

## Kilgore College Faculty Senate Meeting Minutes

Date/Time: Friday, September 1, 2023 10:00 am – 11:00 am

Location: Zoom meeting

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

Senators in Attendance: Nick Simpson, Meredith May, Cori Holden-Williams, Carrie Poe, Kayla Cook, Debbie Williams, John Whitehead, Kenya Ray, Kristi Kleinig, Susan Yellot, Kim Ellgass, Kate Yglesias, Rhonda Heinsohn, Susan Black, Ashley Turner

### Meeting called to order by President:

- Discussion of meeting conduct (for Zoom attendees, and for any meetings in-person)
- In particular, any faculty member should send concerns or agenda items they want discussed to their department/division senator
- Introduction of Executive Committee Members:
  - Cori Holden-Williams, President (Humanities)
  - Dr. Meredith May, Past President (Humanities)
  - Nicholas Simpson, President Elect (Senator At-Large)
  - Carrie Poe, Record Keeper (Chemistry)

### Roll Call of current Senators by division:

- The most current list of senators, for the 2023-2024 academic year, is available in the Faculty Senate Organization page on Blackboard.
- There are some divisions with vacancies; we want to fill those vacancies! Cori will reach out to those departments/divisions to request they find a senator.
  - Point was brought up that vacancies for workforce and continuing education departments may be due to having classes on Friday mornings, and therefore faculty is unable to attend meetings. A solution for this (e.g. a staff “proxy” senator) can be addressed when re-writing the Senate by-laws this year.

### Campus Committee Meeting Updates:

#### *Multi-Modal Committee Update (by Cori Holden-Williams)*

- The proposal made by the Multi-Modal faculty senate committee last year (on terminology/definitions of what a multi-modal class should look like, and on best practices) was passed on to Dr. Skopek, but she has not looked at it yet. The executive committee has asked her to review it, so that the information and guidelines can be passed along to all faculty.

#### *Academic Dishonesty Committee (by Meredith May)*

- The Early Alert system is now set to accept and address instances of academic dishonesty. Please use it to document all instances of academic dishonesty. The system can track and display if the student has previously be reported for dishonesty.
- There is new wording in the Faculty Handbook about how to handle academic dishonesty in a more consistent way for all courses.
- A Blackboard course for students on what constitutes academic dishonesty is being created; you can require your students to complete it at the beginning of the semester.

*Faculty Senate By-Laws Committee* (by Michelle Sullivan, Chair)

- The first committee meeting will be in October. Committee members are: Michelle Sullivan, Nick Simpson, Curtis Ivory, Kristi Kleinig, Chris Brandt.
- Please email Michelle with any concerns or items to be addressed.

*Communications Committee* (by Cori Holden-Williams)

- The previous meeting was held in August, and discussed events that have mostly already occurred, by the date of this meeting.
- A point from Nick Simpson, who attended the Communication Committee meeting in July:
  - Clarification for **faculty** members on what HR expects for those “blackout” weeks at the beginning of each Fall and Spring semester; faculty must be AVAILABLE during the first two weeks of a semester, meaning answer phones/emails regularly, and be available for meetings as needed.

*Institutional Effectiveness Committee* (by Meredith May)

- No meetings were held over the summer, so nothing to report.

*Titling Committee/Rank and Promotion Update* (by Cori Holden-Williams)

- Dr. Skopek has a first draft of what would be expected of a faculty member when applying for a new rank (Assistant Professor, Full Professor) and the accompanying pay raise. She will send that to the Executive Committee for a first review, but we need a committee to “officially” review it.
- **Please email Cori if you want to be on this committee; looking for around 6 – 8 members, we especially need some Workforce faculty on this committee.**
- Anticipate that the first round of applications for “rank and promotion” can be submitted next Fall, 2024.
- Forthwith, the Titling Committee of the Faculty Senate is disbanded; no more applications for a change in title should be made in the Senate Blackboard page.
- Faculty can still use any title that was conferred by that committee, but it does not come with a pay raise. You must go through the “rank and promotion” process that Dr. Skopek and administration finalize.

**Goals for the Senate in the upcoming year:**

- We want to give good clarification and best practices for those “Multi-Modal” designated courses (with an “X” in the course code), and move away from the term “hi-flex”. We want to make sure Advising in particular are aware of our recommendations for what “MM” means, so they can accurately explain and advise students.
- The faculty senate by-laws need to be reviewed and rewritten; this committee is already in place (chaired by Michelle Sullivan). That proposal will need to be delivered to Faculty Senate to review in early Spring 2024 (first meeting), so that the deadline for approval by the college can be done in February.
- We want good faculty representation on campus committees; we have made good progress, but an on-going concern with faculty is the “Calendar Committee”
  - Dr. Skopek informed the Exec. Committee that there is not a “calendar committee” any more, per se; dates for academic deadlines come from decisions by Student Services.
  - Dr. Skopek is aware of our concerns with (in particular)

- The very quick due date of final grades (by 10 am) the day after finals must be given, and
    - The essential “loss” of a week of instruction during Thanksgiving in the Fall 2 semester.
  - We want *at least* a 48-hour window from the last time we are required to offer final exams to when official grades are due, and/or a more flexible window of making changes to grades right after the semester ends
    - Kristi Kleinig brought up specific problems with the due date of final grades and ongoing clinicals/practicals *the same day* as final grades are due, in her division.
- It would be great to have a centralized list of all committee meetings on campus, when and where, etc.
- We should be thinking of the kinds of Professional Development that we want to see, and making those suggestions to Dr. Skopek early and often!
  - You can give suggestions for PD topics to your faculty senator for your division.
- The Faculty Senate Organization page on Blackboard is still in “Original” view; Cori will speak with Michael Hegwood about converting the page to Blackboard Ultra.

### New Ideas/New Business:

- Ashley Turner let us know that Blackboard courses will be available to student starting 2 days before the start of the semester, and available to students for 2 days after the semester ends.
- Donation of sick leave to the campus pool; currently have a “donation day” once in the year, but we would like to see a second donation day later in the year. Dr. Skopek will speak to Kara in HR about that possibility.
- There needs to be a **set** policy on limits of students in courses, and at **what number** of students would result in payment of a half-course load, or a full overload course.
  - There are examples of a course being “overstuffed” with no commensurate pay.
- Kate Yglesias will make periodic updates during faculty senate meetings on relevant legislation (both state and federal). If you have any questions on how Texas House Bill 8 will be affecting our funding at the community college level, please reach out to Kate.
- At date of this meeting, we still have not received our contracts from HR. This seems wrong to have started working for a school year without knowing that you have a contract, or what your salary will be.
  - Contracts should be sent out BEFORE the school year begins.
- Looking forward,
  - Rosa Hopkins from TRIO will be at the next Faculty Senate meeting (in October) to give some updates on what they are doing.
  - PROFESSIONAL DEVELOPMENT (PD) DAYS (watch for emails):
    - Friday, September 15: Poverty Simulation in Devall Ballroom
    - Friday, September 29: All Campus PD
    - Friday, February 23, 2024: All Campus PD
- Cori will create a Google document for Faculty Senators to add agenda items/topics of concern, that can be addressed at future Senate meetings.
  - Faculty members, please email or reach out to your division senator with concerns.
  - Senators, please get in the habit of **reaching out** to your division at-large one week before a senate meeting to get those possible agenda items, and **put them on the Google doc!**

- Future Faculty Senate meeting dates (attendance can be in person in the Woodfin Center, or through Zoom):
  - Friday, October 13 at 10:00 am
  - Friday, November 3 at 10:00 am
  - Friday, December 12 at 10:00 am

Motion made to adjourn; seconded.