

Minutes of the Faculty Senate
Thursday October 23, 2008
South Campus 69/133

Faculty Senate Attendance:

Senators: Alan Applebaum, Kate LeGrand, Renee Pleus, Maria Bernal-Dobek, Karen Roberts, Jacqueline Henning, Ione Turpin, Damon Davis, Steve Roig-Watnik, Jim Lansing, Rosa Gaskins, Todd Bernhardt, Angela Russell, Kayla Mathis-Gambe, Joy Stewart, Darena Borgers, Neil Linger, Leah Lyons, Bob Brasco, Karen Modrich, Teresa M. Hodge, Chris Casper, Carole (Angela) Michaels

Visitors: Audrey Hunter, Mattie Roig-Watnik, Anne Cardozo, Irmgard Bocchino, Michael Fenick, BG Thompson, Hank Martell, Russ Adkins, Chris Roddy, Karen Lee Murphy, Ed Erazo, Cathleen Horne, Bill Pennell

01. **Call to Order.** President Catherine Leisek called the meeting to order at 2:40pm.
02. **Approval of the Agenda.** Two items were added to New Business: (Policies and Procedures Manual requested by Alan Applebaum and SACS Co-governance requested by Damon Davis). The motion was made by Kate LeGrand and seconded by Rosa Gaskins to approve the agenda with the two additional New Business items. The motion carried.
03. **Approval of the Minutes.** A motion was made to approve the minutes of the September 2008 meeting by Neil Linger and seconded by Rosa Gaskins. One correction was noted: Hank Martell's name will be stricken from the item about reconvening the Block Scheduling Committee. The motion to approve the amended minutes carried.
04. **Old Business**

Senate President's Report — Catherine Leisek

Graduation: December Graduation will be held on the 12th at North Campus in two sessions: the ceremony for graduates whose last names begin A through L will be held at 10:00am; the ceremony for graduates whose last names begin M through Z will be held at 1:30pm. Faculty should sign up to attend one of these ceremonies. Employees should notify their supervisors regarding their attendance. Catherine asked for two volunteers from the Faculty to read the names of the graduates during the ceremony. Maria Bernal-Dobek volunteered for the morning session. The afternoon session still needs a volunteer.

Collegewide Faculty Meeting: Catherine reported that there will be a collegewide faculty meeting held on November 6, 2008 on Central Campus in Building 17, Room 146. The meeting was scheduled for 2:00pm to 4:00pm, but should be changed to begin at 2:30pm to conform with block scheduling. Catherine will confirm the start time.

Foundation Staff Campaign: There is still time to contribute to the BC Foundation's staff campaign. It's not the amount, but the participation that is important. Catherine mentioned that contributions can come through payroll deduction and that the donation can be earmarked for a specific purpose, e.g. the Debbie Nycz Scholarship fund.

Committees: Catherine will reconvene the *Block Scheduling Committee* to consider the future of block scheduling at the College. Last time the Committee had agreed to extend block scheduling for one more year. Now it's time to look at continuing or revising the class schedule format. Catherine indicated that it would be wise to have this decided before April when next year's schedule is developed.

Assessment and Accountability: Since VPAA Sherer wasn't able to attend, Catherine asked Russ Adkins if there was any update on the work of the Task Force looking into assessment management software. Russ told the group that vendor demonstrations by the two software products under consideration had been scheduled for October 30 and 31. He distributed a flyer with the details and encouraged faculty to sign up for the workshops at each of the campuses to see how the assessment management tools work; see how other institutions use them; and get any other questions answered.. Professional development credit would be awarded for participation.

Steve Roig-Watnik indicated that he still had concerns about moving ahead with selecting a software package without knowing what outcomes we are to assess or how long this initiative would last; also considering this new expenditure given our tight budget circumstances. Given these unanswered questions, was this already a 'done deal'?

Damon Davis asked about "this committee", who was on it? Russ clarified that there was no Committee at the moment. There had been a Task Force which included faculty who volunteered at the August Senate meeting when Sherer asked for faculty, staff and administrators to work with her to find a suitable toolkit for assessment at Broward College. That group had met as was reported at the last Senate meeting to consider software options.

Neil Linger then made a motion to establish a committee of the Faculty Senate to look into these assessment issues as well as the SACS requirements for assessment. Alan Applebaum seconded the motion. Catherine asked for parameters to define the work of this Committee. Input from Senators suggested the following: determine the necessity of a toolkit before identification of what to assess; identify exactly what are the SACS requirements; find out what the experience of other institutions has been – any problems they had. With those parameters in mind, the motion carried.

Neil Linger then mentioned the SACS conference coming up in early December in San Antonio. Catherine indicated that she would be attending at the request of the administration. Neil made a motion that an additional Senator, someone who has been through accreditation at Broward before also attend. Kate LeGrand seconded the motion. Catherine said that she would talk to the administration about funding an additional attendee. The motion carried.

.05 Old Business

A. Textbook Committee: Catherine reported that the Committee had had one meeting. Members of the Committee include Catherine Leisek, Elaine Cohen, George Masforroll, Hank Martell, Kate LeGrand, Judy Sherer, Steve Roig-Watnik, Teresa Hodge, Greg Reeder, Blaine Browne, Audrey Hunter. (Kate LeGrand commented that she may need a replacement since she has a class when the meetings have been scheduled. She will find a replacement from her campus.)

The Textbook Committee has two functions: 1) to continue from previous work on Broward Allocations and Regulations on Textbook adoption and 2) to participate in guideline development and implementation of the legislation.

George reported that the governing bodies: Department of Education (Community Colleges) and the Board of Governors (State Universities) met a couple weeks ago to start collecting data from which to make recommendations for implementation guidelines that will correspond to the Statute. Work should be done by December 2008; in place for March 2009.

Catherine reported that Sherer had agreed to send one faculty member with George when he goes to Tallahassee in early December to participate in presenting input from Broward College at the hearing. Audrey Hunter volunteered to go as the faculty representative.

Kate LeGrand asked that the documents Catherine had sent as attachments to today's agenda (textbook and legislation information) be sent to all faculty so that everyone is aware of the issues. Discussion prompted reiteration of the concerns about the implementation of the statute and how it might impact textbook adoption, etc. at Broward College. Catherine assured the group that the Committee was not looking to infringe on academic freedom and asked that all concerns and comments be sent to her. She will forward them to the Committee chair -- once selected. She also indicated that she would seek to have the meetings publicized so that any concerned faculty might join the discussion.

B. Faculty Senate Appointments

Catherine put forward the name of Jacqueline Henning, Senator from Central to fill the vacancy of Secretary of the Faculty Senate. Neil Linger made a motion to accept that recommendation. Todd Bernhardt, seconded; the motion carried.

Catherine noted that there was still one Senate vacancy at North Campus.

.05 New Business

A. Budget Reduction – Bill Pennell

Bill Pennell, CFO/VP Facilities, updated the group on the College's financial situation given the economic problems swirling in the financial markets. He reported that though future reductions in state funding were anticipated, the College was in relatively good shape. Enrollment was up 6% for the Fall term and is expected to be perhaps 6.5% or 7% in the Winter term. The current budget was set to handle that growth. He expects that there will be a revised forecast of state revenues after the November election, and then we will know better how much further the budget will be reduced since the Legislature will have to balance its budget at that time.

The College to date had been able to spare hard cuts in Academic Affairs and Student Affairs. If a further reduction of 6%-7% occurs, this may not be possible in the future. Reductions to date have included adjusting temperature in the classrooms, travel funds, computer refresh program changed to every 4 rather than 3-years, training costs, cell phone expenditures, and drilled wells for HVAC. No layoffs are foreseen at this time, but soft holds on some vacancies may be needed. Pennell stated that FRS (Florida Retirement System) retirement funds are extremely solvent and that ORP (Optional Retirement Plan) funds are fully insured.

Steve Roig-Watnik asked about additional administrative positions which seem to have been added this Fall: College Prep, Strategic Initiatives Assistant, WHC Associate Dean. He was concerned that these might be 'luxuries' given the tenuous budget especially since this takes personnel out of the classroom and into 12-month administrative positions. He asked if any analysis of personnel positions had been done.

Pennell responded that no analysis had recently been done, but that it should be. Comparison with similar colleges would be helpful. Pennell encouraged suggestions for cost savings be sent to him. Catherine suggested that all ideas for cost-cutting measures be sent to Pennell or the Chair of the Cost Committee.

B. Computer Literacy -- Russ Adkins

AVP Russ Adkins reviewed the College's initiative to put in place a Basic Student Computer Literacy Competency requirement. Similar to a college prep entry level of computer competence. The College has created a 3-credit course to be taken within the first 15 hours of College work. In addition there would be an assessment test a student could take to opt-out of the Computer Literacy course requirement. Adkins reported that the faculty had done a great job of creating an entry-level course: CGS1060C. The Certiport IC3 student technology literacy exam was selected by the Instructional Technology Planning Committee as the assessment, but the college has had difficulty administering the exam for a variety of technical and logistical reasons.

Next steps: 1) VP Scherer convened the Instructional Technology Planning Committee earlier this month seeking their recommendation for how to proceed. Computer science faculty and academic leadership was invited to participate in this meeting. The history of events related to the requirement, from the General Education recommendation, to VP Scherer suspending the registration hold for students with 15 hours of coursework who had not met the requirement, was reviewed. In addition, the group participating in a demonstration of the basic student technology literacy test (the CSP) currently used by Miami Dade College.

The ITPC and Computer Science faculty and administrators agreed to do a side-by-side comparison of both the Certiport and CSP exams. The ITPC will also receive a report from Information Technology that describes BC network and internet connection issues that may be impacting the successful administration of the Certiport exam.

2) VP Scherer will also reconvene the Basic Student Technology Literacy 'implementation team' to address critical issues such: a) the cut score (currently 85%); b) the impact of the 3-credit course on A.S. programs, especially in the health sciences; c) identification of computer literacy courses successfully completed at other institutions that BC will accept as evidence of meeting the tech literacy requirement.

Steve Roig-Watnik asked if he could take the test to see if a computer literate staff could pass it or what score they might get? Adkins encouraged Steve to do so and will send him -- or anyone else interested -- the information needed to do so.

Kate LeGrand asked if this 'implementation team' was the one that former VPAA Ken Ross had originally created which consisted of computer science faculty, student affairs staff, and testing staff. Adkins said that he would send out a list of team members, many of whom had participated in last year's implementation planning. Computer science faculty remain on the implementation team.

Rob Brasco commented that he serves on the Academic Standards Committee and that approximately one-third of the petitions he reviews deal with this course. He voiced two concerns: 1) our current test is aligned with the CGS course; would a new test be? and 2) our

passing score of 85% while other institutions set 70% and some are even considering 60% as passing.

C. Graduation – C. Leisek

Catherine had covered this item earlier in her report.

D. Policies and Procedures Manual – Alan Applebaum

Alan expressed concern about the revision process for Academic Affairs policies and procedures. He had just obtained a copy of the proposed changes to several such policies, but he highlighted the policy on Advisory Committees (4.17). He is a program manager for the Accounting Advisory Committee. The changes to the policy include changing the way of recommending advisory committees and requiring a long list of signatures for approval. The revised policy also included a new “violation policy” statement. These changes along with that of many of the Academic Affairs policies and procedures are on the BOT agenda for approval at the November meeting.

Staff members from VPAA Sherer’s office explained that they were asked to re-type these policies with the revisions and that their name on the revised version indicated only that they had typed the document. Further they indicated that the “violation policy” statement had been added to all revised policy documents. Pennell concurred with that information.

Catherine turned over the gavel to Jim Lansing at this point. She voiced her growing concern that apparently no input from faculty or Associate Deans had been part of the process of revision of policy in the Academic Affairs area. She was aware that previously Senate and/or UFF officers had been included in revision discussions especially when Faculty or academic matters were concerned. As Faculty Senate President, she had not been invited to comment on these revisions and had only just received some of the draft copies this morning.

Steve Roig-Watnik voiced his frustration with the lack of communication between the faculty and the Administration; the apparent lack of understanding of co-governance.

Catherine indicated her concern for academic freedom infringement with the proposed revisions to Policy 4.08: Attendance.

Catherine resumed the gavel.

Alan Applebaum made a motion that the Faculty Senate President send a letter to President Armstrong and the members of the Board of Trustees in regards to infringement of co-governance academic rights. Maria Bernal-Dobek seconded the motion.

Steve Roig-Watnik offered a friendly amendment to include a statement of concern about the “exclusion of our campus-based administrators from the revision process of these academic issues policies”.

Kate LeGrand suggested that the letter be addressed to VPAA Sherer as well as President Armstrong.

Maria Dobek reiterated the faculty feel there is no acknowledgement of the co-governance principle. She felt that the Administration needs to be made aware of that sentiment.

Alan restated his motion as amended after discussion: Alan Applebaum made a motion that the Faculty Senate President send a letter to President Armstrong, VPAA Sherer, and the members of the Board of

Trustees in regards to infringement of co-governance academic rights. Maria Bernal-Dobek seconded the motion.

Catherine called for a vote on the motion as amended. The motion carried.

Catherine asked who among the Senators would accompany her to a meeting with President Armstrong and VPAA Sherer to deliver the faculty concerns. Maria Bernal-Dobek, Steve Roig-Watnik, Alan Applebaum, Neil Linger, Damon Davis, and Jim Lansing volunteered.

E. SACS Co-Governance – Damon Davis

Damon Davis moved that a policy and procedure committee be formed by the Faculty Senate to review policies before they are sent to the Board; it was seconded by Teresa Hodge. After further discussion it was deemed best to focus on academic policies and HR policies relevant to faculty. Catherine reminded us that former President Debbie Nycz had been active in the review process with the Board and Administration.

Steve Roig-Watnik suggested that all policies which effect teaching and learning should be reviewed.

Damon restated his motion that the Senate establish a subcommittee to review policies and procedures that effect teaching and learning. Neil Linger seconded. The motion passed.

Catherine suggested that the standing committee will establish the scope. She asked for volunteers for the formation of a policy and procedure review committee. Teresa Hodge moved that Catherine should send a note to each senator to elicit volunteers. Neil Linger suggested she invoke the Sacs co-governance.

Steve Roig-Watnik moved that the Vice President of Academic Affairs and President of the Faculty Senate will put forth the agenda for the College-wide Faculty Meeting. Steve added that an item be placed on the agenda: "The future of the Faculty Senate," to be addressed by President Armstrong. Alan Applebaum seconded the motion. The motion carried.

.06 Announcements

Damon Davis announced the UFF UNION 2008! Thursday, Oct. 30, 2008 from 6:00 pm - 9:00 pm Art Serve on Sunrise Boulevard in Ft. Lauderdale.

.07. Adjournment

Teresa Hodge moved to adjourn; Rosa Gaskins seconded. Motion carried.

Meeting adjourned at 4:50pm.

Respectfully submitted,
Jacqueline Henning
Secretary, Faculty Senate

The Next Faculty Senate Meeting will be at Central Campus on November 20, 2008 (17/425-426).