

**From:** Daniel DeMarte  
**To:** kbovee@tcc.edu  
**Date:** 9/27/2009 10:08 AM  
**Subject:** Response to the Motion from the College Faculty Senate on Class Size/Overload Procedures

**CC:** ddemarte@tcc.edu  
Dr. Bovee,

I have read the September 23, 2009 memorandum from the Faculty Senate regarding the motion on class size and overloads. The Senate's motion for college-wide adherence to the Class Size/Overload Procedures as approved in June 2007, is reasonable.

As you noted, this procedure is not listed in the faculty handbook, accessible online, or contained in the newly created policies and procedures website. Given the size and complexity of the college, communication will continue to be a challenge for all of us despite our best efforts. Nevertheless, we must strive to find ways to communicate more effectively so that our time and energy is focused where it is needed most. I will be meeting with the President to learn the protocol for getting policies and procedures posted on the college website. When academic policies and procedures are posted on the website, it should be relatively easy to link them to the faculty handbook and other areas as needed.

I look forward to working with you toward improving communication in academic and student affairs college-wide. Thank you for taking time to share this Faculty Senate motion with me.

Sincerely,

Daniel

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