Faculty Senate, Casper College  
Monday, 9/13/10  
Approved Minutes

I. Call to Order: Faculty Senate Chair, Dr. Audrey Hentzen called the meeting to order at 4:03 p.m.
   a. Roll Call was taken by issuing a sign in sheet for senators to sign. It was noted that Miko Millan resigned and a new senator will be named from the School of Science.

II. Approval of Minutes: Mike Moline moved to accept the minutes. Motion was seconded by Jeanette Murrell. Minutes were approved.

III. Guest: Dr. Carmen Simone, Vice President of Academic Affairs
   In an effort to improve communication, Dr. Simone provided updates and answered questions regarding the topics addressed.
   a. Academic Updates – will be sent via email weekly
   b. Strategic Plan – The Deans worked on it last spring continuing the work that had occurred over the past two years. The academic portions will go to College Council and the Alliances, return to College Council and then move to the Board for approval. This fall semester is the target goal for this to occur.
   c. New Faculty 101 – Two sessions have occurred and the next one will be 9/16. The Mentoring Committee has met with new faculty as well, and meets on the opposite Fridays. Carmen asked for suggestions for training. It was suggested that accommodations or overview of what that initial paperwork looks like be addressed prior to the first day of classes.
   d. Departmental reports are due in February. This helps with the budgeting process.
   e. Assessment Plans – go to Kathy Thatcher. No official deadline has been set for these plans. Carmen will look at these with the Department Plan.
   f. General Education Committee – will meet 9/20. Their goal is to come up with proposals to consider.
   g. Dual and Concurrent Enrollment – Dr. Joanna Anderson, Vice President of Student Affairs is our representative on this statewide taskforce. Casper College had 701 BOCES students last year. Our local BOCES pays for tuition and books. This is not so statewide. Our budget will take $500,000 decrease if BOECES doesn’t pay tuition. Our local BOCES is the community college and school district collaborating with each institution leveling a mill to pay for these services. A statement was made addressing the ability for local communities to decide on taxing themselves and what to use it for, establishing it as a local issue, not a statewide issue. A question was asked as to who put this group together. Carmen believed it was the Legislature or the Governor.
   h. Management Council – This consists of 2-3 minute summaries to share with the group. It used to be called “Cabinet.” It went to just College Council but realized some information was being missed.
i. Issues Heard Around Campus
   i. Schedule Due Date – the publishers are driving the date. It was asked if we could advise of the PDF files supplied on the website. That way the “published” one could be ready closer to the winter break when it is distributed to the public.

   ii. Overload – there is no official cap, but a common sense cap.

   iii. Advising Day – is in the calendar for this academic year. The discussion that will occur is for future years.

   iv. Minimester – this has been offered for 5 years. The Math department has tried two six week sessions in the summer and has found success with this model. Carmen stated that 52% of our summer offerings are through distance ed. Summer session will be an eight week session, or some academic areas may want to look at the two six week sessions.

IV. Elections: Nominations for Vice Chair and Secretary were held. Art Washut was nominated for Vice Chair and Cammy Rowley was nominated for Secretary. It was moved by Kelsee and seconded by Brandi Atnip to accept these nominations. Motion passed. Bill Mixer was nominated for Treasurer, but we will vote on this after he is contacted about his nomination.

V. Reports:
   a. Treasurer – $757.92 in checking, $4937.66 in savings. 25 faculty have paid dues to date
   b. Board of Trustees Meeting - Audrey attended meetings in June and July. The contact issues regarding awarding contracts to out-of-state artists and contractors were addressed. Senate comments included the point that this may be more of a communication problem than a decision making problem. Another comment focused on the perceptions of the community, and that these are important perceptions and the college should address this.
   c. Meeting with Dr. Simone – Audrey and Art met with Carmen. Supply contracts will be revisited by the Deans. NCSD and our calendar conflicts will not be settled for this year, but future ones will be addressed through College Council. Lastly, line of communication need to be working well for many upcoming issues, for example space allocation with remodeling and new buildings.

      Also, overload was discussed in reference to the differences between schools. Department chairs may need to address this with the Deans. Audrey will keep an eye on it at this point.
   d. College Council will meet 9/14
VI. Committees

a. Senate Standing Committees
   i. General Education – Met during a retreat and developed mission statement and goals. Outcomes will be next. Sean McIntosh suggested we keep in touch with our school representatives.
   ii. Curriculum - meet on Oct. 8

b. Senate Working Committees
   i. CCEA – No report
   ii. WY Faculty Alliance – no report

c. Campus Committees
   i. Outcomes & Assessment – looking for faculty feedback on survey. Audrey reminded us to encourage our colleagues to stay informed.

   ii. Salary & Benefits – working on revisions of sabbatical application packet. Applications are due December 3.

   iii. Technology – no report

VII. New Business

a. Welcome of new senators – there is a vacancy in the School of Science. The membership chair will check with the Dean regarding filling this seat.

b. Faculty Development Grants - $4,000 requested. Cammy moved to approve the requests. Kelsee seconded, motion passed. Pete Van Houten abstained from this vote.

c. General Faculty Comments
   i. It was stated that we should convey our appreciation to Dr. Simone and Dr. Nolte regarding the faculty development grant funding.

   ii. Erich Frankland would be willing to moderate a forum for candidates for College Board. A meet-and-greet could follow this forum. Discussion followed focusing on who should attend, where it will be held and when it should be held. A subcommittee consisting of Sean, Art, Pete and Mike will work out the details.

   iii. Advising our students who transfer – Are there resources for faculty and students on our campus to help with this process? “We are a transfer institution.” What is our role in assisting with this process?

VIII. Adjournment – Glenn Roberts moved for adjournment, Mike seconded. The meeting concluded at 5:38.

Respectfully submitted, Cammy Rowley