



FEDERATION OF
HIGHER EDUCATION
FACULTY AND
PROFESSIONALS
AFT-IFT / AFL-CIO



**ECCFA Senate Agenda
Alumni Room / SRC 174
3:00 PM
April 29, 2009**

- Call to Order (at 3:00 PM):** Sarah Dye
- Recognition of Visitors & Guests:** Sarah Dye
Dr. Carol Cowles, Andy Erbach, and George Rosa on Veterans Project
- Secretary's Report:** Cindy Hutman (April 15, 2009 meeting minutes)
Note: The chair would entertain a motion to change the order of business to move the Special Orders to this point in the meeting today.
- Treasurer's Report:** Linda Hefferin
- President's Report:** Sarah Dye
- 1st Vice President's Report:** Dan Kernler
- 2nd Vice President's Report:** Susan Ford
- 3rd Vice President's Report:** David Lawrence
- Communication Liaison's Report:** Bill Demaree
- Committee Reports** (Submitted reports attached to end of this agenda)
- Academic Policy:** Dawn Munson
 - Academic Computing:** Sarah Dye
 - Alliance for College Readiness:** Alison Douglas
 - BOT Finance Committee:** Linda Hefferin
 - Branding Initiative:** Tim Kaar
 - Curriculum:** Maureen Lange
 - ECCFA COPE:** Ron Kowalczyk
 - Elections:** Bill Demaree
 - Faculty Development:** Beth Santell
 - FAVs:** Dan Kernler
 - Grievance:** Howard Russo & Sue Ford
 - Insurance:** Sarah Dye & Dan Kernler
 - IT:** Tim Kaar & Dan Kocher
 - Learning Communities:** Alison Douglas
 - MAGIC:** Joyce Fountain
 - Membership:** Tim Anderson
 - MFA:** Dan Kernler
 - Negotiations:** Dan Kernler
 - SEM:** Eartha Collier & Clark Hallpike
 - Strategic Planning:** Phil Garber, Candy Moore & Elizabeth McNulty
 - Student Email Rollout:** Tim Kaar & Dan Kocher
 - VP for TLSD Search:** Roger Ramey
 - Other committees**

Special Orders

Approval of committee members (treat as Consent Agenda)

1. Dean of College Readiness & School Partnerships Search Committee: Alison Douglas
2. ECCFA Spring Elections:
 - i. **BUS/CT**
 1. Assessment: **Linda Hefferin**
 2. Curriculum: **Leticia Starkov**
 3. Faculty Development: **Heidi Eaton**
 4. Grievance: **Roger Ramey**
 5. Honors: **Linda Hefferin**
 6. Senate: **Clark Hallpike**
 - ii. **CABS**
 1. Academic Computing: **Gary Christenson**
 2. Academic Policy: **Keith Lewis**
 3. Assessment: **Shawn Mikulay and Eric Long**
 4. Faculty Development: **Pat O'Brien**
 5. Senate: **Shawn Mikulay and Lori Clark**
 - iii. **COUN/LIB**
 1. Curriculum: **Patti Jachowicz**
 2. Honors: **Beth Santell**
 3. Senate: **Manuel Salgado**
 - iv. **LVPA**
 1. Assessment: **Tina Leverenzi**
 2. Faculty Development: **Marybeth Koos**
 3. Senate: **Howard Russo**
 - v. **MSLEP**
 1. Academic Computing: **Steven Trail**
 2. Academic Policy: **Maureen Lange and Naima Bahagi**
 3. Faculty Development: **Patrick Gordon**
 4. Senate: **Elizabeth Becker and Nicole Sherger (1-yr)**
 - vi. **UAF2**
 1. Faculty Development: **Marcia Luptak and Lynn Mayer**
 2. Grievance: **Susan Ford**
 3. Senate: **Susan Ford, Mary Peterhans, and Crystal Kerwin**
 - vii. **UAF1**
 1. Senate: **Sumitra Duggirala**
3. Elections of Senate Officers for 2009-2010
(includes nominations and elections for the following positions: 1st VP; 2nd VP; 3rd VP; Secretary; Treasurer)

Old Business

ECCFA Membership Survey Committee (see Survey Analysis Committee Report on p. 13)

New Business

Professional Expenses Taxation: being taxed on Professional Expense purchases when they are repaid to us via our regular pay checks; Questions were raised about this practice by both Tim Kaar and Lori Clark; an ad hoc committee needs to explore this with HR Payroll/VP of Finance etc.

EOS Get-Together: call for ad hoc committee and report from Rick Bonnom on place idea

Division Issues

Adjournment

Written Reports for April 29, 2009

[Note: I am trying to embed various reports sent to me in formats other than Word documents, but I shall continue to have printed copies of those reports attached to the end of our agenda packets.]

Treasurer's Report: Linda Hefferin

The report will also be attached to end of paper copies of the agenda which are distributed at Senate meetings

budget 4-29.xlsx

President's Report: Sarah Dye

- As directed by Senate, I addressed the issue of an instructional coordinator position for Counseling especially because of the courses offered through that program. Dr. Pelletier was open to the idea but said it would not be addressed for academic year 2009-2010 but for the following year. Apparently it had already been a topic under consideration.
- As you should be aware, Dr. Sam send an "Everyone" email last Thursday indicating that the votes had been certified by Kane County and that the bond referendum passed by 38 votes. VP of Finance Sharon Konny can begin the sale of the bonds after 30 days.
- A question was raised last meeting about a non-credit program becoming a credit program. I asked at the Deans' meeting for information about this process for Massage Therapy. The courses for that new credit program went before Curriculum Committee and were approved in November. As a standing committee, the minutes of all actions taken by Curriculum Committee are posted regularly on the eNet. Donna Garcia from Biology is one of the elected members from MSLEP Division. Perhaps she also can speak to the issue for her department colleagues. It seems clear to me personally, that we do have an obligation to inform ourselves by seeking out the minutes and reports of standing committees when they exist on eNet as well as to stay abreast of the work of committees by reviewing the reports the committee chairpersons share with us on Senate through our agendas and minutes.
- The college has revised administrative procedure 3.705, Mileage Reimbursement, and it is scheduled to be posted on eNet Tuesday morning. Included in the revised procedure will be the indemnity agreement that will need to be executed by non-compliant drivers. Non-compliant drivers include those with driving convictions like DUIs on their records. As we understand it, such drivers will continue to be banned from driving college vehicles but will be reimbursed mileage for use of their own vehicles to go to approved conferences and other activities they are directed to do as a part of college business.
- The Load Assignment Chart was sent to coordinators, directors, asst/assoc. deans, and deans. It is attached to the end of this agenda packet.
- I submitted a New Initiative Request for funding in the amount of \$7500 for an all-faculty event in February 2010 to be called "A Celebration of Teaching Professionals: Best Practices at ECC." The President's Cabinet will consider all applications and make their approval decisions by early summer.
- TLSD VP Search update: We plan to re-start the search. A couple of Illinois community colleges also called off their searches earlier and will not re-start until fall 2009. We will be doing the same. Please let me know if you need any additional information. Thank you. David S
- AFT/IFT ULI Training Courses: The RFP went out in the Sentinel this week. Webmaster Tim Kaar has posted the application forms on the ECCFA website already. I will send out an additional email reminding faculty of the need to submit the forms by the deadline of May 11, 2009 by 12 Noon for the applications to be considered by Senate at the May 13th meeting. In addition, I will disseminate the fall/spring IFT information and RFP once again at the beginning of the fall semester.
- Tim Anderson has agreed to continue serving as ECCFA Membership Chair; Tim Kaar has agreed to continue as the ECCFA Webmaster; and Dan Kocher has agreed to serve as the ECCFA Parliamentarian.

1st Vice President's Report: Dan Kernler

COL101 - After last week's discussion about COL101, we received some clarification from Jennifer Marsh that the course should follow seniority, per articles 8.2 and 10.4 in the contract. [See April 15 minutes preceding these "Written Reports" for a fuller report of those discussions in Senate.]

2nd Vice President's Report: Susan Ford

No new report although the 2nd VP wishes to assure the faculty that she has been working a number of issues that will be detailed in the May year-end reports.

3rd Vice President's Report: David Lawrence

PB Jam is scheduled for Wednesday, May 6th. We are looking for more agencies to take the peanut butter and jelly sandwiches as well as donors who could help us out with bread, peanut butter, jelly, sandwich bags, plastic gloves, etc. We need as many faculty to participate as we can get. We expect to start setting up around 9:00 AM and finish around 2:00 PM. Contact Amybeth Maurer (amourer@elgin.edu) if you can help.

Communication Liaison's Report: Bill Demaree

Committee Reports

Academic Policy: Dawn Munson

Grade Appeal (4.403) is being reviewed by the Deans. The committee recommended that the plagiarism tutorial (part of 4.407 Academic Integrity) be sent forward to the Deans for review so that Johanna Cummings could get support to work on it over the summer. The following policies will be reviewed again in Fall 09: Student Appeal, Student Complaint, Student Code of Conduct, Course Retake/Repeat and Academic Forgiveness.

Academic Computing: Mary Peterhans and Sarah Dye

1. Going Green – ongoing project(s)

- Power-Saving Initiative – Ben Davis to answer any technical questions
 - Update "Turn on all computers" icon installed:
 - ◆ Original test ICT125 HBT183 MSC203 – rooms added ICT 128, 129, 130, 131, 202, 204, and 229
 - ◆ ENet Bulletin Board Posting doc(p3)
 - ◆ Auto startup & shut down procedures doc (p4)
 - Feedback from test areas

2. Smart Classroom/Lectern configurations – short term project(s)

Establish consistent standard lectern configuration (individual departmental technology needs would still be met)

Technology being looked at:

- Demonstrate
 - Demo Bamboo writing tablet – Aaron Burchfield to demo and answer any technical questions
 - ePortfolio – pending
- FY09 replacements computer – Academic Computing SU09 Project
 - FY09 Student Computer Replacement Plan summary doc (p5)
 - Smaller computer platform (with individual departmental needs still being met)
 - New models have built-in capabilities for Dual Monitor setup for Power Point presentations
 - ◆ CETL could do training –FALL09, Opening Day break-out sessions

3. Student Network Accounts – long term project

- Student network logins and storage (p6) - Chris McCoy to answer any technical questions
 - Student training
 - ◆ Student Services training students during orientation – implemented APR09 orientation sessions
 - ◆ 1st Stop (assistance) – implemented APR09
 - Faculty training

- ♦ CETL could do training for faculty teaching SU09 – additional training for faculty FALL09, Opening Day break-out sessions

4. Special Topics

- Web Discussion Board
 - Time restraints – agenda topic FY10 meetings
 - Web staff to be guest speaker in the fall to discuss new eNet web functionality
- Communication – agenda topic FY10 meetings
 - IT Dept
 - ♦ Internal/External Communication (IEC) Project SU09 – Explore different technologies and tools
 - ♦ Present technologies and tools – FY10 meetings
 - ♦ IT news letter
 - Committee
 - ♦ Discuss demo technologies and tools – FY10 meetings

4. DETAILS for Student accounts & Academic environment security – Chris McCoy

Student accounts:

- Faculty and Students can now log on to classroom and lab computers using their AccessECC username and password.
- First-time users may have to reset their AccessECC password to enable their windows account.
- Students and faculty should remember to log off when finished using the computer.
- Students are asked not to share their username/password information with other students.
- Ultimately, these student accounts will be required to log on to a classroom or lab computer, but for now the system remains voluntary.

Network storage:

- AccessECC windows accounts will be given 200MB of network storage.
- Data saved to the Desktop, the My Documents folder, or the U: drive will be saved to the network and will be available on any lab or classroom computer you log on to using your AccessECC logon.
- WebDAV will allow access the files stored on the network from your home or office computer. Instructions on how to connect to the student WebDAV will be posted on the student portal on elgin.edu.

Student email:

- Students will be assigned email addresses based on their AccessECC usernames and passwords (username@student.elgin.edu will be the full address).
- The backend mail system is being handled by Gmail.
- Student email accounts are current not enabled while mail policies and procedures are being formulated. Once enabled, faculty and students will have to change their AccessECC password to enable their mail account and sync their AccessECC password to it.
- Eventually, this student email will replace the email system currently used by D2L.

Student account support:

- If a student has trouble accessing any of their student electronic services, the first thing they should do is reset their AccessECC password, which can be done by going to accessecc.elgin.edu -> Account Information -> Get/Reset my password.
- On any classroom or lab computer, a student or faculty member can log on to windows as username: help, password: blank/empty. This will start a special windows session that goes directly to the AccessECC account maintenance page.
- For additional support, the student should visit Firststop.

Security in the Academic environment:

Login/Log-out

- Maximize your security and convenience by logging in with your AccessECC account.
- Ensure your most useful files follow you from computer to computer by saving them to the desktop (Note: only if you are logged in with your AccessECC account!)
- Protect yourself by logging out when you will be away from the computer for more than 5 minutes.

Protecting Your Data

- Protect your data by never leaving your USB drive unattended where others may steal it.
- It is best not to store your personal information on portable media such as USB drives or DVDs as these devices can easily be stolen or lost.
- Protect your data by never sharing your passwords with others.

Alliance for College Readiness: Alison Douglas

No new report; look for a comprehensive year-end report of this committee's work in May.

Amendments Committee: Dan Kocher

Committee met on Monday, April 27th. Will be submitting final report at May 13th Senate Meeting.

Assessment Committee: Jessica Carpenter

BOT Finance Committee: Linda Hefferin

Branding Committee: Tim Kaar

No new report

COPE: Ron Kowalczyk

No new report

Curriculum: Maureen Lange

Elections: Bill Demaree

See Consent Agenda for needed approvals

Faculty Development: Beth Santell

No new report.

FAVs Dan Kernler

Despite the weather, we had a great turnout at the Earth Day celebration on Saturday, April 24th. Joining me at the event were Alice Biggers, Rick Bonnom, Lyn Ducar, Ted Eltzroth and his family, Sue and Steve Ford, Rick Green, and Stacy Shah and her husband. (Hopefully I didn't forget anyone!) A hearty thanks to both Ricks, who stuck with it through the lightening and hail. I'm not sure I'd call it brave, but the Forest Preserve District staff and volunteers definitely appreciated it! All told, we planted about 350 oak trees.

Grievance: Howard Russo & Sue Ford

Grievance resolved issue regarding changes that were imposed to the annual self assessment by one of the divisions. The resolution is that there will be no changes to the annual self assessment.

Insurance Sarah Dye & Howard Russo

No new report

IT: Tim Kaar, Dan Kocher & Sarah Dye

Committee status on hold/No new report

Learning Communities (Steering) Alison Douglas

- The Learning Communities Steering Committee is comprised of Mary Perkins, Sara Baker, Susan Timm, Arturo Vazquez, and Alison Douglas. The focus of the committee is to promote student engagement, retention, and success by fostering and encouraging the development of learning communities at ECC.
- As noted previously, On April 30, ECC will offer a continuing education workshop "Making it Stick with Integrated Learning." Adjunct and full time faculty have received invitations to the workshop through campus mail and through email. We are planning for 25-30 faculty workshop attendees.
- In addition to meeting with several departments and individuals across campus to encourage and facilitate development of integrated learning opportunities on campus, the Steering Community members are also working to build integrated learning opportunities into the college's structure. They

are seeking assistance of ECCFA (Cindy Hutman and Sue Ford) in creating a survey form to provide student feedback on the learning community experience (not the instruction or the instructors). The Steering Committee has also worked with the Deans to develop a mini-grant procedure to compensate faculty for the additional professional time they spend in initial development of a new learning community.

MAGIC: **Joyce Fountain**

MFA: **Dan Kernler**

MFA - The letter of agreement will be on the May 12th Board of Trustees agenda. It grants an initial lane placement of Lane V for faculty with an MFA. Any faculty member not initially placed in Lane V will be granted 30 additional lane credits, retroactive to January 1, 2009.

Membership: **Tim Anderson**

No change in report

- Full Time Members – 136
- UA1 Members – 60
- UA2 Members – 112
- Total Membership: 308 Members

Negotiations: **Dan Kernler**

SEM: **Eartha Collier & Clark Hallpike**

Strategic Planning Committee: **Phil Garber, Elizabeth McNulty, & Candy Moore**

No new report

Student Email Rollout: **Tim Kaar & Dan Kocher**

Committee's charge has been completed.

Survey Analysis Committee: **Dan Kernler**

Recommendations attached. I will send a link to these recommendations and the survey results as soon as webmaster Tim has a chance to upload them to the ECCFA web server.

VP for TLSD Search: **Roger Ramey**

Committee temporarily suspended

Attachments to the printed copies of Senate agenda available at the meeting on Wednesday:

1. Treasurer's Report
2. Assignment of Teaching Load Chart
3. Survey Analysis Committee Report
4. AFT and IFT ULI Course Application Forms

Visitor(s) to future Senate meetings:

May 13, 2009

Dr. Sam