

**ADMINISTRATIVE COUNCIL
MINUTES**

February 27, 2017

3:00 p.m.

Board Room Administration Building, Brenham Campus

Members present: Dr. John O. Beaver, Mr. Mark Bernier, Ms. Roxanne Brown, Ms. Karen Buck, Dr. Jimmy Byrd, Ms. Lisa Caton, Dr. Dennis Crowson, Ms. Annette Ferguson, Dr. Mary Hensley, Ms. Rebecca Garlick, Dr. Elmer Godeny, Dr. Francisco Jaramillo, Dr. Crystal Lee, Dr. Cheryl Metz, Mr. Mel Waxler, and Dr. Katherine Wickes

Guests: Dr. Diane Lovell, Mr. Jeff Tilley, and Mr. Richard Bray

I. Call to Order

The meeting was called to order by Dr. Hensley, District President/CEO, at 2:59 p.m.

II. Shared Governance

- A. Dr. Katherine Wicks, Division Leadership Chair read a proposed shared governance statement.
- B. Karen Buck, Vice President for Administration and Operations (VPAO) noted that the Faculty Handbook Section 2.33 provides a flow chart and structure for communication for committees and councils. The VPAO noted that the information and chart would be updated in the faculty handbook to reflect correct information with bi-directional arrows in regard to the updated reporting structure.

III. Distance Learning Advisory Committee Update

Dr. Diane Lovell gave an update of the Distance Learning Advisory Committee:

- A. Dr. Lovell reported that a sub-committee for online academic integrity is conducting a test proctoring pilot during fall of 2017. The Distance Learning Advisory Committee, sub-committee for academic integrity in online environments set a goal to ensure that by fall 2018, faculty teaching in fully online environments would require that 20% of the major graded assignments would be proctored via ProctorU, BioSig or other proctoring service. There has also been some discussion about exploring an online course fee beginning fall 2018 to cover the institutional costs of proctoring in online courses. Further, the Learning Centers may need experience additional demand and may need more computers and resources with adding proctoring requirements. Dr. Lovell also mentioned the need to increase marketing of Blinn College's online programs.
- B. Dr. Lovell explained that each academic division will become more fully responsible for course reviews. Dr. Joyce Langenegger provided a general timeline for course reviews explaining that during the fall 2017 the academic divisions would be using the current rubric, but by spring 2018 the faculty would become certified by Quality Matters and would be using the QM provided rubric to meet the external standards.

- C. There was general discussion that any budget needed for FY19 would need to be submitted by January 2018 for computers, software, training, and other items needed.

IV. International Travel

- A. Dr. Crystal Lee, Vice President for Instruction, discussed a proposal submitted by the Professional Development Funding Committee related to employee international travel.
- B. There was some discussion concerning funding procedures regarding exhausting funds within an academic division before a faculty member would seek funding from the PDFC.

V. Academic Standards Committee Update

Dr. John Beaver gave an update on the Academic Standards Committee's work discussing the following academic policies:

- A. Distance Learning duty hours
- B. Electronic devices
- C. Faculty Evaluation System Updated
- D. Final Grade Appeal/School Dishonesty Policy
- E. Classroom Observation Process and Forms
- F. Incivility Protocol
- G. International Travel Policy
- H. Recommending Changes to Policy ECC (Local)
- I. Student Perception of Instruction for use in Faculty Evaluation
- J. Student Tardy
- K. Blinn Professional Association: Approximately a year ago, a committee involving the Blinn Professional Association and John Beaver looked at sun setting. The Academic Standards Committee agrees that the Blinn Professional Association should be sun setted and recommends that the remaining Blinn Professional Association funds be transferred to the Blinn Foundation for student scholarships. Teaching Excellence Awards should be transferred to the Office of Professional Development.
- L. New Faculty Orientation

There was some discussion concerning the definitions and current language specifically defining "incivility."

VI. Facilities Update

Ms. Karen Buck, VPAO, gave an update on facilities:

- A. Landscaping (Phase I completed)
- B. Landscaping (Phase II Upcoming)
- C. Coatney Athletic Facility; Mid - March 2017
- D. Kruse Center – Mid - October 2017
- E. P3 Student Housing Project – Complete construction August 2018
- F. RELLIS Academic Building – Complete construction August 2018
- G. RELLIS Groundbreaking Scheduled for March 31, 2017

VII. Legislative Update

Mr. Mel Waxler, Executive Vice President/General Counsel, gave an update concerning Legislative issues:

- A. The Blinn College Board Approved Six Legislative Priorities
The Community College Association of Texas Trustees (CCATT) and the Texas Association of Community Colleges (TACC) are working on Blinn specific priorities including Hazelwood and the Star of the Republic Museum.
- B. Many are anticipating approximately a 4% cut. There is not a lot of individual attention on Blinn College. This session is challenging, but to all of the 50 community colleges are working to meet 60x30 plan. There is a bill submitted by Blinn College legislative supporters to maintain funding for special items, Museums and Small Business Development Centers (SBDCs).
- C. It is possible that the College could lose 4% as well as funding for student success points. The College leadership is still working very hard to try to fund salary increases and other items such as travel, but we need to expect some loss of funding.
- D. Blinn College is largely funded by tuition/fees. Smaller institutions would be most impacted by loss of state funding. We do anticipate some impact from loss of state appropriations in the next fiscal year.

VIII. Campus Carry

Mr. Mel Waxler gave an update from the Campus Carry Committee:

- A. A thirty-four member committee was formed to develop recommendations to meet the new campus carry laws. After the President/CEO approves these, there will be a lot of communication to students, faculty, staff and the community.
- B. There is a "Rebuttable Presumption," which means that the College must allow concealed carry, but the President/Board can limit areas with justification.

IX. Minutes of the October 10, 2016 Meeting

On a motion by Dr. Jimmy Byrd, seconded by Dr. John Beaver, the Minutes of the October 10, 2016 meeting were approved. A copy of the minutes were provided to those present and made a part of the February 27, 2017 minutes. The motion passed unanimously.

X. Adjournment

Dr. Hensley adjourned the meeting at 4:04pm.