

**Beaufort County Community College
Faculty Senate**

October 28, 2008

Members Present

Emily Albera
Jay Anders
Debra Baker
Laura Bliley
Dixon Boyles
Teresa Crozier
Mike Davis
Donna Dunn
Dell Enecks

Caroline Hardee
Jackie Keen
Cynthia King
Becky Leach
Jim Matson
Tim Mattimoe
Jane McCotter
Lori McNiel
Judith Meyer

Kimberly Mullis
Mary Jane Nase
Bill Smith
Jay Sullivan
Whiting Toler
Pat Walker
Grace Ann Whitley
Kay Woolard

Call to Order

Emily Albera, president, called the meeting to order at 12:00 p.m.

Minutes

Jackie Keen motioned to accept the September 30, 2008 minutes. Debra Baker seconded the motion which passed by all in favor.

Treasurer's Report

Teresa Crozier, treasurer, reported that the balance is \$659.42.

Old Business

1. Report from Committees:

a. Instructional Affairs:

Jay Anders reported that the committee has been looking at the local calendar requirements to determine if changes need to be made. The comment was made that 4 exam days may be excessive. It was pointed out that the rationale is to allow for hurricane make-up days. The question was raised asking if we need two faculty workdays. It was pointed out that that requirement came about when faculty stopped earning vacation days. The comment was made that the only meetings that should be held on faculty work days are those that are absolutely necessary. There was no comment made about class meeting requirements. The committee will meet again to look at these issues and will entertain discussion and motions at the next meeting.

Calendar update: The Administrative Council accepted the calendar recommended by Faculty Senate with one change to Fall 2009: Move the FWD/REG day from November 17th to November 10th. The reason the change was made was to create a more instructionally sound calendar that has less interruption in instruction.

b. Registration Workgroup:

Mike Davis reported Spring 2009 registration dates as follows:

November 17, 2008	Graduate registration only
November 18-21	Returning student registration
November 19	New student orientation
November 20	New student registration
November 21	Last day to register

c. Faculty Affairs:

- o Judith Meyer gave a summary of average salaries of BCCC employees with NCCCS rankings.
- o Faculty submitted a vote on what social events they would like to attend.
- o BCCC personnel/hiring practices are a concern to some faculty. The policies in place are vague and the committee is investigating other models and looking at what other colleges are doing.

2. Spelling Bee:

Dr. McLawhorn agreed to sponsor a team for \$200 (that price included registration, one free word, and a purchase of four additional words). The team purchased 4 additional words (at \$25 each for a total of \$100) that was billed to BCCC in error. Grace Ann Whitley motioned that Faculty Senate pay \$100.00 to cover the cost of the four additional words. The motion was seconded by Judith Meyer. The motion carried with all in favor. The team also purchased more words and paid for them out of pocket, but declined reimbursement for those.

3. QEP/ Writing Center:

Dixon Boyles provided faculty with a synopsis of the four areas of the QEP with which we should all be familiar. SACS will be interviewing some faculty and staff and we should expect questions regarding QEP focus, institutional capability, assessment of the plan, and broad based involvement of the community. Dixon also informed us of a proposed writing center. The emphasis is that students who write more learn more. Faculty were reminded to incorporate low stakes and high stakes writing assignments in courses. Low stakes writing assessments are not for the purpose of grading whereas high stakes assessments are for a grade. Low stakes writing assessments lead to high stakes assessments.

4. Media/Graphics Update:

Tricia Woolard reminded us of the November 11th SACS visit. She urged faculty who teach online, hybrid, and/or web-enhanced courses to examine their course to make sure it meets SACS expectations. She provided faculty with a checklist, which is also on the BCCC website, to help faculty evaluate their online learning course to determine if it is ready to be offered to students.

New Business

1. Thank you:
Emily Albera read a thank you note from the student recipient of a scholarship supported by Faculty Senate.
2. By-laws:
By-laws are in need of revision. Emily Albera and Judith Meyer are forming an ad hoc committee. Laura Bliley agreed to serve as a member.
3. Flowers policy:
It was pointed out that only deceased faculty members are eligible to receive flowers. We will discuss this policy at a future meeting.
4. Campus Calendar:
Tricia Woolard reported that the only events that are posted on the website are those that appear in Campus Connections. Judith Meyer motioned that Faculty Senate officially request that all events taking place on campus, including but not limited to faculty, staff, student, and community events, be posted on the events page of the college website; college personnel in charge of events or in charge of scheduling an event on campus for a community organization will notify the webmaster by email of the event, its location and duration, and will also notify the webmaster by email of any changes in scheduled events. The motion was seconded by Laura Bliley and carried by all in favor.
5. Internet Survey:
Will pursue at a future date.
6. Mandy Jones' Textbook Borrowing for Employee Children:
Will pursue at a future date.

Next Meeting

The next meeting is tentatively scheduled for February 10, 2009.

Adjournment

Grace Ann Whitley motioned that the meeting be adjourned at 1:00 pm. Jay Sullivan seconded the motion.

Respectfully Submitted,

Kimberly Mullis
Secretary