

## **JSCC Faculty Council Meeting Minutes November 16, 2011**

The meeting began at 3:00 p.m. with the following people present:

Council Members: Bob Raines, Council Chair (Psychology); Powell Franklin, Vice-Chair (English); Emily Bates Fortner, Council Secretary (Sociology); Don Brown (CIS); Richard Coppings (Assistant Dean Sciences); Dee Jones (Nursing); Andrew Kelley (English); Carol Norman (ex-officio); Becca Rhea (Communication); Shelia Holland (Nursing); Barbara Scott-Goodman (Nursing)

Absent Council Members: Rob Wyatt (Nursing); Patty Easley (PTA)

Visitors: Donna Johnsey (RCT); Sara McIntosh (English)

Dr. Raines reported news and updates from the recent President's Cabinet Meeting:

- The college is hosting the JSCC faculty and staff Holiday Party on December 16<sup>th</sup> at 11:30a.m. in the Student Union building.
- Bobby Smith provided an update on the Inclement Weather Policy with the following announcements:
  - o Weather related decisions regarding school closings or delayed opening will be made by 5:30a.m.
  - o Once a decision is made no changes will occur unless there is a significant emergency.
  - o If there is a need to delay the start of classes on campus, the affected morning classes will be canceled.
  - o Faculty, staff, and students are encouraged to sign-up for the JSCC Alert System to stay informed on such decisions.
- A group from JSCC attended the TN College Completion Academy in October. This academy consisted of a 2-day workshop in Nashville focusing on college completion and retention of students. JSCC plans to incorporate a portion of this workshop during the Spring semester in-service.
- In an attempt to find out if any students at JSCC have the necessary credits to graduate, Academic Affairs ran reports finding that approx. 600 students had 60 plus credit hours that have not graduated. Due to the College Completion Act, there is a push to get students with the necessary credit hours graduated. Some of these students were unaware they had enough credits to graduate.
- Due to the upcoming renovations in the Student Union Building, Student Services have moved to the basement of Classroom Building. Renovations to the Student Union Building will begin Jan. 1<sup>st</sup> with the target finish of Aug. 1<sup>st</sup>
- Updates to the gym facilities will begin December 1<sup>st</sup> in an attempt to prepare for the basketball tournament that JSCC will host over Spring Break.
- Construction of the softball field is to begin March 1<sup>st</sup> with a proposed June completion.
- The Director of Public Relations position interviews have concluded and may be on track to fill the position soon.
- Human Resources is currently searching for a Benefits Coordinator position.
- The Dean of Professional and Technical position is still open due to limited applicants. The college is hoping to have this position filled no later than next fall.
- Dr. Blanding announced that the Vice President of Student Services position is being brought back and should be filled in the near future.

Dr. Raines reported in more detail on the TN College Completion Academy and discussed the various things that other community college systems are doing to increase student retention and

success. The various roles that these schools implemented assisted with student support services, generic/default class scheduling of general education courses, and general advising provided by specialized advisors that were available all year round.

Dr. Raines explained that an ad hoc committee on facilities use has been created and needs a representative from faculty council. This committee will generate a policy for outside organizations who want to hold an event on-campus. The first meeting will be held on Monday at 10am. Shelia Holland volunteered to join the committee.

In regards to the discussion from our last meeting on the sexual harassment of a faculty member that occurred earlier in the fall, Dr. Raines contacted Bobby Smith who was unaware of the incident. Mr. Smith plans to fully investigate the situation. The Faculty Council decided to invite Bobby Smith to the next council meeting to discuss faculty concerns for safety.

Dual enrollment concerns brought forth by faculty are attached. Powell Franklin recognized that many of the concerns and problems that faculty were dealing with could be resolved by having classes outside of the high schools whether at a JSCC campus or some other neutral location. Mr. Franklin asked Dr. Raines if the dual enrollment students were being counted in our completion rates. Dr. Raines stated that he was not certain if they were being counted but since our funding is not completely based upon retention, enrollment is still very important. The council discussed an overall need to emphasize quality control on courses being taught, and develop clear boundaries and policies regarding the role of JSCC within high schools. Due to many requests for mid-term grades, a clarification of FERPA is needed. The council recognized that dual enrollment students, who have a positive JSCC experience, might be influenced to continue their college coursework with us once they graduate. The council decided to collect recommendations from faculty, and compile a comprehensive list of policies and recommended changes to the dual enrollment courses/program in an effort to resolve current conflicts and uphold the academic quality of all dual enrollment courses.

Carol Norman identified the varying size of class caps for the spring semester. Class caps appear to be calculated by room size, not course needs. In previous years, the size of class caps were created with the knowledge of course needs. Currently there doesn't seem to be a consistent class cap which brings up concerns regarding the work required within courses and faculty load.

Dr. Raines read an email from Kim Warren-Cox thanking all faculty who teach dual enrollment courses, and requested that the college recognize their efforts despite the various conflicts and stresses that are associated with such courses.

Student and faculty safety concerns regarding the public access of the JSCC interactive schedule posted on the college's homepage which includes the date, time, location, and name of instructor for courses. Barbara Scott-Goodman discussed that the nursing department is looking at implementing a policy that would not allow JSCC nursing students to mention JSCC nursing related information on their social media sites in an effort to prevent safety and HIPAA violation concerns. Council members also discussed the requirement for faculty to post class schedules and room locations on their office door which is visible to anyone. Faculty council members unanimously supported a request to Bobby Smith regarding removal of faculty class schedules from the Faculty Office Hour sheet and a discussion of the amount of information listed on the interactive schedule.

Becca Rhea was asked to serve as a faculty council representative on a group that was brought together to look at making student printing more efficient. Ms. Rhea reported information regarding a meeting with representatives from Paper Cut software who can provide tracking and better control of print usage on-campus. Students currently have the ability to print anything class related free of charge. Because there is really no limit on the amount of printing, the college is looking into either charging students for all printing, or providing students with an allowance each semester for a certain amount of free printing. The Paper Cut software appears to be the best and most cost efficient software and it being considered by the college. No decisions have been made as of yet.

The next faculty council meeting will occur January 18<sup>th</sup> at 3 p.m. in the Foundation Board Room.

The meeting adjourned at around 5:00 p.m.