

**Bowling Green Technical College**  
**Faculty Senate Minutes**  
Building H, Room 133  
April 23, 2009

**Call to Order**

The meeting of the Bowling Green Technical College Faculty Senate was called to order by Chair Diane Button at 3:00 p.m. in H-133.

Those in attendance were: Alice Benham, Tonya Bragg-Underwood, Diane Button, Spencer Cole, Laura Cook, Janel Doyle, Marcia Fuller, Cindy Gaffney, Carmen Gaskins, Tracie Gentry, Angela Harlan, Susan Harmon, Jon Hunt, Lisa Hunt, John Lindsey, Bryan Mason, Wren Mills, Terrell Murphy, Lem Palmer, Loucas Papalouca, Jeff Phelps, Ryan Sandefur, Eugenia Scott, Jennifer Shoemake, Lori Skaggs, Lori Slaughter, Brian Sparks, Patti Sumner, Sherry Wells, Diane Wilkins, and Iris Dotson (ex-officio member).

**Approval of the Minutes**

The February 19, 2009 minutes were distributed by Wren Mills, Faculty Senate Secretary, via e-mail prior to the meeting. Janel Doyle made a motion to accept the minutes as written; seconded by Lisa Hunt. Motion carried.

**Dr. Hodges**

Dr. Hodges addressed the Senate. He began by discussing the upcoming SACS visit, which he described as a culminating event in a years-long journey. The team arrives Monday afternoon and the chair of the 10-person committee will stop to see the Franklin campus on the way to Bowling Green. On Tuesday, the full committee will have an organizational session at the hotel and then come to the main campus. Most interviews have been scheduled, but a few people may be called into meetings and/or focus groups. They will be at Main Campus until approximately 4:45pm that day, and all faculty and staff have been asked to stay on campus until the committee's departure. They will then visit KATI before returning to the hotel for the day. Wednesday will include another organizational meeting and a visit to Glasgow to the Health and Tech campuses and to back to Bowling Green for a visit to the Transpark campus. Wednesday afternoon will be spent in meetings, interviews, and focus groups. On Thursday, they should finish by noon and have an exit conference with Dr. Hodges. They will give suggestions and recommendations later in a formal and full report that will help us improve.

Dr. Hodges shared with the faculty that of all the schools he has been associated with through an accreditation process, we are the best prepared because we've taken our time and used our time wisely during our candidacy to prepare for this visit. There was not a request for additional materials, which means we've given them up front what they need. June is the next Council on Colleges meeting, which may not be enough time for

our visiting team to do the overall full and formal report needed for a vote. This means we will most likely be considered at the annual meeting in December.

Dr. Hodges thanked the faculty for their hard work and stated that there will be a meeting at 9:00am on May 1 in the Building A courtyard of everyone from across all campuses. We will then move to Building F conference room, where Dr. McCall will join us via LiveMeeting.

Dr. Hodges also spoke briefly about budget concerns. There are currently no further cuts anticipated for this year, but he has no idea about next year's budget. The governor is waiting on April's figures to make projections. Salary increases will depend on those figures.

### **Report from Chair**

◆ No report.

### **Report from Vice Chair**

◆ Distributed and included as an attachment to these minutes in the minutes book.

### **BGTC Board of Regents Faculty Representative's Report**

#### **Diane Button, Faculty Representative:**

There was a work session on April 16<sup>th</sup>, and the college's 70<sup>th</sup> anniversary was discussed. Diane invited Donna Martin and Mark Brooks to give us details on those events.

**Donna Martin:** In May, there will be a retiree coffee, and they have been asked to bring college memorabilia. They will visit WKU's South Lawn where the original campus location was. Mark Brooks and Janel Doyle are working on a calendar to be ready by October. There will be a celebration on October 29<sup>th</sup> at 2:00pm. This is a ribbon cutting and open house event with the Chamber of Commerce.

**Mark Brooks:** Retirees and local alumni will be featured in the newspaper and on local cable shows. A new Factbook with a history and timeline of the school is being created. A video of the history of the college is ready for graduation. There will also be billboards and a full page ad in the paper with all faculty and staff listed with their years of service. There will also be new banners placed on campus.

### **Committee Reports**

#### **Carmen Gaskins, Local Curriculum Review (CRC):**

◆ Nothing to report locally. She reminded everyone of the curriculum review process on Page 70 in the faculty handbook, which can be found on the Web site.

#### **Lisa Hunt, System Curriculum Review (CRC):**

◆ No report.

### **Angie Harlan, Rules:**

- ◆ No report.

### **Lem Palmer, Ombudsman:**

- ◆ No report.

### **Carmen Gaskins, CACP Committee Chair:**

- ◆ Carmen went to Versailles for portfolio review. She shared some things she noticed:
  - Many colleges do peer reviews with division members.
  - Some used reviews of advisors by advisees.
  - Many had division meetings and faculty senate meetings as internal service and gave a percentage of meetings they planned to attend in their PPEs and provided proof of attendance.
  - Make sure you show progression in your percentage of time worked in each area/category.
    - Instructor to Assistant: focus should be on instruction.
    - Assistant to Associate: focus should shift to internal and external service and leadership.
    - Associate to Professor: focus should shift to leadership, then internal and external service.
  - For portfolios for Associate and Professor, those with no leadership were flagged.
- ◆ Carmen also distributed the handout containing promotion information for next year and reviewed it with the senate.

### **BGTC Senator's Report, Bryan Mason**

- ◆ Rules Committee Items
  - Cosmetology (Sect. 5, 3.25) – passed
  - Human Services (Sect 4, Append C, Articulation) – passed
  - Diesel Technology (Sect 4, Append C, Articulation) – passed
  - President's Honor List (Sect 5, 8.0) – failed
- ◆ CRC Items
  - Nursing – Assoc Degree revisions: passed
  - BIO 135 – Minor revision: passed
  - HIS 108 – modularization: passed
  - Industrial Maint Tech – New classes: passed
  - PHY 171 – modularization: passed
  - Gen Ed Status: passed
  - Radiography – revisions: passed
- ◆ CRC Old business
  - SPA 101 – modularization: failed
  - Due to faculty uncertainty of modularizing a foreign language course
  - Competencies were not spread out over the modules
- ◆ CPE Admission Guidelines still in draft/revision status
- ◆ Provost:
  - Soft roll out of 300 courses for KCTCS online

## **Old Business**

### **Susan Harmon, Chair, Division Chair Evaluation Workgroup**

- ◆ The workgroup will consider suggestions given at last meeting, made revisions, and sent out the revision for comments. A copy of the current draft was distributed.
- ◆ Lem Palmer made a motion to forward the draft to Dr. Hodges for consideration; Lori Skaggs seconded. The motion carried.

## **New Business**

### **Elections Results: Cindy Gaffney, Parliamentarian**

- KCTCS Council: Bryan Mason
- CRC Committee:
  - Local: Diane Wilkins
  - State: Lisa Hunt
- Rules Committee:
  - Local: Jennifer Shoemake
  - State: Jennifer Shoemake
- Ombudsman: Spencer Cole
- Student Appeals Alternates: Susan Harmon, Tommy Williams

### **Electronic Voting, Wren Mills**

- ◆ Due to complications in the recent election—time-consuming nature of hand-counting and verifying ballots and votes; ballots being partially ineligible for consideration due to write-ins and incorrect votes cast—Cindy Gaffney and Wren Mills propose that future elections be electronic. The college now has the technology to support this, to ensure that each person only votes once, and that votes be anonymous.
- ◆ Carmen Gaskins expressed concern that this would deter voting.
- ◆ Eugenia Scott made a motion that future elections be electronic; John Lindsey seconded; the motion carried.

### **Faculty Employment Contracts, Diane Button**

- ◆ The chair has received questions about why contracts are not longer than one year when KCTCS policy 2.0 (distributed) allows for this. It is at the discretion of Dr. Hodges whether or not more than a one year contract is offered.

### **Ten-Month Employment/Vacation, Diane Button**

- ◆ The chair has received questions about why there is so much to do in May and how that works with vacation time—are faculty allowed to take it?
- ◆ Iris Dotson addressed the senate and stated that if faculty members have no obligations to fulfill, then they are able to take vacation time. She emphasized that nothing was being done to attempt to keep faculty from their vacation time and hope no one feels things were scheduled in May just to prevent vacation.
- ◆ Susan Harmon expressed concerns about being called in during June/July outside of the contract.

### **SOAR Dates, Lisa Hunt**

- ◆ There has been much confusion about these dates, so Lisa spoke to Denna White. The purpose of the multiple SOAR sessions being spread through the summer is to prevent students calling all the time to be advised for fall. Next year they hope to add summer SOAR dates in the spring for summer advisement.
- ◆ Many faculty members expressed that they were not aware of this, that they are still receiving phone calls and advising students as they call.
- ◆ Iris Dotson will ask Dr. Neal to email faculty to clarify SOAR and registration procedures.

### **KCTCS Board No Confidence Vote (Tenure) Diane Button**

- ◆ Many faculty members have asked for this item to be placed on the agenda for discussion.
- ◆ Bryan Mason shared that to date, five of our sister institutions have voted No Confidence as a result of the abolishment of tenure by the KCTCS Board. KSU, MSU, and NKU have also affirmed their disapproval of the Board's decision. The question on the table is whether BGTC wishes to take a vote of no confidence in the KCTCS Board. Bryan recommends the vote be taken as a matter of solidarity even though tenure was never offered at BGTC by the president's choice.
- ◆ After discussion, it was decided that Bryan Mason will draft a resolution for the vote and email it to faculty members, and there will be a vote taken after the May 8<sup>th</sup> Awards Ceremony.
- ◆ Matter tabled until May 8 vote.

### **KYVU Proctored Exam Requirement, Cindy Gaffney**

- ◆ Cindy stated that beginning fall 2009, all faculty members teaching an Online or a hybrid course must have at least one, and no more than two, proctored exam. The recommendation is that the exam be either the mid-term or the final exam. The instructor can be the proctor, or the student can take the test at a church, library, or KCTCS Assessment Center, among other locations. Web-enhanced courses are not affected. A handout was distributed.

### **Announcements:**

- ◆ The next Faculty Senate meeting will be held during in-service in August, time and date TBA.



Sherry Wells made a motion to adjourn at 4:40 p.m.; seconded by Bryan Mason. Motion carried.

Submitted electronically by,

*Wren Mills*

Wren Mills, Faculty Senate Secretary