MINUTES

ADMINISTRATIVE COUNCIL

MAY 5, 2010 3:00p.m.

The meeting was called to order at 3:05pm. Present on the Bryan campus were Dr. Bob Brick, Michael Schaefer and Dr. Mark Workman. Present on the Brenham campus were Dr. Debra LaCour, Dr. Van Miller, Cathy Boeker, Karen Anglin, Mary Barnes Tilley, and Jeri Dulaney.

1. The minutes of the previous meeting were approved as written.

**Old Business**

1. a and b – Regarding the memorial for Dr. Bobbie Dietrich and the Portrait for Dr. Barbara L. Pearson—Dr. Miller stated that both issues are being worked on; they are currently in the hands of the facilities people. Dr. Miller further stated that there may be some major renovation on the Student Center in Bryan this summer, so they are delaying these issues to wait for that construction to be completed. When the portrait is hung, there will be a ceremony.

c. Longevity Pay – Dr. Miller stated that this issue is still being researched; he has found several options. When the budget is finalized, this issue will be discussed.

d. Faculty Title Proposal – This issue was brought before Executive Council and they had feedback on a few of the provisions. Under #2 Professor in the field – they would like that to include the words “professional conference.” Under #4, they would like “exceptional circumstances” to be explained or to change the language to “For a faculty member in good standing…” to qualify for a promotion. They didn’t want someone to get a promotion and then later be non-renewed. There was an email read from Dr. Harris who was concerned that these issues regarding the Faculty Title Proposal may be construed to be a request for a tenure system. It was noted for the record that the promotion system had nothing to do with tenure. Mary Barnes Tilley and Karen Anglin will email Faulty Senate and the Council of Divisions to get approval for these additions.

e. Revision of Office/Duty Hours Policies --Dr. LaCour mentioned that the committee considering revisions of office/duty hours policies had met. They have not finished their research and will meet again with a recommendation. ~~Dr. Miller has seven samples of what other community colleges are doing in this regard which he will send to Dr. LaCour. She will share the information with the committee at the next meeting.~~

f. Faculty Handbook Changes – Dr. LaCour mentioned that she had learned that no hard copy exists for the faculty handbook. It is just accessible online. She wishes to create a Word version of the handbook and reorganize its contents. Her office is working on it.

g. Compiled List of Extended Institutional Service Hours for Summer and Minimester 2009 for Faculty Senate. – Dr. LaCour mentioned that the Learning Lab and the Library in Bryan had extended their hours last summer to coincide with the extended hours of classes on the Bryan campus. Dr. Beaver was going to compile a list and send it to Dr. LaCour, but he has not done that yet. She will follow-up. There were no extended hours on the Brenham campus because there were no classes meeting extended hours.

h. Increase in part-time faculty compensation – Dr. Miller says there is no news on this issue because they are still working on the budget. He did mention, however, that this issue will most likely happen the first year of a biennium because there is no new money this year (the second year of the biennium), and there may even be a decrease of state funding.

3. a. Campus Cleanliness Proposal –Dr. Miller has spoken with the cleaning people about his displeasure at the way the campuses look; he told them that he expects improvements to be made.

b. covered under 2d.

c. Request to the Administration to Review Duties of the Division Chairs –Dr. LaCour had met with the Division Chairs and they had worked on a draft document of their essential duties which was presented and reviewed by Administrative Council. Cathy Boeker mentioned that number 12 seemed the same as number 1 and that there were several duties listed that pertained to attending committee meetings. Number 12 was deleted from the list. Dr. LaCour will wait a few weeks for further comment before sending the document to Academic Standards for review and later placement into the faculty handbook.

**New Business**

4. Requests for Faculty Senate

1. Fall Semester Course Syllabi Preparation -- Dr. LaCour said that some faculty had mentioned that some Division Chairs are asking for items not required in House Bill 2504, and she would like to know what specifically the issues are. Karen Anglin stated that faculty are reluctant to speak up for fear of reprisal from Division Chairs. Dr. LaCour mentioned that faculty are only required to submit documents required by the bill; if certain faculty want to submit more than is required, they may, but that is not a requirement.
2. Proposal from Faculty Senate to Administrative Council Regarding the Official Response to Faculty Senate Resolutions. Karen Anglin stated that Faculty Senate wants to make sure that proposals are followed through with. Minutes from Administrative Council will be forwarded to everyone in a timely manner.

5. Requests from Council of Divisions

a. Instructional Time and College Surveys – The Council of Divisions wants all surveys that do not pertain to instruction to be done outside of class. Mary Barnes Tilley explained that one faculty member this semester lost 5 hours of class time this semester giving surveys to her students. Since HB 2504 mandates that we state at the beginning of the semester what we will cover in class, this makes giving class time to surveys even more damaging because we will be held accountable for covering certain material. Jeri Dulaney stated that perhaps this problem will be solved with the new database because the problem is that students have multiple logons to the system now. If they have one logon with Banner, then they can be given the surveys when they logon. This request will be forwarded to Executive Council.

b. Request for Student Evaluations of Instruction (SEOI) to be administrated in the classroom –Mary Barnes Tilley asked that there be no more online SEOIs for traditional and blended classes. The pilot for doing SEOIs was unsuccessful, so Blinn is not ready for online SEOIs except with online classes. Because some faculty were evaluated by students online, and many of those evaluations were never completed, Division Chairs and Campus Directors did not have student evaluations to look at when evaluating some faculty this year. SEOIs are a critical piece of that evaluation. Dr. LaCour will forward this request to Executive Council.

c.Fall and Spring Return of Faculty meetings – Mary Barnes Tilley stated that for the last two years other areas have been responsible for return of faculty meetings, but the Council of Division would like these meetings to be returned to Academic Affairs and Applied Science. Since these are faculty meetings, the Council of Divisions felt that they needed to be handled by the areas responsible for faculty; she asked that IRE not be responsible for the meeting in the fall. Dr. LaCour said that she would take this request to Executive Council.

The meeting adjourned at 4:30 pm Mary Barnes Tilley made the motion to adjourn; Jeri Dulaney seconded the motion.