

**HENDERSON COMMUNITY COLLEGE
EMPLOYEE FACULTY MEETING**

**January 27, 2012
Fine Arts Center
Stagg Room**

President's Report

Dr. Williams gave the President's report during the joint meeting and it included the following:

- Transformation Update
 - The curriculum review initiative and developmental education portions have some actions steps that require feedback. There had been some concerns regarding the timeline established to gather feedback; therefore, an extension has been implemented in order to give proper time to reflect on the information. The Call Center and the Foundations of Excellence initiatives are moving along fine. The other areas on the HCC path are also moving forward at this time. The Smoking Committee will present their recommendations to the Leadership Team on February 13; questions and input can be given to co-chairs David Campbell and Lacy Estes. New Tech programs are being examined by Mike Knecht. We are examining an equine studies and we have initiated a grant proposal to possibly add biofuels technology and solar voltaic technician certificate to the tech program. The goal is to have one new program for approval this year. Paul Kasenow is working on the honors/pre-professional initiative; we will await a recommendation sometime in February. The Union and Webster County group met this week and have agreed on establishing a public forum in the two communities by the end of February in order to complete the strategic plan regarding our focus. Bill Gary is chairing the Communications Committee and continues to examine where information is located and how to retrieve it. Dr. Williams reminded everyone about the HCC Transformation Team site on thePoint to locate transformation updates and minutes from faculty and the Leadership Team meetings. Space utilization has also been a topic. The two options being discussed the most involve student services and relocating MSU and the other partner groups. We are focusing on creating a transfer center and co-locating groups in order to serve students better. Faculty and staff will have the opportunity for input.
- Budget Update
 - Dr. Williams is seeing the same information that everyone is seeing. She reported that KCTCS and HCC hold some money back in the event of budget cuts. We are roughly looking at a 4.55% cut, approximately \$200,000 in recurring funds. Furthermore, she is unable to report what will happen with tuition or what the Board of Regents will decide; therefore, the Leadership Team decided we will wait and see what happens. Employees were advised they would be communicated to as soon as we know something. We are advertising five positions: Math faculty and Coordinator of Developmental Education positions

(these two are dependent on budget); Director of Academic Advising and Assessment (this position will remain because it is committed through the QEP); and, the other two positions Adult Education instructor and the Accelerating Opportunity position which are grant funded. The vacancy created by Melanie Campbell's resignation was questioned and Dr. Williams advised we will examine that position after we hire the Director of Advising and Assessment. In the interim, Pam Buchanan is working to fill that void. The Call Center expense was questioned and Dr. Williams reported that the center includes a flat fee and per student costs, approximately \$200,000 based on fall FTE. Research has shown that call centers have the potential to create revenue through outbound calling – the project has an intent to be self-supporting.

- Operation Preparation
 - The Kentucky Department of Education is conducting a program, Operation Preparation, across the state in order for every 8th and 10th grader in public school to meet with a community member to discuss career plans, individual learning plans and career testing. In Henderson County that's approximately 988 students and the same in Union and Webster counties. This project will require lots of volunteers. The 20 minute sessions conducted with each student will be held March 12-16. Volunteers will have to complete on-line training to understand the test scores and meet with the child in the school. Dr. Williams will send out information for each of the counties because each county has a different process. We need to keep the college open but Dr. Williams encourages participation.
- Conversations with the President
 - Small group conversations will be conducted once more and will address the cultural values assessment and any other topics that employees desire to address. Email participation is encouraged if you are unable to attend a small group.

**HENDERSON COMMUNITY COLLEGE
FACULTY MEETING
MINUTES**

**January 27, 2012
Fine Arts Center
Stagg Room**

Faculty Meeting Called to Order/Approval of Minutes

Frank Furbush, Vice-Chair of the Faculty, called the January 27, 2012 faculty meeting to order at 2:45 p.m. Frank asked if there were any additions or corrections to the minutes from the October 21, 2011 meeting. Hearing none, the minutes were approved by acclamation.

Standing Committee Reports

Faculty Affairs – Sharon Burton reported that the Faculty Affairs Committee will meet next week in order to finalize the faculty handbook.

Curriculum Review Committee – Laura Winstead reported the Curriculum Review Committee will meet on February 9. She reported that the agenda and materials had previously been emailed and comments should be emailed.

Rules Committee – Mary Jane Jones reported the Rules Committee will meet on February 9 and there are eight proposals on the agenda. Mary Jane distributed the calendar noting that term parameters were changed and would need to be re-voted. The Rules Committee recommended to keep the calendar previously voted on.

Dean Patty Mitchell was recognized. Dean Mitchell stated that because the term parameters were changed, she expressed the desire for all to consider a change to the calendar in order to reflect that the spring semester begin on a Wednesday instead of a Monday. This recommendation would allow seven work days to adequately prepare for the semester; furthermore, for the purpose of consistency it was also recommended the change occur with the fall semester.

Rules Committee supported the concern that if the calendar were changed to start classes on the Wednesday supported by Dean Mitchell, another Monday would be lost for the spring term. Discussion ensued regarding different perspectives from the student affairs “side” and the instruction “side.”

Dr. David Brauer moved to accept the calendar as previously presented. David Fritts seconded the motion. Vice Chair Furbush moved to call the question; the motion passed with majority vote. Tony Strawn called for a point of order regarding who is eligible to vote. Dr. Williams and Dr. Brauer clarified that the Rules of the Faculty at Henderson Community College regarded mid-management personnel as faculty for voting purposes.

2012 Fall Semester

Aug. 13	classes begin	Monday
Oct. 8-13	fall break	Monday-Saturday
Nov. 21	academic holiday	Wednesday
Nov. 30	classes end	Friday
Dec. 3-8	final exams	Monday-Saturday

2013 Spring Semester

Jan. 14	classes begin	Monday
March 18-23	spring break	Monday-Saturday
May 1	classes end	Wednesday
May 6-11	final exams	Monday-Saturday

2013 Summer Session

May 28	classes begin	Tuesday
July 19	classes end	Friday
July 22-23	final exams	Monday-Tuesday

2013 Fall Semester

Aug. 19	classes begin	Monday
Oct. 14-19	fall break	Monday-Saturday
Nov. 27	academic holiday	Wednesday
Dec. 6	classes end	Friday
Dec. 9-14	final exams	Monday-Saturday

2014 Spring Semester

Jan. 13	classes begin	Monday
March 17-22	spring break	Monday-Saturday
April 30	classes end	Wednesday
May 5-10	final exams	Monday-Saturday

2014 Summer Session

May 27	classes begin	Tuesday
July 18	classes end	Friday
July 21-22	final exams	Monday-Tuesday

Senate Council – Tony Strawn reported that the Senate Council will not meet until Thursday, March 8, after the Rules Committee meets in February so their approvals go forward to Council. Tony will send items to be addressed at this meeting to all employees in late February. Tony explained that if anyone had questions regarding resolutions presented at the December Council meeting on transformation teams and developmental education, he would be happy to speak with them individually.

Cycle B curriculum needed to be approved and the floor was open for discussion. Barry Phelps recommended the CIT105 course not have the pre-requisites lowered (regarding math and reading). Motion was made by Doris Cherry to approve the Cycle B curriculum for Medical Information Technology, Office Systems Technology, Philosophy, Religious Studies, and

Transitional Education – Reading. The faculty also approved the curriculum for Computer and Information Technologies **except** for the prerequisites for CIT 105. Reza Mihankhah seconded the motion. Without further discussion, the motion passed unopposed.

Discussion ensued regarding the entire CIT package in Cycle B. Barry Phelps moved the CIT package be approved, with the exception of the CIT105 course not having the pre-requisites lowered. Steve Thomas seconded the motion. Without further discussion, the motion passed unopposed.

Vice Chair Furbush then called on Tony to proceed with the QEP Report. Tony reported the Director of Academic Advising and Assessment position was advertised today and review of applications will take place beginning February 27. Cathy Hunt and her team are working on the New Advisor Training Modules to be ready in August for new advisors and also any existing advisors who are interested in using them. Once the Faculty Affairs Committee completes the faculty handbook updates, they will develop a new advising evaluation form to be used in April. Mike Thurman, Cathy Hunt, Rebecca Emerson and Tony continue to work on combining assessments and they will eventually be shared with faculty soon.

Board of Directors – Lorie Maltby reported that the HCC Board of Director's met on December 9, 2011. December meeting was a catered buffet breakfast; all attendees were presented with a HCC mug and some dental hygiene products. Kim Dean gave a very informative and interesting presentation about dental hygiene program. It was noted that Bill Gary will resume his duties as faculty representative to the Board.

President's Report

Vice Chair Furbush recognized Dr. Williams. Dr. Williams stated she previously shared her comments during the employee/faculty portion of the meeting; however, she went on to reiterate that she values teaching and learning. Dr. Williams will continue to research and share items of interest using *The Green Street Journal*. Most recently, she shared a link to the American Radio Workshop site. She desires conversation to continue on how we can be the best at providing learning opportunities to our students; and, she concluded by advising faculty she would welcome an invitation to their classes.

Other Business

Dr. Brauer was recognized and reported the CCSSE survey will occur in the spring to some of the classes beginning mid-February. We have sent the core schedule to CCSSE and they choose the sections to be surveyed. Dr. Brauer will communicate those sections selected and schedule when they can come to your class and issue the survey. Small classes can complete the survey in 20 to 30 minutes; larger classes take a little longer. It was noted that faculty will have input on choosing the date the survey is distributed. This student survey is conducted every two years.

Dr. Brauer reported that the CFSSE will be conducted with all faculty. Each faculty member will receive an email to complete an on-line survey in late February, early March. Until the survey is

completed, faculty will continue to receive email reminders. This faculty survey is performed every four years. Chairs should advise their part time faculty to expect this request.

Dean Mitchell was recognized to report on student engagement, a local transformation initiative chaired by Kara Becker. Once the proposal is closer to completion, it would be shared with division chairs and division faculty. Kara Becker was recognized to introduce the Common Student Activity Period proposal to gather comments and feedback regarding a common student activity period. She further reported that the transformation team would meet next week, present a proposal and, with approval, electronically vote on whether or not to move forward with the proposal. Kara shared that student engagement information suggest class schedules conflict with when clubs and organizations meet, making it difficult for students to participate. She pointed out that the primary purpose for the common activity period would be to encourage and engage freshmen students; reaching out to students not currently involved. The committee is open for suggestions and values any feedback. The following comments were made:

- Are other colleges are doing something similar
- Could the period fall during out-of-class study session
- Has there been discussion about getting groups together to determine when clubs meet
- There should be coordination among sponsors to avoid overlap
- If approved, be mindful of dual credit classes; perhaps a 12:30 timeframe would be more favorable
- Certain timeframes would exclude all nursing students
- Proposal could accomplish one of the QEP goals within the first year experience
- Nursing students would not be “nursing” students in first year
- The sample schedule might allow elimination of 4:15 class period which has been successful in the past; possibly re-do the night schedule and start night classes at 6 p.m.
- What are other colleges doing; what works and doesn’t work
- How long is the period; would 45 minutes work
- History club meets once a week
- Academic Team meets one hour once a week
- Without eliminating what’s currently going on, find ways to reach out to new students; is there more information that needs to be shared about the negative aspects
- Can orientation be offered and provide more focus on tying in with first year experience
- Some agreed first year experience is way to meet the need
- Suggested that 39 of the 83 students surveyed might not be a good representation of what exists
- If proposal passes, run it as a “test” and evaluate the process
- Evening students appear to have not been considered
- Advising sessions suggest that students indicate they choose a schedule that keeps them on campus for class
- Shift times were recommended; offer a small break every day at some time on Monday through Thursday – ½ hour might be beneficial if built in around lunch
- Unable to satisfy everyone
- Club information can be shared with advisors in order to let advisors share with students
- Club meeting times are not established until after classes start

- It was confirmed that West Kentucky West KY conducts “Happening Hour” on Mondays and Wednesdays from 11:30 to 12:30 – no classes scheduled at that time in order to allow participation in clubs/student activities

Kara thanked the audience for their feedback.

Mary Jane Jones advised that study abroad materials will become available in the library and throughout the campus in the near future.

Adjournment

With no further business to discuss, Larry Tutt moved the meeting adjourn and Bill Gary seconded the motion. The meeting adjourned at 3:38 p.m.

Respectfully submitted,

Malinda S. Hudson for
Larry Tutt, Secretary

LT/msh