

Kilgore College Faculty Senate Meeting Minutes

Date/Time: Friday, February 24, 2023 10:00 am – 11:00 am

Location: Woodfin Center on Kilgore College Campus and Zoom

Meeting presided over by Faculty Senate President: Cori Holden-Williams

Senators in Attendance: Nick Simpson, Meredith May, Kelly Kaemmerling, Cori Holden-Williams, Carrie Poe, Michelle Sullivan, Danny Darden, Gin Germany, Debbie Williams, John Whitehead, Kenya Ray, Kristi Kleinig, Michael Ferguson, Susan Yellot

Others on Zoom: Cole Kruger, Dorothy Puckett, Joe Kirchoff, Kate Yglesias, Kim Ellgass, Lori Williams, Luke Gless, Mary Shaw, Rhonda Heinsohn, Sarah Booker, Zachary Carnes

Titling Committee Updates: from Danny Darden, Chair

- Four new titles approved at last meeting:
 - M. Shaw, Professor
 - K. Kleinig, Professor
 - A. Ortiz, Assistant Professor
 - S. Lasik, Assistant Professor
- One new member of the Titling Committee added: Stephanie Lasik. Cori Holden-Williams is stepping down from the committee, as she will now sign title changes as Faculty Senate president. A new alternate Titling Committee member was added at last committee meeting: Carrie Poe.
- Changes to Title Application form to be made: request supporting documentation list as separate document, instead of listing on application

Academic Honesty Committee Updates: from Meredith May, Chair

- Discussions were had with people with access to AccessKC to track Drop/Fail/Withdraw students who may be DFW due to cheating/academic dishonesty (one-time or possibly repeat offenders).
- Add an Early Alert option specifically for academic dishonesty; are there ways to inquire/be notified about past academic honesty violations?
- Designing an assignment/module (under Organizations in Bb, all access) for students to complete upon first offense of academic dishonesty (assignment may include video, quiz, etc.)
 - Could possibly be made a required assignment for a course at the beginning of class and/or new student orientation.
- Working on rewording the language regarding academic honesty in course catalog to include AI (artificial intelligence), ChatGPT, etc.

Multi-Modal Committee Updates: from Nick Simpson, Chair

- No longer refer to classes with “X” designation as “hy-flex”; refer to as “multi-modal, MM”.
 - “Flex” is used by other areas to refer to flexible start dates/end dates from established school calendar.
- MM refers to course material for “consumption” by students offered in multiple ways, e.g. in-person and recorded lectures, pre-recorded videos, virtual assignments, study guides, etc.
- Instructor can choose the variety of ways to offer material, the student can choose how to access the information (in-person, online synchronously (aka remotely), or online asynchronously).
- Students should be able to move through assignments and modes of delivery seamlessly.

- **Summative assessments** (those for a grade, i.e. quizzes, tests, exams, lab practicals, etc.) should be identical/comparable across all modes.
- Any **in-person required component** for a course needs to be listed in the course description.
- Student attendance the first week can be verified in multiple ways, such as either in-person attendance, completing an assignment online, etc.
- MM courses have a designated class time; faculty is expected to hold class at that time, giving lectures to in-person attendees, online attendees, and/or recording lecture videos/course content.
- The class limit on MM courses is based on designated classroom capacity; additional students will require an additional course to be opened/offered, with appropriate compensation for the instructor.
- A general module about MM courses, and what to expect, for students will be made available on Bb.
- Explanation about MM courses will be made available (in particular) to embedded advisors.
 - per request by R. Heinsohn, chair and/or committee member(s) will make a specific visit with embedded advisors before new registration begins for Summer 2023/Fall 2023 registration starts on April 3, 2023.
- Additional information about specific best practices for a MM course will be made available to faculty (hopefully, will count as professional development).
- A final policy recommendation about MM classes will be presented to Dr. Skopek at the end of April.

Campus Meetings Updates: (mainly from Kelly Kaemmerling)

- Communications Committee meeting:
 - budget assessments should start next week (last week of Feb. 2023)
 - New scholarship award software being implemented; scholarship committee no longer exists; software will auto-award scholarships to students if they meet the listed criteria.
- Academic Affairs Committee meeting:
 - small changes to some individual courses (refer to the minutes sent out by your faculty representative on the Academic Affairs committee)
- Institutional Effectiveness Committee meeting (update from Meredith May):
 - surveys will be sent out soon; keep an eye on your emails
- Other Committee News:
 - Diversity, Equity, and Inclusion (DEI) committee meetings are on hold (update from Cori Holden-Williams, per Dr. Kays instructions) due to possible legislation in the Texas House of Representatives, HB-1006.

New Faculty Senate Executive Officers business:

- Kelly Kaemmerling is leaving Kilgore College, and stepping down as Faculty Senate president; current President-elect Cori Holden-Williams (CHW) will take over for the remainder of the 2022-2023 year, and preside for the 2023-2024 year.
- Currently, there are two nominations for Nick Simpson for President-elect for the 2023-2024 year. Email Cori Holden-Williams (cholden-williams@kilgore.edu) with other nominations; voting on President-elect will take place at next Faculty Senate meeting, March 24, 2023.
- Cori Holden-Williams (CHW) has appointed Carrie Poe as “secretary” of Faculty Senate; name change of “secretary” to be considered (e.g. Record Keeper, Recording Artist)

New Business/Proposals for Ideas for Faculty Senate:

- **Pay/Salary (for faculty, specifically):**
 - The TVCC salary study won't be used by KC for comparison of salary.
 - The executive committee of the Faculty Senate will meet with Dr. Skopek and Dr. Kays on Friday, February 24, 2023 to discuss a timeline for review of salary comparisons; they will report back at the next senate meeting.
 - Cori (CHW, new president of the Faculty Senate) intends to make the transparency (by administration) of the salary issue the number one priority of the senate for the upcoming year.
- **Faculty representatives on the Budget Committee and Calendar Committee:**
 - Faculty representatives have been tolerated on these committees in the past, but rarely heard, and have been slowly eliminated from contribution and attendance. New business involves getting a permanent faculty member on each of these committees.
 - **In particular, the Calendar Committee:**
 - Interest in addressing the time conflict with the last day of the 8-week semester for Fall 1 and Spring 1 (typically a Wednesday), with grades being due the following Thursday morning by 10 am.
 - Interest in resolving conflicts with KC final exam schedule/grade due dates with dual-credit students and AP exam dates (possibly reach out to Brandon Walker for support on that issue).
 - Kristi Kleinig has volunteered to be the Faculty Senate representative on this committee.
- **Ethics Issues Advisor/Hotline:**
 - If faculty have an ethics issue they need addressed, maybe HR at KC is not the best avenue to get resolution/most anonymous place to make that complaint.
 - One attendee suggested Texas Community College Teachers Association (TCCTA) as a resource;
 - Another attendee suggested inviting a TCCTA representative to attend a Faculty Senate meeting, for additional outside guidance on complaint issues.
 - Cori will look into the issue of an outsourced faculty ethics advisor/"body", and report back.
- **Department Chair Rotation:**
 - An idea was suggested that the department chair position should be rotated between department members on a 2 – 4 year basis.
 - There were several adverse reactions to this idea based on:
 - a) amount of time required to learn to perform all the tasks of a department chair efficiently;
 - b) specific credentials for some department chairs that are required, so that rotating amongst faculty members is not feasible; and
 - c) lack of commensurate pay for department chair duties vs. actual reduced course load.
 - Some advantages to rotating department chair duties discussed were:
 - a) the opportunity to gain administrative experience for those faculty seeking to move up in their career, and
 - b) new blood in the department chair position can affect positive changes.
 - Many ideas/thoughts about the topic of "Department Chair" discussed were:

- Current department chairs (at KC) do many more duties than a department chair at a four-year university, where rotation between department members is more common.
 - Should the required course hours reduction for department chairs be evaluated, based on number of instructors, adjunct instructors, number of students enrolled in that division, or a combination of those factors?
 - The “policy” at KC on whether a department requires an assistant department chair needs to be addressed:
 - What is the written policy, or is it up to the dean?
 - Should the necessity of an assistant chair be based on number of instructors, adjunct instructors, number of students enrolled in that division, or a combination?
 - A committee may be needed for further investigation.
- **Evaluation of Deans:**
 - The general agreement of the meeting (based on many comments) was that deans of divisions perhaps had been evaluated by faculty in the past, but were no longer officially evaluated by their faculty due to deans not being hired on a contractual basis, therefore evaluations by any subordinates were not required in any performance evaluation. There may be some legal reasons as to why an appointed dean cannot be subjected to evaluations by faculty in a performance review.
 - However, the general consensus of the meeting was that there should be some avenue for evaluation of deans that does not include HR (see above for Ethics Concerns)
- **Technology Issues at KC**
 - There are issues with hardware, software, and networking for some faculty.
 - Some instructors are using their own money to buy equipment to bypass the hassle of dealing with IT tickets.
 - Some instructors have no issues with tech (either in classrooms, or with KC issued devices).
 - There are issues with the response time for IT submission tickets.
 - Maybe CC department chair/dean on subsequent inquiries?
 - Faculty would like a better feedback loop of when a ticket is submitted, and what the resolution/response/further required action is. A submitted IT ticket should not just go to “die”.
 - The after hours help desk, “Blackbelt”, is not effective or helpful.

Other New Business/Concerns raised by faculty at-large:

- Is anyone at KC (faculty senate or otherwise) in charge of monitoring higher education legislation (in Texas or federally), and how that may affect our pedagogy?
 - Possible answers: Merlyn Holmes in Institutional Advancement
 - Maybe need a faculty senate officer to monitor legislation, and keep KC informed, and/or have a faculty senate officer to instruct/monitor pedagogy changes?
 - Kate Ygelsias volunteered to be officer for monitoring legislation and keeping faculty senate updated.
 - Michelle Sullivan expressed interest in monitoring pedagogical changes.
- Printing at “new” print shop:
 - As reported by many attendees, the cost is outrageously high for any print jobs.
 - Reported by one attendee: a \$10/job set-up fee, and a \$0.65/page fee.

- Solutions? Unclear. Previously, faculty were told to send print jobs to the print shop (cost was less per page than printing using departmental/building copiers/printers)
- per Terry Hanson's email "Update on Print Shop" on Thursday, February 16, 2023, we should use our local printers/copiers for "small" jobs.
One attendee asked, "What is a small job?" Answer is unclear.
- Can we get confirmation from Dr. Kays/Dr. Skopek about availability of WiFi of KCNet in the dorms?
 - The executive Senate Faculty committee will ask about that in our next meeting with the administration, and report back.
- Some faculty have stated that they are working more than "this" job (aka as a faculty member at KC), either specifically to earn money to pay bills, or to earn more for Social Security taxable income. Can faculty "buy" into Social Security?
 - Answer: far outside our knowledge base. Best answer is to talk to an HR representative, or a financial planner.
- For students in crisis (or just in need), can we get a loaner program for laptops? And can those students use their laptops in the dorms?
 - The executive committee will ask the administration about this.

Motion to close the meeting: Kelly Kaemmerling:

Motion seconded by Nick Simpson

Meeting notes recorded by Carrie Poe