

Minutes for Division Chair Meeting
February 25, 2005

Attending: Blanche Brick, Bob Brick, Nancy Wright, John Schaffer, Judy Baker, Mary Ellen Davenport, Michael Schaefer, Thena Parrott, Jane Haggard, Bill Nix, Ron Hammond, Mary Barnes, Linda Flynn, Mark Bernier, Ken French, Randal Hoppens, Larry Campbell, Mark Wilkening, Becky Garlick

Mary Ellen Davenport made the following reports:

1. No action had been taken on the request of January 10 to consider funding the Faculty Coordinator position or give a reduction rather than purchase a new software package.
2. Action on Results Form – will be updated to show date and Division. Division Chairs were reminded that Pre-Post Tests Report requires Action on Results Form
3. Faculty Development would be changed to Professional Development to avoid confusion on the website.
4. Selection of Assistant Division Chairs is not driven solely by Program Review
5. Davenport and Bernier made presentation to Executive Council on Course Load Reduction. Executive Council on 2/24 asked Dr. Johnston to bring other options – redo intervals by 4, make minimum of reductions 2, as it is now for smallest division. Davenport reported that it was assumed there would be one additional reduction for 17 of the 18 divisions.
6. The new formula with reductions of 2 came up with 23 reductions. Chairs need to justify these as follows:
 - Make extensive list of what Division Chairs are required to do now that they were not required to do 4 years ago.
 - Division Chairs who were to get more than one course reduction would justify reductions, i.e., Fine Arts now includes art, music, etc. Dr. Johnston also suggested that we include program review, core curriculum, QEP, etc.
 - Davenport asked that all Division Chairs send here their lists
7. Selection of Assistant Division Chair
 - needs to be someone you can work with
 - Robertson raised the question of EEOC requiring that we post the position internally
 - the Division Chair cannot just appoint someone
 - there does not need to be an application – just an email or letter of intent
8. Ron Hammond was announced as the new Division Chair for Math for the coming year.
9. Davenport noted that Blinn's attorney, McClain, had ruled that we should have to give a specific reason for not hiring an applicant on the application website. Also, Division Chairs can be the sole member of the selection committee or have others. Blanche Brick asked how long positions had to be open? Davenport responded 2

weeks. Davenport was asked to get the Executive Council to put this in writing.

10. Jane Haggard asked when these reductions would begin? Davenport stated they were trying to do these for fall but they were not ready to announce this yet.

11. Graduation – Blanche Brick stated that several faculty have inquired about participation in graduation as required each year. Some have asked if there could be representation from each division rather than requiring all faculty to participate each year. And when the weather is bad, there is not enough room for the faculty and when it is good, the faculty outnumber the students. Mark Bernier asked where this request was coming from? Mary Barnes noted that it was great to see all the faculty together. Bernier suggested that this might be looked at for next year but it was too late for this year.

12. Davenport announced that the April meeting would be in Bryan – there would be no teleconference.

13. Jane Haggard asked about changing of faculty to professor from instructor. Davenport said this would be discussed at April 15 meeting. Need to check what is being done at other colleges. Jane Haggard and Mark Bernier were to have material to present in April.

14. Mark Bernier also asked that division chairs be thinking about formula on faculty participation in graduation to discuss at the April 15 meeting.

15. Announcements:

- Feb 26 – Science Olympiad

- Mar 23 – Distinguished Lecture in Bryan

- Mar 31- Ap 2 – UIL District

- Ap 22-23 - UIL Regional

- Mary Barnes announced that Brandon Franke was State Advisor for Jr College Association and that over 1,00 students went to Austin to meet with legislators.

Bob Brick moved to adjourn. Thena Parrott seconded this.

Submitted by Blanche Brick, Secretary