

**BLINN COLLEGE
COUNCIL OF DIVISIONS
Minutes, Regular Meeting, September 19, 2008
Via: Video-Conference**

Present: Bob Brick, Presiding: Thena Parrott, Brandon Franke, Blanche Brick, Bill Nix, David A. Corkran, Erika DeYoung, Marcello Bussiki, Dennis Utley, Michael Schaefer, John Schaffer, Linda Richardson, Nancy Wright, 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-Tilley.

Dr. Robert Brick called the meeting to order immediately following the adjournment of the Curriculum Committee meeting. He called for corrections to the minutes from the meeting in August.

Motion: Randy Hoppens moved to approve these minutes.

Michael Schaefer seconded the motion.

Motion was unanimously approved.

Thena Parrott, who prepared these minutes in the absence of Nancy Wright, will make the corrections and forward them to Nancy.

Item 1: Revision of Workload Reduction Formula

The first item on the agenda was the revision of the workload formula for division chairs. Since Ron Hammond had to leave early for a prior commitment, Bob Brick presented the sub-committee's findings to the group. He said one suggestion was to account for in some way the number of part time faculty each chair has to supervise as this amounts to a huge time commitment for several of the larger divisions. Discussion ensued.

Ron Hammond sent word that what he found time consuming was the number of part time instructors who teach one semester and then move on and others have to be hired, but he can't find a way to figure this into the formula. Several felt that the number of part time instructors should be doubled in the formula. Some consideration was briefly discussed about tripling this number, but "times two" was decided upon.

Mary Barnes-Tilley suggested adding a column to account for the number of students in each division's classes; however, it was noted that this figure is already accounted for in the current formula. Mary stressed that she wanted the formula to be fair to those on the Bryan Campus who have more students in sections than many of the classes on the other campuses.

Marcello Bussiki, Michael Schaefer, and Bill Nix all felt this suggestion would work again them since they have smaller classes (like studio classes) by the very nature of the courses in their divisions. However, Bob Brick made it clear that the purpose is not to decrease any reductions that are currently in place.

Blanche Brick noted that the number in a class depends on other factors, such as size of the room, type of class, and faculty availability.

Bob Brick asked each division chair to forward a report to him by the end of September so he can get this revised proposal to the Administrative Council by their meeting on October 22nd. In this report he asks the chairs to include the following:

1. Look at the number of sections and students on the 12th day of the current fall semester
2. Figure the impact on reductions that these numbers would make
3. Figure the impact on reductions that doubling the number for part timers would make

He will then get this information to the council members via e-mail and ask them for a vote.

Bob Brick also noted that the scale for the reductions, bottom right-hand corner of the page with the formula, had also been slightly revised and asked everyone to look at it and send him any comments via e-mail.

Marcello Bussiki suggested an alternate proposal: that the reductions be based on the number of part time faculty according to a predetermined scale: that is, so many reductions per so many part timers. Bob Brick said this should also be considered.

Bob Brick also noted that the ADN and Business Divisions had been left off this formula by the Executive Council. It was agreed that this issue should be revisited with the Executive Council.

**Motion: Nancy Wright proposed we ask for the following change in the workload reduction formula:
count part time instructors in each division twice, effective Spring semester 2009.**

Bob Blanch Brick seconded this motion.

Motion was passed unanimously.

Item 2: Information on Board Meetings

Bob Brick thanked Mary Barnes-Tilley for attending the past two board meetings in his necessary absences. Mary reported that the main issue was parking on the Bryan Campus. Students from the Student Government on the Bryan Campus attended this meeting and showed pictures to demonstrate the problem with parking. The Board decided to construct a temporary parking lot to reduce parking problems.

Item 3: Faculty Evaluations

Ron Hammond and Nancy Wright asked that the timing of faculty evaluations be addressed at this meeting. In the absence of Mr. Hammond, Nancy Wright discussed the problems of having these evaluations in the fall semesters. She said that doing so does not allow enough turnaround time for conferences with the faculty and time for them to effect any necessary changes suggested by ratings and comments on said evaluations. If we did the evaluations for all instructors during the spring semesters, then conferences could be held in early summer which would allow instructors to plan changes in response to the information gathered from the evaluations. The current schedule does not allow the instructor time to plan and effect changes till the following fall semester (possibly summer), a year's lag time in making improvements. If one of the major purposes of these evaluations is to assist each instructor in improving in one or more areas of teaching, then such a long time lag is not fruitful or useful. It was noted that these evaluations are done in the fall semester because they are tied to budget items and to contract renewals. These problems need to be explored.

Discussion: Erika DeYoung suggested doing such evaluations on Angel or online some way. Bob Brick said this is a good idea except student engagement usually decreases dramatically when students have to do surveys, etc. online. Ways to encourage them to do this were discussed, but it was generally conceded that, for now, we will have to continue with the current form of administering these evaluations.

Mary Barnes-Tilley noted that Dr. Kemper is working on something new for evaluations and we should find out what this is. Nancy Wright then suggested that a sub-committee be formed to confer with Dr. Kemper and Dr. LaCour and both academic deans to see what is being done and what they think about this proposal. Larry Campbell suggested we also contact Dean Stewart on this issue.

Bob Brick appointed a sub-committee and asked them to speak with the above administrators and be ready to report back to this group at the next meeting

Motion: Nancy Wright proposed a sub-committee be formed to study this issue.

Randy Hoppens second the motion.

Motion passed unanimously.

Bob Brick appointed a sub-committee and asked them to speak with the above administrators and be ready to report back to this group at the next meeting

Members of Sub-Committee: Nancy Wright, Erika DeYoung, Larry Campbell, and Ken French. He later asked Nancy wright to chair this committee.

More Discussion: Thena Parrott and Michael Schaefer said maybe evaluations should be given both long semesters; many chairs said they already do this for certain faculty members.

Randy Hoppens noted that everyone would be leaving at the end of the spring semester, and it would be, therefore, difficult to contact many for conferences.

Blanche Brick suggested extending the deadline in February for completing these evaluation conferences.

Item 4: Cell Phones in Classrooms

Ken French had asked for this item to be placed on the agenda, but he said that the Administration is currently working on a way to contact all students and faculty in classrooms via cell phones, so for now it is best to just ask students to put their cell phones on vibrate to lessen the disturbances caused by ringing phones.

Item 5: Reductions for Natural Science Lab Instructors

Ken French inquired what the status was on the Natural Science Division's proposal for changing the formula for instructors of lab classes from three lab classes one semester and four the other long semester (or vice versa) to three lab classes each long semester. Bob Brick said it had been sent to the Administrative Council and moved on from there to the Executive Council, but he had not heard anything back. He will inquire on the status of this request.

Ken French also inquired if we should change the name of this group to reflect the changes made this past year. However, it was agreed that the change had already been made to call this group "Council of Divisions."

Item 6: Bookstore Woes!

Bob Brick summarized the frustrating, unacceptable problems with obtaining books on this campus this semester. The Brenham Campus had problems also. Bob said he had talked with Sharon Green, Barnes and Noble Bookstore Director on the Bryan Campus, and noted that the problem was that the Barnes and Noble computer online system would not let her order from the hard copy forms turned in each semester; rather she had to order by the numbers provided by Christine Weid in Brenham. The problem with this is that these reports was not up to date on the numbers, so not enough copies were ordered for many classes for the fall semester. Another problem was that some division chairs were very late in submitting their book orders. The last problem noted is that Sharon tends to underorder so that she will not have to return books.

Changes: The computer system will be changed, and the hard copies from the division chairs will be used henceforth. Hopefully, all division chairs will observe the deadline for submitting book orders (the forms will be distributed to the chair very soon). Sharon will make copies of these forms and distribute them to other bookstores in the surrounding area.

Deadline for Book Orders: Oct. 25th
Oct. 31st (at the very latest)

Mary Barnes-Tilley said Brenham suffered many problems with their bookstore. She said she thinks the division chairs' hard copy orders are being ignored.

Nancy Wright noted that online classes were a problem and suggested that since a large majority of the students taking online courses which emanate from the Brenham Campus are Bryan students, the division chairs should work with their counterparts to ensure there are enough copies of textbooks for these classes.

Motion: Motion to adjourn was made by Thena Parrott.

Motion was seconded by Bill Nix.

Motion passed unanimously.

Respectfully submitted by Nancy Wright, Secretary of Council of Divisions