



Faculty Senate  
San Antonio College

## Minutes

September 10, 2021 12:00pm-2:30pm, via Zoom

Meeting called to order by: Senate President Ruby Martinez at 12:41pm  
Note taker: Robyn McGilloway, Senate Secretary

Senators absent: Rolando Barrientez, Isabel Garcia, Curtis Ogland

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### I. Call to Order

### II. Approval of Minutes

President Martinez made a motion to approve the May 7<sup>th</sup>, 2021 minutes and September 10<sup>th</sup>, 2021 minutes. The motion was approved by Senator Robertson-Schule and seconded by Senator Rodriguez. The motion passed unanimously.

### III. Reports of Officers

- Senate President Ruby Martinez:
  - The meeting with leadership, Dr. Vela and Dr. Lovato, will be next week.
  - New mandatory COVID screening hours were announced. Senator Ervin stated that evening instructors need hours to accommodate their schedules. Secondly, Senator Rodriguez expressed concerns over crowds and long lines indoors, and recommended that the lines go outdoors. Senator Knotts stated that there are plans to move screening to the Fiesta Room of the Loftin Student Center, and that social distancing should be considered in the plan. Senator Martin expressed concern for adjunct professor's ability to receive COVID screening. Senator Ervin asked to verify that the temperature check station at Moody Learning Center will be available for evening hours. Senator Caraway stated that if students miss the temperature check station hours, they are to be turned away from class. Senator Moreno asked about students lacking wristbands in the classroom. President Martinez stated that students should return to the temperature check station and receive a wristband. Several senators suggested expanding the temperature check hours to accommodate late students and evening instructors.
  - President Martinez is on the ad hoc committee for faculty evaluation. The committee is currently editing a proposal for the Board. The edits include more graphics regarding peer review, self-evaluation, and chair evaluation. The committee will be presenting to the Executive Faculty Council, and asking for their input.
  - Senator Lennie Irvin reported on the ad hoc committee for tenure. The proposal for tenure has been modified to include continuous contracts or

Evergreen contracts. Lawyers from District were present and added a legal perspective to the discussion. The ad hoc committee's bases for tenure is continuous employment. The question of automatic renewal of contracts was discussed. The concern is a lack of an appeal process, if the contract is not renewed at the end of a contract. Tenure provides due process to appeal an end of contract. The committee is looking for some kind of middle ground between traditional tenure and a contract renewal process. President Martinez stated that United Faculty Senate and Executive Faculty Council are evaluating participants for the next meeting. Senator Irvin shared the draft proposal from the ad hoc committee for tenure.

- Senator Joseph volunteered for the year-round scheduling committee, and attend all of the summer meetings. Senator Joseph stated that by Spring 2022 the year-round scheduling should be up and running. Input and questions from the committee members has not been solicited.
  - The United Faculty Senate is developing a faculty quality of life survey. The survey will include topics like morale, compensation, and professional development. President Martinez asked for senators to provide questions to be included in the survey. Senators Frances Ervin and Jose Moreno expressed concern over Faculty180. Senator Moreno recommended that academic dishonesty be a component of the evaluation process. Senator Davis recommended adding an academic dishonesty component to the faculty handbook. Senator Moreno asked that the topic of academic dishonesty be discussed with administration. Senator Eng referenced a section of the draft faculty handbook that considers academic dishonesty.
- Senate Secretary Robyn McGilloway: President Martinez encouraged senators to sign-up within Canvas for board meetings/committee of the whole meetings, and to select a committee assignment. Each senator is required to participate in one board meeting and one committee of the whole meeting. In addition, each senators should serve on one committee.

#### **IV. Adjunct Faculty Council**

Senator Amanda Martin: Senator Martin announced the three adjunct professors as ACE award winners: Jeanette Bunch, Laura Mery, and Freddie Polk. A draft adjunct faculty handbook will be considered at their next meeting, September 21<sup>st</sup>, 4:00pm. President Martinez congratulated the ACE award winners.

- President Martinez will request information on the number of adjunct professors currently employed by the College.

#### **V. Committee Updates and Breakout Sessions**

- Communication – Senator Caraway, Chair  
No report.

Senators Cabalu and Moreno attended the Simple Syllabus demonstration provided by District. Senator Moreno stated that Simple Syllabus integrates with Canvas, and you are able to upload images. Simple Syllabus monitors class engagement regarding how the syllabus is viewed by the students. Textbook information will be added to the syllabus automatically. Simple Syllabus will provide technical support 24 hours a day. Potential implementation is for Fall 2022 or Spring 2023. A drawback of Concourse is an

inability to change information after a specified date. Simple Syllabus does not have this concern. Senator Cabalu was supplied a link to Simple Syllabus and will be providing feedback on his experience. President Martinez acknowledged the participation of Senators Cabalu and Moreno. Senator Robertson-Schule asked about the roll out and training for Simple Syllabus. The Simple Syllabus will be rolled out to more faculty, and training will be provided.

- Curriculum and Instruction – Senator Jose Moreno, Chair  
No report.
- Policy and Procedures – This committee has an open chair seat. Senators were asked to think about volunteering for the chair position.  
No report.  
Senator Irvin explained the responsibilities of the committee. If a policy or revision of policy comes from District, it is this committee that reviews the policy, and provides faculty input.
- Research – Senators Bruce Norton, and Bruce Davis, Chairs  
No report.
- Surveys and Elections – Senator Anahita Lorestani, Chair  
President Martinez announced that Senator Lorestani will serve as the Chair of Surveys and Elections. President Martinez expressed appreciation to Senator Eng for her service to the SAC Faculty Senate. Nominations for Tenure, Promotion and Appeals Committees will be an upcoming issue. Secondly, the Minnie Stevens Piper Award will invite nominations soon.

## **VI. New Business/Announcements**

- President Martinez called for volunteers to facilitate Minnie Stevens Piper Award nominees with their application process. Senator Irvin volunteered to serve on the committee.
- President Martinez asked if there is any knowledge of faculty members meeting remotely via Zoom rather than face-to-face due to COVID concerns. Senators Robertson-Schule and Ervin stated that remote learning should be a viable teaching modality. Senator Moreno stated that his classroom is not equipped for videoing at this time. President Martinez mention that camera kits are available.
- Senator Frances Ervin asked about the tenure process. Senator Lennie Irvin recommended reading the draft tenure proposal. Senator Eng recommended reading the draft faculty handbook within Canvas.
- Senator Lennie Irvin discussed the 40-hour work week. College policy states 15 hours for teaching, 10 hours of office hours, and the remaining 15 hours to department or college service. This allocation of time lacks classroom preparation and grading time. Senator Lennie Irvin, stated that the policy is unrealistic regarding 15 hours of department or college service. Senator Lennie Irvin asked for input from the senators. Senator Rodriguez explained that science faculty do more than the standard 15 hours due to the lecture/lab setup. Senator Hochmeister asked if there is documentation about program coordinator hours. In addition, Senator Hochmeister stated that allocation of hours removes our professional status. Senators Joseph and Robertson-Schule agreed about the loss of professional status. Senator Davis cautioned against using the word ‘professional’ as it has a different meaning related to staff designation. President Martinez proposed bringing in an outside source to educate Senate on labor

laws. The Policy and Procedures Committee, and Research Committee will evaluate the possibility of bringing in a speaker. Senator Robertson-Schule asked about the necessity of office hours in person on campus, when Zoom office hours are successful. COVID exposure is a risk when on campus.

- Senator Rodriguez discussed initiative fatigue. If starting a new initiative, something else should be removed. President Martinez mentioned the ACUE initiative is going to eventually be a requirement. Senator Yusuf expressed that the ACUE process is time-consuming and takes away from our students.

## **VII. Adjournment**

The Faculty Senate Meeting was adjourned at 3:09pm

*Next Faculty Senate Meeting will be on Friday, October 8<sup>th</sup> from 12:30 – 2:30pm via Zoom*