**Feb. 26, 2015**

**Minutes**

**Faculty Affairs Committee**

**Present**:  Kenneth Bridges, Carolyn Langston, Linda Bates, Henry Culbreth, Roslyn Turner, Vernita Morgan, Joseph Agbeko, Jennifer Parks and Nancy Whitmore

Next meeting is supposed to be held on the Thursday, March 26, the week of spring break.  (is that correct?) at 4 pm in the Whitfield building.

In January, Faculty Affairs committee and the faculty approved the changes made to the Faculty Evaluation Plan.  The resulting plan was approved by the faculty and was sent to the Dean’s.  There is no official word about where it is in the approval process.

**Task Force on Faculty Evaluation, Rank, and Promotion request:**

Carolyn Langston, Vernita Morgan, Sterling Claypoole, Karsten Tidwell, Matthew Connior, (has moved to NWACC) and Genevieve White are on a task force developed by Dr. Jones to review policies and procedures for evaluation, rank and promotion for faculty.  They collected data from other community college and presented their findings to Dr. Jones.  At this time, the committee has asked Faculty Affairs to explore this topic and make some suggestions for continuous improvement as well as to reward and recognize exceptional performance for teachers.  The committee asks Dr. Bridges, Chair for Faculty Affairs, to discuss this topic with Dr. Best, Vice President for Learning.

**Merit pay for exceptional performance and teaching:**

The committee is reminded that the “Faculty of the Year” and “Faculty Member of the Division” awards were developed as a form of merit pay based on each instructor’s professional summary which was due on April 1 at that time and the instructor evaluations. The Division Chairs, now Deans, and the VP for Academic Affairs determined who received the merit pay.  It was developed at a time when Southark had four divisions with about 25 total instructors.  Have we outgrown this award?  Is it still meaningful?

**PAF’s**

Teachers or others who teach overloads must have a PAF completed and it must have signature from his or her Dean, the VPL, President and then go to payroll.  Getting these forms completed correctly, in a timely fashion, with some kind of tracking system so that the teacher can find out where it is until it reach the right desk in payroll has been a problem. Faculty Affairs had Dr. Belinda Aaron, our VP for Business here last year to talk about it, but she has moved on and there has been no resolution.  There is no official process for getting these forms completed so that they are in the system and the faculty member, dean, and more importantly, payroll, know where the form is in the process of getting signed.  Each division does them differently because there isn’t any definitive method for knowing where the form is in the long line of signatures that must be obtained.  The committee asks these questions and offers some possible solution.

**Suggestions:**

On the first day of class each semester, the process for PAF’s will begin and be completed by the end of that day. To be completed, all signature will be obtained and the form will be in payroll.

1.       Take the responsibility out of the Dean’s office and start it in the VPL’s office.

2.      Take the responsibility out of the Dean’s office and the VPL’s office and have it start with the VP for Business Affairs.

3.      Have the instructor initiate the action via the same process travel requests are made.

4.      Have the instructor initiate the process, fill out the form, taking the paper form to each desk him or herself, to get the required signatures.  Walking the paper form to each desk will ensure it gets signed and it ends up at the payroll desk.  Instructor, Dean, VPL, President and finally to the payroll desk.

**Budget:**

Each instructor or program director has some input over a budget for a particular area.  While budget cuts have been necessary, program directors and instructors have not been informed of changes in a timely manner.  This committee kindly asks that anyone who makes changes to inform the instructor or program director of those changes.

**Bookstore:**

The Southark Bookstore has been doing an excellent job of meeting the needs of our students. Though there were some issues when the bookstore manager was not informed that 8-week “mini-mester” classes had been added to the schedule, the manager did her best to make sure enough books/resources were available for the students starting classes at the 16-week midterm. Even with out-of-the-ordinary class schedules and other education needs like lab kits for online classes our bookstorehas provided excellent customer service.

**A faculty member asked Dr. Bridges questions about the policy for a course overload.  Here is the policy.**

**APM 3.16 Course Schedule and Class Size**

**Policy statement:**  South Arkansas Community College is committed to offering courses in an appropriate and sequential manner such that students are able to complete program requirements in a timely manner.  Minimum and maximum class size guidelines have been established to assist with efficient and responsible management of class offerings to aid in student success.

**Course Schedule Development:**

The Vice President of Learning, in conjunction with the deans, is responsible for the course schedule development.  The Course schedule development begins with the academic dean and full-time faculty input based on enrollment projections, student needs, availability of qualified faculty, budget, classroom availability, and program need.  The deans and VPL will attempt to schedule classes at various times and days based on this information.  Classrooms are assigned by discipline and course requirements.  The semester course schedule is made available through the SouthArk website.

The VPL and Academic Deans and Dean of Enrollment Services will add or cancel courses as needed during the pre-registration period.

**Maximum Class Size**

At the recommendation of the dean of each academic division and with input of faculty maximum class size is established based on subject matter, classroom size, classroom configuration, course activities, fire/safety concerns, accreditation requirements, and availability of lab equipment and/or materials for the course.

Generally, the maximum lecture class size is 30 students and laboratory class size is 24 students.

Courses that are writing intensive (ENGL 1113, ENGL 1123, ENGL 2043,) will be considered full at 24 students.  If space is available and upon agreement of dean and faculty member, the maximum class size may be exceeded.

If a class reaches the established maximum class size, the instructor determines if students may be added to the course.

**Minimum Class Size**

For a course to be offered, a minimum enrollment must be met or the course will be cancelled.

The minimum class size is 8 students.  The Dean may offer courses below the minimum class size requirement when:

       The course is required for graduation and if not offered it would delay the student’s progress towards graduation.

       The course is required in a program in a sequence such that the course is required for a student to maintain the proper sequence of courses.

In the cases noted above, and if recommended by the dean and agreed upon by faculty member, the course may be offered as a course of a full-time faculty member’s regular load or on a per student rate of pay for adjunct of overload pay.

**Online Course Class Size**

For course enrollments in online, computer interactive videoconferencing (CIV), and blended or hybrid courses:

Online courses will be considered full at 30 course enrollments.  At 31 course enrollments, the online course may be split into two sections.

       **Online course** – Education in which instruction and content are delivered primarily over the Internet.  The term does not include printed-based correspondence education, broadcast television or radio, videocassettes, and stand-alone educational software programs that do not have a significant Internet-based instructional component.

       **Computer interactive videoconferencing courses** – Computer interactive videoconferencing courses employ video and audio equipment to connect multiple campuses or classrooms in a different city, state, country, or geographic location.

       **Hybrid/Blended** – A hybrid/blended course is when a face-to-face course replaced some face-to-face content or course activity with online activity.

**Class Enrollment Overrides**

When classes reach their maximum capacity and other sections are not available, the academic deans will consider opening additional sections or increasing the maximum capacity of courses.  Overrides are granted only for extenuating circumstances.  The academic dean or VPL, with faculty input, may approve class enrollment overrides.

**Class Cancellation**

Classes are canceled for low enrollments generally before classes begin.  Low enrollment is considered any class with less than 8 students.  Academic deans may request that low enrollment classes remain open when the course is new, required for graduation, required for programmatic sequence, or other exceptional reasons.  Permission to maintain a low enrollment course must be approved by the VPL.  Faculty teaching low enrollment courses are paid per student enrolled.

Upon approval of cancellation of a course, students are notified of the class cancellation by academic deans.  Students are notified by phone, email, or writing.  Students are allowed to add or adjust their schedule at no cost.