



Faculty Senate
San Antonio College

Minutes

January 14, 2022

12:00pm-2:30pm, via Zoom

Meeting called to order by: Senate President Ruby Martinez at 12:35 pm
Note taker: Robyn McGilloway, Senate Secretary

Senators absent: Saumil Christian, Kimberley Hochmeister, Jose Moreno, Patricia Portales

I. Call to Order

II. Approval of Minutes

Senator Jennifer Caraway made a motion to approve the December 3rd, 2021 minutes. The motion was seconded by Senator Lennie Irvin. The motion passed unanimously.

III. Board of Trustees Meeting – Senator Jennifer Caraway reported on the Committee of the Whole and Board of Trustees Meetings. According to Senator Jennifer Caraway, the first meeting, the Committee of the Whole, had several presentations including some budgeting items. They made some recommendations on spending items for the upcoming year. The presenter made the comment that it was a fairly strong year, and they made recommendations to roll over budgets from the previous year. They also made some recommendations for a lot of the scholarships, like the Keep Learning Program and funding a Welcome Center at District. The Board approved all the spending items at the Board of Trustees Meeting.

They did have a presentation about the enrollment snapshots. They noted that the dual credit enrollment is way down, and continuing enrollment is a little bit down, but transfers and FTIC are up. They gave a presentation about their plans for trying to boost those numbers and see what other metrics they can use for tracking students. Overall, enrollments at the Alamo Colleges did drop about 5.6% over the two-year period that we have been in COVID, but if you compare that to our peers at other community colleges in Texas, they dropped like 11 to 12%. Nationwide enrollment drop was 15%.

President Ruby Martinez added that Linda Boyer-Owens discussed increasing the amount spent on the Employee Assistance Program to \$140,000 per year. In addition, the revised amount of money that is being spent on ACUE is \$750,000 for the two-year period ending December 31, 2023. Senator Jennifer Caraway added that this faculty development training, ACUE, is not mandatory; however, it is a way of showing the Board the College's investment in faculty training. So, it is very likely that even if it is not mandatory it is going to be very strongly encouraged, and you might want to get ahead of the game on it. Senator Lennie Irvin questioned if the funding for ACUE is coming from SAC's budget or the District budget. President Martinez believed funding is being drawn from the District. Senator Lennie Irvin and Vice-President Isabel Garcia gave positive remarks regarding ACUE. Vice-President Garcia stated that ACUE was inspiring and gives the instructor in the classroom more tools to better communicate and engage with students. Vice-President Garcia stated that one of the things that was

spoken about in that first meeting or orientation of ACUE was the idea of making it more desirable by offering college credit or continuing education credits.

Senator Jennifer Caraway also noted that the Board proposed new redistricting, to bring everything into within a 10% deviation of each other, so the populations for each district are fairly even. Senator Caraway recommended double checking to make sure you are in the same district, because there were a couple of spots that got moved. In addition, Dr. Robert Vela received the Cornerstone Award from Project Quest. Lastly, Senator Caraway noted that SAC is trying to purchase the Hughes House. An architectural historian stated concerns that SAC was going to try pushing the archdiocese to demolish a historical house so that we could purchase it as a parking lot.

IV. Reports of Officers

Senate President Ruby Martinez and Senate Vice-President Isabel Garcia:

President Ruby Martinez gave Executive Faculty Council (EFC) updates. President Ruby Martinez stated that all of the ad hoc committees have presented to Strategic Leadership Team (SLT). The ad hoc committees include the following: tenure, faculty evaluation, and faculty mentoring model. The EFC has not received the required written responses from SLT regarding the tenure and faculty evaluation presentations. The ad hoc committees cannot move forward until they have received a written response. After receiving the written response, the committees will look at SLT recommendations, and then speak to the ad hoc committees and to the overall EFC to move forward.

President Martinez gave United Faculty Senate (UFS) updates. President Ruby Martinez stated that Judah Leggett will no longer serve as UFS President due to a promotion. Aaron Prado will be the new UFS President.

The Leadership Meeting with Drs. Vela and Lovato occurred on December 9th at 3:00 pm. At this meeting the topic of plagiarism and Faculty180 was discussed. A case was presented in which course materials generated by one faculty member were presented in Faculty180 by another faculty member as their own work. Drs. Vela and Lovato stated that there are intellectual property issues and code of conduct issues.

The second topic discussed at the Leadership Meeting, was the 40 Hour Work Week established in 2017. This topic will be discussed further in Senator Lennie Irvin's report.

The third topic discussed was creating support and acknowledgment for the Minnie Stevens Piper nominee. Vice-President Isabel Garcia stated that a process or handbook delineating the application steps should be created to assist the nominee. In addition, the question of monetary compensation was discussed. According to Senator Lennie Irvin, in the past, the nominee was awarded \$1,000 to attend conferences. The Faculty Senate Leadership will bring this topic to Drs. Vela and Lovato. We will discuss possible support from our grant writers.

Program coordinator release time reduction was discussed. According to Dr. Lovato, release time varies on a case-by-case basis. For example, if a program coordinator is working on accreditation, they will receive more release time. Dr. Lovato is responsible for approving or disapproving the release time.

The next topic was increasing the number of 8-week courses offered. Vice-President Isabel Garcia stated SAC leadership are looking at courses that are already taught in Maymester, Wintermester, and Flex for the 8-week course model. Dr. Vela mentioned that it is primarily to try and capture those students who are very disciplined and/or motivated to get a course done more quickly. The 8-week model would not be applicable to all courses taught at SAC. Senator Linda Robertson-Schule stated that we need to be careful when trying to compress a 16-week course into 8-weeks, because you may lose a lot of the quality of instruction, and quality of information. Senator Lennie Irvin stated that when it

comes to scheduling the system is a bit dysfunctional. There is a scramble to add Flex II courses to improve enrollment; however, the data shows students have poor success rates in the Flex II courses. Senator Bruce Norton reiterated that the data is available showing poor success rates in Flex II courses. Possibly with year-round scheduling, students will intentionally select both Flex I and Flex II rather than scrambling because they missed a registration date. Senator Dee Joseph stated that the 8-week course push could be because we are in competition with other colleges and universities, on TV and Internet commercials, where students can complete degrees in a short period of time. Perhaps we are trying to attract those students that wish to finish quickly. Vice-President Isabel Garcia asked the senate if they would like to see the full presentation on 8-week courses. The SAC Faculty Senate did express an interest in seeing the presentation. President Ruby Martinez stated that the Chancellor would like to see more success with co-rec courses.

Another topic discussed was substitute pay. Drs. Vela and Lovato stated that substitute pay has not changed.

The topic of a Faculty180 appeals process was discussed with SAC leadership. Dr. Lovato shared the following information via email from the SAC Faculty Handbook:

"14-H. Appealing a Faculty Evaluation If a faculty member is not satisfied with an evaluation, they may appeal it. For concerns over a peer Faculty 180 evaluation or classroom observation, contact your Department Chair. For concerns over a Chair Faculty 180 evaluation or classroom observation, contact your Dean of Academic Success. Alamo Colleges District policy gives faculty the right to appeal an evaluation through the chain of command up to SAC's President. The President has the final word on a faculty evaluation."

Senator Luis Rodriguez stated that he forwarded this procedure from the Faculty Handbook to Dr. Staggs and Dean Krueger. Dr. Staggs and Dean Krueger were not aware of the procedure, and that is a concern. According to Senator Luis Rodriguez, the SAC Faculty Senate should be working to increase faculty awareness of the appeals process. Senator Jennifer Caraway stated that when you get that final report from your chair, with the different evaluations and comments, somewhere on there is something that says, if you disagree with any of these evaluations here is the appeal process. Several senators agreed with Senator Jennifer Caraway's comment. President Ruby Martinez will take the suggestion to the faculty evaluation ad hoc committee. Senator Luis Rodriguez discussed with Dean Krueger about creating a grace period prior to the final evaluation submission. Before the final submission deadlines, we can be advised if anything is missing in our files or is not visible to the administrators or whoever is doing the review. Senator Lennie Irvin, expressed from a Chair perspective, it would be very hard to go through all the evaluations before the deadline, especially with a lot of people turning them in at the last minute. He suggested it might be better to have something where, if there are missing items that the Chair would then give you a heads up, you're missing X, Y, & Z or there's this issue, and you have a certain amount of time to add those materials or resolve the issue.

The final topic discussed with the SAC leadership was removal of course content from sites like Chegg and Course Hero. Secretary Robyn McGilloway reported that Dr. Vela will discuss the problem with our legal team and see if a cease and desist could be generated. Senate leadership will follow-up on the topic.

Senate Secretary Robyn McGilloway: No report.

V. Adjunct Faculty Council

Senator Amanda Martin: Senator Amanda Martin stated that the focus is putting together all the thoughts we had during the fall semester about the Adjunct Faculty Handbook. The Adjunct Faculty Council will have their first meeting on February 15th or February 22nd.

VI. Topical Items

- **District Faculty Development Advisory Board** – Senator Dee Joseph had no report as they did not meet in December. A meeting is scheduled for next week.
- **SAC Teaching and Learning Committee (Faculty Development) – Senator Linda Robertson-Schule** – Senator Linda Robertson-Schule stated they had a brief meeting regarding the sign up for the ACUE courses, and the ACUE micro badges. Courses should be starting up in February so faculty can go to the teaching and learning page and sign up there.
- **Year-Round Scheduling Committee – Dr. Dawn Elmore** – Dr. Elmore shared a draft presentation from Lucy Odell, chairperson of the year-round scheduling task force. The objective of the task force is to administer an efficient registration and scheduling process that will promote continuous enrollment opportunities for students to increase credential completion. The second objective is to enhance student service and success by enabling a one-year registration cycle. Dr. Elmore is requesting feedback on the definition of a year-round student. The proposed formal definition of the year-round registration student is a student who registers for multiple terms (2 or 3 terms at a time), with a minimum of a 3-hour course in each term. Students can register for Fall/Spring or Fall/Spring/Summer. The proposed year long registration payment plan is offered to students who register during an enrollment period of April – July 31st. The payment can be broken down into monthly payments. This task force is not focused on faculty teaching. It is focused on student course completion. Dr. Elmore shared a project timeline. One thing to note on the timeline is the ‘Schedule Build’ is in August and will require training. This training would need to occur while faculty are off contract. Training would need some kind of faculty compensation or release time. Lucy Odell would like to see a task force from faculty senate to build the schedule and training. In addition, Lucy Odell will be offering presentations to help communicate about year-round scheduling. Feedback and recommendations should be sent to Lucy Odell with IT, and Dr. George Railey.
- **Faculty Evaluation Appeals Process – Senator Luis Rodriguez** – Senator Luis Rodriguez gave an update on his appeals process. Dean Krueger has agreed to open Faculty180 to allow him to add documents that were initially not visible to evaluators. The Faculty Senate will advocate against Senator Rodriguez needing to complete Faculty180 this year.
- **Update on Faculty Senate T-shirts – Senator Dee Joseph** – Senator Dee Joseph shared a website (4imprint.com). The website displayed products from Ogio. Ogio is an approved vendor for the College. The Faculty Senate decided to create a survey through SurveyMonkey to explore funding a T-shirt, windbreaker, sweatshirt or welcome bag purchase. The survey will ask if the senate wishes to spend funds on a T-shirt or welcome bag. A purchase could also be made to recognize the Minnie Stevens Piper Nominee. Purchasing can go through Rose as she has a P-card. Faculty Senate Leadership will discuss purchasing an award for the Minnie Stevens Piper Nominee with Dr. Vela.

VII. Committee Updates

- Curriculum and Instruction – Senator Jose Moreno, Chair
No Report.
- Communication – Senator Caraway, Chair

No Report.

- Policy and Procedures – Senator Lennie Irvin
Senator Lennie Irvin would like to create a resolution regarding the College Council Policy approved in 2017, which delineated the faculty 40-hour work week. College policy states 15 hours for teaching, 10 hours of office hours, and the remaining 15 hours to department or college service. This allocation of time lacks classroom preparation and grading time. Senator Irvin, stated that the policy is unrealistic regarding 15 hours of department or college service. Senator Lennie Irvin along with other senators would like to generate a draft resolution to modify the 15 hours of service. Once the draft is generated and reviewed, the resolution would go forward to the College Council. President Ruby Martinez recommended looking at Northeast Lakeview College’s policy. In addition, the Quality of Life Survey results could help with generating a resolution. Senators Isabel Garcia, Luis Rodriguez, and Jennifer Caraway volunteered to help with crafting the resolution.
Secondly, Senator Lennie Irvin would like to develop a process for reviewing policies and procedures.
- Research – Senator Patricia Portales, Chair
No Report.
- Surveys and Elections – Senator Anahita Lorestan, Chair
No Report. The committee will be working on our upcoming Faculty Senate elections.

VIII. New Business/Announcements

- President Ruby Martinez stated that faculty need to be involved with the decision-making process. For example, the recent COVID guidelines did not have input from faculty. Over the holiday break, the UFS sent a letter stating objections to cancelling the first week of school. We need to have better communication with administration. For example, ‘reduced density’ was mentioned in an email; however, ‘reduced density’ was not defined. The faculty senate will craft a letter to be given to Drs. Vela and Lovato expressing our concerns. Vice-President Isabel Garcia will help in crafting the letter for the senate to review.
- Senator Lennie Irvin made a proposal to reaffirm the Faculty Senate’s stance on reducing International Student Tuition. The International Student Tuition is triple the amount. Three years ago, the Faculty Senate generated a resolution on reducing International Student Tuition. Senator Lennie Irvin shared the resolution drafted three years ago. Senator Rolando Barrientez seconded the proposal. The motion passed unanimously. The proposal will be shared with Drs. Vela and Lovato, and UFS.
- Senator Linda Robertson-Schule brought up discussing the Faculty Senate budget. Dr. Vela stated that we should go through Rose regarding any Faculty Senate spending.
- Senator Lisa Menard stated the demands of an 8-week course are high. In addition, students may be placed in the wrong classes or at the wrong level of course. Several senators agreed with Senator Lisa Menard’s statement. Senator Rolando Barrientez stated that advisors have an ever-increasing caseload. The Faculty Senate agreed to table the discussion.

IX. Adjournment

The Faculty Senate Meeting was adjourned at 3:04 pm

Next Faculty Senate Meeting will be on Friday, February 11th at 12:30 pm.