

## Faculty Senate Meeting Minutes

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Friday 1/26/18

1:00 – 2:00

Attendees:

Lee: 32

Charlotte: 3

Collier: 4

H/G: 1

Total Count: 40

Locations: Thomas Edison U 102, Charlotte E 105, Collier G 109, H/G A 114

- i. Agenda Adoption: Elizabeth Whitmer, Mary Myers Motion Passed.
- ii. Agenda Amendment: change 10/27/17 to 10/27/18 in Meeting Minutes: Mary Myers, Marty Jenner Motion Passed.
- iii. Minutes Adoption—10-27-18 Meeting: Mary Conwell, Ellie Bunting Motion Passed.
- iv. Action Items:
  - a. Technology Committee: Prof. Ellie Bunting, presenting: Prof. Ellie Bunting discussed the creation by, and compensation for faculty over time for online courses not yet taught, and the fact that some schools have far more online courses created than others as examples of a lack of workflow for online course development. The documents listed below address these and other eLearning Department and online course development issues. Director of eLearning, Dr. Roz Jester, addressed the Senate about newly devised procedures for course development contracts for faculty as well as the new position of eLearning coordinator. Per Dr. Jester, eLearning has created a new procedure for accepting requests from faculty to develop online courses. eLearning also has implemented course design cycles to evenly distribute the workload among instructional designers. eLearning currently employs five instructional designers and three support staff who field all helpdesk requests, accommodating both faculty and students.
    - i. eLearning Faculty Course Development Contract: see separate document.
    - ii. Job Description for eLearning Coordinators: see separate document.

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Motion to move the vote on the Faculty Course Development Contract to February: Elizabeth Whitmer, Richard Worch Motion Passed.

Motion to move the vote on the eLearning Coordinator position to February: Richard Worch, Bill Shuluk Motion Passed.

b. Calendar Recommendation Changes:

Motion to open for discussion: Bill Shuluk, Marty Jenner Motion Passed.

- i. Approve College Closure for Wednesday prior to Thanksgiving and Open Veterans Day: Faculty engaged in a vivid discussion about this proposal, expressing concerns as well as the benefits of holding class on Veterans Day, i.e., this allows the college to honor veterans with events on the day of the holiday, and K-12 schools in all affected counties are open on Veterans Day. Two faculty expressed strong disapproval of the proposal. Bill Shuluk asserted that faculty should defer approval of the motion to faculty who are veterans. Karen Maguire asserted that as a veteran, she personally cannot support the motion. Martin proposed holding an anonymous online vote on the motion via Qualtrics. Per faculty request, Martin offered to once again ask the Provost for alternatives; however, Dr. Stewart has expressed multiple times that there is no flexibility in the schedule.

v. Committee Updates: None.

vi. Information Items:

- a. Adaptive Services update – Dr. Martin Tawil: Dr. Tawil addressed a violation of academic integrity by a student who cheated multiple times while taking exams at the Office of Adaptive Services (OAS) under the supervision of Adaptive Services staff. Dr. Mark Bukowski, Dean of Students, is addressing the violation by discontinuing the use of student assistants as exam proctors within OAS, and will begin to relocate the management of all Adaptive Services testing to the Testing Center in Spring 2018. Testing rooms located in OAS may still be used due to specialized equipment and privacy concerns; however, Testing Center staff will oversee the proctoring of all exams.



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- b. Technology Update – Jason Dudley: Chief Information Officer Jason Dudley discussed IT updates, particularly the new Emergency Alert System. Dr. Jester suggested that department chairs notify all full-time and adjunct faculty about the new system.
  
- vii. Faculty Updates: none.
  
- viii. New Business: none.

Motion to Adjourn: Tim Bishop, Fernando Mayoral Motion Passed.