

## MINUTES OF THE FACULTY COUNCIL MEETING

Date: 12/7/2012

Time: 1:30 pm

Location: Leestown Campus, M-122

**Present:** Laura Williams, Kausha Miller, Becky McCane, Vicki Partin, Angie Davis, Robert Hinkle, Terry Buckner, Kevin Dunn, Maureen Cropper, Richard King, Robin Davis, James Kolasa, Melanie Williamson, Marcia Freyman, Charles Coulston, Maria Rutherford, Daniel Livingston, Joshua Hoekstra, Kathi Crowe, Mike Binzer, Jackie Wiseman, Norm Strobel, Susan Hayes, Melissa Anderson, Greg Rickert, Robert Chirwa, Rick Smoot, Val Zeps

**Ex-Officio:** Dave Hellmich, Palisa Rushin

**Guests:** Ben Worth, Lisa Bell, Martha Birchfield, Dana Brown

**Submitted by:** Becky McCane, Secretary of the Faculty

Agenda/Issues	Discussion	Action
Approval of Agenda	Motion to approve the agenda – Binzer; second Motion approved unanimously	The Agenda was approved. The Secretary of the Faculty will post the approved agenda on the Faculty Council webpage.
Approval of 11-2-12 Faculty Council Meeting Minutes	Motion to approve the minutes from the 11/2/2012 Faculty Council meeting – Binzer; second Motion approved unanimously	The Secretary of the Faculty will post the approved minutes on the Faculty Council webpage.
CEO/CAO Report	Dr. Hellmich reported on progress with the First Year Experience (FYE) course. Becky Womack is the faculty representative for our college and her group is currently working on student learning outcomes for the FYE course should it become a graduation requirement. The Academic Council has passed language for the requirement that will be passed on to PLT. The language states that all graduates seeking a degree or a diploma would be required to take a College Success course, as defined by the college. This could go into effect as early as Fall 2013 or as late as Fall 2014. To extend this requirement to other students (e.g., students seeking certificates) would be a local decision. A BCTC group met and looked at which students should be required to take the course, which students would not be required, and possible curriculum. A pilot course is in progress for Fall 2013. Dr. Hellmich reminded everyone that the course as a graduation requirement is a System decision while courses offered to meet this requirement is a local decision.	

Dr. Hellmich announced that the Fall 2013 academic schedule draft is nearly complete. Some coordinators like the new scheduling process while others do not. He reaffirmed his commitment to improving the process.

Dr. Hellmich reported that the online student evaluation of instruction process has experienced a number of technical glitches, mainly involving the company that handles the evaluations. He said that he and the committee working on the process will take a comprehensive look at the problems that have occurred and determine what steps need to be taken to solve these problems. Dr. Hellmich will report the findings to Faculty Council. Ben Worth explained three problems that were found with the evaluation process. One was that some students were not using the correct user id and some were not pressing Enter after typing in their name. Another problem was that a password was not required after typing in the user id. Ben could not verify reports of students accessing other classes. He also pointed out that the evaluation period closed on the last day of class. Students may have been able to complete the evaluations after that date but that data was not tabulated into the results. Ben will look at the data to determine what steps need to be taken to correct the problems. Ben mentioned a System-wide initiative to develop a System-wide evaluation process for student evaluation of instruction and evaluation of advising, but does not know when this initiative will take effect. He encouraged BCTC to continue work on developing an evaluation instrument and process that works for us and maybe we could present this to the System committee for consideration. Dr. Hellmich added that he would like faculty representation to help decide how to administer the evaluation instrument next semester. Ben said that the new version of Blackboard Service Pack 10 has a method of delivering online evaluations (Enterprise Survey) that seems to have effective tools and may be an option to explore for BCTC. Ben will look into it and report to the ASA committee. Ben mentioned that PeopleSoft does not currently have the capabilities, but could be purchased by the System and available in the future. Problems with advising evaluations were also discussed.

	<p>Dr. Julian's report was read by Laura. Next week we will have new data for CPE on reported diversity. Hopkinsville has been working with KCTCS on new definitions. If diversity numbers are still deficient, we will still be able to add certificates, but unable to add diplomas or degrees.</p>	
<p>Printing Issues/Questions [Susan Hayes/Lisa Bell]</p>	<p>Susan Hayes reported that there were concerns raised over how much we are spending on printing since going to the new Total Managed Print Solutions system. Susan presented a list of questions from the divisions for Lisa Bell on expenditures with the new system and the savings to date. Lisa said the new system came about because our copier leases expired. Before the new system, there were multiple printers/copiers with multiple leases and end dates which made tracking print costs very difficult. She formed an ad hoc committee to look at alternatives that would provide a comprehensive solution that would make our print costs easy to track and increase access to students as well as faculty/staff. We went with Office Ware for a total managed print solution because of a good history and reasonable costs. A Rules-based Printing Quick Action Committee was formed to determine the rules/defaults for printing with the new print software to help decrease total costs. One recommendation from the committee was to monitor print costs for a year then implement a recharge system so the divisions would take print savings seriously. This recharge system was supported by LET. Lisa gave a report on the details of print costs from 2010 – 2012. Given the increase in student enrollment and the increase in print devices, we have had savings in print costs per click. In addition, printing has become more convenient when moving from campus to campus. Lisa said we have also saved money on service calls with the new system. She clarified that the recharge for paper is per page, not per click. She reported that paper usage in the library has gone down significantly with the new system. Lisa reported that the new system is working well and is saving money. She announced that</p>	

	<p>any discrepancies in print usage and recharge costs can be reported to Craig Dundon. Dr. Hellmich said that printing not related to classroom use would still come out of the academic budget. Lisa said that student workers are considered employees within the print system. Student printing issues will be looked at by the committee. Lisa discussed the benefits of the new printing contract and answered questions. Lisa mentioned that the system should continually show improvements in service and costs. She announced that “optimized print services” from Konica Minolta will be added at no additional cost to the college. These services are for care for our laser printers that will decrease service calls and save money. Lisa mentioned that they are working to improve our faxing abilities. Lisa announced that a pilot project will begin in January for a prox card for logins that could be used for all multifunctional devices, as well as possible door entry in the future.</p>	
<p>Curriculum Review Committee Report [Rick Smoot &amp; KathySwango]</p>	<p>Rick Smoot reported that a new CRC procedure was approved.</p> <p>Melanie Williamson, lead reviewer, made a motion to approve a new course, STA 210 and a new pilot course, LIT 120; second. No discussion; Motion carried unanimously</p> <p>Mike Binzer, lead reviewer, made a motion to approve a new course, CIT 144; second. No discussion; Motion carried unanimously</p> <p>Mike Binzer, lead reviewer, made a motion to approve a revised GIS certificate as amended by the review committee; second Discussion; Motion carried unanimously</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p> <p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p> <p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>

	Kevin Dunn, lead reviewer, made a motion to approved new pilot courses, CIT 215, CIT 216, CIT 267; second No discussion; Motion carried unanimously	The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.
Academic Standards & Admissions Committee Report [Robert Chirwa]	ASA met November 9. Robert reported that the committee supported a new Admission Application Fee and a resolution had been written. Mike reported that he would like to revise the resolution before presenting to the Faculty Council in January. There was discussion on application numbers and implementation concerns, including possible waivers to the fee.	
Rules Committee Report [Val Zeps & Robert Hinkle]	Rules met on November 9. Val reported that the committee considered a Rules change regarding removing language on faculty voting on courses being taught. The committee did not support this change. Val announced that the committee had agreed on an academic calendar for 2014 – 2015, but will look at it again before presenting to Faculty Council. Val reminded everyone of the upcoming Spring Elections and encouraged faculty to run for open positions. Val also mentioned that the Subcommittee on Faculty Governance had met and are creating a survey for faculty.  Robert had no report. He announced that the KCTCS Rules Committee will meet on February 7.	
KCTCS Senate Council Report [Angie Davis]	No report. The Senate Council will meet December 13. Angie mentioned that the IMD proposals will be presented to the Senate Council in December.	
General Issues	None	
Announcements	Items posted for objection following the November 2, 2012 meeting passed without objection. Laura wished everyone a Happy Holiday!	Meeting adjourned at 3:22pm