Calhoun Community College Faculty Senate

Meeting Minutes

September 19, 2019

Huntsville Campus

Sparkman Building, Room 221 in the STAR Institute

I. Call to order

II. Roll call

Rhonda Coffett	Brenda Parrish
Jennifer Gibbs	Holly Powe
Thomas Hall	Bill Provin
Marty Kellum	David Welsh (Alt.) Taking minutes
Tori Norris	Mark Whigham
Tony Pack	Brent Watson

III. Old Business

a. February, March, April and August minutes approved with exception of a typo on Jennifer Gibbs name in August minutes. Holly Powe made motion to approve, Tori Norris 2nd that motion. Quorum approved, motion carried.
b. Meeting time's decision- Rhonda Coffett will send out Doodle poll asking Senate members on best place/date/time for next Faculty Senate meeting.
c. All Senate members asked to review names and information list to update Faculty Senate member directory for the 2019-2020 session. **(See attached directory).**
d. Reviewed Calhoun Community College committees list-Addressed the need for at least one member on each committee with star next to it.-**(See attached list).**
e. Addressed need to update Faculty Senate website-Marty Kellum to update website to include member's pictures.
f. Drake collaborations-no new updates
g. Attendance Policy update-Policy update will be approved minus example **(See Attached/Note highlighted area).** Jennifer Gibbs motioned to approve updated policy with change, Holly Powe 2nd motion. Quorum approved, motion carried.

IV. New Business

a. Valerie Cox -STAR Institute presented update of services to Senate-New posted hours for tutoring center, one on one tutoring and student referrals **(See attached).**
b. Discussion of new Faculty Senate representation numbers-the need especially for an increase in alternatives for Faculty Senate members from each division **(See attached)**

c. Discussed need for Faculty Senate to promote participation with new faculty-Representatives from Faculty Senate will meet with new hires each time a new group comes in to promote participation in Senate.
d. Discussed the use of Zoom online meeting product for those unable to attend meeting-off campus.
e. Discussed Faculty Senate promoting participation through advertisement-will continue discussion next meeting on ways to promote the Senate

V. College Committee Reports-Tabled till October.

VI. Reports/News from Division Senators- Tabled till October

VII. Next meeting on Decatur Campus to be determined by Doodle Poll **(See Sec. III.b).**

Faculty Senate List 2019-2020

Adjunct Representative

OPEN

Applied Technologies/Workforce Development

Nina Bullock
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Tony Pack
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Business/CIS

Thomas Hall thomas.hall@calhoun.edu
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Mark Whigham mark-whigham@calhoun.edu
(256) 890-4814

Rita Mintz (Alternate) rita.mintz@calhoun.edu
(256) 306-2683

Health Sciences

Tiffany Bain (Secretary)
tiffany.bain@calhoun.edu (256) 306-260-2439

Julie Brown julie.brown@calhoun.edu
(256) 260-2448

Jennifer Gibbs jennifer.gibbs@calhoun.edu
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Brent Watson brent.watson@calhoun.edu
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David Welsh (Alternate)
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Humanities/Social Sciences

Sheila Byrd sheila.byrd@calhoun.edu (256) 306-2720

Tori Norris tori.noris@calhoun.edu (256) 306-2731

Holly Powe holly.powe@calhoun.edu (256) 306-2919

Bill Provin william.provin@calhoun.edu (256) 306-2693 or 2725

Leigh Ann Rhea leighann.rhea@calhoun.edu (256) 306-2940

Barbara Wright barbara.wright@calhoun.edu (256) 306-2760

Alternate Vacant

Library/Counseling/Evening Program

Brenda Parris brenda.parris@calhoun.edu (256) 306-2778

Alternate Vacant

Mathematics/Natural Sciences

Rhonda Coffelt (President) rhonda.coffelt@calhoun.edu (256) 713-4875

Rachel Dunkerley
Rachel.dunkerley@calhoun.edu
(256) 713-4884

Chuck Holbrook
Chuck.holbrook@calhoun.edu
(256) 306-2741

Marty Kellum
Marty.kellum@calhoun.edu
(256) 306-2783

Alternate Vacant

Faculty Senate Officers

Rhonda Coffelt (President)
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Leigh Ann Rhea (Vice President)
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Tiffany Bain (Secretary)
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Julie Brown (Secretary during Tiffany's leave)
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Marty Kellum (Web Master)
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Calhoun Community College Committee System

Executive Committees:

Calendar Committee

Committees Committee

Curriculum & Catalog Committee

Disciplinary Committee

Financial Aid Appeals Committee

Graduation Committee

Professional Development Committee*

Suggestion Box Committee*

Threat Assessment Committee

Top Ten Students Selection Committee

Advisory Committees:

Distance Learning Advisory Committee*

Educational & Technology Advisory Committee*

Facilities & Safety Advisory Committee*

Faculty Professional Development Advisory Committee*

Learning Outcomes Assessment Advisory Committee*

Library Advisory Committee* Presidential

Honors Program Advisory Committee*

Scholarship Advisory Committee*

Student Success Advisory

Committee*

* Requires member of Faculty Senate

I.Attendance

FOR CLASSES OTHER THAN DISTANCE EDUCATION/HYBRID CLASSES: Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to the course.
Attendance is taken for each class meeting. Absences are counted beginning with the first class meeting after the student registers; however, students are responsible for all coursework and assignments made or due from the first day of class.

A student should not be absent for more than 15% of a course based on total contact hours. For example, no more than 4 absences for a 15-week term, no more than 3 absences for a 10-week term, no more than 2 absences for an 8-week term, and no more than 1 absence for a 5-week term.

Each course syllabus will clearly state the number of allowable non-excused absences for the course using the 15% standard, how late arrivals and early departures will be handled, and policies regarding make-up work, if allowed.

Each student is directly responsible to the individual professor for absences. The policies stated in the çourse syllabus for a student's specific class will be the policies for which the student will be held accountable. Communication with the instructor concerning absences is essential because excusing an absence and allowing make-up work is solely at the discretion of the individual professor for his/her class.

When a student exceeds the maximum allowed non-excused absences for a course, the instructor has the authority to administratively withdraw the student from the course or make other adjustments to the student's grade as outlined in the course syllabus. Students will be notified of the administrative withdrawal by their instructor via their Calhoun e-mail account. With official documentation the college considers the following circumstances as excused absences:

- Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situations,
- Individuals called for jury duty, and
- College-related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean.
- Make-up work will be accepted under excused circumstances as outlined in each course.

On-Campus Tutoring Options- STAR, Math Lab, Writing Resource Center

Areas of Interest	STAR Institute DEC- 230 Chasteen HSV- 206 Sparkman	Math Lab DEC- MSA 118 HSV- MSC 1106	Writing Resource Center DEC-346 Harris HSV- 133A Sparkman
Tutoring	Yes	Yes	Yes
Drop In	Yes	Yes	Yes
Use Computer/Printing	Yes	Yes	Yes
One-on- One Appointments	Yes	No	No
Hours	M-TH 8:00-8:00 F 8:00-11:45	M-TH 9-8 S (HSV only) 10-2	M-TH 9-8
Subjects	All General Education	Math, Physics	English, Reading, Writing

SCHEDULE YOUR APPOINTMENT!

1. Login to your MyCalhoun Portal.
2. Under the Quicklaunch, click Tutor
3. Click Search Availabilities;
4. Choose a Center (i.e. STAR Huntsville or STAR Decatur);
5. Click Choice Required (Your semester schedule will pop up).
6. Click on the class that you want to receive tutoring;
7. Click the Reason, and Press Search.
8. You will see the schedule availability of all tutors that teach that particular subject. To select your day and time, simply click on the time that you would like to attend.
9. On the appointment entry page, add your phone number, notes, check both boxes beside the save button.
10. PRESS SAVE. It is that easy!

Subjects include:
Math, English, History, Biology,
Chemistry, Accounting, Statistics,
Computer Science & many more!

Decatur: 256-306-2594 Huntsville:
256-713-4882 Monday-Thursday 8:00
a.m.-8:00 p.m.
Friday 8:00 a.m.-
11:45 a.m.

Walk-Ins Are
Welcome!

Tutor.com Client Portal

Access Instructions

Directions for Calhoun Community College Faculty to access their student sessions.

1. Login to Blackboard.

2. Choose any course that you are teaching.

3.. Click the Tutor.com link in your course.

4. Click the gold button, "Take me to the Client Portal," in the blue ribbon at the top.

5. Choose to Opt in to receive Early Alerts for your students.

6. You have arrived at your Dashboard!

HOW TO MAKE A STUDENT REFERRAL

1. Log in to your MyCalhoun Portal, and then click on

2. On the left hand side, (Faculty Courses) you will see a list of all of your courses
3. Click Submit Student Referral
4. A list will display of the students in your class and/or their Banner numbers
5. Click on the Student name and/or Banner number of the student that you are referring.
6. Once on the actual referral form,
7. Choose your REASON(s) for referral
8. Select your RECOMMENDATION(s) for referral
9. Please make SURE that you select the campus that your class is held or if you are teaching online, select the Online Tab.
10. Click "Submit."

- An email will be sent to the student telling them how to schedule an appointment with a tutor.
- In addition, our staff will call the student to offer assistance at the STAR Institute and/or refer them to their advisor or other staff according the recommendation listed on your referral. Weekly reports of students that visit the STAR Institute will be emailed to you.

Thank you for partnering with the STAR Institute to help students achieve academic

Areas and Committees FACULTY SENATE 2019 - 2020

	Area	FT #	Current #	New #	ALT #	FT/7
	Applied Technotogies/Workforce Dev	21	2	3	1	3.0
	Business/ClS	17	2	2	1	2.4
	Health Science	36	4	5	1	5.1
	Humanities/Social Sciences	46	6	6	1	6.6
	Fine Arts - 6					
	English - 26					
	Social Sciences - 15					
	Library/Counseling/Evening Program	2	1	1	1	1.0
	Mathematics/Natural Sciences	27	4	4	1	3.9
	Math - 13					
	Science - 14					
	Adjunct	0	0	1	1	
	Totals	149	19	22	7	