

JSCC Faculty Council Meeting Minutes
February 20, 2013

The meeting began at 2pm in Classroom CLB134.

Council Members present: James Mayo, Council Chair (English); Teri Maddox (English); Sara Youngerman, Secretary (Agriculture); Becca Rhea (Communications); Kim Holland, Vice-Chair (Nursing); Jerry Gilbert (English); Don Brown (CIS); Bob Raines (ex-officio; Psychology), Kim Todd (Radiography), Sheila Holland (Nursing); Emily Bates Fortner (Sociology);

Absent council members: Barbara Scott-Goodman (Nursing); Dee Jones (Nursing)

Visitors: Donna Johnsey (Respiratory Care); Tom Pigg (Dean of Allied Health); Bobby Smith (Interim VPAA)

1. Sheila Holland will represent Faculty Council on the TAF committee.
2. Faculty must change their net login passwords and will have to do so every 90 days due to an IT security audit. A request was made for IT to send out an easy way to remember passwords. James said he would contact Dana about the request.
3. Tom Pigg discussed reinstating a mid-term assessment policy. Posting mid-term grades or assessments for students has been recommended by a Complete College Act Committees and several retention committees we've had over the years. The purpose of reinstating midterm grades is to better inform students of their progress in courses. Faculty will be encouraged to post midterm grades this Spring 2013 semester, and a more formal policy will be in place for Fall 2013 semester. Faculty council recommended that there be some flexibility with this policy with respect to type of grade (ie: pass/fail vs letter grades), and that there needs to be some consistency as to where the grades are posted (ie Banner vs ELEARN).
4. Tom Pigg discussed several new programs that are being considered by JSCC.
 - An Occupational Therapy Assistant (OTA) program has been approved by TBR and a search for a program director is underway. We've had this job posting listed for some time and have been unable to find a suitable applicant.
 - A Fire Science Program is in the works, beginning Fall 2013, offering an AAS in through RODP. JSCC is working with local fire departments and plans to offer courses.
 - A Medical Assistant Certification program which will include courses/certifications in Medical Receptionist, Certified Nursing Assistant, Phlebotomy, etc. is being planned. This is to help Pre-Allied Health and Pre-Nursing Majors obtain certifications while waiting for admissions to other AAS programs.
 - JSCC is exploring the Dental Hygiene area as the demand for a DH program is present; however, the upstart costs are expensive.
 - Both the OTA and Fire Science programs are AAS programs and all other programs will most likely start out as certifications.
5. Bobby Smith discussed the recent agreement between JSCC –Trevecca-Nazarene University. Trevecca offers a bachelor's degree in Management/ Human Resources. They will use a JSCC classroom at night and will give \$2000 to the JSCC library. Trevecca encourages their students to take courses at JSCC. All of their courses run 5 weeks and are offered only at night. Faculty council asked if there were any concerns from TBR as Trevecca is a private school. Bobby said there were no concerns as Trevecca has the same agreement with other TBR schools and they are all very happy with the partnership.
6. Bobby Smith addressed the new Late Withdrawal Policy. He said that administration agreed the incident involving the grade change in December was inappropriate. Dr.

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Blanding did not want to create a withdrawal appeals committee as many appeals take place in the summer when faculty are not on campus. Situations with late withdrawals or grade changes sometimes occur because a student should have been purged due to non-payment and for some reason was not. The students assume they have been purged and do not go to class; however, if they were not purged, the students are then assigned a grade and that affects their GPA, financial aid, etc. Attendance reporting is important; however, these reports go to financial aid only and not student services or the business office. Bobby stressed that any request submitted after the beginning of final exams is no longer a late withdrawal and is now grade change, which also goes through Academic Affairs. Late withdrawals must be submitted by the student prior to the beginning of final exams. Bobby said that according to the JSCC catalog (2012-2013, page 19) a late withdrawal should only take place because of serious illness, serious injury, or death. Faculty council reviewed the late withdrawal form and suggested an area for faculty comments be included on the form, as well as including the criteria that qualifies a student for a late withdrawal. Faculty council members also discussed the late drop/withdrawal dates. The last drop dates are set by TBR and James and Bobby both said they would question the late dates at their next TBR meetings. Faculty council also discussed administrative withdrawals as the JSCC handbook does not have an official policy regarding lack of attendance in a course. Bobby said that currently, JSCC does not use administrative withdrawals due to lack of attendance and that it can be difficult due to financial aid issues. Bobby said he would ask other TBR schools if they used administrative withdrawals and would report back to faculty council.

7. Bobby addressed faculty council's concerns about the poor quality of distance learning equipment and a general lack of support from distance education. Bobby has met with Patrick Davis and Mary Jane Bassett. Bobby stated that work orders must be submitted if equipment is non-functioning. Bobby stated faculty should copy him on any emails regarding broken Distance Ed equipment and overloading students into any courses, DL included. Faculty council discussed a need for DL class caps. Bobby stated that all course caps come from the deans offices. Bobby also stated that JSCC is beginning to look at quality control issues regarding online courses and hopes to have policies in place by Summer 2013 or Fall 2013.
8. Bobby stated he is still working on requests from faculty regarding dual enrollment issues.
9. Bobby stated that the appeals committee for the RCT program appeal has met and Dr. Blanding is in charge of that process.
10. Faculty Council tabled the Final Exam Schedule discussion.
11. Bobby stated that Administration is looking at ways to reorganize Academic Support and Distance Education as they include many unrelated programs. Academic areas will not be affected by this reorganization.
12. Faculty Council discussed the faculty sick-leave policy. Human Resources said that faculty can't take sick leave if they are not sick or using sick leave as defined by TBR policy. Faculty must let their Deans know if they are sick or must miss classes so that the appropriate paperwork can be filled out and sent to Human Resources. Faculty council also discussed the availability of comp time or flex time. Faculty discussed the need for having a standardized sign for cancelling classes. Other methods of contacting students, including ELEARN, text lists, phone calls, etc., were also discussed. James said that Human Resources is still working on this and will let faculty know the official policy.
13. Council discussed the Constitution and By-Laws and the need to make amendments so that council representation reflects recent campus reorganizations. This will be discussed at the March meeting.

Faculty council meeting was adjourned at 4:20pm. The next meeting will be held on Wednesday, March 20, 2013, at 2pm. Location TBA.