

JSCC Faculty Council Meeting Minutes February 15, 2012

The meeting began at 3:00 p.m. The following council members were present:

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

Absent Council Members: Patty Easley (PTA); Don Brown (CIS); Rob Wyatt (Nursing); Barbara Scott-Goodman (Nursing)

Visitors: Bobby Smith (Interim VP of Academic Affairs); Donna Johnsey (RCT); Sara McIntosh (English); Liz Thompson (English)

Bobby Smith addressed the council with a response to the Dual Enrollment Concerns that the Faculty Council compiled and submitted to Academic Affairs and the college. Mr. Smith addressed the following Dual Enrollment issues specifically to the council. Each response is in reference to the numbered issue(s) as cited that addresses the *General Concerns from the Faculty Regarding JSCC dual-enrollment Courses* which are attached at the end of the meeting minutes for reference if needed.

Regarding Items #5, #6: The issues are non-negotiable and JSCC is not budging on these criteria: credentials of the course instructor must meet SACs qualifications, course outcomes must be followed, and the required textbook for the course must be used.

Regarding Item #2: JSCC is awaiting information from TBR legal regarding such concerns on disability accommodations and if JSCC will be required to follow a student's IEP plan as designated by the high school. In order to avoid this conflict, scheduling courses off the high school campus or after traditional high school class time is preferred.

Regarding Item #3: FERPA does cover dual enrollment students. If entities outside the individual students are requesting grade information (such as counselors or parents) they must make the request to the Dean who will then request such information from the Registrar's office. This will allow a by-pass of such a request directly on the instructor. A question was asked if faculty were required to give such information to outside parties even if a FERPA waiver had been signed and this question has also been forwarded to TBR legal.

Regarding Item #7: A clarification was made that "Dual Enrollment" and "Dual Credit" are the same. High schools may be giving their students high school credit for a JSCC college course they are taking. JSCC is only providing the college course and how high schools choose to deal with the credit of high school courses is up to them.

Regarding Item #9: Phone calls from a parent, high school teacher, administrator, counselor, and so on should be sent directly to Diana Fordham and then to Bobby Smith. Faculty are not required to provide any personal information with high schools or parents.

Other concerns addressed:

- Class sizes and class caps are currently being discussed at JSCC in general which will apply to on-ground and dual enrollment courses for consistency on class sizes. Class caps will be in place by the fall semester.
- High school students can take classes during the summer as a "joint enrollment" student.
- Some faculty teaching dual enrollment addressed the issue that certain high schools are discouraging or preventing their students from dropping or withdrawing from dual enrollment classes. While JSCC has no control over this, it is being brought up to the high schools and JSCC is discouraging such practices since students have the right to drop a college course if they so choose.

The Faculty Council discussed further concerns in regards to the fact that JSCC is aware that high schools are using college courses to potentially substitute for their traditional high school level courses. In the case of English, JSCC's English Composition courses do not meet all of the state requirements nor cover the literature that a high school, senior level English course is required to include. Due to this dual-credit practice, high schools may not be meeting the Department of Education requirements for such "dual

enrollment” high school credits. Council members expressed great concern that JSCC is aware and compliant with this practice.

Bob Raines discussed the Tennessee Consortium for International Studies (TnCIS) opportunities for students and faculty. JSCC faculty have the opportunity to teach internationally through this program, and JSCC students will have the opportunity to travel abroad and take various college courses. Through the newly implemented International Fee, students will also have scholarship opportunities to aid in their abilities to take such courses. The website for this consortium is <http://www.tncis.org/> February 15th was the deadline for interested faculty to submit their paperwork and proposal to teaching in the program in 2013. Five faculty members from JSCC submitted paperwork and proposals to teach next summer.

Bob Raines addressed the email that was sent to all employees regarding *Use of State Property for Political Activities*. Faculty should not post political endorsements on their office door, nor should they endorse a political campaign or candidate while on campus or state property. Outside of work, any expression of your political viewpoints should be made as an individual citizen and not as a JSCC faculty member or JSCC employee.

Becca Rhea reminded the council of the upcoming Feb. 29th deadline for Academic Catalog updates. Ms. Rhea also identified certain language such as departments being used within the catalog. Since departments have been dismantled, should certain language in the catalog be adapted for the new college structure of divisions? The council will pass along such concerns to Academic Affairs.

Concerns were raised regarding hiring practices. Inaccuracies in job descriptions which were listed on the JSCC website were identified. The practice of only offering term and temp contracts for new faculty hires was questioned. A general concern regarding transparency in recruitment and hiring was expressed.

Faculty Council elections will be held in April. Powell Franklin, Faculty Council Vice-Chair will compile information on eligible faculty to serve on the council and will facilitate the election process.

The following current faculty council members are in their 1st term and will be serving on the council again for the 2012-2013 academic year: Barbara Scott-Goodman (Nursing); Emily Bates Fortner (Sociology); Dee Jones (Nursing); Shelia Holland (at-large); Becca Rhea (Communication); Don Brown (CIS)

The next faculty council meeting will occur March 21st at 3 p.m. with the location tentatively scheduled for C205.

The meeting adjourned around 4:00 p.m.

JSCC Faculty Council Concerns and Recommendations for Dual Enrollment

The JSCC faculty are committed to providing every student, including our dual-enrollment students, with a high quality academic experience. We also understand that our Dual-enrollment Program provides JSCC with a unique opportunity to serve the community, provide area high school students with an opportunity to jump-start their college careers and, perhaps, entice some of these students to pursue higher education who might have lacked the confidence before. It is in this spirit that the council has identified some problem areas and offers recommendations for improvement. We recognize that the significant increase in the number of dually-enrolled students has presented many challenges; some of these are expected “growing pains.” Our hope and expectation is that, as an organization, we learn from experiences, adapt, review, and refine our processes. The council would also like to acknowledge those faculty members who have worked under challenging circumstances to shape or create an engaging learning experience for our dually-enrolled students.

It is the perception of many of the faculty that, in our enthusiasm to expand our dual-enrollment opportunities we have been, at times, too flexible or accommodating to unreasonable requests of partner schools. While some of their requests seem minor, collectively they may present a threat to the integrity of our courses and create a less than flattering image of our institution. Clearly defined and consistently applied boundaries, we believe, would (will) strengthen the program and ultimately enhance the reputation of our JSCC Dual-Enrollment Program.

Recommendations

1. JSCC should clearly define the dual-enrollment mission, role, and boundaries and consistently adhere to the protocols defined in our Dual-Enrollment agreements or contracts. Dual-enrollment faculty should be provided with copies of the agreements.
2. Dually-enrolled students seeking accommodations related to a disability should be required to follow the same process as any other JSCC students. The requirements of a student’s “IEP” do not apply to a JSCC course.
3. FERPA requirements should be clearly defined, articulated to partner schools, and applied as they relate to dually-enrolled students. Reporting grades or attendance to partner schools requires a signed release from the student.
4. When possible, JSCC dual-enrollment classes should be scheduled on one of JSCC’s campuses or at a neutral location, or a neutral time (after regular school hours).
5. JSCC faculty should be clearly identified as the curriculum / content experts and given ultimate authority over texts to be used, teaching modalities, attendance policies, course content, learning outcomes, etc. There should be uniformity of standards and expectations for all JSCC courses.
6. JSCC faculty should be given the same rights, responsibilities, and protections in a dual-enrollment course as they have in any other college course.
7. It should be made clear to partner schools that JSCC dual-enrollment courses, with a few exceptions, were not designed to serve as “dual-credit” courses. JSCC course content and learning outcomes should not be altered to accommodate specific high school curriculum requirements.
8. Faculty who are traveling to alternate instructional sites should be given adequate time to travel safely and provide for a reasonable amount of instructional preparation time.
9. If / when a dual-enrollment class is held on a partner school’s campus:
 - A high school teacher should not be present in the classroom during instruction time.
 - Students who are not enrolled in the class should not be in the classroom.
 - JSCC faculty should not be expected to attend the high school’s parent-teacher conferences.
 - JSCC faculty should not be expected to complete questionnaires regarding personal information.
 - High school staff should not use JSCC class time for nonessential announcements.