

Council of Divisions

November 20, 2009

Welcome

Mary Barnes called the meeting to order at 2:15. Roster circulated for attendance.

Present: Mark Wilkening, Rick Church, Randal Hoppens, Ken French, Greg Phillips, Karen May, H. F. Poehlmann, Mary Barnes, Doug Pierce, Linda Flynn, Eric Miller, Blanche Brick, Jennifer Garcia, Brandon Franke, Linda Bow, Nancy Wright, John Schaefer, Dwight Bohlmeyer, Susan Slowey, Jean Riccadello, Bill Nix, Jane Haggard, Marcelo Bussiki, Thena Parrott, Linda Richardson, Lee Don Bienski

Guests: Cathy Kemper, Rosemary Sundet, and Bob Brick

Minutes from October 16 meeting

All corrections to the minutes of the October 16 meeting that have been sent to H. F. Poehlmann have been made. Mary Barnes suggested that we add any proxy votes to the minutes so we know who cast the vote. That will be another correction to the minutes. Minutes accepted as corrected.

Guests – Cathy Kemper and Rosemary Sundet

Cathy Kemper stated that the main purpose of their visit was to talk about the QEP Item Analysis Survey of Fall 2009. She stated that she and Dr. Sundet are aware of the challenges to enter QEP data to fulfill commitments that we made several years ago. Although Survey Monkey was user-friendly for faculty, it was a nightmare on their end to put together something usable. This has been redesigned. There was too much data in one place that couldn't be processed timely. She stated that they are using a survey tool called Inquisite. This allows for splitting the survey up so that different disciplines will be entering on separate surveys. Input will be much like before. This tool should allow for them to process and return results within 10 days.

Instructions on how to go into the survey link and complete the information were given in a handout. Link will be live on Monday after Thanksgiving and will be on the IR&E Web site. You'll receive an e-mail on where the link is and timeline. Should be able to track who has entered and who has not. Be sure to make a habit to save. Results will be processed immediately after the deadline and returned right away. If sent out to the faculty, check to make sure all your faculty is on the e-mail list. Linda Richardson asked: when the data comes back, will it be in electronic format--like a spreadsheet? Rosemary Sundet responded: it will be in a word document. Rosemary Sundet stated that they want to provide more data in a more timely manner, but we don't want to analyze and interpret for you as we are not out on the front lines with the students and did not develop the learning outcomes. Greg Phillips asked who do we submit QEP changes to? Cathy Kemper responded that what is being sent out on Monday is what

they already have. If there are changes, they need to know those immediately. Greg Phillips said that those questions may be changed every semester. What is the deadline for entering the data? Cathy Kemper responded that the e-mail will have the actual due date on it.

Rosemary Sundet stated that there is way too much assessment going on. It needs to be streamlined. Less is more. Think about it logically. She said that they either need a chunk of time to meet with division and assistant division chairs in January or meet with departments separately. Cathy Kemper stated that they may get rid of EEO's. We are doing a good job of assessment on core. Many institutions had faculty members who refused to do it. The goal is to get rid of this 3-tiered thing that we have now and move to something simpler that gives us more room for interpretation and not quite as prescriptive. If you are assessing every competency, just pick one. Don't do all of them.

After Dr. Kemper and Dr. Sundet left, Bill Nix made the comment that this was not a forum for them to come in and do their business. They need to schedule their own time. Several members disagreed noting that the information was something they needed to know and that they preferred this over having another meeting.

Old Business

Update from November 18 Administrative Council meeting -- Division Chairs Renewable Terms and Duties and Request for Employee survey update

Mary Barnes stated that she submitted the request for an employee survey which is moving forward. The list of duties was also submitted although it was picked apart by one of the council members. Some of the duties were already there, but we wanted to restate them as extra time is being spent on them.

The renewal terms are on hold for the moment. Faculty Senate had a division chair term limit proposal that did not pass at their November meeting. The Faculty Senate made a statement that they believe that the evaluation process must be addressed before term limits are addressed.

Administrative Council determined that a contract for division chair needs to be looked into before proceeding. This is going to be done by human resources. Everything is on hold until that happens. Academic standards committee may be the one to look into the evaluation system.

Faculty Titles proposal – Marcello Bussiki

Marcello Bussiki summarized the proposal as a 3-tier ranking system. This issue has been tabled until council of divisions votes on the proposal. Council of Divisions members were provided with a handout of the proposed system prior to the meeting.

There was discussion to grandfather faculty that were already hired. Suggestion was made that for part-time faculty in the field, we would go back to using adjunct. It was stated that technical may meet the minimum standards but do not have the masters degrees. A separate proposal for Allied Health was included in the handout.

Changes:

1. Edited publications to make sure it is the visual arts that we are talking about.
2. Strike out the one sentence “unless defined otherwise at the time of hire....”
3. Recommend that it says an additional 12 hours beyond masters.

Greg Phillips called the question.

Doug Pierce seconded the motion.

Mary asked for count from Bryan: 7 in favor; Brenham: 7 in favor; all those opposed 1 in Bryan; none in Brenham, 2 abstain;

Distance education subcommittee proposal update

Bob Brick stated that both of the items we submitted for standards looked fine. He will pass along these changes to the new dean of distance education when he arrives in December.

Update of CDC Constitution – H.F. Poehlmann , Jean Ricciardello and Karen May

H. F. Poehlmann presented the recommended changes to the constitution. Other noted changes by members of the Council of Divisions:

- Chair of the Committee should be a division chair. Needs to be included under Article VII.
- Officers: Article IV – any member could be a secretary whether they are an assistant division chair or division chair.

Thena seconded the motion. Motion carried.

Instructional Lab Units, scheduling and pay update from Miller

Ron Hammond stated that division chairs received a letter from Dr. Miller regarding the change in pay for instructional labs. He further stated that the problem appears to have been solved. He did not know how or when the retroactive pay would show.

Statement to Administration – Mary Barnes-Tilley

Mary Barnes read the statement that was submitted to the Administrative Council. Linda Flynn stated that she was not sure what the first statement meant: decisions that were made that threw off balance the structure. Mary Barnes said that this was referring to the elimination of a vice –president on the Bryan campus, change of dean of distance education, and academic dean position that was eliminated.

Thena Parrott called the question.

The motion was seconded by Randy Hoppens. Motion passed.

New Business

Campus cleanliness – Linda Bow

Linda Bow expressed concern in the overall cleanliness of our campuses. Larry Campbell made a motion that the contract be outsourced. He further stated that Blinn should look at the services that they are getting from their outsourced and insourced cleaning of facilities as they are not doing their job.

Nancy Wright seconded the motion. The motion passed.

Monitoring/Proctoring of online exams – Ken French

Ken French said that he had a problem with exams that were not being proctored for online, blended or face-to-face courses. Randy Hoppens suggested that we discuss it within our divisions and then bring it back for discussion to the council. This suggestion was accepted.

Adjourn

HF Poehlmann made a motion to adjourn.

Randy Hoppens seconded the motion.

Upcoming meeting dates:

Jan 12 (Brenham campus??, location and time TBD)

Feb 19

March 26 (only if needed)

April 16

Bryan E205B, Brenham BULL136, Schulenburg C-110, Sealy-108

