

## MINUTES OF THE FACULTY COUNCIL MEETING

Date: 1/10/2013

Time: 1:00 pm

Location: Leestown Campus, M-122

**Present:** Laura Williams, Kausha Miller, Becky McCane, Robert Hinkle, Kathy Swango, Terry Buckner, Kevin Dunn, Carol Stiles, Maureen Cropper, Richard King, Robin Davis, James Kolasa, Melanie Williamson, Marcia Freyman, Charles Coulston, Cindy Tucker, Joshua Hoekstra, Danny Mayer, Mike Binzer, Bill Snyder, Susan Hayes, Greg Rickert, Robert Chirwa, Rick Smoot, Val Zeps

**Ex-Officio:** Dave Hellmich, Palisa Rushin, Rhonda Wheeler, Bruce Manley

**Guests:** Sandy Carey, Greg Feeney, Martha Birchfield, Kevin Jensen

**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 12-7-12 Faculty Council Meeting Minutes	Motion to approve the minutes from the 12/7/2012 Faculty Council meeting – Buckner; second Motion approved unanimously	The Secretary of the Faculty will post the approved minutes on the Faculty Council webpage.
CEO/CAO Report	<p>Dr. Hellmich reported on the progress of Late Registration advising. He acknowledged the wonderful leadership of Ben Worth, Cindy Baker, Cindy Tucker, Jean Jackson, and Bob Biega. He also acknowledged the excellent work of all faculty members who have been advising. He said this new advising model has been successful and the leadership is continuing to look at making advising better for everyone.</p> <p>Dr. Hellmich gave an update on the Student Evaluation of Instruction. While the evaluation instrument worked well during the Fall semester, there were problems with the company that delivered the evaluations. He met with Ben Worth, Luv Robertson, Bill Davis, Greg Feeney, Kevin Dunn, and Kathleen to talk about possible options in improving the online evaluation delivery process. He reported that we will be moving away from CSS and will be looking at other possibilities, including using Blackboard to deliver the evaluations. He asked for input on</p>	

	<p>conducting the online evaluations this semester for faculty who require the evaluations for promotion and clearing up any deficiencies in the process. Kevin Jensen announced the option of conducting a pilot of evaluations through Blackboard this semester. One advantage is that the evaluation process would be totally in-house and we could control it. Another option, after this semester, is giving faculty the option of paper evaluations or online evaluations. Ben will take leadership in piloting the evaluations through Blackboard this semester. Concerns with the current evaluation system were discussed, as well as possible reasons and solutions for the problems that were experienced.</p>	
<p>Curriculum Review Committee Report [Rick Smoot &amp; Kathy Swango]</p>	<p>Rick announced that CRC had approved a curriculum proposal by Martha Birchfield for a new Associate in Arts/Science with Focus Area in Library Informatics.</p> <p style="text-align: center;">Rick made a motion to approve curriculum for the Associate in Arts/Science with Focus Area in Library Informatics; second Motion approved unanimously</p> <p>Rick announced that he will send out an email to the Assistant Deans to remind them of the procedures of the local CRC.</p> <p>Kathy announced that the next System CRC meeting is on Thursday, February 7. She said there is no curriculum from the Senate Council on today's System CRC agenda due to a late meeting in December. The curriculum will be on the February 7 agenda.</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
<p>Academic Standards &amp; Admissions Committee Report [Robert Chirwa]</p>	<p>No report from Robert. Mike Binzer announced that the Resolution on the Admission Application Fee has been tabled. No action needed today.</p>	
<p>Rules Committee Report [Val Zeps &amp; Robert Hinkle]</p>	<p>Val announced that the Rules Committee did not meet in December. He presented the 2014-2015 Academic Calendar draft and said that we will need permission from the System for the early Start Date in May for Summer classes.</p> <p style="text-align: center;">Val made a motion to approve the proposed 2014-2015 Academic Calendar; second</p> <p>Discussion on the various dates in the draft, including the Thanksgiving</p>	

	<p>Break dates. It was determined that the Saturday and Sunday after Thanksgiving should be part of the Thanksgiving Break.</p> <p>Mike made a motion to make an amendment to the calendar to include the Saturday and Sunday after Thanksgiving as part of the academic holiday; second No discussion; motion approved unanimously</p> <p>Val revised his original motion (with second) to approve the proposed 2014-2015 academic calendar as amended No discussion; motion approved unanimously</p> <p>Robert had no report. He announced that the KCTCS Rules Committee will meet on February 7.</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
KCTCS Senate Council Report [Angie Davis]	<p>Angie was not present. No report was given.</p>	
General Issues	<p>James Kolasa brought up the issue of the Cycle B vote. He pointed out that there were 2 programs in that curriculum set that only exist at BCTC, yet BCTC will not get to vote on it until next month. James asked if we could proactively put Cycle C and D on the appropriate month's agenda so it is there and no matter when the System office notifies us, it will already be on the agenda. There was discussion on the issue. Laura reminded everyone that any curriculum to be voted on by the Faculty Council must be distributed to the faculty 7 days before the meeting. Kathy announced that the Cycle C curriculum will not be a problem, but Cycle D will be, due to the time conflict. There was discussion on the timing of the Cycle D curricula. Laura asked Dr. Hellmich to make Mary Kleber aware of our time crunch situation and ask her to give us the finished documents of the Cycle D curricula that affects BCTC in time for us to vote on them in May.</p>	
Announcements	<p>Items posted for objection following the December 7, 2012 meeting passed without objection.</p>	<p>Meeting adjourned at 1:55pm</p>