

## MINUTES

### HCC FACULTY SENATE

September 14, 2012 – 1:30 pm

Central College – LHSB-100

**I. Call to Order** – Tod Bisch

1:32 pm

**II. Approval of August 24, 2012 Minutes** – Suna Ridouane

Approved

**III. Treasurer's Report** – Jennifer Graves

No report.

**IV. Standing Committee Reports** (Volunteer Sign-up Sheets)

a) *Compensation – Wes Anthony and David Wilcox*

Met Sept. 14. W. Anthony and D. Wilcox elected co-chairs. Reviewed last year's progress, set goals for next year. See document submitted by Compensation Committee.

"Faculty Senate Compensation, Benefits, Workload Committee

The following is a list of committee goals for this past year (2011-12) in priority order

1. Complete the salary adjustments by giving faculty with Foreign Teaching Experience credit for their years of teaching and place them on the correct step. (Not done)
2. Continue to move faculty to the next step if they do not receive a "Needs Improvement" rating. (Completed)
3. Increase the adjunct pay rate (Completed for Masters and Doctors. Master's in now \$600 per equated hour and Doctor's is now \$617 per equated hour).
4. Restore College ORP and TRS contributions to past levels. (Not Done)
5. Restore College payment for Long Term Disability. (Not Done)
6. Restore lump sum payment to Faculty on Step 27. (Surprisingly, done)
7. Consider adjusting the faculty salary scale for inflation and market by 2% for this year. (Not Done)
8. Place all faculty on one pay scale. (Not Done)

The following is a list of committee goals for this year, 2012-2013.

1. Complete the salary adjustments by giving faculty with foreign teaching experience credit for their years of teaching and place them on the correct step and crediting with back pay.
2. Continue to move faculty to the next step if they do not receive a "Needs Improvement" rating.
3. Increase the entire faculty salary scale by 5% for next year to adjust for inflation and market.
4. Continue to give lump sum payment to Faculty on Step 27.
5. Increase the adjunct pay rate for all adjuncts.
6. Restore College ORP and TRS contributions to past levels. (as per FS Resolution 9/9/11)
7. Restore College payment for Long Term Disability. (as per FS Resolution 9/9/11)
8. Place all faculty on one pay scale."

End of Compensation, Benefits, Workload Committee's written report.

Question: Who does committee take issues to? Chief Financial Officer, Art Tyler, or Chancellor.

Question: Will the 5% get HCC closer in being competitive with its salaries (Fox Report).

Question: (See number 8 above). Is there universal support? Compensation Committee remains optimistic, but because it's a bookkeeping issue, it remains to be seen whether administration sees it as a high enough priority. This is an issue that won't disappear.

Comment: Will TRS be privatized? This has been happening at the legislative level. Compensation should be aware of this possibility.

*b) Finance Committee – Jennifer Graves*

Responsible for all fund raising, (Bedichek-Orman Auction. ) If you're on auction workgroup, your name should be on the Finance Committee. Another 500 copies of postcards being printed/distributed. 15 confirmed donations. Solicitation for donations, everyone is encouraged to donate. Next workgroup meeting: Sept. 28. 11:00, West Loop, C140.

*c) Faculty Development – Jennifer Graves*

Professional Development: selecting Bedichek-Orman grant recipients (J. Graves), instituting teaching excellence award (M. Novak), faculty conference (M. Puccini), helping with Chancellor's Eagle Awards (as needed) – J. Graves, M. Novak and M. Puccini will be co-chairing committee. Grants may be revamped, i.e. changing amounts, making them competitive. Please sign up on Professional Development if you want to help with grants, Auction, or Faculty Conference.

*d) Educational Affairs*

No report. Ritu Raju newly appointed chair.

e) *Policies and Procedures – Melissa Miller-Waters*

Committee met once. 1) Will be looking at faculty advising. Currently gathering as much information as possible that's related to what faculty does with respect to advising. Please contact M. Miller-Waters or Pres. Bisch with input on what faculty is already doing in and out of classroom so it can be included in the Faculty Senate response. 2) Will work Faculty and Professional Development Committees to define faculty advising. 3) Will look at caps and ceilings. P&P will be involved in revamping PEP. Been hearing about 360 evaluations. Faculty wants to be able to evaluate up.

f) *Student Success – Marilyn Jones*

The Student Success Committee met on Wednesday, September 5, 2012 at 2:00pm on the West Loop Campus. Apologies have been extended to the 2011 committee members who were not included in the email notice of the first meeting since I only replied to the email from President Todd Bisch who initiated the call for that meeting to me and the new members on his list.

The Student Success Committee's updated Mission Statement was read as follows:

“The Student Success Committee (SSC) will make recommendations for the administration and funding of Faculty Association programs aimed at student success; create appropriate procedures and guidelines about the role(s) of faculty in advising HCC students; work with the Office of Institutional Research (OIR) to provide information about student success; collaborate with the HCC Foundation in the promotion and administration of all Faculty-sponsored scholarships; and assist with the annual HCC Faculty/Staff Campaign.”

This committee continues to raise funds and determine the criteria for awarding the Rita Kelly and the Burgos-Sasser Endowed Fund scholarships in the name of the Faculty Senate even though the funds we formerly held are now under management by the HCC Foundation.

Topics to be discussed at the meeting included:

1. The Office of Institutional Research's Academic Dashboard which offers statistics on student admission and movement/ progress through HCC. This committee plans to make a detailed presentation to the FACS on that soon.
2. The need for an update on the effectiveness of Early Alert.
3. Global Houston program on HCC TV which showcases the efforts of the Offices of International Initiatives and International Students as well as features students who have overcome major obstacles to attend and succeed at HCC and beyond.
4. [Askonline.net](http://askonline.net) is a web tutorial service provided by HCC professors in a variety of subjects, including editing and revising advice.

The 13 confirmed 2012 members of the committee are Antrece Baggett, Don

Thompson, Harmanna Bloemen, Melinda Payne, Nathan Smith, Sheryl Ballard-Smith, David Ross, Mahtash Moussavi, John Templeton, Lee Rinker, Mohammad Bazargan, Brenda Jones and Marilyn Douglas-Jones. Alternates are welcome to serve as well and may vote in committee.

## V. Special Committees and Caucuses

### a) *Faculty Conference Committee* – Mary Puccini

Date: Feb. 2 (Sat.) No road closures. Theme: All Tech Considered: Navigating through Multiliteracies. Trying to expand learning from reading/writing text to include other media, to be an educated consumer of information. Speaker: Bobbi Newman, secured by D. Coles. Goal is to showcase best practices. Committee wants to identify people who do this already and ask them to share their best practices. Please identify colleagues who are already doing this and encourage them to submit proposals.

### b) *Past Presidents* – Linda Comte

No report

## VI. President's Report – Tod Bisch

### • **Senate Cabinet – Report on September 7th, 2012 Meeting; No meeting.**

- Motion to grant lifetime Email “retirement benefit” for fulltime faculty and professional staff. Motion Past August 24<sup>th</sup>, 2012 and forwarded to the Chancellor.

### • **Board of Trustees – No meetings since last FAS**

Had committee meetings yesterday. Approved an AA in Anthropology. Approved Memorandum of Understanding between college and Foundation. Stronger separation between HCC and Foundation. Had a presentation on Procurement. Discussed effective taxes and debt reduction. Approved the effective tax rate. This avoids public hearings that would be need if actual rate where approved. Net \$63k less in property tax collections, based on 2011 tax rolls.

### • **Chancellor – Report on September 5th, 2012 Meeting**

### • **Vice Chancellor of Instruction's Office**

#### **Faculty Professional Development Council**

- Includes TLE, ELOD and a CIC person (probably Linda Comte & Mary Puccini), QEP, EDUC 1300 revisers as well as some program coordinators and chairs of P&P, Workload committees.
- Formalize what we already do.
- New initiatives for profession development

#### **Instructional Materials Committee**

- Changes made to the “Text and Text Book Selection Worksheet” Published Sept. 10

Will meet Sep. 21. Please submit names of College Delegates.  
Let N. Smith know if you have any questions.

**Faculty Advising of Students: Will be chaired by C. Cook**

- Slow roll-out beginning with selected cluster or division programs with volunteer faculty.
- All new students and those with less than 12 SCH to be assigned to a faculty advisor within those cluster or division programs.
- Advising limited to creating a degree plan by semester end, and outlining steps necessary to complete.
- Establish an Eagle Online discussion forum.

Question: Can there be clarification of first bullet point, i.e language about selected cluster. Nothing has been established.

**PEP Task Force**

- Dr. Cook inherits from Dr. Seymour.
- 10yrs. since last major revision
- PS is upgrading (PS9.2), opportune time to revise.
- Revise Chair and other Faculty Leader's PEP (Proportional Load?)
- Inclusion of Student Evaluation (EGLs3)
- Upgrade Adjunct Faculty PEP to electronic form
- Faculty evaluation regarding Chair and Deans PEP
- Inclusive PEP overhaul, even if Faculty PEP is just Phase 1

Oct. 10. Next PEP Task Force meeting. Looking at small changes that might be put into PeopleSoft now. Major changes must be done by next summer.

Comment: Must look at internal policies, and adjust PEP.

Question: What is the timeline for PEP? Still ongoing discussion, nothing definitive.

Question: Faculty Instructional Leadership Guidelines. Some people have had problems with the document. Program Coordinators may have had little to no input, and now its policy. Policies and Procedures need to look at this.

**VII. Election of 2012-2013 President-Elect**

Nominated: Mikki Novak

Open nominations: None

Mikki Novak, President-Elect

**VIII. Old Business**

a) None

## **IX. New Business**

Comment: A student is registered/enrolled, but misses the first 2 class sessions, they will automatically be dropped from the course. Chancellor also mentioned this in her letter. It isn't being uniformly applied across the system.

Comment: No automatic drop. It's reviewed manually, financial aid dropped first, then others dropped, which presents a problem.

Comment: Taking students' money and then telling them they were dropped because they missed the first week is a problem. Students keep coming and then discovered that they've been dropped. This may be a Policies and Procedures issue. Pres. Bisch will present this problem to C. Cook. Policy has been implemented since last fall.

Comment: This has the potential to be a legal problem.

Question over whether this is a system wide policy and whether there is a standard of implementation.

Question: Can students be reinstated? Many say yes.

Comment: Students can be re-instated. Faculty must take a form to the registrar's office.

But then why have the policy?

Reinstatement form must be taken to the Chair, not the student. Should have a policy standard on the syllabi.

Question: Faculty Instructional Leadership Guidelines. Some people have had problems with the document. Program Coordinators may have had little to no input, and now its policy. Policies and Procedures need to look at this.

###

Financial aid of students in second start is being put on hold until all of first start makes.

###

Go back to allowing General Studies degrees. This would be advantageous in a number of ways.

###

HCC Mail has changed its format. Now have to log onto MyHCC. Promoting events might be a problem. J. Graves to draft a motion requesting that the old way of sending HCC mail be re-instated.

## **X. Announcements**

Graduation Committee meeting Friday, Sept. 21, West Loop, 160A, 12:00. Need to elect chair.

R. Raborn encouraged everyone to sign up for the Educational Affairs committee.

**XI. Adjournment (no “second” required) 2:38**

**NEXT MEETING: Friday, October 12<sup>th</sup>, 2012 – Central Campus, LHSB-101 @ 1:30 pm**