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](mailto: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)