## MINUTES OF THE FACULTY COUNCIL MEETING

Date: 9/7/2012 Time: 1:30 pm Location: Cooper Campus, AT 219

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

Ex-Officio: Augusta Julian, Dave Hellmich, Palisa Rushin, Erin Tipton, Rhonda Wheeler, Bruce Manley

Guests: Sandy Carey, Bonnie Nicholson, Greg Feeney, Kelli Reno, Karen Mayo, Ben Worth, Tom Rogers, Drew Hunt

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

Agenda/Issues	Discussion	Action
Approval of Agenda	No Additions. A minor edit was made to the Agenda	The Agenda was approved with an edit. The Secretary of the
	Motion to approve the agenda as edited – Strobel; second  Motion approved unanimously	Faculty will post the approved agenda on the Faculty Council webpage.
Parliamentary Procedure Overview &	Parliamentarian, Vicki Partin, presented a Roberts Rules of Order	
Talk Time Limits [Vicki Partin]	overview on the parliamentary procedure for speaking and making motions.	
Approval of Minutes	Motion to postpone approval of the minutes from 5/7/2012 to the	The Secretary of the Faculty
	October meeting – Binzer; second	will post the minutes to be
	Motion approved unanimously	approved on the Faculty Council webpage.
CEO/CAO Report	Dr. Julian announced that the current round of TTALKS have	
	begun for the Fall semester. The talks will feature discussions on	
	college ideas and issues. She encouraged faculty to use the online	
	reservation system to schedule a session. The schedule and the	
	link to reserve a session were sent to faculty in an email on Sept.	
	4.	
	Dr. Julian expressed a desire for faculty to get to know one	
	another. She would like to have an internal directory that includes	

photos of faculty and staff. She encouraged faculty members to share thoughts about this with her.

She encouraged everyone to attend the BCTC Board of Directors meeting on September 12 at the Leestown campus, as it is an open meeting. She recognized Marcia Freyman as the Faculty Representative.

Dr. Julian reported that tuition was down by 6% at last estimate. She noted that tuition was also down 4-6% for most of the colleges in the System. Only a few colleges were up this semester.

Dr. Hellmich thanked the Faculty Council for holding a full faculty meeting at the 5<sup>th</sup> Friday event in August.

He reported that a self-study of the college was conducted and a recommendation was made to offer a College Success course. He reported that while this course currently cannot be required, Dr. Box is prepared to support a possible Board policy to make a College Success course a graduation requirement. He went over the channels for approval and if approved, the core Learning Outcomes would need to be defined. He also said the policy would give individual colleges the flexibility to define how students would meet the new requirement. There was a lengthy discussion on how BCTC would implement the requirement, if approved. Due to time constraints, it was decided to put the topic on the Agenda for the next Faculty Council meeting, so the discussion could be continued.

Dr. Hellmich announced that he wanted to form a team to help Area Coordinators with the job of scheduling classes. This team would create a first draft of the class schedule (starting with the Summer 2013 classes) with input from the Assistant Deans. The

	Area Coordinators would then fine-tune the schedule. The new scheduling process is expected to be more efficient and will reduce the Area Coordinators' load.  Dr. Hellmich expressed a desire to have the Student Evaluation of Instruction conducted online for all classes. He expects the online evaluations to be more reliable and the return rates to be high. He explained that special allowances would need to be made for faculty in a promotion cycle, so that low return rates and/or poor evaluations due to the online platform would not greatly affect the promotion process. Since this topic was on the meeting agenda, Dr. Hellmich asked Angie Davis to speak, as she was scheduled to present the item.	
Online Student Evaluation of	Angie expressed concerns about Online Student Evaluation of	
Instruction [Angie Davis]	Instruction. Concerns included the effects on faculty PPEs, the promotion process, and the possible lack of feedback with low return rates. Possible solutions to alleviate these concerns were discussed. Ben Worth is working on a Best Practices guide to increase student return rates. There was a lengthy discussion on the concerns, including the effects on promotion candidates. Dr. Hellmich said he will continue the dialogue with the Faculty Performance Review Committee on the issue and noted that an eventual System-wide Online Evaluation process is possible.	
Responsibilities of Faculty Council	Laura presented the responsibilities of Faculty Council members and	
Members	asked members to read these responsibilities on their own, especially the members of the Review Committees.	
Corrections to 2012-2013 Faculty	Kausha will review the corrections at the next meeting.	
Council Meeting Calendar [Kausha		

Miller]		
Candidates for August Graduation	Laura presented the list of candidates for August graduation.  Motion to approve the list – Binzer; second  No discussion or amendments  Motion carried unanimously	The list posted by the Secretary of the Faculty on the Faculty Council webpage was approved as posted.
Faculty Eligible to Vote/Serve List [Val Zeps]	Val presented the list of Faculty eligible to vote/serve.  Motion to approve list – Zeps; second  No discussion or amendments  Motion carried unanimously	The list posted by the Secretary of the Faculty on the Faculty Council webpage was approved as posted.
SAP Appeals in Regard to ESL/Developmental Studies [Danny Mayer]	Danny expressed concern regarding KCTCS guidelines for the SAP Appeals process. He noted that if the guidelines were more aligned with federal regulations, it would solve a lot of problems that the ESL and Developmental students are having with the current process. Jim Fenton noted that the ESL students do not have a GPA until they have completed the required series of ESL classes, and, because of this, have to do a SAP Appeal unnecessarily every semester. Angie Davis agreed to put this topic of discussion on the Senate Council agenda and Laura will ask Dr. Julian to discuss this with the PLT.	
CRC Report [Rick Smoot/Kathy Swango]	Rick presented two Curriculum Review Committees.  Robin Davis presented for approval four CIS courses from UK as lower division university courses at BCTC – CS115, CS215, CS216, CS275.  Motion to approve the offerings – Binzer; second  No discussion; motion carried unanimously  Robert Hinkle presented for approval three proposed documents for a Spring pilot of a BCTC offering of a new IMD Digital Video Certificate. If approved, the forms will be submitted to KCTCS for full implementation next Fall. Robert mentioned that two of the four required courses were pending approval at the System.  Motion to approve the pilot contingent upon the System's approval of all courses – Binzer; second  No discussion; motion approved unanimously	The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.  The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.

Rules Report [Val Zeps/Robert Hinkle]	Val reported that the Rules Committee will meet next Friday. Val asked	
	that any Rules issues be sent to him.	
ASA Report [Robert Chirwa]	Robert reported that the ASA Committee will meet next Friday to	
	discuss the role and responsibilities of the committee and to approve an	
	advising form. He will give a report at the next meeting.	
Senate Council Report [Angie Davis]	Angie reported that the Senate Council has not yet met.	
General Issues	Laura announced that she has appointed delegates to attend the	
	Standing Committee meetings since the meeting times may	
	overlap and she cannot be present at all three at the same time.	
	Her delegates include:	
	Vicki Partin for the Rules Committee	
	Kausha Miller for the CRC	
	Mike Binzer for the ASA Committee	
Announcements	Items posted for objection following the May 7, 2012 meeting	Meeting adjourned at 3:30
	passed without objection.	pm