September 2020 Faculty Senate Meeting Notes

Questions for OTS Randall Paulk

-Use of personal electronics for work

 -Is there a way to install Microsoft programs remotely?

 -VPN access is the solution

 -Submit a ticket for VPN access

-After downloading the Microsoft programs, is there anything else that needs to be done?

 -No

-Can a desktop computer be traded for a laptop?

 -No, because there is a limited supply of laptops

 -Submit a request for at-home electronic supplies

-Can webcams be added to the classroom?

 -For now, no

-Some classrooms will be configured to ensure that students can have a “physical”

classroom experience in a digital space

 -Cost to upgrade a classroom is about $25,000

-Some departments record presentations. Can a video recorder be supplied?

 -Not sure because OTS does not have high-quality cameras on supply

Dr. Yannuzzi will join the meeting and address any questions we have

-Textbook

 -Let Dr. Yannuzzi know if there are any textbook issues related to your class

 -Scrutiny on how Barnes and Noble is working on the issue

 -Make electronic resources available to students

 -We cannot openly recommend to students to shop for textbook material besides the bookstore

-Access code concerns

 -The college bookstore does not price match

 -Consider the OER route

-If you have any problems, feel free to reach out to others for assistance

-Concern with hearing-impaired students: it is time-consuming to transcribe a recorded video

 -No on-campus resource is available for the transcription of videos- but will investigate

-Are notetakers still available for online classes?

 -Yes

-Will Spring 2020 classes commence as scheduled?

 -Yes, classes will start at the regularly scheduled time

-Are there any incidents with wearing masks?

 -Protocol: If a student has a disability, then contact Disability Services

-Percentage of faculty back on campus

 -25% of full-time faculty are teaching entirely online

Textbook delays and what can be done

-Expect Delays for textbooks during Spring 2020 but not of the same magnitude.

Champion of Diversity and Inclusion Award information and call for committee members.

-Information will be emailed

-Committee membership is open to faculty and staff.

-Half of the committee members will serve a two year-term; the rest will serve a one-year term

-Prize: an article will be written about the winner, and their picture will be posted in one of the buildings

Chair updates

-Erin Ranft: Student Emergency Fund

 -The emergency fund is very low on money

 -Donate money to the emergency fund during the Giving Campaign

 -There is also a textbook emergency fund

 -You can also donate to the Cat-5 Cupboard

-Julie Duncan: Faculty Professional Development

 -No updates

-Shirley Ennis: Faculty Emergency Fund

 -She is working with Lisa on developing a budget

 -Funds will be added towards a faculty member’s pay

 -Can we work with the Foundation to allow people to donate money?

-Janice Hartgrove-Freile: Awards Committee:

 -Adjunct faculty will go through the process first

New business

 -How to deal with book arrivals for students that will impact classes:

-How to proceed: create make-up opportunities for students who could not have access to the book initially

 -Some publishers will provide free access to textbooks for a limited duration

 -Contact the librarians for copyright concerns

 -What is the protocol for ISDs providing textbooks to dual credit students?

 -Contact North Harris Dual Credit Representative: Cathleen Tyson-Ferrol,

281.618.5415, Cathleen.Tyson-Ferrol@LoneStar.edu

 -Why can high school students not contact the faculty directly?

 -Students must contact the faculty member directly

 -The system should develop a standard reply for faculty

 -Laptops

-If we require students to utilize webcams for tests, the General Counsel has a syllabus statement

 -If hybrid classes meet remotely, can we ask students to turn on their webcams?

 -You need to be specific on your expectations on the syllabus

 -Utilize Early Alert if students are not participating as required

Upcoming dates for meetings

Thursday October 15th 4:00-5:00 (probably vie web-ex)

Thursday November 12th 4:00-5:00 (because the 19th is the week before Thanksgiving)