

**HCC FACULTY SENATE  
MINUTES**  
October 10, 1:30 pm  
Central College, SJAC 112

I. **Call to Order** – David White Time: 1:36 PM

White (President-elect) gaveled into session given the absence of Susan Goll.

*Guest Speaker: Gwen Drumgoole, HCC Risk Manager*

Presentation: “What HCC Needs to Know About Ebola” – PowerPoint presentation will be made available as a separate attachment. Information about Ebola is available on the website main page, follow ebola link on banner.

*Guest Speaker: Dr Diana Pino, Vice-Chancellor for Student Services re: Maxient*

The word ‘Maxient’ is mainly internal. Students wouldn’t be aware of this term. Recently launched, but has been in preparation for a while. We have also resurrected the Students’ Rights and Procedures page: Information for > Students > Student’s Rights and procedures. Initial interest in Maxient was to track “students of interest”: conduct issues, behavior and threat assessment, sex offenders, etc. Learning about product, lead us to use other features. Under “Student Code of Conduct” you can “report an incident.” This is for formal disciplinary cases.

Question: If you call security to take a student out the classroom, does the police file a form?

Answer: I will show the perspective of law enforcement later.

Question: But what happens if the police does not believe it is an incident?

Answer: Assuming that it is a police matter, this becomes quickly out of your hands and can be serious issue, potentially an arrest.

Question: Who completes this form?

Answer: Many different people can complete it, but typically it would be completed by a faculty member. This should be used in cases of a disciplinary behavior that violates the student code of conduct. So you should be aware of those codes so you can notify us of a violation.

In the document, you can complete the various fields and provide additional documentation. Additionally, you can receive a copy of the report sent to your email.

As far as student sex offenders, only the police will be filing these reports. The other thing that may be of interest to you is the requirement by SACS that we need to track complaints.

This was difficult when we had our last SACS visit, so for Student Services we decided to go with this process in order to track complaints. The complaints procedure exists (and existed) prior to Maxient. If a student goes through the normal channels, then they should be able to resolve their issue, but if not they have an opportunity to log a formal complaint. When a complaint is filed, the form gets sent to the Deans and student services as well as to the department chairs so that it can be tracked.

As far as Title IX issues, we need to make sure that we educate faculty and staff about sexual harassment and sexual assault. We have recently revised the board policy on definitions related to these issues. These terms are now defined on the website. Renee Mac in OIE receives these complaints.

That is all that is on the public viewing website.

Dr. Pino then turned to an internal, password locked site to show what is seen internally from the perspective of the police. From Dr. Pino's access to the internal site, she showed us the Instavent Response layouts. This gives access to all of the different categories for behavior reports. The issue gets routed to the appropriate Dean unless it is pertinent to the police or the office of OIE.

An additional report has been created for academic dishonesty. This enables us to keep track of repeat offenders across campuses and colleges. The executive deans thought that this reporting form could be placed on the faculty center, but Dr. Pino would welcome suggestions as to the location of this reporting instrument. This form can be used for reporting purposes or can be referred to the Dean for disciplinary review. The purpose of this, aside from tracking, is because of some serious cases of academic dishonesty, we have found that different parts of the institution are not always aware of cases that occur at other parts of the institution.

Dr. Pino has informed executive deans that this might be useful for grade appeals process. This is required by SACs and this system may allow a codified response to grade appeals. This would allow us to send uniform letters to students so that our responses to students are consistent. Additionally, this allows us to run reports from time to time to track reports.

Open to questions:

Question: About reporting: is there a process in place to ensure the legitimacy of a complaint? And what happens to the record?

Answer: The complaint stays within the system.

Question: Is there a safeguard against frivolous complaint.

Answer: I looked into this at other institution, but they did not have a statement regarding disciplinary action for false claims. There is another question about anonymity. Technically, our system is anonymous, but this is not publicized. Additionally, the student identity would come out in the investigation. This is something that can be modified in the future.

Question: there hasn't been any determination about whether this goes into the employee's permanent record?

Answer: typically, for student complaints, these reports do not go into employee records. They are kept in the college. As you are handling the case, you can track the status of the complaint (substantiated, unsubstantiated, etc.). As long as the complaint has been made, it will remain in Maxient.

Question: are these open records.

Answer: Just like any subpoenaed documents, they can be subpoenaed.

Question: So, this is not in the same category as your public profile and vita.

Answer: Correct.

Question: If we are supposed to report student behavior, it should be placed under faculty, not students.

Answer: This is also possible for student to student complaint.

Question: The constitution guarantees us the right of notice and the right to be heard. So if we start filing stuff, a student or faculty, then the individual has a right to be notified of this. This seems to run afoul of the constitution.

Answer: Any complaint will be acted upon in terms of investigation.

Question: You have to have notice and opportunity to be heard.

Answer: This is no different than if someone calls up Renee Mac and says that they have been harassed. It's just an electronic form. They will have to follow up in the investigation and contact involved party.

Question: Is it not more public?

Answer: Only in the reporting. The documentation and follow up remains closed.

Question: I'd like to follow up with you and perhaps with a subcommittee because there is a confusion on the site in differentiating the student conduct issues from grade appeal.

Answer: This is something that we will discuss at the Dean's meeting and we can work on this.

Question: At the beginning of the presentation, you mentioned SACS, what made you generate this.

Answer: Even if there wasn't any SACs, this would be a useful system. When I was talking about SACs, I was saying that on the Student Services side, it was difficult to come up with

documentation regarding complaints. Again, I am more interested in the Student Services side, if the Instructional side would like to use the system, then they are welcome to do so. With this system, I am able to follow these complaints and track them more easily.

Question: Question about workflow – what is the follow-up for this. How is the person prompted to deal with this, especially in cases of something more inflammatory, like harassment.

Answer: There is something in the procedure where there is an indication of how to handle a case given that it was made over a certain period of time and how it is supposed to be handled. On the Student Services side, I monitor this. Renee Mac handles it for OIE,

Question: Is there a way for faculty to find out if there is a history, given a problem with a particular student.

Answer: Not for the particular faculty, but they can go to their Dean and find out.

Question: Is the reporting for Title IX for faculty as well as students.

Answer: For faculty and students. If there are further concerns, please contact me. I'm happy to work with the respective committees that will be working on this issue.

## **II. Approval of September 2014 Minutes – Nathan Smith**

Motion to approve minutes. Approved.

## **III. Treasurer's Report – Jenn Graves**

No activity.

## **IV. Standing Committee Reports**

### **A. Compensation, Benefits, Workload – Wes Anthony and David Wilcox**

David Wilcox presented the report. Goals for this year:

- Three year plan to increase faculty salary by 15%. 5% first year. (These are place-holder numbers that may be modified in negotiation. These are not hard numbers. But this is our proposal.)
- Institutionalize bi-annual market research for full and adjunct faculty and adjustment to the salary scale reflecting that research.
- One faculty pay scale for full-time faculty with additional stipends (when needed).
- Compensation transparency: notations on all faculty contracts and electronic pay stubs indicating their step and grade, with explanations and definitions of faculty steps and grades.
- Publication of all faculty salary scales.
- Continuation of one pay scale for all adjunct faculty beyond this academic year.

Other areas of concern:

- Issues of advising for full and adjunct faculty.
- Concern for all full-time faculty with more than 15 contact hours (CEU, NCR, ABE programs) – time to review this practice.
- Review of incentives to stimulate and supplement adjunct faculty employment. We are particularly concerned about faculty that teach labs. We are considering different tiers of benefits. We are thinking of recommending that the administration include budgeting for requirement benefits (for fewer than 30 equated hours) to adjunct faculty. There are other potential incentives.
- Workload issues for faculty teaching dual-credit.

Comment: On dual credit – did you talk about the issue of faculty at HCC teaching dual credit?

Answer: this is going to be addressed under policies and procedures.

Question: I thought we were no longer going to use the idea of “equated hours”? Is there a policy change to treat lab and lecture as the same?

Answer: Policy has been changed.

Question: The only notice I have seen of this in HR.

Answer: This is a procedure, not a policy. And it is stated on the Academic Affairs page of MyHCC.

#### **B. Finance –Jenn Graves**

We met over email the merging of the two endowments. Thank you to Nathan Smith for the research. We learned that we could merge the two funds and we have done so.

#### **C. Professional Development –Mikki Novak**

No report.

#### **D. Educational Affairs/IT – Ritu Raju**

A lot going on. We have some issues that we will need faculty involved in. We will need your help:

- New LMS process to begin background process for selecting another LMS. This is currently an RFI.
- Web governance committee: new infrastructure for technology alignment. VCIT wants to align all IT to a similar standard. They would like to solve IT problem directly with faculty. We can email them and get those problem solved directly. The Technology sub-committee is a formal part of this.
- Most of you know that the HCC website has many problems. We will need faculty volunteers to test usability of this.

- Again, we will be revising MyHCC so that it better serves faculty. (As part of a “hosted services” change, MyHCC will undergo a major overhaul. We will be consulted in designing the new platform.)
- Across the system programs and degree plans are not listed uniformly. We will need program coordinators to create a workflow for program coordinators to post degree plans.
- OSAT training – not the intention to scare you. Please complete – due 11/31
- Raju would like feedback on the CTLE cohorts.
- Has anyone taken the new training module for EO2? Please provide feedback.

**E. Policies and Procedures** – Melissa Miller-Waters

There are a couple of issues that we will bring up under new business.

**F. Student Success** – Mikki Novak

We had a meeting and decided that we will begin recruiting new members. We have 6 new members and will meet in a week.

**G. Graduation** –David White, Mannie Bloeman

No report. First meeting will probably be in November.

**V. Special Committees and Caucuses**

**A. Faculty Conference** – Linda Comte, Rosalyn Crain

Scheduled for March 7. Working on theme, “HCC 2025.” We are focusing on promoting faculty conference. We want to utilize all media for disseminating information about the conference. In terms of framing proposals: we would like to make a concerted effort to have more faculty to present. The Chancellor will be the keynote and he is the inspiration for the theme. We will likely host this event at the Doubletree.

**B. Past Presidents** – Linda Comte

Will probably meet at the end of the month. The only thing that we considered is that we might host a social with the Chancellor. We considered doing that after the next FAS meeting, depending on his schedule.

**VI. President’s Report** – Susan Goll (via video conference)

**A. *Prioritizing Academic and Administrative Programs***

Goll wanted to give a brief update from the conference on prioritizing. Terri Zamora brought a team up – we are learning a methodology to align budgeting priorities with institutional priorities. When I was first invited to attend, I thought it might be connected to reorganization. But this is not the case. This appears to be tied into strategic planning. As I learn more about it, I’ll keep you updated. For presenters we

have stressed repeatedly the importance of the process being faculty lead. So that's good.

**B. *Dual Credit update***

I had emailed the Chancellor a few weeks ago regarding our DC concerns. He said that he had already sent letters to the area ISDs for buying to create an institutional-wide model for dealing with DC and the ISDs. Terri sent me a very helpful email. She said, in her email, that she will be taking the following steps this month: 1) she will be meeting with Dr. Hodges, 2) she will gather people in HCC who have experience with DC – this would be a fact-finding and idea-generating endeavor, 3) she will look at various models currently in use regarding Dual Credit (starting with the report that Dr. Cook had put together). She will use these three opportunities to inform herself prior to the initial meeting with the group of ISD representatives (the Dual Credit Operational Model C?). The idea is that there would be a standardized model for dealing with dual credit in all of the ISDs, and ultimately this will reconfigure the way we do dual credit in the college. Once Terri gets this information and puts the model together, they will name representatives in HCC to work on putting this in place. We are hoping to have this in place by the end of Oct.

**C. *International Initiatives***

Those of you who were at the board meeting, know that the Chancellor has put together a framework for initiatives that we may enter into in the future. This is to avoid the problems that we encountered with CCQ and Saigon Text. This new framework will involve some key points: no faculty would be sent to the foreign location, but the students may be sent to HCC. We don't know specifics. The board asked if we had been approached by anyone and he mentioned a group in Nigeria and another in Mexico. They did not approve a more open-ended model for any agreements on this. There might be some very limited engagements here.

**VII. Old Business**

**VIII. New Business**

**A. *Dual-Credit Workforce Concerns***

Representatives from the NEC workforce programs presented concerns and would like to present their concerns to the entire faculty senate. Bill Nicholson spoke on the idea of providing AA degrees to high school students. This does not work. The model that works is to bring high school students to the campus and we can control the content and the standards of teaching. We have had terrible experiences with administrative involvement in teaching. I recently met with Shell, who used to bus San Chip kids out to our school. Last Spring Shell tried to bus Kashmere students out to Shell and it did not work. This has harmed our relationship with Shell. We like having senior high school students in our classes, but the dual credit model fails when we have to teach at the

high schools. This makes our job considerably more difficult. I spend all my time dealing with student issues in the high school, scheduling problems, and so on.

When you talk about administrators, who are you talking about?

Two and a half years ago, I was called in to talk about a dual credit. Dr. Cook and Madeline Burrillo basically set up this program at Kashmere without any consultation with faculty.

What would it take to fix this?

The students need to come to HCC to take courses.

How do we fix this?

This is the result of a three-year contract that was agreed upon by HCC administrators with HISD. We need to eliminate this contract.

John Zerby discussed a story where he discovered a degree program that was being advertised in Fur High School. The administration is striking these deals without consulting faculty. They are creating certificate programs without consulting faculty. We need to get the administrators that have the authority to make these decisions to consult the faculty.

Hussein said today is different from the past. When an individual teaches dual credit, they are teaching twice as many hours.

[Copies of letters were entered into the minutes]

**B. *Dual-Credit Resolution – Ritu Raju***

This resolution comes out of the Educational Affairs Committee. Resolution was read.

Motion to amend. Amendments approved.

Motion to approve. Approved.

**C. *Dual-Credit ad hoc committee—Alan Ainsworth***

Faculty President has requested that we form a Dual Credit ad hoc committee. A sign-up sheet is being circulated. If you want to participate in this committee – especially if you have been involved in the Educational Affairs Committee and Policies and Procedures – please consider signing up

Motion to set up committee. Approved.

**D. *Formalization of Past Presidents Caucus—Melissa Miller-Waters***



Proposal to change bylaws to formalize Past Presidents Caucus read:

Discussion: Linda Comte provided some historical information about the Past President's Council and the way that this came about. She also discussed its role in hosting Board members for social events. Comte feels that the Past President Committee is distinct from the (proposed) Past Presidents Caucus and that it should continue to function as it has in the past.

Caucuses are recognized by the Senate, but does not conduct Senate business.

Motion to approve. Motion approved.

**E. Faculty Transfer Policy—Melissa Miller-Waters**

There is no current transfer policy, but we should have a mechanism to transfer from one college to another. Any faculty member should be able to apply into another position, as long as they have been working at HCC for 2 years and are not on an improvement plan.

Alternative proposal is made. The justification for this proposal is that the applicant should compete with the entire pool of applicants making application for the position. This would improve the quality of hires.

Substitute resolution is moved to vote. Seconded. Majority disapprove. Five abstentions.

Original motion is moved for approval. It is approved with five abstentions.

**D. Approval of goals for Compensation, Workload, and Benefits**

Motion to approve. Second. Goals are approved unanimously.

**IX. Announcements**

Bedichek-Orman October 24

The Association of Women in Academia (AWA) will be having a Business Meeting for paid members on November 19th at Dress for Success Address: [3310 Eastside Street, Houston 77098](https://www.google.com/maps/place/3310+Eastside+Street,+Houston,+TX+77098)

For more information on becoming a member (\$40) please go to our website at [hccs.edu/awa](http://hccs.edu/awa) and click on the link "membership application."

For comments/questions email [awa@hccs.edu](mailto:awa@hccs.edu).

**X. Adjournment**

**NEXT MEETING: November 14, 2014 @ 1:30 pm—Central College LHSB 100**