

**BLINN COLLEGE
COUNCIL OF DIVISIONS
Minutes, Regular Meeting, April 17, 2009
Via: Video-Conference**

Present: Bill Nix, Jennifer Garcia, Michael Schaefer, John Schaffer, Erika DeYoung, Ron Hammond, Thena Parrott, Blanche Brick, Brandon Franke, Katherine Wickes, Marcello Bussiki, Karen May, Ken French, Larry Campbell, H.F. Poehlmann, Linda Flynn, Rick Church, Mark A. Wilkening, Marvin Lee (for Randal Hoppens), Greg Phillips, and Mary Barnes.

Unfinished Business:

Bob Brick called the meeting to order at 2:20 pm. He noted that Sealy and Schulenburg were not showing up on the screens; it was determined that no one was present on these campuses. Bob Brick then asked for any changes to the minutes from the last meeting. Nancy Wright noted that an addendum by Bob Brick would be moved to the correct location in the minutes. No other changes forthcoming, the minutes were unanimously approved.

Item 1: Travel Budgets

Bob Brick reported that the proposal sent to the Administrative Council to raise the travel budgets has been approved. The amount for instructors is raised from \$400 to \$500. The amount for division chairs, \$600, remains the same, as requested. This raise will take effect in fall 2009. He also noted that the chairs can distribute travel funds at their discretion, including using some for part time instructors. He did note that we should have some guidelines for approving these travel funds for part time instructors. He suggested a committee from both campuses be appointed to come up with these guidelines. For example, sending a part timer a long distance to a conference would probably be more for job search than for the betterment of Blinn, unless the instructor is presenting a paper. He suggested that this committee share ideas with the Professional Development Committee. Blanche Brick, Ken French, Linda Bow, Thena Parrott, and Marcello Bussiki volunteered to serve on this committee.

Item 2: Faculty Workload Formula for Science Faculty

Bob Brick reported on the progress of the workload formula. He passed around a written report to the Bryan Faculty and apologized for not getting this report to the Brenham Faculty in time for this meeting. He said he would send it out on Monday.

To review, Bob noted that this proposal was initiated by the Science faculty. On March 11, it was sent to the Administrative Council who, in turn, sent it back to a subcommittee for more work. This subcommittee met several times, including the morning of this meeting. The members of this group are listed below:

Bob Brick (Council of Divisions)
Grady Hendricks (Faculty Senate)
Roxanne Brown
Mary Barnes-Tilley
Van Miller

Currently the science faculty teach 4 classes one semester and 3 the next. This proposal would allow them to teach 3 and 3.

Bob Brick presented two options for determining the value of one hour of lab/studio/activity that the subcommittee has proposed. Option 1 (2/3 of a lecture hour) would be for labs which have separate textbooks, separate assignments, and separate grading—equivalent to a course in itself. Option 2 (.5 of a lecture hour)) would be for labs where the instructor only monitors and assists the students. These labs require no prior preparation and, generally, consist of tutoring or assisting students.

The purpose of this new formula is to include all different types of labs, such as activity and studio labs. Which option is used (Option 1 or Option 2) would be decided in negotiation between a division chair and Dr. LaCour, Vice-President of Academic Affairs.

Bob also noted that this proposal is concurrently being presented to the Faculty Senate by Grady Hendricks.

Van Miller told Bob Brick that the College is ready to handle the financial obligations incurred by this proposal, but noted that the proposal must still be approved by the Administrative Council and the Executive Council.

Bob Brick brought up the issue of overloads; will the science faculty be willing to teach overloads to handle any uncovered classes until enough full time or part time faculty can be secured? Bob said that the science faculty would be willing to do so during the transitional phase until more part timers can be found and if the institution had adopted a plan for calculating faculty workload, rather than having it result from ad hoc discussions with the Administration. Overloads would be compensated at the part time rate.

Ron Hammond noted that the math faculty were unhappy with this proposal in that it seemed like the science faculty are asking for a reduction in their load and then turning right around and assuming overloads. Bob Brick, Blanche Brick, and Dennis Utley assured Ron that the science faculty do not really want overloads but would be willing to take them only for a short transitional period. Much discussion ensued. Bob Brick said that each division chair could argue their case for the type of lab they have in their negotiations with Dr. LaCour. Ron Hammond still disagreed with the proposal.

Blanche Brick asked if it would be simpler for the science faculty to ask for a load reduction. Bob Brick said not, that they were trying to come up with a policy that would apply across the board for more consistency and fairness. Greg Phillips noted that reducing the science faculty's load by one course would result in 18 contact hours but 15 "Instructional Load Units" as per the proposal.

Bob Brick asked that everyone take a look at the proposed faculty workload plan as soon as they receive it and e-mail him, A.S.A.P, with the information listed below:

1. Each chair should determine which kind (and value) of labs are in his/her division;

2. Each chair should send this information to Bob as soon as possible; and
3. Each chair should copy this information to Van Miller so he can make a rough financial projection.

Bob will e-mail all of us asking if we want to send this proposal (with options he noted) on to the Administrative Council.

Bill Nix noted that his and Rick Church's Health and Kinesiology Divisions are not part of this proposal as their divisions had previously negotiated a separate arrangement with the Executive Council.

New Business:

Item 1: Board of Trustees Meeting

Bob Brick said we can read a report on the last Board meeting in the current issue of the *Update*.

Item 2: Distance Education Course Guidelines

Blanche Brick said she is concerned with how distance education courses are (1) being monitored and (2) being divided up among the campuses. She noted that the Academic Standards Committee has developed guidelines for distance education courses and she would like to hear from that committee as to the monitoring methods it has come up with.

Bob Brick suggested that every division should designate a member for a committee to study this issue. Blanche Brick volunteered to head this committee.

Item 3: Employee Perception Survey

Michael Schaefer asked if anyone had seen the results of the Employee Perception Survey. Bob Brick said some had seen parts of it, but he will see if we can see the full report.

Item 4: Next Year

Ken French said that because several items under discussion by this body will be carrying over to next year we will need close cooperation and communication between this year's president and the new president. Bob Brick said he would be happy to be available to answer questions and help out.

Item 5: Election of new officers:

Mary Barnes-Tilley, as this year's president-elect, will assume the presidency in the coming year. A new president-elect from the Bryan Campus needs to be elected. Michael Schaefer volunteered for this position. He was approved by acclamation. Thena Parrott volunteered to be secretary for Mr. Schaefer's presidency. Mary Barnes-Tilley will secure a secretary from the Brenham campus for her presidency.

Ken French proposed we adjourn. Meeting was adjourned.