

Beaufort County Community College

Faculty Senate Meeting

January 17, 2012

Members Present: Jay Anders, Dell Enecks, Laura Gipson, Gretchen Thompson, Dixon Boyles, Laura Bliley, Cynthia King, Jackie Keen, Jay Sullivan, Dana Sauls, Grace Ann Whitley, Michele Elks, Donna Dunn, Kimberly Mullis, Jarahnee Burger.

Call to Order:

Meeting called to order by Kimberly Mullis at 12:03pm.

Approval of Minutes (November 8, 2011):

Motion to approve minutes as presented made by Dell Enecks. Motion seconded by Jay Sullivan. Motion Carried.

Treasurer's Report:

Michele Elks reported that we have 33 paid members and a balance of \$618.50. Motion made by Becky Leach to pay Staff Association \$75.00 for the Christmas Poinsettias. Motion seconded by Cynthia King. Motion carried.

Cards/Flowers:

Jarahnee Burger reported that cards were sent to Laura Bliley and Brown & Sandy McFadden.

Old Business:

- *Campus Calendar:* Administrative Council Committee referred the calendar to IT Committee which will meet February 14, 2012.
- *Faculty Senate Webpage:* Judith Meyer continues to work with Tricia Woolard on the FS webpage. Suggestions for the webpage include: All Faculty Senate Members, Minutes, Meeting dates, Newsletter, Mission Statement/Bylaws and Messages from the President of Faculty Senate. All Committees/Members on said Committees should be included. Also, it was suggested that pictures of Faculty Senate members should be included from social events etc.
- *Committee Assignments:* Several slots have become available on various committees due to previous members electing not to participate in Faculty Senate this year. Kimberly asked for volunteers for committees and members accepted as follows: Admissions Committee – Cynthia King, Curriculum Committee – Jackie Keen, Marketing/PR – Pat Walker, Professional Development – Laura Bliley, Mission Review – Becky Leach, Student Appeals – Michele Elks, Faculty Affairs – Jay Anders and Laura Bliley will recruit another member from Allied Health to join Faculty Affairs.

New Business:

- *Updates:*
 - *President of Faculty Senate:* Kimberly Mullis updated members on Administrative Council Meeting, Planning Council Meeting, Special Events Committee Meeting. Special Events committee is planning a retirement social for Dr. McLawhorn on May 31, 2012 in Building 10 from 4 – 7pm. A cookout will be planned to welcome our new president in June 2012.
 - *Instructional Affairs:* Becky Leach reported that the committee will meet soon to discuss how to advise online students. Advising tips for online students was sent to faculty by Tricia Woolard, however, most faculty did not receive it until after the bulk of registration was completed. FS asked Becky to respectfully request that advising emails such as this be sent at least 5 business days before registration to allow faculty ample time to review it and call with any questions they may have.
 - *Faculty Affairs:* No Report.
 - *Student Affairs:* Laura Biley discussed concerns about using students' Social Security numbers on various documents on campus. She reported that if SSNs show up on your class rosters, you can change the settings on your computer from SSN to ID and the SSNs will not appear. SSNs show up on transcripts, however, once these are used for advising they should be shredded. Students are expected to safeguard their transcripts when in their possession. Dr. Crystal Ange is addressing the issue of test scores (Accuplacer) and SSNs.
 - *Registration Workgroup:* Judith Meyer was not available to report, however, Laura Biley reported that dates could not be placed on the attendance sheets because this presented a problem for other areas on campus. Chuck Hauser is looking for ways to accomplish this.
 - *Campus-Wide Committees*
 - *Curriculum Committee:* Dixon Boyles updated the group.
 - *Admissions Committee:* Dana Sauls reported that Admissions Committee met and changes were made to the General Admission Requirements.
 - *Distance Learning Workgroup:* No report.

- *Distance Learning Standards*: Discussed issues with standards of online classes and whom and/or what process of oversight is in place to ensure high quality online courses. Issue referred to Instructional Affairs Committee.
- *Department of Labor Grant*: Recommendations by Faculty Senate sent to Wesley Beddard. See attached.

Meeting Adjourned at 12:52pm.

Respectfully Submitted,

Jarahnee Burger, Faculty Senate Secretary