**HCC FACULTY SENATE**

July 13, 2018 @ 1:00 pm; Central College LH-100

1. **Call to Order:** Mohamad Tlass
	1. Meeting is called to order at 1:04pm
2. **Guests:**
3. Brian Baldwin, Director IIED Department
	1. He will need to be rescheduled.
4. Nithy Sevanthinathan, Office of International Student Services & Frances Villagran-Glover, AVC Student Services
	1. Frances Villagran-Glover
		1. Maxient concerns: difficult to locate on the website, and questions as to when we use it; the office is resolving these issues.
		2. Currently, Maxient (third-party behavioral management tool) is broken down into three categories: student conduct, academic dishonesty, and concerning behavior.
		3. If a student is expelled at one campus, then, he or she should be expelled at all campuses; a more streamlined process is ensuring that this is happening.
	2. Nithy Sevanthinathan
		1. International student make-up: 6000 international students from 400+ countries; many come from 10 specific countries
	3. Mental Health Services for students
		1. Stronger communications between Counseling and Faculty to ensure student referrals don’t get “lost”
			1. Know your counselors – follow up by email
			2. Use Early Alert / flag for personal issues
			3. Comment from Senate floor: send out student email blasts
			4. Mohamad Tlass will forward a list of counselors by campus by Monday, July 16th
5. **Approval of June 2018 Minutes.**
	1. Tod Bisch moves; Nora Jo Sherman seconds. The minutes are approved as-is.

1. **Standing Committee Reports:**
2. **Compensation, Benefits, & Workload:** Tod Bisch
	1. Reviewed goals for the past year
		1. Adjunct pay is at market with TCCTA/TUCC8 data
		2. FT Faculty pay is at market – no recommendation for 3-year plan; no raise recommended
		3. Steps –status of next year’s budget is unclear (and by extension, the number of steps); we are also unsure as to when the 2% PEP-based increase will occur.
			1. See President’s Report
		4. Pay-scale issue
		5. Transparency
			1. See President’s Report regarding Salary Scales
			2. High-demand stipends have expanded/are reviewed yearly.
			3. Workload Document
				1. See President’s Report
	2. Next Meeting will be September 7th at 1pm in SJAC 140.
3. **Finance & Treasurer’s Report:** James Battieste (Mohamad Tlass reporting)
	1. Finances are stable; we are working to resolve an issue regarding the status of the Faculty Association account.
4. **Professional Development:** Mia Taylor (Mohamad Tlass reporting)
	1. Looking into the professional development funds from last month’s New Business (re: using funds for Archival visits)
		1. Mia Taylor will revisit the issue with the new financial officer to improve direction. She is also working on language for a resolution.
5. **Educational Affairs:** Antrece Baggett (Mohamad Tlass reporting)
	1. David White: Maxient presentation for academic analytics
		1. Maxient reporting rolled out informally in Fall of 2017: direct link on Faculty Senate page
		2. 1st time violators are reviewed by Student Services; notifications are sent to the student that there could be further action for repeat offense(s)
		3. Appeals process for academic dishonesty stops with the Chair or Program Director: this keeps it under the scope of Faculty and out of the hands of Student Services
		4. In 2017-2018, there were 44 cases across campuses and 20 cases online. (One of the cases was a repeat offense - actually 63)
		5. More data points as we move forward, and faculty-led discussion will be held in order to ensure consistency at the program level.
6. **Policies and Procedures:** Laurel Lacroix
	1. Nothing to report
7. **Student Success:** Annie Tsui
	1. Nothing to report
8. **Graduation:** Darin Baskin
	1. Nothing to report
9. **Instructional Technology:** Stacey Higdon
	1. Nothing to report
10. **Diversity and Inclusion:** Melissa Miller-Waters
	1. Diversity and Inclusion certificate for Faculty
	2. Results from student focus group at Alief on the perceptions surrounding the issues; after we get the data, we will send out a summary.
	3. Honors students at Katy are developing a project for an organic garden: if you think your students would like to be involved, let us know.
	4. Next meeting will be July 26th – email Melissa Miller-Waters for an invitation.
	5. Senate survey about updating the EGLS3 with some new questions. Expect this in the coming weeks.
11. **Special Reports, Committees and Caucuses:**
12. **Past Presidents**: Melissa Miller-Waters
	1. We are tentatively planning a September event for the Trustees.
13. **Chair Caucus:** Nikky Boutte-Heiniluoma (Mohamad Tlass reporting)
	1. Nothing to report
	2. Next meeting is Thursday, July 19th at 1pm at West Loop; James Mable, Director, Career and Job Placement Services, will attend.
14. **Adjunct Caucus:** Charles LaMendola
	1. Future Goals
		1. Stipend
		2. Informal Salary Survey
15. **Bedichek-Orman Auction:** Linda Graham
	1. Auction will be November 2nd
16. **Faculty Conference:** Debra Schultz
	1. Nothing to report
		1. Co-chair volunteer
17. **All-Faculty Retreat:** Helen Graham
	1. Information is up on the website
18. **HCC Foundation:** Antrece Baggett & Mary Lawson
	1. Nothing to report
19. **President’s Report**: Mohamad Tlass
	1. Piper award
		1. We have brought this back to HCC: thank you to Toni Holland
		2. $5000 award with newsletter publication
		3. Information has gone out to Deans who will choose nominees; faculty will be contacted to fill out the necessary paperwork.
			1. There is concern the faculty do not have enough time to professionally prepare materials.
			2. David Ross: potential issue for Professional Development
	2. Convocation
		1. Texas Commissioner of Higher Education will attend
	3. E-Portfolio
		1. James Mable of Career Services is working on an idea that allows our students to upload materials and will connect them to employers
	4. JR Miller-Alper Memorial
		1. Information regarding the date will be resent.
	5. Comprehensive Handbook (including workload document)
		1. We are talking to Legal for verification on certain issues; the expectation is that it will be posted before Mohamad’s term is complete.
	6. David Diehl
		1. There is a plan for D. Diehl to provide information regarding the new regional system (Central, East, and West) at Instructional Day.
	7. Instructional Leader’s Day
		1. August 15th and 17th
	8. Financial Transparency
		1. Salary Scales are now available under Careers at HCC. Scroll down to Resources > choose Faculty Salary
			1. Point of Personal Privilege, David White - thank you to Mohamad Tlass for making this happen.
	9. 2018-2019 Budget
		1. Administration made the changes that the Board asked for / steps 30-37 are back and the 2% step is expected at the start of the fiscal year
		2. Administration and Trustees have assured that the budget will be approved – please attend the August 1st meeting
20. **Old (unfinished) Business:**
	1. Nothing to report
21. **New Business:**
	1. IT Standing Committee (section508.gov)
		1. Web content accessibility for ADA - legal ramifications
		2. Mohamad Tlass’ recommendation to committee: within the next 60 days, put a plan together to propose to Bill Carter and his team
	2. Educational Affairs & Student Success Task Force Rigor Guidelines/Principles
		1. Dr. Perez would like a set of basic standards that everyone can follow.
		2. An email will go out to the Task Force within the next week.
	3. Senate Attendance
		1. Charles LaMendola formally requests that the Senate take action on the issue of absent full-time and adjunct representatives for the next academic year (i.e. enforcing attendance bylaw)
		2. David White reads the language in Subsection B about resignation: according to one interpretation, that person automatically vacates his or her seat after three consecutive absences.
			1. Ritu Raju, Vice-President has sent out emails per our bylaws, but many people had issues with this stance. Email will go out to new officers in August about our current procedure.
			2. David Ross: there is some leniency to attendance so that we won’t have constant vacancies / Senate is elected while replacements might not be / to maintain prestige and integrity, we should question opening this door.
			3. There is a push for Outlook invitations to Senate meetings. Mohamad Tlass will work with Darin Baskin on this issue.
		3. Possible Point of Order, David White – raise the issue after the November meeting. This attendance issue is causing consistent quorum issues at our meetings.
			1. Charles LaMendola: suggestion for proposed change - after three absences, leave discretion to the Senate or the executive board; a proxy can always be appointed in the case of absence, too.
			2. Point of Order, David White: move that issue of attendance be recommended to Policy and Procedures for revision and to make a recommendation to the Senate, if needed.
			3. Tod Bisch and many more second. The motion passes.
22. **Announcements**:
	1. Travel Representatives will be scheduled to speak to Senate in September.
	2. Congratulations to Ritu Raju for her successful fellowship completion.
23. **Adjournment** (no “second” required)
	1. The meeting is adjourned at 2:27pm

**NEXT MEETING: August 24, 2018**

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

**(PARTY TIME: Whoomp, there it is! )**