

## HCC Faculty Senate Minutes March 11, 2016

- I. Call to Order: 1:02 pm
  - a. David White (DW) – one item was left off of the agenda (Library Services presentation)
- II. Special Guests
  - a. Library Services – Erica Hubbard (faculty advisor for the Student Library Advising Council [SLAC] – goal is to make sure that the library meets students needs. Organized in 2013)
    - i. A number of resources have been developed by student members: How-To-Videos, more seating, improved wi-fi, added artwork in library
    - ii. A new group has come in as officers.
      1. Jessica White, Tau Winn, Tre Trienh, Abby Gonzalez
    - iii. Jessica – textbook problem (prices are “out of control”). The average student budget for supplies and books over \$1200. This is a tremendous burden and can even cause students to drop courses.
      1. Expense is due to a “near market monopoly” on the part of a small number of textbook publishers.
      2. eTextbooks solve some of these problems, but they are not always intuitive and publishers control access.
      3. We have collected donations to buy textbooks to put on reserve in the library (over 225 textbooks currently in collection). Students at all campuses can borrow texts. This is not the best solution.
      4. OERs are the best solution to the problem. (Shows a short video on the benefits of OERs). SLAC has developed a faculty endorsement form for faculty to sign in support of using OERs and rejecting the use of commercially published textbooks.
        - a. Adoption of OERs has resulted in higher course pass rates (According to some studies)
        - b. By signing the endorsement, faculty agree to move away from using commercial textbooks. Those people who sign the form will be placed on a list that is published in the Egalitarian.
      5. Comments from the floor
        - a. online access must be purchased by individuals and cannot be shared between roommates; this is another problem
  - b. HCC Board of Trustees Chair Dr. Adriana Tamez
    - i. Dr. Tamez is here to give her remarks on the direction of the current board and to entertain questions
    - ii. Presentation
      1. Earlier met with SGA – student organizations like this and the SLAC are incredibly important. AT recommends that they present to the board

2. There are a lot of great things that are happening at HCC. We need to “get our story out”. Most board members are new. The Board needs to look out for our faculty. Faculty “make or break” the students that come through our doors. Salaries need to be competitive for faculty – we need to continue to attract the best faculty. We need to do more for our adjuncts.
  3. The Board supports the Chancellor and the Board. Change is uncomfortable but ultimately we will begin to see how the changes are coming together and making sense. It will take time for it to come to fruition. The Board is committed to make sure that HCC becomes a better place than members found it when they first came in.
  4. Faculty need resources to get their jobs done. Tangible resources, training, etc.
  5. The Board needs the support of faculty. “We are a family”. AT is committed to resolving problems in a way that does not demean the hard work of faculty and staff.
- iii. Questions from the floor
1. Melba Martin – the bookstore was closed today for inventory and no scantrons were available to students who were taking exams today. Efforts to talk to the bookstore were unsuccessful. AT – I am not administration, but I am here to listen.
  2. Mohammed Tlass – Coleman College has been disparaged in the media. What is the Board’s vision for turning things around? AT – I can assure you that we are doing everything possible to build relationships with the media. The nursing program is well on its way to being ok – and that message needs to get out. Chancellor was cleared of wrongdoing in Conn’s purchase.
  3. Richard Gosselin – In terms of long range planning; how will the Board approach land acquisition and growth? AT – a report was submitted to the Board regarding land ownership. We are planning to develop a long range plan.
  4. John Templeton – I recently took a train from district to the Northline Campus; this was a great experience. What role does the Board have in developing Metro transit plans. AT – Not sure who represents HCC there but there is input.
  5. David White – On behalf of the Senate: landscaping at Central has been under construction for 18 months with no clear updates. AT – we have been given information; “I feel like you”. As soon as I have information I will get it to you.
  6. Rafael ? - What are we going to do about changing the structure of HCC to make adjuncts more valued. AT – I do think adjuncts are important. No clear answer about the future direction.

7. Michael ? – Local college PR and community relations are gone and everything is run from District. It becomes much harder to find out what is going on at individual colleges. We need to create a more “family feel”. AT – This is not the purpose of the transformation. This is an administration issue. We need to investigate what the unintended consequences of change are. I will take this forward.
8. Susan Goll – As we move to the second phase of transformation (student experience), what does that look like? Will this address the issue mentioned previously? AT – It does tie in. Leadership on the campuses needs to engage and find out what is going on. Chancellor needs to meet with presidents.
9. Nicole Zaza – Concept of the college as a business (students as customers). What are the differences and the similarities between business and education? AT – In K-12, students are customers. If students are not well-prepared, then we haven’t produced a good product. Some businesses are happy with HCC graduates, but others are not. Students need to be prepared for the job market.
10. Dan Flores – having come from business to education, the big difference has to do with the role of managers vs faculty. It is demeaning to refer to education as a product. AT – I speak only for myself: if a student comes to us, they expect the best. When I visited the fashion design program, I saw the great products they produced. We need to prepare students to build things like that. DF- we want our students to have success. There is a difference between students and customers. AT – students pay for faculty. We have to convince them to come here; that is reality. We need to promote what we are doing so that students know that HCC will “get them ready”. If our enrollment goes down, we will have to decrease staffing. SG – we are Houston’s community college – shouldn’t we serve the community? AT – What words should we use? “Student is good word!”
11. Student – as an older student, I need to have something to talk about to attract other people to HCC. Billboards and location got me here. Faculty kept me here. We need something to get us here.
12. Mohammed Tlass – if students are successful we are successful. Students are not customers because “customers are always right” and that is not a good model for students. AT – I am always learning and I have learned from you.

- III. Approval of Minutes
  - a. [February Minutes](#)

Point of order: request to amend the minutes was submitted before the meeting.

Motion – postpone revision of the minutes until next meeting since the amendment proposer is not here.

Motion passes.

IV. Treasurer’s Report

- a. The March Treasurer’s Report will be given by Acting Treasurer Mia Taylor.
  - i. No business to discuss other than to welcome Jenn back.

V. Standing Committee

A. Compensation, Benefits, Workload – Todd Bisch. We presented the six goals that senate has with Dr. Zamora. All six items were being discussed at the higher levels of administration. The next phase of salary increases (4% plus 2% step) will be most likely to be implemented. Dr. Zamora was asked about new faculty coming it to HCC above step 7. This is being looked in to.

Transformation was never intended to be a money saving program

Increased revenue from property taxes will support proposed budgets. State funding comprises 20% of the total budget for HCC.

HCC has budget problems but no money shortages.

Next meeting Friday April 1<sup>st</sup>, 1:00pm.

Question from the floor: Richard Gosselin pointed out that at the Central Faculty Senate President visit, David Wilcox pointed out that the Compensation committee should be focused on full-time compensation only for now. RG feels that we need to focus on adjunct pay scales as well. We need to contemplate this. TB – one of the six compensation goals is to improve adjunct pay. Scott Whitebird – there is a Compensation subcommittee that is working on this issue. Dr. Beatty has said that there will probably not be increases this year. JR ? – spoke on behalf of the adjuncts at the last Board meeting. Salaries are important but that is one issue (primary one). Professional development is also important (DW – Bedichek!). At the Alief Campus, adjunct faculty were moved to the “back of the building”. Suzette Brimmer – we were asked not to put out the formal points to the faculty, but adjunct needs are being worked on. Point – non-Senate members can join committee members.

(Note – Faculty Senate agenda PowerPoint presentations will be available on the Faculty Senate webpage.)

B. Finance – No Report

C. Professional Development – Jenn Graves. There is now an editable form for the Bedichek-Orman grants that faculty can fill out. Full-time faculty can only use it after they have used their \$2000 professional development funds. \$500 max per academic year, on a reimbursement basis. These funds can be used for any professional development purpose.

Question – how is this advertised to adjuncts? Usually through department chairs. Possibilities – beginning of semester meetings; we could add information or a link to the “Just on Time” website that is used by adjuncts.

DW – there were some requests from TCCTA-attending faculty about getting reimbursed for food at the conference. If the food is an additional cost that is not included in registration, that is an out-of-pocket expense. In order to qualify for per diem, the conference must be more than 25 miles away. (Bedichek funds do not have that restriction).

C. Educational Affairs – Antrece Baggétt. Meeting was held today. Two items: 1) Canvas training discussion (this is occurring on a lot of committee). Feeling: the training is too long, especially for adjuncts (32 hours) and too much focus on “learner centered pedagogy”. Further, course designers tell faculty what should go in the course (this infringes on faculty rights). Who approves Canvas course shells? TLE or chairs? Next step – LMS committee needs to discuss this with admin. 2) Rigor survey – will come out on March 21<sup>st</sup>. First step - first to instructional leaders and then to faculty. DW – the last question of the survey should be “ would you send your child to HCC?”. AB – if it were left up to me, I would send my child with the understanding that I will help her pick her professors.

Comment from the floor – Texas Education Committee approves textbooks for the stat schools (K-12). New board member will be elected that has “divisive” views. DW – this is not appropriate topic for right now but the Educational Affairs committee should address it.

D. Instructional Technology –No report.

E. Student Success – Lydia French. Email from Betty Fortune earlier today. Tutoring – some discussion that there would be a recommendation that only staff be tutors. LF asked for clarification – response from Dr. Fortune: there is a

discussion about making tutors staff positions, but she wants faculty to continue to play a role.

David Ross recommendation – Dr. Fortune and other involved parties should be invited to have an open-ended discussion with the senate to get further clarification. In ESL there is a lot of demand for tutoring in grammar, but there are no tutors that provide this kind of support. DR has considered giving faculty overloads, but he has been told that this cannot be done. LF – Dr. Fortune has said that she will not be available on April 8<sup>th</sup>. Leslie Comfort – no allowances have been made for Canvas training for tutors. LF – thanks for completing the faculty advising survey; there were over 200 responses. This information will be shared with Dr. Beatty soon.

H. Graduation – Darin Baskin. Graduation committee met last week. Meeting with district was “a hot mess”; there were lots of “strange”.

Graduation date has not changed. A second graduation for GEDs is on Wednesday May 11<sup>th</sup> at Central. Faculty are not required to be there, but they are encouraged.

Rehearsal – Friday night is rehearsal at 6:00pm-8:00pm. All people participating in graduation are asked to attend. Melissa Mills-Water points out that it will be difficult to get there on Friday evening. DB – parking on Friday night is free, but there will only be one parking lot open and a pass must be printed before we get there. Why are we required to print a pass if it is free? Reliant wants the passes to identify HCC faculty. DB points out that faculty already have badges and no one else would park in that lot at that time. I am also working on not requiring everyone to come to the dress rehearsal. Faculty are asked to get there between 5:00-6:00. Recommendation: admins should do a pre-rehearsal prior to faculty coming. David Ross – in new business the faculty senate should raise a strong objection to requiring all attendees to come to the rehearsal. There is no need to practice “sitting”. Ritu Raju – most students will not come to the rehearsal. The number of students who have registered for graduation is only 270. Administration expects to have over 2000.

DB – faculty are not required to go to GED graduation but they are **required** to go to the general graduation and rehearsal. Everyone will sign in to a computer and given a card that will be scanned. Susan Goll – do faculty have to register? DB – yes, so that cards can be pre-printed. All faculty will be given an email after spring break that will give faculty a link for registration. Ted Bisch – registering faculty is pointless since we are all required to be there.

Graduation is supposed to fit into a 3-hour window, but faculty should recognize that it will take considerably longer. Arrival is at 6am for the 9am

ceremony. Saundra Boyd – faculty should not have to get there so early. DB – I agree as long as you don't mind missing breakfast.

Format of graduation has changed; we will use a program called Marching Order to provide information on each student. At the next meeting we will get a video showing what this looks like. The process is very fast and students will have to hurry across the stage.

Four faculty marshals are needed. They are in charge of herding faculty. DW recommends that the cabinet members volunteer.

Parking fee for graduation is \$12; \$6 will be subsidized by the college. Cash and cards will be accepted (DB does not recommend using cards).

A time saver would be to have faculty sitting in the auditorium prior to the ceremony. DB – by removing the faculty march, you are removing a recognition of their work. JG – this does not save much time.

Graduation advertising video will be made after Spring Break and shown on HCC TV.

Question from floor – who makes these decisions? Committee including: Dr. Beatty and a number of other administrators.

## VI. Special Committees and Caucuses

A. Past Presidents Caucus –No report.

B. Faculty Conference – No report.

C. Chairs Caucus – Suzette Brimmer. “Unintended consequences” embodies the goals of the Chair’s Caucus. Current issues: 1) copier maintenance, 2) office standardization, 3) technology updates, 4) parking enforcement, 5) travel signatures, 6) request forms

We request that faculty let the Caucus know about issues. Let Jenn or Nathan know.

D. Ad hoc committee on Elections – Ritu Raju. First year after Transformation for Senate elections. The new process is based off of the amended by-laws.

Report on the new election process:

Nomination process – interested faculty can self-nominate or nominate other faculty from outside their divisions. Adjunct nominations are encouraged. If someone is nominated by someone else, they must confirm their willingness to serve before their name goes on the ballot.

Allocation of seats – no longer by college. Formula now based off of instructional divisions (21 + 1 for libraries) and contact hours. By default, every division gets one seat. Libraries get 3 seats, and adjuncts get 5 dedicated seats. Bylaws state that there will be a total of **88 seats**. A baseline of 481,250 contact hours per seat was used to determine the additional number of seats that all divisions get above the nominal one seat.

Question: why was the faculty senate number based on contact hours rather than the number of faculty? DW – contact hours are a proxy for the number of faculty.

Voting will consist of 2 rounds. In the first round, we will vote by instructional division. If there are fewer people than available seats, then the open seats will be opened. In the second round, non-elected faculty will be put back into the pool and all faculty will be able to vote. For the 5 adjunct seats, all faculty will be available to vote. Adjuncts can also run within their instructional division.

Timeline: Call for nominations will go out on the 28th of March. First round will take place April 18-24. Second round will be May 2 -8. Declaration of results before Memorial Day.

Question: At the last presentation, it was suggested that Coleman would gain a seat, but the actual number is 4 (a net decrease of 1). RR – Coleman faculty can still serve in the at-large position (this applies to all division).

Question: Numbers will adjust every year? Yes.

David White - Senate website will be adjusted to allow for candidate bios.

VII. Delegation Reports – none.

VIII. President's Report

A. Special Report on Hiring – Susan Goll

1. Susan was asked to address the hiring process when she was president, and has been collecting data on this and meeting with chairs/deans. Given transformation, the idea of transparent annual hiring was raised
2. There is an evolving model for hiring faculty (Engagement model). We want to move to a 50/50 FT/PT situation (sections, not raw faculty numbers). The number of new faculty hires need to be based off of this.



1. Data from the Program Review Dashboard – there is much variability in how departments allocate overloads. Hiring targets should take into consideration the essential role of full-time faculty.
  3. THECB data – 56% of sections are taught by FT (including overloads). This puts us above the goal. Richard Gosselin – what is the rationale for removing overloads from the picture? SG – faculty have to do more than their contracts require.
  4. Levels of Need (programs must have an 85% fill rate)
    1. Acute Need (emergency need) – 50% at capacity and every faculty member teaches at least 1 overload, but with an emergency need. There are 67 faculty members needed at this level (but obviously not all will be hired at once)
    2. Demonstrated (no emergency, but clear need) – 50% at capacity and every faculty member teaches at least 1 overload.
    3. Likely need – 50% at capacity but no overloads.
    4. Possible – Indicates need given the 50% target exclusive of overloads.
  5. Richard Gosselin– couldn't the efficiency rate be massaged by chairs who cancel sections? Susan Goll – cancelling sections will hurt the program's arguments for new faculty.
  6. David Ross – does this method take into consideration contact hours (Affordable Care Act issues)? SG – yes, the Affordable Care Act issue has been taken into consideration.
  7. Recommendations
    1. Fund all levels of need
      1. Acute need programs get 4 new positions
      2. All other need programs get 1 new position
- B. Feedback from TCCTA
1. David White – Most feedback was positive. One hiccup – if you were not a TCCTA member, and you declined to join on the spot, then you could not get reimbursed through the TCCTA process. The difficulty of travel authorizations is being discussed with administration. Horror stories from faculty have been collected and delivered to Dr. Zamora. Many issues must be resolved.
- C. Redundancy procedures
1. Smart Financial – Todd, Jenn, and David visited and got three signatories on the account.
  2. Bedichek – Three signatories on this account also.
    1. Process – moving forward again
    2. Website – will be folded into Faculty Senate website.
- D. Campus Meetings – not as much interest as in the Fall. A meeting at SE needs to be scheduled. Commonly heard items:
1. ADA diagnosticians

2. College is about achieving a better version of yourself.
  3. Canvas training
- E. Meetings with Admin
1. VCIS Beatty – integrity of testing process being compromised by releasing back exams was discussed.
  2. Chancellor Maldonado – where are we in the Transformation process.  
After Spring Break there will be more discussion with the T100 group.
    1. Chancellor is distressed by the lack of progress in “some entities”.
- F. Canvas Training – many reports of problems related to “student centered pedagogy” requirements, length of the training, etc. There was a very negative response from administration towards complaints against Canvas training. A significant percentage of faculty have not completed training or dropped out of enrolled sections. The LMS advisory group is meeting to discuss the issues after Spring Break.
1. Mohammed Tlass – Unnamed administrator has told faculty that if they do not complete Canvas training then they cannot teach online courses. How will this affect faculty’s standing? Will they be on probation. DW – this was discussed with the Chair Caucus. One positive clarification – for face-to-face classes (Web enhanced) Canvas training is not required unless chairs demand it. Some discussion that program coordinators should control this. DW – in any event, departments have control over this, not administration. Susan Goll – in the past chairs had to designate shells for faculty sections, but they should not have oversight. DW – we are not at the place where all sections automatically have course shells on DE. David Ross – this is a chair issue. The capability already exists. DW- chairs have always had control over who gets shells.
  2. Melissa Mills-Waters – different programs have instructional technology committees. Where should individual programs send concerns? DW – send to me or to Laura Goff.
  3. Question – how to register for classes? Currently none available. Emphasis is on getting the 9-month faculty trained first, since they can not be expected to complete training off-contract. 9-month contracts end after graduation.
  4. Administration has very little sympathy for Canvas training complaints and criticism. However, DW cannot ignore the volume of complaints that have come in.
  5. Mohammed Tlass – at the next LMS meeting, please make sure that everyone gets on the same page to address the issue.
  6. Darin Baskin – I completed the training and was told that certification would be withheld unless content was approved. This is in violation of what faculty were told.
  7. Susan Goll – a one-size-fits-all training approach is unnecessary. Chairs should be able to decide what the appropriate level of training should be

for individual programs. DW - Pedagogy should not be dictated by administration or training supervisors.

8. David Ross – the single easiest step is to make the training time open ended with flex-entry.

IX Old Business - none

X New Business

- A. Reinstatement of Treasurer Jenn Graves. Mia Taylor was confirmed as Acting Treasurer. Motion to reinstate Jenn Graves. Seconded. Motion passes unanimously. Jenn Graves reinstated as full-treasurer.
- B. Resolutions coming out of committees – none.
- C. Resolutions from the floor
  - a. Question: Can meetings start earlier? There is no by-law rule regarding when meeting begin. The faculty senate has become more popular.
  - b. Informal survey – Would a 1:00 start time be acceptable? Almost all members agree.
    - i. DW declares that meetings will begin at 1:00pm, starting with the next meeting.

XI. Announcements and Adjourn – DW needs to meet with the SW delegation regarding the resignation of a SW delegation member.

Next Senate meeting: April 8 at 1:00. Trustee Laredo has asked to speak.

Completed faculty endorsement forms can be turned in to the library at any time.

Meeting adjourned: 4:06pm.