

JSCC Faculty Council Meeting Minutes
August 20, 2013

The meeting was called to order at 1:06 p.m. in room SC 104.

Council Members: Kim Holland, Council Chair (Nursing); Richard Skelton, Council Vice Chair (Business/Industrial & CIS); Karolyn Smith (Nursing); Kim Todd (Allied Health); Vivian Grooms, Secretary (Social and Behavioral Sciences); Jerry Gilbert (Communications & Humanities); Sara Youngerman (Math & Natural Sciences); James Mayo, Ex-Officio (Communications & Humanities); Candice Sweet, At Large (Communication & Humanities)

Council Members Absent: Mary Wadley (Communications & Humanities) Family Leave; Karolyn Smith (Nursing) Medical Leave with proxy sent this date: Pam Forsythe

Visitor: Bobby Smith, Interim VPAA

Agenda:

Approval of Minutes from 4-29-2013: James Mayo indicated that the minutes from that meeting were automatically approved after no objections after distribution, according to Robert's Rules of Order.

Welcome to new members by Faculty Council Chair, Kim Holland

Issues related to Office of Academic Affairs:

- Dual enrollment was discussed due to ongoing need for policy clarification and past requests for this policy clarification. The most recent issue to be brought to Council involved Josh Britt's Math 1710 class at Liberty High School. According to James Mayo, Josh was informed by a JMCSS employee that 13 students who were not enrolled as JSCC dual enrollment students would be present during his class with their teacher. Concerns, including FERPA violation were verbalized. Bobby Smith indicated that there are 22 schools with dual enrollment classes and situations are different across settings yet that he was unaware of this situation. Mr. Smith also advised that it is possible that the school systems' communication issues between principals and teachers may be an issue. Formalizing or communicating policy for dual enrollment could be part of faculty orientation for those teaching. Vivian Grooms asked for written guidelines for dual enrollment.
 - **Action Item:** Faculty Council (FC) requested specific written policies of minimal guidelines schools are to follow so that faculty can be informed. Bobby Smith will clarify policy with Linda Nickell, Office of

Student Services and/or dual enrollment personnel.

- A question related to class caps was posed, as there are some classes with inconsistent caps. Bobby Smith reported that the Deans are still looking at class caps at this time. Discussion included overages in class caps, what those caps should be, and how dual enrollment student numbers are reflected on registration schedule (e.g., 25/0) as being confusing. Bobby Smith indicated that all of the dual enrollment students have not been added to the classes to date.
 - **Action Item:** Bobby Smith will check on class caps and discuss with the Deans.
- Bobby Smith asked Faculty Council's permission to remain present and advised he would leave when requested. FC Chair indicated a desire for transparency with faculty concerns and no council members verbalized concerns at this time.

Agenda Item: Faculty Council Constitution and Bylaws

- Council Chair opened discussion indicating the language in the Constitution and Bylaws needs to be changed to match current organizational charts.
 - Jerry Gilbert recognized that FC is operating under a faculty Constitution and Bylaws that have not been approved by the faculty since the document was never ratified by the 2/3 faculty vote. FC Chair mentioned her desire to have continuity in transitioning from one FC membership to the next, that she had reviewed history related to this issue in FC minutes, and that there was indication that FC from the recent past were not going to "push the issues" but that language needed to be changed;
 - Kim Todd reminded Council members that she had made a motion during the April 2013 meeting to for faculty to take a vote on revisions.
 - James Mayo took responsibility for this not being brought to the faculty before the end of the semester due to timing.
 - It was noted that other key issues related to needed changes have been discussed in FC meetings, such as the reduction of the number of FC members. Council Chair read the numbers of members representing each Division per number of faculty in each division and reported that these numbers do not add up to enough members to fulfill roles required by other committees (there are 10 committees needing faculty council member representation and only 9 Faculty Council members, two of whom are currently on leave).
 - A question was posed whether the problem was with representation or with the number of FC members or the limit to the terms served. Jerry Gilbert replied, "both are important...who can serve, and whether the committee can serve the faculty."

- FC Chair reported that we have copies of the Constitution and Bylaws before the 2010 amended copy currently in effect. Vivian Grooms asked about obtaining the copy of suggested revisions from the faculty before the 2010 amendments for comparisons and to be informed of previous FC interests.
- James Mayo gave a brief history of events surrounding the last revision of the Constitution and Bylaws.
- FC Chair suggested that data should be considered related to any changes made and asked if there was data to support how these changes had impacted FC ability to serve the faculty and college. An additional concern mentioned this data was meeting SACS requirements.
- James Mayo made a motion to review previous documents of interest to allow an informed vote regarding revisions. The motion was seconded by Jerry Gilbert. Discussion included defining what an “informed vote” would mean. Answers included, but may not be limited to: Looking at language changes needed; any relevant revisions related to adequate member representation; being interested in how changes would impact student success; linking to current goals of the college; and SACS compliance. The motion was unanimously approved.
 - **Action Item:** Faculty Council will prioritize organizing a vote to revise the Constitution and Bylaws.

Agenda Item: Summer Classes

- Bobby Smith reminded FC of the question posed during in-service “what should be done with/about summer classes?” Issues related to summer classes discussed this date:
 - Numbers needed to make a summer class (need for clarification), and administrative costs of summer session being related to the importance of class numbers;
 - Concerns about closing so many classes and student retention;
 - Consideration of a third semester;
 - Salary questions related to a third semester;
 - Dual enrollment during spring semester that decreases numbers in summer;
 - The need for more intentional summer class planning.
- Vivian Grooms asked if the third session and/or other summer class structure would be decided by administration. Bobby Smith indicated that a committee would be formed to provide recommendations. Vivian Grooms read some of the summer scheduling ideas sent around by faculty in response to an email from administration at the end of May.

- **Action Item:** It was suggested that James Mayo and Vivian Grooms serve on the summer scheduling committee once established.

Agenda Item: Clarification of Bonus

FC Chair and Bobby Smith indicated that “we just don’t know yet” about payment date and enrollment numbers needed for the 1.5% raise. That information will reportedly come from Human Resources.

Agenda Item: Final Exam Schedule

Bobby Smith indicated that we are going back to a final exam schedule. He also explained reasoning from the past that changed the regular exam schedule as being related to Hybrids, and other irregular class schedules that made final exam scheduling more difficult. The current schedule appears to be able to support going back to scheduling specific exam times.

Agenda Item: Pay for online course development/updates

The pay scale for online course development and updates was discussed. Bobby Smith reported that the policy had not been formalized to date but was close to being formalized. Mr. Smith took responsibility for the speed of the process; James Mayo acknowledged thinking the policy had been finalized.

Agenda Item: Tobacco Free Campus

FC Chair presented agenda item with no discussion. There will be official implementation in January.

Additional Items:

- A request was made for faculty to have the current organizational chart forwarded to them.
 - **Action Item:** Bobby Smith will forward information to FC Chair
- A question was asked about clarifying information (looking at data) used in the in-service presentation related to faculty pay level as compared to other community colleges since it was also mentioned in a Spring presentation so that faculty could better understand how these numbers were derived.
 - **Action Item:** Bobby Smith will seek to clarify this information with appropriate departments.
- **Action Item:** FC Chair reportedly will find out and clarify if Mary Wadley will be able to attend meetings or if a representative will need to be found for her position at this time.

With no further business, the meeting was adjourned at 2:55 p.m.