

Faculty Senate Minutes for March 20th 2015

Members Present: Brandon Walker, Paula Carter, Kenya Ray, Bill Wells, Lori Truman, Lara Pauley, John Raulston, Ann Gerrity, Debbie Williams, and Susan Black

I. New/On-going Business

- a) Adjunct e-mail List: They are set up and ready to be used. The questions was asked about who to contact when new adjuncts need to be added to the e-mail list. Brandon Walker will follow up with David Whitfield on the procedure.
- b) Jenzebar/Blackboard/Training/On-line class standards/Civitas

Tuesday-Friday (March 23 – 27) is the Academic Collaboration Essentials Workshop. It is not online. A BlackBoard trainer will be on campus in the Woodfin Center training room. There are 6 seats available. Additionally, the following week, March 30-31, there will be a 2-day Using Blackboard to Enhance Teaching & Learning workshop. This will also be led by a BlackBoard trainer. It will be open to 6 KC instructors. The trainings have been running pretty much all day, which is not really conducive to instructors attending. Doris and Charlene will attend, so at least they will gain info that can be passed along. Online options will be available soon. Charlene Worsham will be leading them and will send an announcement when it is a go.

Instructors will be using Blackboard starting Summer II

The Standards for teaching on-line classes is close to being finalized and will be sent out to all instructors. When converting classes to Blackboard, instructors will need to make sure their classes meet the standards.

Jenzebar conversion is scheduled for the second week of June. The college did receive a grant to help with the Purchase of Civitas. It is still to be determined if Jenzebar, Civitas, and Blackboard will integrate smoothly.

- c) Faculty Handbook Committee: The committee has completed the review of the handbook. Suggested revisions have been sent to Dr. Turpin. An updated handbook will be available at the start of the Fall 2015 Semester.
- d) Student behavior/background with regards to scholarships, etc.: The questions was raised about scholarships and whether students with behavioral issues and/or criminal backgrounds are eligible for KC Scholarships. Brandon Walker will follow up with Dr. Jenkins.
- e) Library Renovations:
 - The Library will move to its temporary location at the end of the semester.
 - For now, The Zone will not be moved to the Library.
 - The Library will be occupying some space in the Applied Technology Building.
 - Things will possibly be moved back into the Library between the months of November and January.

- f) Itemized paychecks: 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.
- g) 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.
- h) Shredding personal information: Most areas on campus have some type of procedure for disposing of large amounts of personal information. Faculty should check with their department chair or dean if they need this service.
- i) Cafeteria hours: Brandon Walker will follow up with Dr. Jenkins about having some extended hours in the cafeteria for students whose class schedules conflict with cafeteria hours.
- j) Dual credit pay and expansion: Satellite campuses are in the works for Henderson and Gilmer. They will be used for dual credit and other class offerings. Questions/Concerns: Are there enough faculty to teach at all these locations? What kind of travel reimbursement will they receive? Brandon Walker will bring up these concerns at the next meeting with Dr. Holda and Dr. Turpin.
- k) Advising-Centralized location: Brandon Walker and Louise Wiley will be meeting with Pam Gatton and Chris Gore on March 31st to discuss a plan to move advisors to a central location during late registration. More information will be made available as soon as details are finalized.
- l) End of Year Luncheon: The Faculty Senate will have their end of year luncheon at Napoli's on Friday April 24th at 1 pm.