

**Faculty Senate Meetings (Individual and Group meetings)  
January 30<sup>th</sup>, 2009 in Venice and February 5<sup>th</sup>, 2009 in Bradenton**

Present: Courtney Ruffner, Margie Robertson, Luci Frith, Jane Duke, Cynthia Ross, Angelique Medvesky, Ardee Mathey, Barry Puett, Floyd Winters, Jackay Ernst, Marjorie Sykes, Pam Kennard, Pat Patterson, Janet Samuels, Joni Pirnot, Ena Salter, Jim Condor, Denis Runde, Altay Ozgener, Gladys Green, Cyndi Reynolds, Betty Stauning-Santiago, John Paul, Judy Bodenweiser, Jane Jones, Allen Culpepper, Doug Ford, Maria Spelleri, Sheri Chejlyk, Stephanie Cook, Theresia Elrod, Mary Felt, Susan Finlay, Dawn Garofalo, Beth Kersten, Lorraine Livingston, Felix Rizk, and Karen Wetz.

**I. Updates:**

1. ITAC committee will meet monthly and committee members will be rotated annually.
2. PLEASE empty your outlook recycling bins. The ITAC committee is working on a proposal that will “limit the email box size to 200MB for basic users.” This proposal also recommends the following:
  - IT runs a weekly purge on the “Delete” folders to free up server space
  - IT runs a purge on the “Sent” folders every 6 months
  - IT recommends that users keep e-mails on the server for up to six (6) months and archive the historic e-mails on the network drive (U:\)
  - IT recommends that users download any e-mail attachments that are larger than 1MB to their local drives and delete the attachments
  - IT recommends that users be prudent in sending e-mails to distribution lists, particularly after the portal has been implemented
3. Feng Hou stated that there will be an online tutorial that will teach faculty and staff to save emails to an alternative storage system other than email (i.e. flash drive, etc.)

**II. Topics Discussed**

1. Re-organization of Department Structure  
Faculty Senate will request a date from Dr. Crocker re:  
recommendations from departments concerning restructuring
2. Survey results supporting mandatory first day attendance were sent to Dr. Crocker
3. Should Senate recommend a standardized method for the development of *Signature Courses* that would address technical support infrastructure, accreditation and accessibility, quality of content, and ease of use? What should the ratio be of standardized vs. individually determined content?
4. Faculty office hours and flexibility. The state requires 10 hours MCC requires 15. Why? DL courses need to be considered in the equation. The DL Steering Committee is currently investigating virtual office hours.

\* From Felix at the latest PAC meeting:

**Office Hours Issue:** If the State of Florida mandates only 25 hours on campus, why does MCC require us to spend a minimum of 30 hours on campus duration? Dr Crocker responded that he will look at this issue in concert with the revamping of the Chairs position issue. He added that he is planning to put together 2 or more task force committees that will include faculty members to hammer out some recommendations.

5-Student Evaluations will be on-line. Student Satisfaction rates will be dramatically affected. DL students have a 60% or less compliance rate for instructor evaluations.

-- Faculty Senate will recommend removing the 85% satisfaction rate from the annual evaluations.

-- Faculty Senate will recommend that the student success rates be removed from the annual evaluation. Our position is that the entire institution is responsible for student success.

-- In addition, what about the 360 degree evals? Will we ever have them again?

6. Need to review the Promotion and Sabbatical procedures.

-- Faculty senate recommends two committees for the review

-- No one applied for Sabbatical this year.

7. New Senate Structure and Balloting for this spring. Ballots will be created in Angel which will allow for anonymity, one time voting only, and targeted votes so that only Venice faculty will be asked to vote for Venice positions and vice-a-versa.

--Faculty Senate will ask faculty to self-nominate. Job descriptions of Faculty Senate positions will be listed.

--Faculty will be asked to offer statements about why they want to run for Faculty Senate positions. These statements will then be posted on a webpage during the balloting.

8. Senate Constitution Revision is in process. The completed revision will be sent to all faculty for input.

9. Bookstore student service is not always user-friendly. Textbook problems have affected student success in the first few weeks of class. The question was asked whether or not the bookstore is subcontracted or an MCC campus facility.

10. Our **tentative** Faculty Senate schedule for the remainder of the semester is as follows:

February 27: Senate Board Meeting Bradenton (3-112) at 3 p.m.

March 6 (V) 2 p.m. in conference room

March 4 (B) 3:30 in 6-130: Faculty Senate Meeting

March 13: Senate Board Meeting Bradenton 3-112 at 3 p.m.

April 8 (B) 3:30 in 6-130

April 10 (V) 2 p.m. in conference room: Faculty Senate Meeting

- \* Senate Board Meetings are for the Board members to get agenda ideas together, etc.
- \* Dr. Crocker will attend the March 13<sup>th</sup> Senate Board Meeting in Bradenton held in 3-112 at 3 p.m. – if you have any issues, ideas, concerns, etc. that have not been reflected here, please send them along before that meeting.

11. Faculty Senate is in the process of compiling a 2-page brief to send to Dr. Crocker concerning the issues at MCC over the past few years that have not yet been adequately addressed. This list will be compiled of the concerns and issues we spoke of in the senate meetings last week as well as in our individual meetings throughout the week. I'll send it along when it is completed.

12. from Felix at the PAC:

**Possibility of Instituting the First Day Attendance Purge Policy at MCC:** Mike Mears responded that the college tried this policy once in the past, but it created some collateral problems that the college at that time could not deal with, and it was abruptly discontinued. He added that he sees no reason why we shouldn't revisit the policy in the future, after I added that MCC is no longer struggling to increase its enrollment. Unfortunately, Dr Bowman was not present at this meeting to clarify Mike's suggestion.

Faculty meeting adjourned at 4:30 pm.  
Minutes respectfully submitted by Luci Frith  
Add-ons by Courtney Ruffner