

## Faculty Senate General Assembly Meeting Agenda Thursday, October 26<sup>th</sup> 2017 @ 3:00 PM | G-102

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- I. **Call to Order—3:02 PM**
- II. **Approval of September 28, 2017, Minutes—Minutes Approved**
- III. **Reports**
  - A. President
  - B. Vice President
  - C. Secretary
    1. Faculty Excellence nominees (16): Michelle Lewis, James Lee, Carlos Landa, Neil Phillips, Andrea Bacorn, Dominic Beggan, Linda King, Linda Vogel, Melissa Dennis, Tim Cowan, Rob Kreps, Alice Pollock, Michele Richey, Robbie Wood, Julie Alber, Rajiv Malkan
    2. Simone will put together packets for the committee upon receiving reports from nominees.
  - D. Committee Reports
    1. Faculty Excellence Awards 2017-2018 (Committee: David Benzel, Carol Girocco, Janeu Houston, & Melissa Jackson)—Nominee narrative due 11-9-17 by 5 PM to Simone. Nominees should be sure to look at specific requirements. Committee meeting November 20.
    2. Student Emergency Funds (Committee: Amy Nabors, Amy Curry, & Neil Phillips)—Funds were just moved from foundation into proper funds yesterday (10/25/17). Information to come, as students are in need. Janeu requests that faculty send her information if they are aware of students in need.
  - E. Task Force Reports—President noted that taskforces were “born” out of concerns that came about after Hurricane Harvey issues occurred, and communication with faculty was revealed to be an issue.
    1. Instructional continuity after a crisis or disaster—Amy Curry/Mattie McCowen (as representatives): How can we proceed in instances when faculty/students cannot get on campus? (Ex. Faculty moving online) Taskforce was “tasked” with researching emergency response plans from other schools and pulling usable information to consider for our campus.  
Issue(s) raised
      - a. Support for students AND faculty is important
      - b. Full-time AND part-time faculty should be involved
      - c. Faculty/Students unable to get online because they were impacted
        - i. If faced with an issue, the pressure of rushing to get online seems unfair, classes that cannot be moved completely online.
        - ii. Does the college have enough “hardware” to help with impacted students, staff, and students who were impacted (ex. Computers)? Janeu reported that the system office believes the college must have equipment available for students and networking capabilities before expecting faculty and students to return to campus. Side note: Associate Vice Chancellor of Online is open, and search has begun.
        - iii. The response would be limited to the amount of time we are unable to be on campus (vs. the entire semester).
        - iv. Transition back to “normalcy” remains a concern (ex. Kingwood ended up sending some classes to other campuses). The taskforce is charged with finding the “best” solutions for the “most” people.
        - v. Some students cannot have fully online coursework, based on funding requirements (Ex. Veterans, International students require 9 hours face-to-face).
        - vi. Does designation of course change even if “DL” is a temporary change?
    2. Determining whether students are actively pursuing a course—Lana Myers (as representative): Ways for faculty to more efficiently take attendance and record student attendance to ensure active participation and enrollment.  
Issue(s) raised

- a. Attendance has to be taken from the semester's beginning to complete the MDR.
  - b. The additional roll verification requires faculty to note the last day attended for even students who have already been dropped, students who are reported as "no longer attending" but show up after roll verification (It was noted that the DOM can re-open access to an ODR for faculty to update), attending vs. participating, coordination of D2L drop notification and iStar enrollment—midpoint ODR does not reflect the W that the iStar roster does.
  - c. *Janeu reported that financial aid from government is affected by percentage of course the student completes.*
3. Best practices and preparing for legislative academic changes
    - a. English Subcommittee—Betsy Powers and Lana Myers (as representatives) reported that the taskforce is charged with identifying resources needed for faculty to help instruct students who may be less prepared in case they do not have DE.
    - b. DE Advisory Board meets at System Office tomorrow, and LSC-M representatives will report.
    - c. Issue(s) raised—taskforce addresses faculty resources but not student resources.
    - d. Math Subcommittee—Janeu reported for Habib Far that the math subcommittee meets tomorrow.
  4. Mission/vision/values for the instructional division—Karen Buckman (as representative) reported that the taskforce will send a survey about mission statements soon, but they have met once.
    - a. Issue(s) raised—the Montgomery campus does not seem to have a mission statement.

#### IV. **Current Business**

- A. Giving Campaign—Student impact story was shared, and campaign changes (ex. Privacy measures) were highlighted. It was noted that the expenses for promotional materials does not come out of the foundation or donations received.
- B. Mandatory Training
  1. Deadline December 1
  2. Don't Do It = You Are Terminated
  3. Takes about 4 hours total
  4. Issue(s) raised—updated completion is not immediate or consistent, so it is recommended that everyone follow-up and log in to check after completion; verification of completion is not sent, nor is an update sent. Reports reflecting completion are not always accurate—certificates printed, but system shows no completion. Off-contract adjunct faculty are expected to complete training. (Training cycle is two years.) It was recommended that system send verification email to employees upon completion. The completion certificate has a space for "training supervisor" to sign, but it is unclear who this person is or if this signature is required.
- ~~C. Update on SGA RO Accountability Motion—Moved to November meeting~~
- D. Update on Follett Textbook/Syllabus Statement Motion—Memorandum was received from Mario Castillo about statement; Janeu will share via email.
  1. It was reinforced not to share recommendations for non-Follett sources in the syllabus.
  2. Specific concerns were raised about arrangements with publishers—history, for example. Janeu will follow-up by investigating Follett contract.
- E. Update on Academic Dishonesty Closing the Loop Motion—Moved to November meeting
- F. Update on Communication on Healthcare Change Motion—Janeu requested information from system office head of HR, and she will share when she receives it.
- G. Lockdown Incident Feedback—Must be prepared
  1. Issue(s) raised
    - a. Specify "This is not a drill" should be in announcement
    - b. Security lights will not turn off
    - c. Delay in update about status
    - d. No wifi/cell service in various places in Building B, G102 and B102 open out and cannot be blocked nor locked

- e. Speaker announcement is very loud inside classes
  - f. No announcements can be heard outside
  - g. Student directions are unclear, concealed weapons during lockdown is unclear
  - h. There was a delay in the “all-clear” announcement.
2. It was asked whether doors are supposed to remain closed during all classes.
- a. A question was asked about tornado drills (scheduled for February 7, 2017), as no procedures are known. It was reported that the announcement will provide instructions during the drill.
  - b. Shades will be installed in the windows for all doors—from administration.
  - c. It was recommended that faculty follow Chief Willingham’s social media to get updates.
  - d. It was requested that faculty be provided a list of exclusion zones and specifications about what is considered “concealed.” It was requested that the classroom phones be referred to as a go-to for signaling.
- H. Student Resource Development in Response to Legislative Academic Changes
- 1. **Motion—The taskforce should stress that resources for students to ensure success should be prioritized over resources for non-developmental faculty**
- I. Share Division Successes—Shared throughout meeting.
- V. **New Business**
- A. Avoid the Stampede needs faculty volunteers—scheduled for November 15 & 16—returning to this to ensure reaching out to all students possible.
  - B. HR issues—Photo Lab Assistant was hired and has been working, but he/she has finished hiring completion nor been paid; Taleo tech support has not been helpful.
- VI. **Announcements**
- A. Incentive Drawing—Amy Nabors, Angela Martin, Habib Far
- VII. **Adjournment—4:13 pm**

**Lone Star College – Montgomery Faculty Senate 2017 – 2018**

**Officers:** President: Janeu Houston | Vice President: Michele Richey | Secretary: Simone Andrade

**BASS Senators:** Amy Curry | Phil McCue | Betsy Powers | Adjunct: Jason Sweeney

**BELS Senators:** Karen Buckman | Martina Kusi-Mensah | Mark Whitten | Adjunct: Gloria Kessler

**NASH Senators:** Kitty Gronlund | Mattie McCowen | Cynthia Lawry Berkins | Adjunct: Bernard Ambe

**TEAM Senators:** Emmy Frank | Carlos Landa | Chase Waites | Adjunct: Amy Nabors

**Counselor Senator:** Neil Phillips

**Librarian Senator:** Angela Colmenares

For information on the Lone Star College - Montgomery Faculty Senate, visit our website at:

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