CENTRAL OREGON
community college

# Committee End of Year Report 2019-20

**Due June 15th to the Chair of the Shared Governance Committee**

NOTE: While the Shared Governance Committee is asking you to submit this report to them, (Incoming Chair: Tim Peterson), please note that the real audience for this end of year report are the incoming committee members and chairs. Incoming chairs should make review of this document an agenda item at the first committee meeting in the fall.

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## Committee Name:  Faculty Senate

## Circle Type of Committee:      **Advisory**     Policy     Administrative     Work Group     Ad Hoc

**Is your committee designated as the TYPE Of committee you thought it was or should it be changed? (Policy, Advisory, Administrative, Ad Hoc, Work Group—See General Policy Manual G-6-0 for an overview of Committees at COCC)**

**The Faculty Senate is properly designated as an Advisory Committee**

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## Committee Chair reporting:     Sarah Fuller

## Date: 5/24/20

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## Committee Specifics:

a. **Committee PURPOSE  (Review here for your charge, and indicate if that charge is still relevant. NOTE: if your committee's charge is not on the web, please have it added)**

   The charge for the Pilot Year of the Faculty Senate was specific for the first year. Progress on the five areas in the charge was made and reported in the attached document: Appendix A.

   One aspect of the charge for the Pilot Year was to develop the charge of the Faculty Senate moving forward into the future. This charge was developed and approved by College Affairs May 1, 2020. Appendix B.

b. **What decisions or recommendations does the committee make and to whom?**

   Faculty Senate has decision making authority over these areas related to Faculty Evaluation: student evaluations questions; student evaluations usage, peer evaluation procedures; and ARAs. [Senate has the role of giving feedback on the use of forms of technology for student evaluations to other entities in the college.]

   Faculty Senate has decision making authority over these areas related to Faculty Development: Professional Improvement; Sabbatical; Workshops and Training; Promotions; and Tenure.  [Senate has the role of giving feedback on the use of travel funds, innovation funds, and the faculty calendar to other entities in the college.]

   Faculty Senate has the role of giving feedback related to Faculty work load and course and program assessment. Faculty Senate implements elections of Faculty Committee Appointments.

c. **Is your Committee the right size and composition? Why or why not?**

Part of the Charge of the Pilot Year Faculty Senate was to evaluate the composition of the committee. See Appendix A for a summary of this analysis and other work accomplished during the Pilot Year to define scope of the committee and committee charge and procedures.

**CURRENT Committee** member names and positions (see GP Manual for the area each member should be representing, i.e. faculty, faculty CTE, administration, classified, etc.) , noting the current chair, and Committee Specialist or note taker, if relevant.

| Names | Position Representation |
|---|---|
| Current Chair: Sarah Fuller | Representative for SCI, MTH, HHP |
| Wayne Yeatman | Representative for CUL, BUS/AV, CIS |
| Paula Simone | Representative for AH, NUR, NIR |
| Amy Howell | Representative for  SocSci, WLC, HUM, FAC |
| Mike Artus | Representative for Redmond, Madras, and Prineville Campuses |
| Jane Denison-Furness | Representative for Faculty who teach Developmental Courses |
| Christina Cappy | Representative for ADJ/PT |
| Amy Harper | Faculty Forum |
| Betsy Julian | Instructional Administration |

**NEXT Academic** year membership, when known, including who will be the incoming chair:

| Names | Position Representation |
|---|---|
| Incoming Chair: TBD | |
| Jessie Russell | Representative for SCI, MTH, HHP |
| Peter Casey | Representative for CUL, BUS/AV, CIS |
| | Representative for AH, NUR, NIR |
| | Representative for SocSci, WLC, LIB |
| | Representative for HUM, FAC |
| | Representative for Redmond, Madras, and Prineville Campuses |
| Rebecca Plassmann | Representative for Faculty who teach Developmental Courses, MTH, WR, HD, ABS |
| | Representative for ADJ/PT Faculty |
| | Faculty Forum |
| Betsy Julian | Instructional Administration |

# Committee Annual Report:

### a. Summary of Accomplishments & Opportunities:

Senate Action Items Approved 2019/2020

1. NEW PIP Template proposed by PIRT.
2. Creation of a Part-time Faculty Tuition Benefit Task Force.
3. Classroom Observation for Updates for PT/ADJ and FT Temps.
4. Creation of a Student Evaluations Task Force approved for first reading then tabled.
5. Senate Voting Procedures for Committee Elections.
6. Spring 2020 Student Evaluations COVID-19 Modifications.
7. Faculty Survey Remote Instruction.

Information and Feedback Requests

1. COCC Land Acknowledgement
2. Strategic Plan Initiative Co-sponsoring with VPI for Part-time funds for training
3. Bobcat Advising and Registration Changes
4. TLC Faculty Retreat Fall 2020
5. ELearning LMS Review Process
6. Administrative Tasks for Faculty Modifications to Deadlines Spring 2020

Meetings held during AY 2019/20 approximately bimonthly.
10/7/19; 10/17/19; 11/1/19; 11/15/19; 12/13/19; 1/17/20; 1/24/20; 2/14/20; 2/28/20; 3/13/20; 4/10/20; 5/1/20; 5/15/20; 5/29/20; 6/5/20

### b. Needs and Challenges: (If there is anything that the Shared Governance Committee can do to help, let us know!)

The Faculty Senate worked hard this year to establish itself as a committee doing meaningful work to address Faculty concerns.

One challenge this year was that some issues we tried to tackle did not make forward progress. Specifically, the approval of two task forces, one to work on researching a tuition benefit for part-time faculty and the second to research implementation and use of student evaluations in faculty evaluation did not make satisfactory progress due to lack of volunteers to serve on these task forces.

Another challenge is the time commitment for the Chair of the Senate Committee. Some work previously done by the Forum President is now the responsibility of the Senate Chair including considerable discussion with faculty who have concerns about a variety of issues related to areas the Senate has authority over, carrying out committee elections, serving as a leader on faculty issues on committees such as the President's Cabinet, coordinating faculty and staff proposals for Senate meetings, researching and formulating draft proposals for Senate consideration, and coordinating the Avon F. Mayfield student award. Additional responsibilities are likely to be added as it becomes apparent that the Senate, representing all faculty, should be the agent for coordination rather than the Forum which administers and enforces the CBA. An example of this might be the commencement speech normally presented by the Forum President. Other models of the Senates at other institutions include load release for the Senate President/Chair. If the Senate is to effectively resolve faculty concerns the chair of the Senate needs to have the time to be an informed and effective leader.

c. **List any POLICY or PROCEDURAL changes to the GP Manual you proposed this year (those that were approved, and those that you are still working on).**

Proposals forwarded to and approved by College Affairs for Changes to GP Manual

1. Faculty Senate Charge and Committee Matrix Addition to GP Manual G-6-8.17
2. Approval for the Senate to be added as entity that can propose changes or additions to the GP Manual G-6-1(3).
3. Changes to 22 sections of the GP Manual to update committee memberships to a member of the Faculty Senate, formerly a member of the Faculty Forum  G-6-2; G-6-3; G-6-3.2; G-6-3.3; G-6-4; G-6-8.1; G-6-8.2; G-6-8.4; G-6-8.5; G-6-8.6; G-6-8.9; G-6-8.10; G-6-8.12; G-6-8.14; G-6-8.15; G-6-8.16; G-6-9.1; G-6-9.4; G-6-9.5; G-6-9.6; G-6-9.7
4. Administration of the Student Award Avon F. Mayfield nominations and selection moved from Forum to Senate G-33-1(1).
5. Service on the Administrator of the Year Committee faculty appointment moved from Forum to Senate G-29-0.
6. Clarification to the PT Faculty Step Process G-34-1.4; G-34-3.3.1.

d. **Considerations for next academic year:**

1. Revisit the Part-time Faculty Tuition Benefit Task Force.

2. Revisit the Student Evaluations Task Force. One suggestion is that the Senate itself take up the work of research and recommend any updates that are warranted.

3. Revisit the idea of load release for the Senate Chair.

4. Review the proposal form to determine if it effectively serving its purpose.

5. Revisit progress on LMS Review

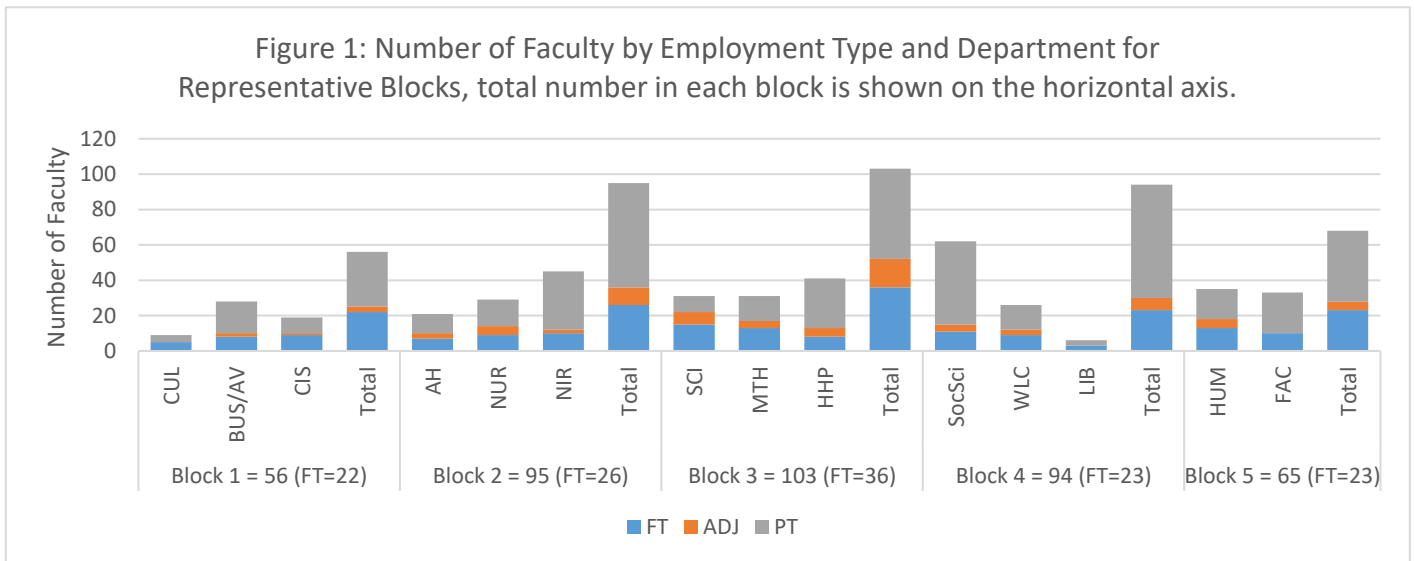6. Revisit Procedural Rules and By-Laws for formal adoption

Charge Pilot Year Senate Summary of Progress

The goal of the pilot year for the Faculty Senate was to determine the best way to ensure faculty discussion and input on important decisions relevant to faculty are appropriately addressed.

During the pilot year, the Senate considered the following issues:

1. **Evaluation of Senate membership**.
   a. Does the membership model as laid out in the pilot accurately represent the diverse interests, concerns, and challenges of the COCC faculty?
      i. Yes, senators in the pilot year thought that they were able to address the concerns of their constituent blocks and that the groupings were logical groupings.

   b. Should the senate also include ABS (Adult Basic Skills) Faculty?
      i. Yes, ABS faculty represented by the Developmental MTH, WR, HD, ABS Block

   c. Evaluate number of Faculty represented by each senator.

      i. During the Pilot Year Blocks 4 and 5 (SocSci, WLC, LIB, HUM, FAC) were in one large constituent block made up of 159 faculty. This block was split into two separate blocks to equalize the number of faculty represented by each senator: SocSci, WLC, LIB Block with a total of 94 faculty and HUM. FAC with a total of 65 faculty (Fig. 1).

      ii. As now formulated, Block 1 (CUL, BUS/AV, CIS) is the smallest constituent block with 56 total faculty and 22 full-time faculty. Block 3 (SCI, MTH, HHP) is the largest block with 103 total faculty and 36 full-time faculty (Fig. 1).

      iii. This analysis did not determine the number of faculty in the Developmental and Redmond Madras, Prineville Campus categories. Except for the ABS faculty, faculty in these blocks are also represented by one of these five departmental blocks.



Figure 1: Number of Faculty by Employment Type and Department for Representative Blocks, total number in each block is shown on the horizontal axis.

*Note: Numbers on email list used for this analysis for PT and ADJ are not entirely accurate, some no longer active, others have switched employment types. This is likely a maximum estimate for the numbers of ADJ/PT Faculty in each constituent block.*

iv.  Figure 2 shows the number of faculty who participated in voting in each of the constituent blocks in the Spring 2020 elections. The pattern reflects the larger pattern of the size of the constituent blocks from the analysis in presented in Figure 1.

v.  Because the Redmond, Madras, Prineville Constituent Block is difficult to define and the fact that these faculty are also represented by other senators, and the low number (2) of faculty identifying with this consistency, the Senate may want to consider if maintenance of this as a separate constituent block is warranted.



Figure 2: Self Categorization of Faculty in Prepresentative Blocks based on Voting, Spring 2020 Elections
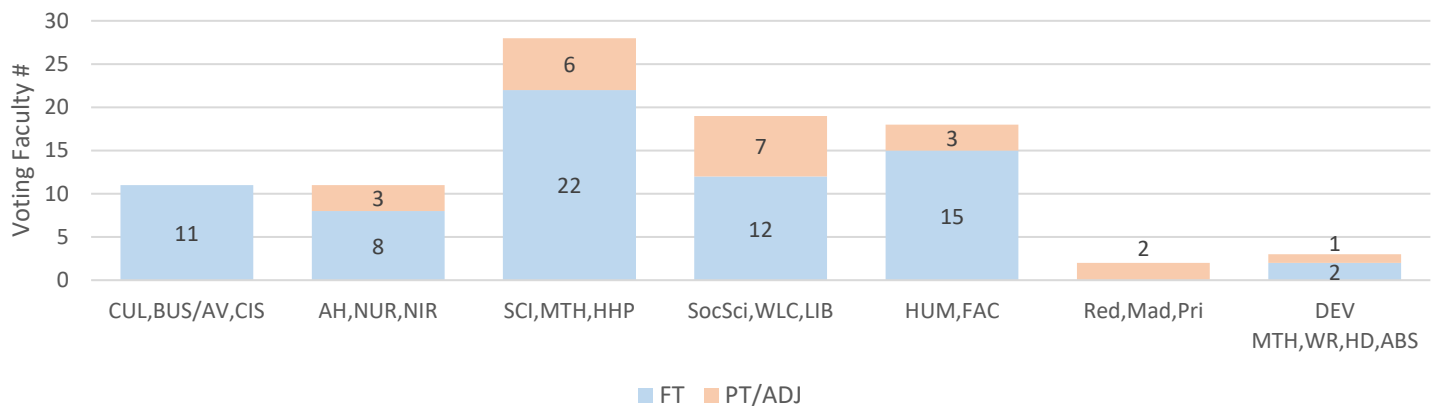
Note: There were seventy full-time faculty responses in the spring 2020 election and 22 part-time and adjunct responses.

d.  Terms
   i.  Terms are set for 3 years for each senator except for the PT/ADJ Representative. PT/ADJ senator is a one-year term.
   ii.  For the initial start year AY 2020/21 the terms were staggered to create rotation on the committee.

| Constituent Block | Term (Starting Year) | Term Duration | Elected | Voting |
|---|---|---|---|---|
| CUL, BUS/AV, CIS Rep. | 3 (1) | 2020-2021 | Yes | Yes |
| AH, NUR, NIR Rep. | 3 (2) | 2020-2022 | Yes | Yes |
| SCI, MTH, HHP Rep. | 3 (3) | 2020-2023 | Yes | Yes |
| SocSci, WLC, LIB Rep. | 3 (1) | 2020-2021 | Yes | Yes |
| HUM, FAC Rep. | 3 (2) | 2020-2022 | Yes | Yes |
| Redmond, Madras, Prineville Rep. | 3 (3) | 2020-2023 | Yes | Yes |
| Developmental MTH, WR, HD, ABS Rep. | 3 (2) | 2020-2022 | Yes | Yes |
| Part-time and Adjunct Representative | 1 (1) | 2020-2021 | Yes | Yes |
| Instructional Administrator | Standing | | No | Yes |
| Faculty Forum Representative | Standing | | No | No |
| Chairmoot Representative | Standing | | No | No |

2. **Establish terms and duties for members**.

    a. Role of Representatives
        i. Create and maintain an email list of their constituent group.
        ii. Review materials and agenda prior to each Senate meeting.
        iii. Email updates to constituents following each faculty Senate Meeting.
        iv. Deliver constituent feedback to the Senate.

    b. Adjunct/Part-time Representative
        i. Part-time/adjunct representative stipend paid for meeting time at standard administrative rate
        j. Representative should have access to ZZZPT and ZZZADJ

    c. Chair
        i. Selection of Chair (from committee)
        ii. Makes agenda for each meeting and runs the meeting
        iii. Sends out agendas, proposals, supporting materials to Senate representatives prior to each meeting.
        iv. Sends out agendas to All Faculty (PT,ADJ,FT), at least 3 days prior to meeting
        v. Facilitates proposals, feedback requests, and information items for the Senate
        vi. Maintains the organization of the proposals, feedback request, and information items on N:\ drive
        vii. Schedules visits with proposers
        viii. Runs committee elections
        ix. Facilitates filling vacant committee openings in consultation with the committee chair.
        x. Serves on the President's Cabinet
        xi. Coordinates nominations and election for Avon F. Mayfield Student Award

    d. Specialist
        i. Generation of constituent email lists at beginning of year for senators (?)
        ii. Takes notes and sends out notes to Senators at conclusion of each meeting
        iii. Intranet site maintenance
        iv. Posts agendas and notes to N:/drive and the COCC intranet
           [https://intranet.ad.cocc.edu/committees/faculty-senate/default.aspx]
        v. Schedules meetings (Every other Monday alternating with Academic Affairs, 3:30-4:40 pm)

3. **Review and assess the scope of responsibilities**, and develop appropriate procedures and practices

    a. Proposal Procedures
        i. Senate Proposal Form and supporting documents is submitted to the Senate Chair one week prior to the Senate meeting.
        ii. Senate Proposal Form is available on the COCC Intranet.
           [https://intranet.ad.cocc.edu/committees/faculty-senate/default.aspx]
        iii. Agenda with attached documentation on proposal sent out a minimum of 3 days prior to meeting to all Faculty.
        iv. Agenda items can fall into three categories: Action Items, Feedback Requests, and Information Items. Action Items are those over which the Senate has decision-making authority. See Appendix A.

     v. Action Items receive a first and second reading prior to final approval.

    vi. In the case of action items that are being forwarded to a policy committee where the proposal will go through first and second reading before final approval proposal may be forwarded following one reading in the Senate.

b. Meeting Procedures

    i. Consent Agenda: Items approved as a block without discussion. Senators may request that items be removed from the consent agenda for discussion. Introduction of Guests: Open comment period/introduction of guests at beginning of each period.

    ii. Proposers attend first reading of their proposal to answer questions.

    iii. Discussion of agenda items.  Practice during the Pilot Year was to allow guests to provide comment during the open discussion period for agenda items.

    iv. Proposals to present information items at Senate meetings should have clear relevance to Faculty Issues.

    v. First Reading of an Action Item – motion and vote to move forward to a second reading, reject, or table for more time for consideration

    vi. Second Reading of an Action Item – approval or rejection of the proposal

    vii. Robert's Rules for moving action items forward (motion, second, call for a vote)

    viii. Notes are recorded by the specialist typically included on the consent agenda in the following meeting and are considered a draft prior to approval by the Senate.

c. Committee Elections

    i. First two weeks of Spring term number of faculty committee open positions are confirmed. Updates to committee meeting times and other relevant information for open positions are made to the list to be sent out to Faculty in the Call for Nominations. This could include updating the specific details for open positions. For example, which departments can or cannot fill open positions due to requirements to maintain committee balance.

    ii. Three calls for nominations over a two-week period.  Helpful to let faculty know which committee positions have received nomination and which still need nominations.

    iii. Except for committee openings specifically designated as open to PT and ADJ faculty, committee openings are filled by Full-Time Faculty as stated in the GPM ….

    iv. Promotions, Tenure, PIRT, RSC, and Curriculum Committee are voted on solely by Full-time faculty members. All Faculty are eligible to vote for all other committee openings.

    v. Qualtrics used in 2020 to facilitate voting. Two ballots were created one for FT Faculty and a separate ballot for PT/ADJ Faculty.  Results were combined for all positions except for those in which only FT faculty are eligible to vote. A two-week voting period was used in Spring 2020.

    vi. Unfilled committee openings

      1. Fall Elections are held in September for any unfilled committee openings following a two-week period for calls for nominations and a minimum one week voting period.

      2. After two failed elections, a call for volunteers is put out to faculty to fill vacant committee positions.

3. If multiple volunteers present themselves for service, the chair of the committee with the opening will select based up the following priorities:
   i. Volunteer fits the specific criteria for the position as described in the GPM, discusses the timing of committee meetings and the work of the committee with the volunteer, and both mutually agree to the arrangement then the volunteer is appointed by the Senate Chair.
   ii. In the event the volunteer does not fit the criteria and no volunteer that does fit the criteria has expressed interest in the position, the committee chair may decide to waive the eligibility criteria to allow the volunteer to serve in a temporary capacity for one year. Once the volunteer and committee chair mutually agree to agree to the arrangement then the volunteer is appointed by the Senate Chair.
   iii. Announcement of the appointment is included on the consent agenda at the next Senate meeting.
   iv. Senate Chair notifies the "Keeper of the Matrix" with the updated information.

4. **Develop some means of disseminating and centralizing information**
   a. Intranet [https://intranet.ad.cocc.edu/committees/faculty-senate/default.aspx]
      i. Currently the site is repository for agendas and meeting note and the proposal form

   b. N:/Drive is organized into folders for meeting agendas, meeting notes, proposals and supporting documents, procedures, and elections)

   c. A Blackboard shell for the Faculty Senate was created. ELearning was consulted on writing the script to enroll all Faculty in the course. Senators were enrolled in the "course" but the coding to enroll all faculty was not completed.
      i. Consideration of completing this process for future Senate communication may be warranted because Banner will automatically update the users to reflect current status of part-time and adjunct faculty. Something which is difficult to maintain on the email lists.
      ii. Using the Blackboard site for communication has drawbacks. Emails generated through Blackboard do not reside in a location and email threads are not maintained. Also, Senators will have to create their "groups" in Blackboard.

5. **Develop specific ways to encourage faculty engagement and to ensure faculty voice**.
   a. Communication by Senate representatives to their constituent groups in the Senator's own voice were encouraged, Bimonthly updates from meetings by Senators highlighted specific items of interest to their constituent group.

# Advisory Committee

# G-6-8.17 Faculty Senate

*Approved:*

## Charge

The Faculty Senate provides guidance and recommendations to College Affairs, Academic Affairs, and the Instructional Administration on faculty-related issues.  In addition, the Senate acts as the primary interface between faculty and the college administration. This committee provides a process for decision-making in relation to faculty evaluation, promotions, tenure, professional improvement, and sabbaticals, and facilitates communication across the campus community on faculty-related issues.

## Members

The committee membership represents the entire faculty including full-time, adjunct, part-time, and adult basic skills. Representatives serve specific constituency groups that represent a diversity of faculty viewpoints. Representatives should be willing to gather faculty input and facilitate communication with their constituency group on issues under deliberation by the Senate.

| Area Represented | Members | Voting | Term |
|---|---|---|---|
| CUL, BUS/AV, CIS Representative | Elected by CUL, BUS/AV, CIS Departments | Yes | Three years |
| AH, NUR, NIR Representative | Elected by AH, NUR, NIR Departments | Yes | Three years |
| SCI, MTH, HHP  Representative | Elected by SCI, MTH, HHP  Departments | Yes | Three years |
| SocSci, WLC, LIB Representative | Elected by SocSci, WLC, LIB Departments | Yes | Three years |
| HUM, FAC Representative | Elected by HUM, FAC Departments | Yes | Three years |
| RMP Faculty Representative | Elected by Redmond, Madras, Prineville Faculty (eligibility must have taught 3 courses or more at RMP campuses during the current academic year) | Yes | Three years |
| Developmental Faculty Representative | Elected by developmental MTH, WR, Human Development, and ABS Faculty (eligibility must teach developmental MTH, WR, or Human Development) | Yes | Three years |
| Adjunct/Part-time Representative | Elected by Part-time and Adjunct Faculty | Yes | One year |
| Faculty Forum Representative | President or designee | No | Standing |
| Instructional Administrator | VPI or designee | Yes | Standing |
| Chairmoot Representative | Chair or designee | No | Standing |