

**HENDERSON COMMUNITY COLLEGE
EMPLOYEE FACULTY MEETING**

**October 21, 2011
Sullivan Technology Center
Sandy Watkins Training Lab**

SACS and QEP Update

Dr. Williams called for updates regarding SACS and the QEP to be reported during the joint meeting.

A QEP update was provided by Tony Strawn during the joint meeting and he extended thanks to everyone and remarked that marketing did a phenomenal job. Marketing and Cary Conley also hosted 10 informational sessions to over 115 students and faculty and staff.

Kim Dean distributed the advising syllabus and thanked everyone for their comments; many of the comments were incorporated into this final version of the document. Kim stated the plan is to use the document beginning with open registration in November. Tony Strawn added that Patty Mitchell will send the syllabus electronically to all students and it will be posted on the website. Every employee will also receive an electronic copy and Cary Conley will start distributing the document at New Student Orientation sessions. Kim stated the document could change as time goes forward. Kim Dean moved the Advising Syllabus be approved; Kevin Reid seconded the motion and the motion passed unanimously without further discussion.

Cary Conley presented the G.P.S. Jeopardy game (created with assistance from Scott Taylor) demonstrating that employees knew about the quality enhancement plan. While supplies lasted, a G.P.S. mouse pad was made available and Scott Taylor thanked Mike Knecht for the layout.

Dr. Williams reported that SACS visitors will arrive on Monday, October 24 from across the region – Florida, Texas, Georgia – and gave a summary regarding their itinerary. Tuesday will focus on an organizational meeting, Wednesday will focus on meetings at the campus – everyone should wear their name tags, answer any questions and get them what they need – and an Exit Conference will occur on Thursday morning where the committee will advise about their findings. Dr. Williams invited everyone to an afternoon celebration that will occur in the Stagg Room at 1:30 p.m. Cake will be served and the findings will be communicated to all present. Dr. Williams noted that she was excited for the opportunity for HCC to "shine."

Transformation Updates

Dr. Williams called for transformation updates to be reported during the joint meeting.

David Campbell asked that everyone please continue to pick up any trash that you might see on the grounds. David reported that the cars were also detailed; please keep them clean. The smoking survey is due today.

Dr. Brauer reported the Foundations of Excellence (FoE) survey is being conducted. He also stated that half the campus is involved within either a steering committee or dimension committee. The survey results will be used to make a recommendation in April or May. Until you complete the survey, reminders will continue to be emailed. Degree seeking students will be surveyed in November (after SACS) and an incentive will be provided to improve the rate of completion.

Dean Mitchell reported the call center services team had been on campus to gather information in order to prepare a knowledgebase for call agents to use 24-7-365. KCTCS administration will receive a report regarding all the colleges the call center services team visited and they will return to HCC to share the final plan. Dean Mitchell stated the initiative should be a wonderful tool and should make a huge difference with the daily activities on campus and enable more face-to-face communications with students on campus.

Dr. Williams reported that cross-functional teams were created for each of the initiatives. HCC has four representatives. The teams will start to meet in the next few weeks and will examine the work done over the past year in their specific area and determine legitimate projects. Dr. Williams stated the process has slowed down to some degree because of two things: 1) FoE is a big initiative, requiring many people and a lot of time; 2) Dr. McCall's wife is very ill and he stays close to home; thus, postponing his November 8 campus visit. She reiterated the FoE and Call Center projects will require a large time commitment.

Dr. Williams went on to share the campus climate survey results, first demonstrating sample charts that reflected values in a positive way and values that were "limiting." The KCTCS model was shared and all values were aligned except the limiting value, bureaucracy. The HCC values demonstrated three limiting values: bureaucracy, cost reduction and control. Our results revealed potential for improvement and the survey will be discussed in more detail in the future.

**HENDERSON COMMUNITY COLLEGE
FACULTY MEETING
MINUTES**

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Faculty Meeting Called to Order/Approval of Minutes

Frank Furbush, Vice-Chair of the Faculty, called the October 21, 2011 faculty meeting to order 1:48 p.m. Frank asked if there were any additions or corrections to the minutes from the September 23, 2011 meeting. Hearing none, the minutes were approved by acclamation.

Standing Committee Reports

Faculty Affairs – Sharon Burton reported the committee had no report to give.

Curriculum Review Committee – Laura Winstead reported the committee will meet on November 3 and materials were previously emailed.

Rules Committee – Mary Jane Jones reported the committee met September 23, 2011 and approved the nursing bridge program, Practical Nursing. Add current updates to compass scores. Mary Jane noted there are several proposals for the meeting on November 3 that will be emailed and faculty should reply to her or Brian Joy with any concerns. Mary Jane stated that Brian will attend the November 3 meeting because she is in Chicago for a nursing meeting.

Senate Council – Tony Strawn reported that the Senate Council met and two new rules would be forthcoming as a result of the student representative Jan Hite, who is also the SGA President at HCC. Consideration will be given to the process of graduation with high distinction; Jan is proposing a change to 45. The other rule involves setting new parameters to the academic calendar. The proposed plan would allow one full week between Christmas break and first day we start in the "new year." Tony also reported that changes will be implemented in the fall for general education.

Board of Directors – Lorie Maltby reported that the HCC Board of Director's met on October 21, 2011. The Board was advised and prepared for the upcoming SACS visit, Dr. Brauer and Dean Mitchell gave updates on a few transformation initiatives, and Mike Freels gave an update on Murray State University programs. Lorie stated that all who attended were well informed.

Approval of Potential Fall 2011 Graduates

Dean Mitchell was recognized and reported 148 students will be eligible for graduation. Dean Mitchell moved the fall 2011 graduate list be approved; Pennae Fuchs seconded the motion. The motion to approve the potential fall 2011 graduates passed without objection.

President's Comments

Dr. Williams was recognized and reported that three policies were up for review and will be shared in more detail with the division chairs. One policy proposes a change in the way division chair policy reads and allows us to write a local policy with regards to election and length of service. Another policy is in regard to faculty rank and focuses on educational leadership at each of the rank levels. And, finally, the last policy up for review proposes a change with emeritus professor status; the policy allows the decision to be made locally.

Dr. Williams stated that faculty pursuing the rank of Professor will submit their notebooks electronically for system level review this spring. She also noted that several are up for promotion and a workshop was facilitated by Cathy Hunt and a notebook template was provided as a tool by Malinda Hudson.

Dr. Williams stated that while the College was continuing to hire and fill vacant positions, she assured the faculty their needs were not being overlooked. She supports the need to hire additional faculty.

Dr. Williams noted that the Workforce Transition Coordinator will be supported by WINS funds and will focus on students that could be transitioned from workforce classes to regular classwork. The Business Office position has become a full time classified staff position. A Success Coach will be funded by the TAACCT grant funds for three years and will work primarily with displaced-worker students.

Dr. Williams stated that three faculty positions are being considered – two math instructors (to replace Booker and Jobe) and one new position, Developmental Education Coordinator who would also instruct.

Another position, Coordinator of Academic Programs, will be positioned in Union County and be supported by some college funds. This position will become a liaison in the county and also support Workforce Solutions, allowing them to earn some revenue against their salary.

Dr. Williams stated we are currently advertising for a half-time marketing position. That person will earn some of their pay through partnerships with enrollment management.

Dr. Williams reported that December graduation will be scheduled on the Friday of finals week in the future; however, it could not be held this December until Monday, December 12. Please attend if your schedule permits it and know that participation will be discussed at next Leadership Team meeting.

Dr. Williams concluded her report by stating that HCC Board members were invited to join us in the Community Reads, *The Immortal Life of Henrietta Lacks*, by Rebecca Skloot and to drop by for the book discussion on November 10 from 10 to 12:30 at Joe's Place.

Other Business

Cathy Hunt was recognized and reported that publishers have given her six copies of *The Immortal Life of Henrietta Lacks*, to be used as needed in class and five remain.

Cathy stated that the Advising Syllabus will require a faculty role and asked for everyone to help change our culture; get the document to the students – make it available on your office door. Scoring, keeping and addressing the syllabus will be the user's responsibility.

Cathy reminded everyone that after the SACS visit, professional development will occur on November 18 where the Executive Director of NACADA, Charlie Nutt, will communicate the direct impact that advising will have on student success and the direct linkage between advising success. She noted that Mr. Nutt is a very entertaining and passionate speaker. The faculty session will occur from 10 to 12 in Joe's Place; faculty will then proceed to the Watkins Training Lab for lunch and the sessions regarding our advising culture on campus will resume for

everyone from 12:45 to 2 p.m. Limited services will be available on campus so everyone can attend.

Cathy commented on the recent workshop held regarding student learning outcomes. An exercise was presented where attendees examined and scored work using rubrics and compared those results to the instructor's scores. At the conclusion of the workshop a survey was distributed to find out what was learned throughout the two years of assessment and responses to the survey were distributed revealing there are things that need to be reviewed in the assessment process and the use of the rubrics. Cathy stated that because of new general education outcomes, faculty will examine the bigger picture and make revisions where necessary. Team will be need to evaluate the process in January 2012. Cathy reminded all that assessment should match the outcomes; faculty should decide which assessments will measure the outcomes.

Dr. David Brauer was recognized and reported that Senate has passed on Cycle A Curriculum changes. He shared three options – we can approve, disapprove or ask for an extension until November 3, 2011. Tony Strawn noted there were no major concerns from the other schools. Without further discussion, Tony made a motion to approve the Cycle A Curriculum changes; Paul Kasenow seconded the motion. The motion carried with one nay.

Adjournment

There being no further business to discuss, Larry Tutt moved the meeting adjourn and Eugene Patsalides seconded the motion. All approved and the meeting adjourned at 2:19 p.m.

Respectfully submitted,

Malinda S. Hudson for
Larry Tutt, Secretary

LT/msh