel.

10. **Class times.** Instructors should not feel pressure to hold classes for the exact length of class time. Those who routinely dismiss class early should be dealt with but if an instructor is teaching the material/doing their job then an occasional early release should not be subject to leave time.

The Deans agree with this in principle. However, class time should be used effectively. Many techniques have been presented to faculty over the last several years. Therefore, class time should be used wisely to find out what students are still unclear about.

Other:

- Student Success Council met. Go Week will not be offered anymore. An alternative is to require a type of COLS class for all students with developmental requirements. It will be slightly different than the current COLS 0300 class and will be for college credit as an EDUC Course. This will be presented to Academic Policies and Curriculum Committee on January 28<sup>th</sup>
- The Library renovations along with Central Park will begin as soon as final exams are over. The goal is to move the library back in half way through the Fall semester.
- Statement to deans: proctoring for online courses can be done through the Kilgore testing center, Longview Testing Center, other's testing centers, or Proctor U.