

JSCC Faculty Council Meeting Minutes
September 19, 2012

The meeting began at 2pm in Classroom 103.

Council Members present: James Mayo, Council Chair (English); Emily Bates Fortner (Sociology); Teri Maddox (English); Sara Youngerman, Secretary (Agriculture); Becca Rhea (Communications); Dee Jones (Nursing); Kim Holland, Vice-Chair (Nursing); Sheila Holland (Nursing), Jerry Gilbert (English); Don Brown (CIS); Barbara Scott-Goodman (Nursing); Bob Raines (ex-officio; psychology), Pete O'Brien representing Kim Todd (Radiography)

Absent council members: Kim Todd (Radiography)

Visitors: Liz Thompson (English); Nell Senter (Philosophy); Donna Johnsey (Respiratory Care); Bobby Smith (VPAA)

Concerns submitted by last year's faculty council regarding dual enrollment were addressed by Bobby Smith. Bobby stated most of the concerns submitted by the council last year have already been addressed or are currently being worked on.

1. Academic affairs and student services are working together to clearly define each office's roll regarding DE. Dr. Seymour and Bobby will act as co-chairs over DE.
2. Based on TN law, the Principal or Superintendent is responsible for any and all instruction going on within their schools.
3. JSCC instructors will not release grades to schools. All HS grade requests should be handled through Academic Affairs. When a HS student is enrolled at JSCC through dual enrollment FERPA applies, even if the student is under the age of 18. FERPA can be waived if the student is a dependent. This must be handled through Academic Affairs and the records office.
4. DE courses at the JSCC campus or at satellite campuses are offered to schools, but due to time and distance restrictions that is not always a viable option.
5. JSCC faculty are curriculum experts and should make course content decisions. All course outcomes must be met to meet SACs and TBR requirements. If there are issues, academic affairs should be notified. Giving high schools the course syllabi during the contract stage may help alleviate problems faculty members had previously experienced.
6. Jackson State faculty are guaranteed academic freedom in the dual enrollment environment. Faculty should not feel their positions are in jeopardy and/or vulnerable if they teach DE courses. Several faculty council members voiced their concerns with sending new and untenured faculty to teach DE. It was noted that if tenured faculty are asked by superiors to teach DE, an underlying issue or problem exists and needs to be addressed before faculty are sent to that school. Several faculty members expressed concerns with public employee rights when teaching in private or sectarian schools, and whether or not faculty, as public employees, have the right to decline teaching DE courses at any private school. James Mayo said he was going to bring this up at the next subcouncil meeting to see if other campuses across the state have experience with this issue. Several faculty suggested that when working on contracts with the high schools, JSCC should outline our exact services, define JSCC faculty roles, provide syllabi and course requirements, and specify required textbooks. Bobby also said JSCC will also be working on getting contracts done earlier to remedy trying to place faculty in DE courses at the last minute but some staffing flexibility must remain due to last minute enrollment changes, etc.
7. Dual credit isn't an issue because JSCC doesn't use it.
8. Overlapping schedules/time conflicts that previously happened should not occur again. TBR travel policy states that official travel stations for full time faculty are determined on a semester basis. The "official station" is where greater than 50% of a faculty members courses are taught. The minimum distance for mileage may be 15 miles; Bobby was not sure. Adjunct faculty are not paid mileage unless they teach at two different places.
- 9a. The presence of the HS teachers in the classroom during a DE course must be discussed before the course begins. Teachers can be a distraction for the students; however, many times their classrooms also serve as their offices.
- b. Students who are not enrolled in a DE course should not be in the classroom.

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Bobby noted that both a and b need be addressed by the schools and JSCC before the beginning of the class

- c. JSCC faculty should not attend parent-teacher conferences.
- d. Any requests from the high schools for personal information from faculty should come through academic affairs.
- e. HS announcements, alternate schedules, pep rallies, etc should be addressed in the contract between JSCC and the HS prior to the DE course begins.

Bobby stated that DE courses are offered in sociology, English, history and medical terminology. DE is a balancing act as it demonstrates good relationships with local high schools, increases our contact with prospective students, and is good PR; however, faculty concerns are important and should not be dismissed. DE students do not affect our retention rates as they are enrolled as non-degree seeking students.

The next order of business was the closing of the respiratory care technology program. James Mayo reported that the RCT program will be in a "teach out" situation over the next two years. The program will close due to low enrollment numbers, low pass rates on state boards/exams, and concerns about skills and competencies from recent graduates and local employers. Bobby Smith said that those were all factors that contributed to the decision to close the program. The currently enrolled RCT students will be able to complete their program. There are currently 20 pre-RCT students, and JSCC is working to provide them academic options. Jan Stanfill is the contact person for those pre-RCT majors.

Faculty council discussed the tenure/promotion process. Faculty council recognizes the need for a new faculty orientation program, an official mentoring program, and a formal evaluation system. Bobby stated that FC should look at evaluation methods and formalizing the evaluation process. He welcomes guidance from the FC on this topic. There are several faculty members that will be up for tenure/promotion in the next 1-3 years.

As per our last meeting, Vivian Grooms submitted two recommendations regarding service learning. The council decided to discuss the wording of the recommendations via email. These will be discussed at the next meeting.

Kim Holland and Dee Jones drafted a mission statement for the civility campaign and submitted it to Linda Nickell. The statement will be discussed at the next meeting.

James Mayo stated that Dr. Lisa Smith recommended organizing our own JSCC teaching/faculty awards now that JSCC is no longer a part of NISOD.

Open discussion/New Business: Faculty discussed the closing of the respiratory care technology program. James Mayo stated that the executive committee was made aware of this decision and that the decision to terminate the program had already been made. Faculty council members expressed concerns about closing a program and whether discussions had taken place with appropriate people before a decision was made.

Faculty council discussed the effect the Academy may have on enrollment and completion numbers. Members also discussed the need to put academy students into a separate group during Great Expectations as they have different registration needs than a non-academy student.

Becca Rhea moved to adjourn the meeting. Kim Holland seconded. Meeting adjourned at 3:30pm.