

Council of Division Chairs Minutes
November 19th, 2004

Paige Osburn for Michael Schaefer, Bill Nix, Ron Hammond, Judy Baker, Jane Haggard, Thena Parrott, Dennis Utley, Nancy Wright, Blanche Brick, Bob Brick, Linda Richardson (No list received from Brenham)

- John Hubbard representing Thena Parrott last meeting = correction to minutes
- Otherwise, minutes approved by voice vote

- Old Business - Cathy Boeker
 - When someone on a 12 month contract in Spring
 - Send to Human Resources office to do step-by step paperwork
 - DC can post position as soon as letter of resignation and change of status form are complete and in the hands of Human Resources

- 1. Retirement at end of Spring semester:
 - a. Effective May 31st
 - b. Last payment of salary if on 9-month contract but may be some adjustments due to calculation of insurance premium
 - c. If on a 12-month contract – June-August – salary paid as of 5/31
 - d. Insurance as retired employee starts day after notice – 5/31
 - e. If the retiree wants to teach P/T
 - i. Must wait 1 calendar month
 - ii. TRA permits work up to ½ time
 - 1. For Blinn = 12 credit hours or 17 total hours when considering office hours
 - iii. ORP places no restriction on retirees who want to return to teach – even more than ½ time

- 2. Faculty plans to term employment other than retirement
 - a. DC may post positions as soon as letter of resignation and change of status forms are complete and given to HR.
 - b. If new employment has a gap, then COBRA (health insurance continues but individual pay premium) may be used to bridge the gap in health insurance
 - c. Even 1 day of break in insurance coverage will mean person must wait 90 days for new health insurance

C. Boeker - ORP – no written restriction

- If teach part-time can no longer contribute to ORP retirement
- TRA is more concrete in reg.

Faculty termination employment – once written letter is given you can post the position

- End of last day of last month terminates their coverage
- Subject to 90 day waiting period

- Can bridge this by COBRA
- Benefits are determined by contract not the fact of being paid / 2 months
- COBRA is an option to cover the 90 days

Scheduling software to interface with student information system

- Only puts classes in classrooms
- Would still have to input classes

French – we should have the option to enter it directly

MED – Would you be interested in entering SIS directly?

Thena Parrott – Designate Division Chairs to do forced entry

MED – Check with Nancy in Brenham to get a common form easier for has to read

- Need to continue looking at other software options that would interface with SORN
- Brenham – contact Beth Lewis about getting a copy to proof

Update on Service Learning

Jane H: forms are currently being reviewed

May B: approval by Division Chairs in the beginning stages

Will be on website shortly

Honors Mentoring and Service Learning

MED – took proposal to Ex Council

- booking or creating a new category
- Ex-Council it would involve change – board policy and not want to go forward with split vote
- Could not find this in Board minutes

K.J. – motion about taking forward for approval (2nd by Nix)

Honors Mentoring by Jeff Scott – does it fit better under professional activity a source activity? Scott – “Dr Johnson said it would be service, but I don’t care.”

Bob B. – people would do this without extra credit

KJ- it is a lot of work – should get professional development credit

M Barnes – as professional activity it could count each year – as service – every other – I don’t think the EC will buy this as professional development

Motion by French – Recommend to EC via Administration Council to count Honors Mentoring and Service learning as professional development activity – only once used every two years as approved to a professional activity (2nd by Nix) Would to ask for chance for faculty development design on this page – for professional development

Nix: I thought service learning training was what was going to count- like WebCT training not the continuing activity

M Barnes: Difference – service learning training approved as professional development

T Parrott: Need to separate training and doing – because once trained and used in classes that is another teaching method.

Could it not count as learning once and then service activity as you do it?

MED: honors is outside the classroom like club sponsorship – there is no need for it to count in two places

M Barnes – then count as service activity every two years

Motion:

In Favor – Brenham 8, Bryan 2

Opposed – Bryan 7

New Business:

Faculty development coordinator – chair the committee. Division chairs need to establish the faculty development committee

New fulltime/part time faculty – help them become better instructors

Thena – recommend Cathy Hansen the Tech Representative and Blanche Brick the academic representative

Brenham – get rep at Dec 9th meeting – send recommendations to Dr Johnston.

Calendar Issues:

Week off at Thanksgiving

Give comments to MED and M Barnier

Bob Brick – keep day between finals and exams

Workshop

1. Privileges in dorms on Brenham campus – survey faculty recommendations by students
2. Wellness center – Brenham
3. Sealy Campus – open January 5th

J Scott motion – Proposal to request information on SAT and ACT courses for placement purposes with Admission info (2nd by Thena Parrott)

For:

8 – Brenham

8 – Bryan

Having reached unanimous agreement on at least one issue, the meeting was adjourned.

