

**Mesa Community College Faculty Senate  
Approved Minutes  
21 August 2008**

<i>Member</i>	<i>Zone / Office</i>	<i>Present</i>	<i>Office</i>	<i>Member</i>	<i>Present</i>
Bruce Peterson	President	X	Zone 9	Delaine Gilcrease	X
John Griffith	Pres-Elect	X	Zone 10	George Cole	X
Barbara Jordan	Secretary	X	Zone 11	Jeff Messer	X
Phillip Waclawski	Treasurer	X	Zone 12	Janice Reilly	X
Barbara Jordan	Zone 1	X	Zone 13	Keith Andersen	X
Phillip Waclawski	Zone 2	X	SD At Large	Jonelle Moore	
Michael Wintz	Zone 3	X	SD At Large	Diane Dietz	X
Keith Heffner	Zone 4	X	RM At Large	Puvana Ganesan	X
Sally Kroelinger	Zone 5	X			
Erin Rawson	Zone 6	X	49%		
Harold Cranswick	Zone 7	X			
Donna Benson	Zone 8		DCA		

Guests: Vice President of Academic Affairs, Dr. James Mabry and Dr. Pan

At 2:37, Dr. Mabry introduced himself, explaining that he liked to use the form of communication that is more effective, be it email, phone, face-to-face. He expressed the hope that discussions we have will be informal, open, and collegial. He mentioned that heated discussions can be beneficial and would prefer that we feel comfortable hashing out difficult issues with him. He mentioned that we are all on the same side and have the same goal: educating people. He stated that he enjoyed the back and forth and hoped we felt the same. He would rather have questions or concerns come directly to him. He mentioned that he was a faculty member at a community college for more than four years and does not feel that his values have changed dramatically since then despite being in an administrative position now. He reiterated that he was happy to be here at MCC and asked if we had any questions.

Senators introduced themselves by name, department, zone, and instructional area.

Dr. Mabry stated that when he taught, the classes were primarily economics and history. He explained that he feels students must not only understand how their political system works but also how their economic system functions.

A senator stated that enrollment policies, particularly the daily purge for non-payment, are causing much difficulty for students, with one student remarking that he could “just go to Chandler-Gilbert” where they don’t do this. Another senator mentioned that the students didn’t know when they had to pay because they didn’t get a printed copy, and another reminded all that Patti Cardenas-Adame had requested that specifics of student complaints be sent to her.

Dr. Mabry mentioned that he expected a debriefing after registration was completed.

The Senate President explained that he was in the meeting when the current purge policy was instituted, ostensibly to correct problems that occurred during summer sessions. Discussion continued, and Dr. Mabry stated that often it is illegal to “extend students credit” without their permission, and that billing students for classes they don’t take leaves students with debt and bad credit, which is not helpful to them or the college. All agreed that the secretaries know the problems of the system.

I. General

A. Call to order at 3 p.m., immediately after Dr. Mabry exits.

B. Approval of Agenda—motion, second.

C. Approval of Minutes—none to approve

II. Reports

A. President’s Report – Bruce Peterson

Senators were informed that the ratification ballots needed to be submitted and that people who hadn’t received ratification ballots should contact Carrie by email.

1. FEC

a. FA Membership

Senators were reminded that all faculty had to fill out new membership forms with current dues at \$275.00. Membership form submissions to date have been very high, and senators are urged to get the message to their senators so payroll deductions can go in as soon as possible.

b. Special Ratification Ballots

Senators were reminded to urge their zone members to submit these as soon as possible.

c. New FA Office

Senators were informed that the office is available for use by faculty groups.

d. All-Faculty Meeting; Aug. 22, 4:00-8:00; Fiesta Inn, 2100 S. Priest Dr. in Tempe (Priest and Broadway)

e. News Release: Data Loss

Some senators discussed that student email user names and passwords accessed many confidential records and that it was becoming easier to gain access to sensitive information through wireshare and other devices. Senators agreed that privacy issues were a legitimate concern and that this issue should be brought to FEC.

f. 49% Data Request

The Senate President received a letter from Jim Reed at Glendale, copied to all FEC members, about the 49% allotment. A senator mentioned that both Glendale and MCC have done a good job protecting this money. Another senator added that historically, when the concept was first initiated, colleges received funds based on their size. Therefore, the smaller colleges received smaller amounts. These funds have not been reapportioned. Now that the smaller colleges have grown, they are noticing that they have a smaller amount of funding to work with. Colleges had the choice of using the funds for active retirement or could use it in other ways. When small colleges realized the discrepancy, there was discussion of reapportioning funds. The argument at this point is that this money, when spent on faculty, is well-spent. If administrators take advantage of 49%, their salaries can deplete the funding at small colleges quickly. Another senator added that there was now a governing board policy stating that once the money is in the fund, it must be used for 49%. A senator asked if the “extra” returned to the district, and was informed that the funds remained available that year for other uses such as OYOs.

2. MCC

a. Enrollment Cancellation Policy

The president and senators discussed that the enrollment difficulties are a huge problem, and the president asked that all send the student complaints to Patti Cardenas-Adame.

b. Course Management Strategy

The president asked who was at the course management strategy meeting and a senator who attended explained that attendees divided into four groups and discussed issues. Groups were charged with tasks to accomplish, and one was to come up with definitions of “late start,” “alternative scheduling,” “hybrid,” and other terms. The number of classes offered and canceled was listed by department. Across the board there was a huge number of cancellations. The need for a tighter schedule and a better coordinated effort among departments was discussed. The group was gratified by the approach the president and vice-president used and their efforts to include all in these discussions. There seemed to be an interest in something called a “guaranteed schedule.” Clarification is needed; does this mean guaranteed classes, times, instructors? We want to create a schedule that is fixed to the point that students can relax and feel assured that their schedule is secure. A senator stated that our campus, being so large, long ago abandoned the idea of working cooperatively on scheduling, but now people from the bottom up to the top seem willing to work on this problem. The Senate President mentioned that this could mean large numbers per section. A senator explained that the driving force behind these changes is the budget. If we could raise the average section size by three, we would save three million dollars. As faculty, we know that raising class size can be detrimental to teaching and learning. Bruce mentioned that there are certain specialty classes that he, as chair, will fight for, even if they fall below the 15 required. Delaine brought up the topic of staggering classes (M-W, T-Th, Fri-Sat) and stated that creative scheduling, unless it is a campuswide move, would be difficult for her department to implement. Bruce asked who would like to attend the Sept. 8<sup>th</sup> meeting. He planned to ask that senate representatives be included in this follow-up meeting. Senators were

informed that handouts from the meeting would be distributed. Janice mentioned that Chandler-Gilbert does not have classes on Friday.

c. Dean of Research and Planning

The committee's top candidate was not available, so the hiring committee was reconvened and asked if the second candidate should be contacted.

d. Contact Center

The "call center" concept, to be manned by Grade Nines, seems to be on hold or abandoned.

e. New MCC Homepage

The Senate President announced that our new web site has been launched, and most agreed it is greatly improved.

f. FPG Sabbatical Rep.: Christine Beckman  
Mary continues as Summer Project Rep.

Senators were asked to tell their zone members about the new representative.

B. President-Elect's Report – John Griffith

Senators were reminded that they also had to submit their forms, and the President-Elect requested that senators, in their first reports to their zones, ask their chairs to invite him to attend department meetings this year so he could get to know the faculty.

1. FEC

2. MCC

a.

b.

C. Secretary's Report – Barbara Jordan

1. Membership—in progress.

2. Signs, and Folders—in progress.

D. Treasurer's Report – Phil Waclawski

1. Budget Report

We spent less on photocopies last year than we had allotted.

III. Committee Reports

A. Assistant Department Chair Committee – Bruce Peterson

a. Change to College Plan Revision Committee – Harold Cranswick

The Senate President discussed folding the issues regarding department chairs, assistant chairs, and program directors into the college plan. Janice reiterated the importance of ratifying the ballot.

B. Center for Teaching and Learning Advisory Committee –

C. College Technology Group –

D. Curriculum Committee – Sally Kroelinger

E. Distance Education Committee – \_\_\_\_\_

F. Distinguished Faculty Award Committee – John Griffith

G. Educational Development Projects Committee – George Cole

H. Honors Program Advisory Committee – Betsy Hertzler and Doug Conway

I. Kaleidoscope Committee – Loretta Kissell

J. Social Committee -

K. Staffing Committee – John Griffith and John Seims

L. Student Outcomes Committee –

M. Survey Committee –

N. Travel Committee – John Weide

IV. Zone and At-Large Senate Reports

A. Zone 1 – Barbara Jordan

General comments from zone members on registration and scheduling difficulties.

B. Zone 2 – Phil Waclawski  
Comments on a high percentage of class cancellations.

C. Zone 3 – Michael Wintz  
A high number of class cancellations.

D. Zone 4 – Keith Heffner  
Some members of his zone have had difficulty understanding items on ratification ballots. Other senators discussed that explanations could be put on the Faculty Association web site. Janice recommended that people be encouraged to contact their chairs. All agreed on the need for a notation to add a contact person to which questions can be addressed.

E. Zone 5 – Sally Kroelinger  
Frustration with registration, the purge process, and changes made to the schedule. Despite the best efforts of support staff, errors have increased greatly. Other senators agreed that their departments were having similar difficulties.

F. Zone 6 – Erin Rawson  
No report.

G. Zone 7 – Harold Cranswick  
Specific questions on what exactly are the records that faculty are required to keep and how long are they required to keep them. Attendance sheets, grade rosters, papers not picked up, graded homework? Also, could someone send out a reminder about all of the various forms that faculty are expected to complete? It appears that there is a fair amount of confusion among faculty. Janice inserted that Debra Thompson used to do this. Faculty in general were very impressed by the large show at the convocation. Harold indicated that we shouldn't be surprised if there were more questions to senators. Now that there is so much uncertainty, faculty may want to interact. Faculty members need clarification of what we can and cannot do with books given to us by publishers.

H. Zone 8 – Donna Benson  
Not in attendance.

I. Zone 9 – Delaine Gilcrease  
The water main break and subsequent campus closure occurred during her lab practice. The announcement did not come on in her classroom; therefore, she did not comply, and was told, "You are in so much trouble." Prior to this event, fumigation was going on directly outside a vent into her classroom. She asked if a "plan of action" would be provided. Harold agreed that we needed a plan to follow in such crises. General discussion ensues on the need for an action plan for emergencies.

J. Zone 10 – George Cole  
Relatively quiet in his zone at this point.

K. Zone 11- Jeff Messer

Nothing zone specific, but he mentions that tomorrow a three-hour student athlete presentation will be held. At this event there will be motivational speakers and counselors. There is a very real attempt being made to assure the academic success of our student athletes.

L. Zone 12 - Janice Reilly

The problems with registration have been problematic all summer. A few students have felt that staff members (in A and R) have been rude to students. Students trying to enroll online into a class that has prerequisites cannot do so even if they have taken the prerequisites here. The glitches in the new students system are serious. Regarding the issue of public stewardship, Janet mentions that we will need to take ethics training and public stewardship training. George indicates that there are two separate courses and states that we have until February 9<sup>th</sup> to complete those classes. Bruce mentions that we need to inform faculty of what they are required to do and take. He will bring this issue up at FEC.

Harold adds that the “public stewardship” training came up in the summer and was not brought to FEC. Discussion among senators ensues regarding faculty confusion about what forms and classes we must complete and when. Harold asks George how long it took him to complete them, and it took him four to five hours to complete the ethics course and the public stewardship course took three hours. Bruce states that he will bring this issue to FEC.

M. Zone 13 – Keith Andersen

Red Mountain hopes that the assistant chair issues will be settled soon. He asks if the cancellation policy will be as strict when interdepartmental programs are trying to grow.

N. At-Large Reps: SD - Jonelle Moore  
Not in attendance.

SD - Diane Dietz

Mentioned that faculty in her department did not receive folders and indicated that she had taken some of the extra folders for them.

RM - Puvana Ganesan

No report at this time.

A senator discussed the need for faculty members to be careful about confidential information regarding students with disabilities. He received a note from a former student who had needed a note-taker in another class the prior semester, and the teacher asked in front of all students in class for a note-taker for said student, embarrassing the student.

V. Active Retiree (49%) Report – no representative as yet

VI. Department Chair Association Liaison Report – no representative as yet

VII. Old Business

A. Revisions to Best Practices Manual – Harold Cranswick

Any changes will be included in the new notebooks.

B. College Plan

Bruce solicited volunteers for a college plan committee.

C. Recorder for Secretary And Secretary for Travel Committee – Bruce Peterson and John Weide

Discussion ensued about payment for a recorder for senate meetings. Mention was made that recording of meetings is a complex task involving the ability to synthesize information accurately. There may be a need for a new recorder for the Travel Committee because the person now in the position may have a conflict of interest due to the person's work assignment. Janice mentioned that it might be necessary to get funds budgeted for a recorder for the Travel Committee.

VIII. New Business

A. Date and Venue for 1<sup>st</sup> Faculty Social – Bruce Peterson

Tentatively set for Friday, September 26 at Top Shelf from 4 - 7 p.m.

B. President and VPAA Senate Visits – Bruce Peterson

Both P and VPAA would like to visit meetings often. Dr. Pan will come every other meeting at the start to communicate with us. They will come at the beginning. Discussion ensues that other people also request to address the senate, so scheduling of visitors will need to be managed.

D. Education Studies Dept moved to Zone 11 with the Exercise Science Dept.

We'll wait until spring to make this change.

E. Public Stewardship message from Rufus – Harold Cranswick

Already discussed.

F. OYO/OSO Salary Policy Change - Sally Kroelinger

Senators received a handout that described OYO faculty salary and OYO high demand faculty salary, this issue of high demand areas being decided by the VPAA. An example was given of a third year OYO being paid less than the person made their first year as an OYO. Sabbatical replacements are on a different salary schedule. Therefore, we have a three-tiered system. A senator commented that as a body we do not have an official say in this matter. Nevertheless, this creates problems for chairs because two OYOs in the same department could be receiving very different salaries. Bruce asked Sally to describe this situation at the next DCA meeting.

IX. Announcements

No new announcements.

X. Adjournment 5:12 p.m.