Division Leadership Council Minutes

November 21, 2014

Meeting called to order by John Schaffer at 2:00 p.m.
Locations:
Bryan: E205B
Brenham: BK136
Sealy: AN110 (no participants)
Schulenburg: AN110 (no participants)

Attendance sheet attached
Guest: Dr. Dennis Crowson

Minutes from the previous meeting: approved

Announcements

Old Business

• Student Complaint Forms—Dr. Dennis Crowson explained the proposed online student complaint forms (samples attached) and listened to concerns from the group. The form has already been live for 6-8 months. Dr. Crowson acknowledged that Karen Buck will distribute the academic complaints to the relevant division heads. Dr. Crowson asks DLC members to make suggestions for ways to improve or re-write the documents. Revisions shown on attachment.
• Suggestions from DLC members: menu for distinguishing complaints by nature and category; questions include whether new form bypasses present step process; purpose of form
• Board of Trustees Meeting, November 18
  o Ruling on part-time teaching limits and office hours: the board approved the reduction of office hours for all faculty to .5 hours per class meeting per week. Mr. Schaffer recommends full-time faculty continue to keep current rate of office hours.
  o Resolution on shared governance in process of hiring a president and vice-president of academic affairs was read to Board by Mr. Schaffer. They listened. A special board meeting on 12/3/2014 will likely hire a search firm.
  o Bond approval for construction needs in Bryan (parking, remodeling of the Tejas Center)
• Shared governance (Faculty Senate Task Force’s Definition and Ms. Cathy Boeker’s definition see attachments). Ms Boeker’s definition approved.
• Volunteer for Task Force for CCSSE Study Task Force: Katherine Wickes
• Volunteers for Attendance Policy Task Force: Jill Stewart, Bryn Behnke, Shonda Whetstone, Abby Baumgardner, and Todd Quinlan
• Convocation Committee—afternoon workshops, DLC meeting

• Illness protocol—Gary Waits will work on this in consultation with Nursing

• Assessment of Reorganization—postponed until VPAA is hired. Academic Standards Cmte will discuss in subcommittee. J. Schaffer recommends reminding Division Deans of the need for change in light of the increased supervisory workloads.

New Business

• Academic Standards Committee—new Faculty Evaluation System being researched, subcommittee to look at increased workload for supervisors. JS will keep reminding leadership of need to reconsider work load. Expecting more information during convocation in 2015.

• Part-time pay committee is being formed. JS will ask HR for guidelines about when PT instructors can work

• Hiring Matrix Training request—Brandon Franke: HR should train us to maintain consistency in hiring across divisions. Recommended we first write requirements for the hiring matrix, then write application and interview questions to correlate.

• Rolling CRNS proposed for next fall—problems make it more cumbersome than current method.

• Free tuition for Blinn employees (also spouses and children?) Book discount exists for children of FT but not PT. Committee to write a resolution: Janice Lapaglia, Amy Jones, Jaime Schroeder, Brandy Scholze, and Michelle Marburger, Chair.

• Thanks to Debbi Vavra for volunteering to review applications for the FutureWorks Academy.

Other Items for Future Consideration

• Merit raises
• Attendance policy
ATTENDANCE 11/21/2014

Bow, Linda
Ermis, Brandy
Ferreira, John
Garcia, Jennifer
Hutton, Michael W.
Janecek, Yvette
Jones, Amy
Lapaglia, Janice
Marburger, Michelle
Pearson, Shelley
Quinlan, Todd
Schaffer, John
Scholze, Brandy
Schroeder, Jaime
Segu, Sunil
Stanberry, Robert
Stewart, Jill
Valdez, Irma
Varner, Zack
Wickes, Katherine
Winningham, Amy
Yendrey, Kelley

Ms Boeker’s Draft statement, Shared Governance:

*Shared Governance is best demonstrated when the college as a whole is committed to a common vision of the college mission. Because participants in the shared governance process will share in the responsibility to make decisions that affect the college as a whole, they will operate in a consensus-building fashion where open communication and accountability are paramount. Shared Governance utilizes the collective intelligence of the college community in planning and decision-making and involves joint effort in the development of college policy. This process fosters a shared confidence that is extended to all other areas of responsibility within the institution, e.g., departments, programs, and units.*
Student Complaint form online as presented by Dr. D. Crowson

Currently, the page states:
The College Catalog also is a source for policy and procedures details.

1. If a student cannot resolve his/her concern informally as described above, a student may complete a student complaint form found at www.blinn.edu/complaint/student_complaint.php.

Proposed Change:
The College Catalog also is a source for policy and procedures details.

1. If a student cannot resolve his/her concern informally as described above, a student may complete one of the following forms found below: Academic Complaint Form: NEW LINK IS LISTED HERE

General Complaint Form: www.blinn.edu/complaint/student_complaint.php.
Currently, the page states:

The College Catalog also is a source for policy and procedures details.

2. If a student cannot resolve his/her concern informally as described above, a student may complete a student complaint form found at www.blinn.edu/complaint/student_complaint.php.

PROPOSED STUDENT COMPLAINT FORM

Proposed Change:

The College Catalog also is a source for policy and procedures details.

2. If a student cannot resolve his/her concern informally as described above, a student may complete one of the following forms found below:

Academic Complaint Form: NEW LINK IS LISTED HERE

General Complaint Form: www.blinn.edu/complaint/student_complaint.php.