

Minutes of the Faculty Senate
Thursday, September 16, 2010
South Campus, Building 69/133
2:30 PM

Senators in attendance (as signed in): Blaine Browne, Rosa Gaskins, Teresa Hodge, Jim Lansing, Victor Lawrence, Oluyinka Tella, Dianne Ruggiero, Christopher Johnston, Alan Applebaum, Neil Linger, Xiao Wang, Robert Brasco, Ione Turpin, Robert Wiltgen, Darendra Borgers, Greg Lindeblom

Guests in attendance (as signed in): Colleen Quinn, Lisa Ciardulli, Eileen Garcia, Kevin Keating, Joyce Walsh-Portillo, Avis Proctor, Alfred Keller, David Asencio, Jorge Guerra, Lorne Cleaver, Terri Justice, Sheila Jones, Steve Obenauf, Sonia Nieves, Tai Houser, Donna Henderson, Hank Martel, Deborah Hopkins, Mary Rousseau, Willie Alexander, Nestor Pereira, Angelia Millender, Peter Battaglia

- 01. CALL TO ORDER:** President Jim Lansing called the meeting to order at 2:44pm.
- 02. APPROVAL OF THE AGENDA:** Alan Applebaum requested the addition of co-governance to the agenda. Then the agenda was approved.
- 03. APPROVAL OF THE MINUTES:** The minutes of the August meeting were approved with the correction of the spelling to Yinka Tella's name.

04. OPEN ISSUES

A. *President's Report – Jim Lansing*

- President Lansing announced there was a Policy and Procedure Committee meeting earlier this week. Items discussed were Intercollegiate Athletics, Special Course Fees, Sustainability, and Student Assistance Program.
- Learning Council met earlier this week. Nancy Botero gave a report.
- There has been talk about the possibility of extending the Title V grant.
- Pat Ellingham has been appointed the chair of the Gen Ed task force. Pat agreed to become a regular agenda item in his role as the chair of this committee. Pat still needs 2 more faculty members, 1 from social science and 1 from humanities, so please pass on any suggestions to Pat.
- There is no word yet on the hybrid classes committee meeting.
- President Lansing has been asked to be co-chair of the Foundation's Employee Giving Campaign. He emphasized that the focus is on participation, not amount given.

B. *Outcomes Assessment update – Joyce Walsh-Portillo*

Joyce announced that we have been granted an extension of monitoring until April. We need to demonstrate we are using the data that is gathered for improvement. She said that there are 21 courses in the pool of the 200 offered in Gen Ed that are being looked at, and there are 247 sections they are looking at in these 21 courses. Joyce would say that 90% of the people asked to participate usually do. Joyce did say that some faculty get called on to participate every term, and when asked by Russ Adkins what "get called on" means, she explained that these faculty are expected to follow the instructions using the assessment tool that your colleagues have developed.

Based on data gathered, English has rewritten some course objectives and is finding where there are gaps in assessments and student learning. Speech rewrote their rubric as a team. Wellness is getting together to evaluate their assessment tool.

There was a PowerPoint presentation showing what some of the data has shown so far. One example shown was Competency 4, which relates to 12 SLOs in 6 different courses. The data and chart show that we are reaching this competency in a number of different courses. We are ultimately hoping to push above the 70% threshold for achieving the competency. SACS, however, does not expect us to reach 70% by any date. What SACS does expect is for us to improve. Joyce said that we didn't even know where we were, so getting this data is good for us. We now have the baseline data from the first year, and there is a great deal more involvement this year. Pat Ellingham explained a little about English and that for English 1102 all rubrics were created with collaboration of colleagues across the college. The English faculty have rewritten the English 1101 and 1102 outlines and completely redid Lit2020. They are getting good feedback and showing lots of improvement. Teresa Hodge added more information about STA2023 and MGF1106. Based on initial data, the charts have been developed with a green line "ideal" and a red line "acceptable." We are the ones who set these lines, not SACS. SACS is not looking at percents and where they are in relation to these lines. This is what the discipline looks at, and then this feeds into the bigger picture that SACS will look at. The faculty at the course level will look at what can be done to improve the numbers. One thing Teresa pointed out is that all the SLOs in this case that were lowest were the topics talked about at the end of the term. When Hank Martel commented that he would think SACS would want to see what we're doing, not just the outcome, Russ Adkins said that they want both. SACS wants to see how our graduates to what extent achieve these learning outcomes.

This is a process that is continually going to be improving. When Peter Battaglia asked if our sister colleges are doing something like this, Joyce replied that all different things are being done. She said that about 72% of colleges in Florida are on monitoring. When asked if we know what is working, if we have looked at colleges in our SACS region to see what is working at other institutions, Joyce said that it's all new right now. While at a conference, she was told that what we are doing is a great job. There was a lot of discussion about this topic, and it is a process we are going through and will keep working on to see what works.

C. Attendance Reporting – Angelia Millender

Angelia hopes to get to a new topic soon but says we are working to a good solution with this one. She thanked VPAA Adkins for being with her on this issue and the faculty members of the Attendance Committee. With the last audit, there were three findings:

1. Attendance Verification – we are getting this.
2. F grades (end of term grades) – we need to get better at this.
3. Record Retention – keeping records long enough (meaning faculty record retention, not registrar)

Auditors audit in the fall term and come every year in our peak. Their sample size is 25 students with multiple faculty. They found the same audit criticism from last year. There was an error rate of 30%, which is unacceptable. We have had 2 years of the same audit criticism. The USDOE will contact the college to find out what we're doing and impose sanctions on us for not doing it right. We're trying to get ahead of the game, and if we can't show documentation for the F grades, then we will return the money to show good faith.

For Title 4 Programs, Attendance Verification is very important. This is when money turns into eligibility and turns into disbursement. Then we move on to phase 2. Now that the student has met eligibility, he/she must keep eligibility up to the 60% point. We need to monitor whether that student is still participating in the class. After the 60% period, grades can be earned. The grade that is a problem

for the federal government is F because after years of research and looking at many schools they have determined that there are 2 reasons faculty give an F. One is the students fail the attendance policy and the other is unsatisfactory progress because the student didn't meet the learning outcome. The Fs for failing the attendance policy are problematic because if it was for non-attendance before the 60% point, they should have returned the money.

We can give a W up to the 60% date. The issue is that faculty want to give an F, not a W. If faculty decide to give an F instead of a W for before the 60% date, they have to wait until after the 60% date to record the F, AND they need to put a date with it. If the faculty put the date, then it can be prorated and the money returned for that time. Faculty can give an F at the end and just put a date with it, even if the date goes back prior to the 60% period. The system will see a date in the field and will trigger a return of Title 4 prorated. The catch to the F is that up until the 60% date, the student can withdraw, so that's why faculty can't give an F before the 60% date.

Pat Ellingham asked what to do if he gives a student an F at the end of the term and then that student comes to him and says he withdrew. Angelia says that in that case she goes to Willie Alexander and asks to see the error log for that student. If nothing shows that the student tried to withdraw, they will stand by that F grade. Russ Adkins added that if you are going to give an F for attendance, faculty must be sure to have a statement in the syllabus and documentation. Also, if the F is for grades, then the faculty need to be able to document that. When Peter Battaglia asked if there's a way a student can get an electronic receipt if he/she withdraws, Willie Alexander said it's not currently in the system, but Anglia said it's something we can look into. Currently we can't get rid of the WF. It's in the grade policy and Angelia said she can't change the policy, but we can change the process.

Alan Applebaum made a motion to endorse the process of using the date on the F grade. It was seconded by Teresa Hodge. The motion passed. Russ Adkins did add that they will build a tutorial for this on Blackboard and faculty will register for this like any other professional development. There will be a quiz inside Blackboard. They are trying to get all the information out to all faculty.

Also, faculty need to keep records for 1 year and 1 term. (this means records will be kept at least 1 year and until the audit clears.)

D. UFF Report – Alan Applebaum

Alan announced the 2010 ArtServe event on September 23 from 6-9pm. There will be music, drinks, food, art, conversation, and candidates to talk to. RSVP to Teresa Hodge. The executive council will meet September 21 3-4:30 at Tigertail.

E. FACC Report – Xiao Wang

- The Broward Chapter luncheon was today and it was well attended. They presented a flag to Barbara Pippen-Cohen.
- Membership has increased – 23 new members (13 North, 3 WHC, 3 South, 1 Central)
- FACC 61st Convention will be in Jacksonville November 17-19
- FACC Chapter meeting will be October 22 at 1pm at Central.

F. Co-Governance – Alan Applebaum

We need to form a committee. We need more people. We need to figure out what it is; we need to define co-governance at BC. We decided to add this as a topic of discussion for next meeting.

.05 NEW BUSINESS

A. PC/MAC equipment changes – Greg Reeder

Greg brought up the issue of the changing from PC to MACS. He said it would have been nice to have been informed of this. The changes were made with little or no faculty input or training. He thinks a refresh policy is a great thing, but we need to be informed. When faculty put in help desk tickets to get software on machines, this software is not put on the new machines as they are refreshed. Faculty have to put in new help desk tickets. Greg asked that faculty be told the reasons for the change, be taught how to use the new machines, and be given some consideration. Lorne Cleaver addressed this issue. He said that they should have notified the staff on each campus and done a better job with getting the software already on machines onto the refreshed machines and then setting up training. He said that the cost of an average podium is \$18,000 and they are trying to replace all in 7 years. He extended an open invitation for faculty to be on the tech refresh committee. Pat Ellingham brought up the issue that MAC is not supported like PCs. He said he can't access CID from a MAC and if he saves to the desktop, it is only on 1 platform, not the other. He also asked where we are on WAM. Lorne replied that more awareness needs to be done on the campus level and with regards to WAM, they are looking at Sharepoint to make a change.

B. MS Office 2010 and Windows 7 technology update – Lorne Cleaver

- Windows XP will not be supported in 2014. We are moving to Windows 7. Phase 1 is getting the labs of the campuses moved to Windows 7. Then Phase 2, from January 2011-May2011, they will be working with faculty and staff for reimaging with Windows 7 and MS Office 2010. Phase 3 will be June 2011-December 2012. They will put tutorials on the webpage. There are not a lot of differences from MS Office 2007 to 2010.
- They need to start securing servers better. Things have been hacked a couple of times. He mentioned a conversion to a secure FTP – this is just awareness, we are not there yet.
- We are audited every year. They are going to begin enforcing the password change every 90 days.
- FAX machine replacement – all will be replaced. We will be using a multifunctional machine that will allow faxes to come in electronically. They are seeing if we can send faxes from the desktop.
- Wireless will be completed by the end of December this year. We will have wireless everywhere you go at BC. When Russ Adkins asked it if will require authentication, Terri Justice said that yes, it will be set up for that.
- Podiums – He would like someone to volunteer for the Tech Refresh Committee. Lorne apologized for not making the awareness out there of the double platform.

C. Calendar Committee Report – Teresa Hodge

They met yesterday to finalize the draft of the 2011/2012 calendar and they need feedback. They are considering moving the Fall Holiday to October 10 for 2011. This would alleviate the uneven distribution of the MW/TR classes. It also no longer links the Fall Holiday to a faith and moves the holiday to the middle of the term. They need faculty input and will bring it back next month.

.06 ANNOUNCEMENTS

-Russ said that Tuesday, September 28, Irmgard Bocchino will be recognized at the Board meeting. She will be honored appropriately for all she has done for the college.

-Jim Lansing said he needs to get the number of the scholarship so if anyone wishes to make a donation to the scholarship for Irmgard they will be able to. Irmgard is a former faculty senator. Terri Justice added

that this can be done through the FAS campaign form and just specify that you want your donation to go to the Bocchino Scholarship.

.07 ADJOURNMENT

The meeting adjourned at 4:27pm.

Respectfully submitted by Darena Borgers, Faculty Senate Secretary.

**The next Faculty Senate Meeting is scheduled for
October 21, 2010 at 2:30pm
on
Central Campus, 17/425-426**