

**Minutes of the Faculty Senate
Thursday December 11, 2008
Central Campus 17/146**

Faculty Senate Attendance:

Senators: Alan Applebaum, Kate LeGrand, Renee Pleus, Maria Bernal-Dobek, Jacqueline Henning, Ione Turpin, Damon Davis, Todd Bernhardt, Neil Linger, Bob Brasco, Teresa M. Hodge, Chris Casper, Carole (Angela) Michaels, Greg Reeder, Catherine Leisek, Blaine Browne, Rosa Gaskins, Jim Lansing, Karen Modrich, Joy Stewart, Xiao Wang

Visitors: Peter Battaglia, Hank Martel, Eileen Garcia, Russ Adkins, George Masfarroll, Cathleen Horne, Judy Scherer, BG Thompson, Pam Katzir, Anne Cardozo, Joyce Walsh-Portillo, Irmgard Bocchino, Denese Edsall, Trish Joyce, Sandra Block, Jose Macia, Ellen Glazer, Rob Koppelman, Suzette Spencer, Michael Tenenbaum, Dianne Ruggiero, Pedro Oliveira, Chris Roddy, Bill Pennell, Karen J. Williams, Trish Joyce

- 01. Call to Order.** President Catherine Leisek called the meeting to order at 2:32pm.
- 02. Approval of the Agenda.** With the addition of one item under New Business: Request from Michael Tenenbaum, Rosa Gaskins moved to approve the amended agenda; Neil Linger seconded; the motion carried.
- 03. Approval of the Minutes.** A motion was made to approve the minutes of the November 2008 meeting by Blaine Browne and seconded by Rosa Gaskins. The motion carried.

Senate President's Report — Catherine Leisek

Catherine wished everyone a happy holiday and welcomed Jim Lansing as the new Senate President as of the January 2009 Senate meeting.

.04 Old Business

A. Textbook Committee – Kate LeGrand

Kate reported that the Committee had met and finalized its recommendations. Copies of the recommendations were emailed to the Faculty and some additional paper copies were also available. She summarized that the recommendations were based on compliance with State and Federal laws and guidelines. She acknowledged that in March when the new Florida State guidelines are issued the Committee may need to do some further revision. Changes and additions to the prior document from a faculty standpoint protect academic freedom; the administration and the bookstore are included in the loop of deliberations for input especially when publisher information is incomplete such as additional formats or buyback options. It is understood that the bookstore can't sign adoption agreements.

Alan Applebaum moved that the Senate accept the recommendations of the Textbook Committee; Damon Davis, seconded. There being no further discussion, the motion carried. (1)

Kate LeGrand thanked her Committee for its work in getting these issues resolved in a timely manner.

.05 New Business

A. BC Mission, Vision and Core Values – Jose Macia, Strategic Initiatives

Jose Macia updated the Senate on the work that had been done to date on the College's mission, vision, and core value statements. The documents, which were emailed earlier to Faculty and staff were a collaborative effort with representation from all campuses' staff, administration, faculty, and students. The documents are currently a draft, while the Committee seeks additional input from the larger College community before finalizing the statements. The final documents are due to be presented at the Board of Trustees meeting on January 27. Jose asked that input, comments, or suggestions be forwarded to him by January 12.

Damon Davis suggested that the Senate might endorse the work of this group in a motion of support. But after further discussion, the consensus was that when a final version was available the Senate would reconsider endorsing the document at that time. Damon withdrew his motion. Hopefully a final draft might be available for review at the January Senate meeting on the 15th.

B. SACS Conference – Dianne Ruggiero, AVP Developmental Education

Dianne Ruggiero talked briefly about the sessions she had attended at the recent SACS conference in San Antonio. She mentioned that some schools who were part of Achieving the Dream were using that plan as a basis for their QEP (Quality Enhancement Plan) which is now part of SACS requirements. She also attended some sessions on learning outcomes assessment which recommended making the assessments 'real' and faculty-driven. She commented that we are probably doing much of that already, but that what SACS will be looking for is a systematic approach to the collection of data of those assessments and of our using the data for improving instruction.

We'll be working on this over the next several years as we prepare for Broward College's reaffirmation by SACS which is scheduled for 2014.

Jose Macia, as SACS liaison for the College, supported Dianne's comments about SACS and its expectation for documentation of learning outcomes assessments.

Kate LeGrand asked if Dianne knew of any professional development opportunities to learn what other similar colleges had done to document assessment. Dianne indicated that the College would probably be offering some workshops, but that she would check into what other Florida colleges might have done.

Damon Davis commented that at the October meeting the Senate had approved three committees to do work for the Senate: Textbook Committee was done; the Policies and Procedures Committee was formed and had begun its work; the SACS Accountability Committee still needed to be formed and it sounded as though this should be one of its goals.

At this point in the discussion, VPAA Judith Scherer introduced Joyce Walsh-Portillo, a Faculty member at the College who had just accepted the appointment as Outcomes and Assessment Director for the College. VPAA Scherer expects that Joyce will work with the Senate SACS Accountability Committee as the College moves forward on work with learning outcomes and assessment. When questions of who would chair or co-chair the Committee and what other issues and projects might be included, Joyce said that she wasn't ready nor had she expected to know the answers yet. She asked that the Senate give her some time to get oriented and

acquainted with the initiative and that perhaps at the next Senate meeting a discussion of the Committee and its membership as well as its mission would be more productive.

Catherine Leiseck suggested that since there are so many committees and a small number of Senators, the Senate might put out a call beyond the Senate for participation from the College Faculty at large.

C. Request for Information – Michael Tenenbaum, Faculty Counselor

Michael Tenenbaum presented a request for information to the Senate. He stated that he would like time on a future agenda to explain the request to the Senate.

.06 Announcements

Damon Davis invited everyone to join the UFF holiday-hour which was taking place at the end of the workday at Gatsby's.

.07 Adjournment

Kate LeGrand moved to adjourn the meeting; Teresa Hodge seconded. The motion carried.

Meeting adjourned at 3:25pm.

Respectfully submitted.
Jacqueline Henning
Secretary, Faculty Senate

**The Next Faculty Senate Meeting is scheduled for January 15, 2009
Central Campus 17/425-6
2:30pm**

(1)

TEXT COMMITTEE'S RECOMMENDATIONS

Introduction

The intent of the following recommendations is to insure compliance with the state and federal laws (HB 603, HEA §133) in the selection and usage of textbooks at Broward College (BC). Further, it is the intent of this report to encourage college wide conversations on how textbooks are utilized to support stated course learning outcomes as well as contribute to the overall achievement of students. It is believed that encouraging Faculty members to examine all aspects of the textbook selection, adoption and usage process (including bookstore operations and publisher interests) will result in a sincere effort to reduce the total costs for students without adversely impacting academic standards.

Foremost, Faculty need to insure the preservation of the academic integrity of their course when considering the adoption of a text and ancillaries. Faculty are not required to adopt texts for their courses, but if they do not choose to use a text, then they should ascertain materials are available through other sources and provide optional selections of recommended readings.

If a text is adopted for a course, the delivery of the course content should be interdependent, as much as possible, with the textbook and ancillaries.

Sequential Courses

It is the recommendation of the Senate that, whenever possible, adoption of texts and ancillaries for sequential courses be college-wide with a college-wide committee of Faculty within the discipline making the final decision. The Senate recognizes some courses, even though not technically sequential, can be grouped together as a core in order to best serve the needs of the students.

Non-Sequential Courses

Courses offered for only one semester should be considered as non-sequential. The Faculty Senate recommends Faculty within the discipline of each campus decide the adoption of the text and ancillaries.

General Considerations

The Senate recommends committees and Faculty take into consideration the following.

- 1) Work closely with the Bookstore Administration concerning the adoption of course materials. It is important to consult with the Bookstore Administration about the final price charged to the students for your adoption.
- 2) Encourage participation by adjunct Faculty within the discipline.
- 3) Make sure the selection is tied to the learning objectives of the course.
- 4) Cost Considerations
 - a. Can the textbook be bought back at 50%?
 - b. Is the text to be re-adopted for several semesters?
 - c. Can the ancillaries be purchased separately?
 - d. Cost of the book *versus* usage of the book?
 - e. Are there additional resources that are more cost effective?
 - f. Are older editions available or in stock?
 - g. For how many years will the adoption be? Some companies can give better prices based on the number of years or even keep the text in stock after a new one is issued.

- h. Format
 - i. Paperback *versus* hardback *versus* e-book
 - ii. Custom texts – only chapters you may use are bound together

Textbook Selection Decision

When decision of adoption is by committee, the Senate recommends the decision be made by fulltime tenured or tenure-track Faculty within that discipline, whether the decision is college-wide or campus based. The Senate also encourages the inclusion of adjuncts and temporary Faculty in the decision process. In addition, the Senate recommends all book publisher representatives be treated equally and each be given the same consideration. Methods to accomplish this could include having individual publisher representatives “present” their texts and ancillaries before the committee. Attention to timelines is essential as it affects buy-back policies of the bookstore.

Adoption Committees

There are several things committees can do to facilitate adoption of texts and ancillaries. Some suggested concepts and procedures followed by some include:

1. Requiring anyone interested in our business to present for Faculty the text and ancillaries at a scheduled meeting. The time required and the schedules of the Faculty may dictate the need of a day-long opportunity for Faculty.
2. Guaranteeing the edition will be available to students for “x” number of years. This prevents the need to readopt a new edition every time the publisher comes out with a new edition.
3. Requiring the company that obtains the contract to train Faculty and Adjuncts in the use of the ancillaries, computer software, etc.
4. Package the text and ancillaries in a way specified by the committee.
5. Writing a standard list of questions to ask each publisher’s representative. Some of the questions might include:
 - a. What is the cost to the bookstore (net price?)
 - b. Is this a bundle? If yes, are all of the components required?
 - c. Are older editions kept in reserve for us?
 - d. What’s the best package option for students?
6. Consult with the Bookstore Administration on the final price to the student for the adoption of text and ancillaries.

Ethical Considerations for Textbook Selection and Adoption

The following ethical standards are intended to promote the highest level of professional conduct among BC Faculty.

1. An employee may receive sample copies, instructor copies or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
2. Faculty members shall not use the BC textbook selection and adoption process to advance personal interests.
3. Faculty members shall strive for high academic quality and reasonable cost in the textbook selection and adoption process.
4. Faculty members shall utilize all required textbooks as an integral part of course content delivery.