**HCC FACULTY SENATE**

January 12, 2018 @ 1:00 pm; Central College LH-100

1. **Call to Order:** Mohamad Tlass
	1. Meeting is called to order at 1:02pm
2. **Guests:**
3. Dr. Frances Villagran-Glover, AVC Special Programs and Success
	1. working to implement Director of Student Integrity, develop more training
		1. Questions – could there be short FAQ videos for Maxient? Could the Maxient link also be added to Faculty resources?
			1. These will be put into place soon.
4. David Cross, Director EEO & Compliance
	1. questions or issues regarding ADA, etc., call his office.
	2. Active Issues
		1. Pregnancy accommodations
		2. Note takers in the classroom (for ADA purposes)
		3. Internet/communication accessibility (for ADA purposes)
5. Greg Cunningham, Chief of Police
	1. Maxient
		1. History
			1. students thrown off of one HCC campus enroll at another
				1. HCC faculty database needed for follow-up: no way to internally track these students
		2. FERPA Protection for students
	2. Question: how do we find it?
		1. At HCC website > scroll down to “Resources” > click “In Case of Emergency” > at Police Department website > click “Student Conduct Reporting Form”
	3. Reporting Form allows for details of incident and boxes for reasons: how these boxes are checked determines where it will go (ex. Dean of Students)
		1. Faculty have the right to remove a student for one class period – if a student won’t leave, call the police to make them; then, fill out the Maxient form, or the student will be right back. (This can trigger the Dean of Students to investigate.)
	4. Question – is Maxient also for dual credit students?
		1. Dr. Villagren-Glover: we are investigating this.
	5. Question – are reoccurring instances noted; is there a follow-up on those?
		1. Dr. Villagren-Glover: yes; we are working to make this process better.
	6. Question - how can we look up to see if these students are problems elsewhere?
		1. Contact Dean of Students to look up details.
	7. Question - will instructors get feedback on Maxient?
		1. Yes; contact Dr. Villagren-Glover if none received.
6. **Approval of December 2017 Minutes.**
	1. Motion to approve from David White / seconded by Tod Bisch
	2. Minutes are approved as-is
7. **Treasurer’s Report**: James Battieste (Mohamad Tlass reporting)
	1. No change: as of December 1st, we are still hovering at the half-million markMT

1. **Standing Committee Reports:**
2. **Compensation, Benefits, & Workload:** Tod Bisch& Andre Hermann
	1. Gladys Bel presented on TCCTA salary survey: however, not yet ready to present to Senate without more information from TE and about the upper end of the payscale
	2. Will meet in February and plan to present with recommendations at next Senate meeting
	3. Question from Mohamad Tlass –should we remove Adjunct Affairs form the Senate agenda/minutes?
		1. will address and have an answer by next month
		2. Adjunct Affairs:
3. **Finance:** James Battieste
	1. Nothing to report: see Treasurer’s Report
4. **Professional Development:** Mia Taylor
	1. Nothing to report: meetings will resume in February
5. **Educational Affairs:** Antrece Baggett
	1. Deans are mandating full-time faculty on 10.5 month contracts to teach at least one face-to-face class during the Summer.
		1. There will be a survey going out to address this.
		2. Request from Glady Bel - this is also a Workload issue. Please keep the Compensation committee in the loop on what happens.
	2. Sam West has suggested a small committee of chairs and associate chairs meet to discuss dual-credit challenges.
	3. There has been a discussion of scheduling and room assignment difficulties that departments are experiencing with Ad Astra.
6. **Policies and Procedures:** Laurel Lacroix
	1. Nothing to report; will meet before next Senate
7. **Student Success:** Annie Tsui
	1. Nothing to report
8. **Graduation:** Darin Baskin
	1. TexChase (GED) will be May 2nd at Central
	2. VAST graduation TBD – meeting next week to determine date
	3. Regular graduation is on May 12th, with AM and PM ceremonies
		1. Mattress Mack has confirmed as the speaker for 1pm
		2. There is no confirmation yet for AM, but JJ Watt is possible: if this happens, the AM speaker will not be publicized.
	4. February 20th **–** online registration for graduation and regalia
		1. regalia process has changed: while it is through the bookstore ($20 to rent), it is ship-to-home with a free return label to Herff-Jones
			1. Do NOT lose that label: the bookstore cannot reprint
		2. new manager at bookstore will have extra regalia pieces on hand at the ceremonies (ex. tassels)
	5. Please attend the ceremony you register for: Student Services is now in charge—not Instructional Services—and are keeping an eye on attendance
	6. $268,000 budgeted for last year’s graduation - still went $30,000 over / this year, we have to go under budget: this seems unlikely
		1. One reason (of many) for over-spending: ADA accommodations
			1. two golf carts last year for all ADA student and faculty use– this year, we want to try for 6 carts at $3500 rental/each and we also need drivers
	7. If you’d like to be on HCC graduation committee, email darin.baskin@hccs.edu
		1. 18 members, so far, but need at least 10 more
	8. Question from Tod Bisch: will we need to register for a ceremony if we are on the graduation committee
		1. No; Darin retains the attendance roster, and you will be marked present
	9. Question – since graduation attendance is not in our contract anymore, do we have to go each year?
		1. As of now, yes; it is “other assigned duties“; Student Services is tracking those who register and don’t show up
	10. Question – why did the graduation(s) change hands from Instructional Services to Student Services?
		1. Change in administration led to the breakdown; we are hoping to resolve things by next year, but this year’s ceremonies might be difficult.
			1. Student Services ran the back-end of the house, while Instructional Services ran the front. Now, Student Services wants wants to take it all. However, they do not have the numbers to support it.
	11. Question from Gladys Bel - could we make a proposal to revert to every other year for graduation attendance?
		1. in support: however, this might be tough as we now have four graduation ceremonies to support with full-time faculty.
		2. We are only a small portion of the faculty; reach out to others to get their opinions, too.
9. **Instructional Technology:** Stacey Higdon
	1. Online Grade Change, Phase 2 went live on December 15th. Updates to the existing workflow process will begin as soon as possible.
	2. We will continue with our existing agenda items at our meeting on Jan. 19th.
10. **Diversity and Inclusion:** Melissa Miller-Waters
	1. We want to host an event with David Cross’ office in March for the #MeToo movement
		1. we will need volunteers, eventually, so details will follow. We also hope to stream the event at various campus locations.
11. **Special Committees and Caucuses:**
12. **Past Presidents**: Melissa Miller-Waters
	1. Nothing to report
13. **Chair Caucus:** Nikky Boutte-Heiniluoma (Alan Ainsworth reporting)
	1. Two meetings (AA was only at one)
		1. 1st meeting with Dr. Perez; AVC of Instructional Services, Stephen Levey; and Executive Secretary, Sara Clemens regarding Master Schedule with Ad Astra and control for courses
			1. Dr. Perez wants to change system back with control for chairs and office managers.
		2. 2nd meeting with Cat O’Brien and one other
14. **Adjunct Caucus:** Joyce Roberta “JR” Miller-Alper & Charles LaMendola
	1. JR – attendance issues
		1. 24 attended 1st meeting of adjunct orientation; 16 attended 2nd
		2. CR – 50% of all adjuncts attended orientation, though; Faculty and chairs – encourage adjuncts to attend Caucus
	2. Communications
		1. Too much email
		2. Branding issue – could be resolved by pending logo
			1. Question – was there an issue with room information?
				1. Departmental meetings were scheduled for 4pm; this would not allow for “double booking” so we ended up with what was left.
	3. Compensation: more than just salary
		1. Examples: what will happen with the new tax bill; unemployment
		2. More recognition: adjuncts would like more HCC-wide emails that recognize their accomplishments (example: adjuncts left out of the August 18, 2017 email about compensation)
	4. CR – open to suggestions about outreach, how to acquire rooms (difficulties at Central), or anything else
		1. Question – what about Saturday meetings?
			1. We have considered this; in addition, we’ve found most of those in the Caucus are on the west side, so we might try meeting at West Loop.
		2. We contacted M. Ronan, and we are going to attend Adjunct Academy cohorts to discuss the Caucus
		3. Question - what about making use of SurveyMonkey to poll the adjuncts?
			1. Paid accounts issue: only first 100 results visible; we have also considered using Canvas. David White: what about Survey Gizmo?
		4. Question - what if Senate threw a party for the adjuncts?
			1. Mohamad Tlass: Adjunct Caucus can bring forward more suggestions for this idea
		5. Comment – Helen Graham: send information from caucus, and I can add it to our departmental newsletter.
		6. Mohamad Tlass - contact Nikki, regarding Chair Caucus so the word about Caucus can get out to the chairs.
15. **Bedichek-Orman Auction:** Linda Graham & Sheryl Ballard
	1. Nothing to report
16. **Faculty Conference:** Linda Comte & Debra Schultz
	1. February 10th is the conference
	2. Registration is open / proposal deadline is January 24th
	3. Mr. Lyndy Phillips is the speaker (motivational)
17. **President’s Report**: Mohamad Tlass
	1. Library subscriptions: 50-60% are moving forward
	2. Early alert: working to track down if Student Services is doing their job
		1. Educate your colleagues: an alert during last week of semester isn’t realistic/ working on deadline
		2. Comment from Adjunct professor – alert sent out third week; no response until end
			1. Mohamad Tlass - use the “area of study” email sent out to follow up with a real person.
			2. David Ross - feedback wasn’t automatic in the past; sometimes it might not be something that needs to be followed up on with faculty
18. **Old (unfinished) Business:**
	1. Nothing to report
19. **New Business:**
	1. David White: brings forward resolution (re: comments regarding Trustee Oliver - reported by *The Houston Chronicle /* comment brings the reputation of HCC into question
		1. resolution to respond to *The Houston Chronicle*, regarding reported comments by Honorable Vanessa D. Gilmore
		2. move to adopt resolution - David Ross; seconded by Tod Bisch
			1. Discussion on the floor regarding edits to open letter
				1. Ritu Raju – requests Policy and Procedures make edits, but the consensus is that this would take too long

Point(s) of order – David Ross - if the Senate wishes to edit content, language, etc., we must adjourn to committee; Mohamad should first designate a chair

refer to “Appendix: Minutes of Committee as a Whole” (2:17-2:39pm)

* + 1. Nathan Smith - amendment to motion: empower executive team to make grammatical/factual corrections if the resolution passes.
		2. Point of Order from David Ross - what motion is currently before Senate?
			1. Issue clarified by Daniel Dylla, chair: the adoption of the resolution
			2. If we want to amend, we could refer back to Policy and Procedures
			3. Nathan Smith – re-move to amend original resolution
				1. all in favor: amendment to motion passes
			4. Alan Ainsworth – encourages people to vote against: had the negative word “cesspool” not been used, we could have been writing a resolution censuring the actions of Trustee Oliver instead.
				1. One of our trustees was convicted of bribery—that should be the matter at hand.
		3. Letter (if passed) will be released by Tuesday, January 16th for publication
			1. Vote by a show of hands: 26 in favor; 12 opposed; 3 abstaining
				1. 41 are still present - quorum is present (confirmed by David White, Stacey Higdon, and Mohamad Tlass)
				2. Lorraine Carey not present due to illness; she delegated Karen Yip as her proxy for voting purposes.
1. **Announcements:**
	1. Melissa Miller-Waters – re: Harvey and recovery
		1. trauma studies tell us the 2nd semester after disaster is often tougher, so let’s be mindful;
		2. Three Food Pantries – one at Katy; one at Spring Branch out of Anthropology; pop-up at Central in LHSB 206 (non-perishables accepted)
	2. Gardner Institute – register for conference by January 31st (message from Dr. Perez)
	3. Registration for Faculty Conference is low, so register, and tell others to do so. If you have a proposal, please submit it.
		1. The Registration link will be sent out again.
	4. Comment from Dan Flores - Admin is listening to us (ex. future location change for Instructional Day
2. **Adjournment** (no “second” required)
	1. Meeting is adjourned at 3pm

**NEXT MEETING: February 09, 2018**

**1PM at Central’s Learning Hub, Room 100**

**Shake and Bake**

**Appendix**

**Minutes of the Committee as a Whole – Friday, January 12, 2018**

1. Committee as a Whole
	1. Mohamad Tlass recognizes Daniel Dylla as chair. The main Senate meeting is adjourned at 2:17pm for discussion that will go for 10 minutes.
	2. Ritu Raju – since we do not have a full transcript of Judge Gilmore’s comments, we need to be careful not to be reactionary and to present a unified front.
		1. University of Houston, former Presidents - Faculty Senate wrote two open letters, not addressing the incidents, rather, highlighting what faculty do.
	3. Question - has anything gone out about this?
		1. Our response would be the only one so far
	4. Comment – the letter should somehow emphasize that many students in Houston would not have chance at Higher Education if it weren’t for HCC.
		1. Keep it brief: we risk muddling if we add too many positive aspects.
	5. Nathan Smith- this is an opportunity to stand up on behalf of the faculty.
		1. After further commenting on the floor: “and the students”
	6. Mohamad Tlass: letter should be reviewed for a week by Policy and Procedures; many disagree, however. Moment would be lost if we delay
		1. The version at 2:25pm removes mention of the judge as our intent is to address *The Houston Chronicle* and its readership.
	7. Nathan Smith moves to add five minutes to discussion; David Ross so moves, with others seconding. All are in favor.
		1. Context of letter is still missing: can be addressed with more revision.
	8. Comment - as we represent faculty, and there are no representatives from the SGA, we should revise to “on behalf of…” (regarding students)
	9. Alan Ainsworth – will be voting against this if it comes to a vote: this forum is not the time or place to edit such a letter; we need the transcript of the judge’s remarks because we only have the remarks from Trustees and newspapers
		1. David Ross - community is operating on what was reported
		2. Some think that its Chancellor and Admin need to take a stand.
	10. Motion to extend discussion five more minutes to 2:41pm; motion goes nowhere.
		1. Mohamad Tlass – letter needs to be vetted by Policy and Procedures; he would send out within the week
			1. Question fromDaniel Dylla, chair - would the letter not be voted on, then, until next Senate? (defeats the purpose of urgency)
			2. Nathan Smith- committee discussion is for wordsmithing; we need to take into account the importance of time.
				1. This is our stance, and it should be something we address now.
				2. Further points from the floor: our duty is to defend the institution and that includes the students.
	11. Motion to adjourn Committee as a Whole; seconded; main Senate meeting reconvenes at 2:39pm.