

Faculty Council Agenda
11-20-2013

The Faculty Council meeting was called to order at 2:00 p.m. in Classroom Building Room 103.

Council Members Present: Kim Holland, Council Chair (Nursing); Donald Brown for Richard Skelton, (Business/Industrial & CIS)Vivian Grooms, Secretary (Social and Behavioral Sciences); Karolyn Smith (Nursing); Jerry Gilbert (Communications & Humanities); Richard Coppings (Dean); Sara Youngerman (Math & Natural Sciences); Candyce Sweet, At Large Representative (Communication & Humanities); Liz Thompson for Mary Wadley (Communications & Humanities); Kim Todd (Allied Health); James Mayo, Ex-Officio (Communications & Humanities)

Council Members Absent: Richard Skelton, Council Vice Chair (Business/Industrial & CIS); Mary Wadley (Communications & Humanities)

Visitors: Tim Britt, John Koons, Emily Fortner, Anna Esquivel, Bobby Smith, VPAA

Dress Code Discussion-Bobby Smith

Bobby Smith engaged discussion regarding the dress code currently posted on JWEB. According to Bobby Smith, the dress code topic was originally to be presented at in service; however, it has already been presented to the pro tech and classified staff members. Points made by Mr. Smith included:

- There is a need to set a positive example for students;
- Dressing professionally for visitors (e.g., TBR representatives and potential industry leaders) leaves a positive impression;
- The recognition that choice of dress may not inhibit effective instruction, but that judgments of others are relevant, so for faculty to please be mindful of these factors seems important;
- No one will be actively monitoring the dress of faculty and it will be a supervisor's responsibility to address any verbalized concerns;
- Preference is to focus attention on other pressing matters at this time than dress code policy;

Faculty concerns verbalized this date included questioning the need for a "dress code policy." Bobby Smith reminded FC that policy provides fair guidelines to follow. Kim Todd asked if there had been issues related to dress code reported, and Bobby Smith reported that in their offices there had been reports.

Mr. Smith stated that "There will be no dress code police. Don't expect anyone to call you on the dress code." When asked if the next VPAA will pursue this matter, Mr. Smith reiterated that "There will be no dress code police." He added that we "have more important things to do than quibbling over a dress code."

James Mayo agreed with the need for "professional" attire and mentioned dressing professionally depends on the specific occupation being discussed due to obvious differences. A question was raised as to whether there is a national or TBR trend for professional dress code. James Mayo also mentioned doing internet searches to see if other colleges had dress codes for faculty and found very few. The ones he did find were at private, sectarian colleges. Mr. Mayo also pointed out that dress codes often focus inappropriately on women. Tim Britt mentioned Union University's lack of dress code guidelines for faculty and suggested JSCC consider moving toward a "decency policy." Concerns that differences in

dress code expectations would distance relationships between pro tech staff and faculty were verbalized. Bobby Smith was interested in finding out more about a “decency policy” and will reportedly look into the idea.

Kim Holland asked James Mayo to read the highlights to of the dress code policy. After the reading, Karolyn Smith asked a question related to the wording of “comfort level” and whose comfort level are we considering. Discussion ended with Bobby Smith deferring the topic to spring in service division meeting discussion.

Dual Enrollment Faculty Only Concerns Meeting to Be Scheduled-Bobby Smith

According to Bobby Smith, the faculty only dual enrollment meetings have not taken place to the delay in having two needed things in place: 1) the dual enrollment handbook guide; and 2) formation of the dual enrollment high school initiatives office, which is anticipated to be in place by spring semester. Liz Mayo commented that having a dedicated office in place would be a great idea for those involved with dual enrollment to be able to work closely. Bobby Smith concluded that once the office is in place, faculty will be able to verbalize additional concerns for improvement.

Dual Enrollment Coordination Team follow-up-information from Scott Woods (Kim Holland)

Kim Holland reported the timeline received from Scott Woods, which indicated that the rough draft of the handbooks involved with DE will be sent to the DE team before Thanksgiving. Emily Fortner clarified that the handbook guidelines will be very broad; the committee will add more specific policies as an addendum in the spring. Kim Holland mentioned needing general guidelines like a go-to list per institution; Emily Fortner noted that the committee is hoping that the information could be centralized and published as well as distributed by each high school’s office to make sure faculty have the information before going into the schools in the spring. Bobby Smith agreed that there is no reason we could not at least get a primary faculty contact for each school; Bobby Smith will contact Andrea, Dawn, and David regarding this need, and he will also call a meeting for us to review the rough draft of the related policies.

Standard Format for Office Hours-Bobby Smith

Bobby Smith reported that the same expectations for office hours found in the faculty handbook still apply. Discussion centered on finding a standard format for posting on doors. Ideas include color-coding in order to improve communication; faculty does not have access to color printers, however. James Mayo asked if it would be possible to load the office hours into JWEB for student viewing. No clear decisions were made this date.

Summer Scheduling Committee follow-up-Bobby Smith

Bobby Smith reported that there has been administrative discussion surrounding summer class scheduling and the need to form a group to discuss primary goals for summer session (including but not limited to): What are we trying to accomplish in the summer? Who are we trying to attract? Will classes continue to be offered as 5 week on ground and 10 week online format? Kim Holland noted that James Mayo and Vivian Grooms had planned to be on the committee being formed to discuss these questions; FC members were asked by Bobby Smith to be thinking about their experiences with summer, researching patterns as to how things have been going past semesters, and providing ideas for consideration. Financial aid during

summer semester was discussed. Bobby Smith noted that this may vary per student, and that he is hesitant to specify summer aide guidelines due to this variation.

Spring Semester

A faculty member asked about the spring class schedule and if faculty names could be listed beside classes when the schedule opens for registration. Most council members do not see anything wrong with students being able to sign up for specific professors, and that it is known that students will shop for professors, which is seen as positive overall. It was also mentioned that since faculty have noted seeing more advisees this semester, it seems more important to know who is teaching a course. Bobby Smith deferred the option to post names to the division deans; however, that does not reportedly include dual enrollment courses. Class caps were mentioned, our courses being like a “free market society,” and that DE courses should not impact other courses. Candyce Sweet reported that she had 5-6 students who are waiting to register due to lack of names posted. It was also noted that students are stating that they are waiting to register after faculty names are posted. Emily Fortner presented the idea of having the semester’s schedule before priority registration opened so that faculty could work with advisees before registration opens, if our priority is to get those students registered before the schedule opens up to everyone. Bobby Smith indicated that providing faculty names on the schedule as soon as it opens is an idea that he agrees with; James Mayo asked Bobby Smith to convey the information to the deans.

Top DFW courses-Bobby Smith

Bobby Smith has a list of the top DFW courses per the VPAA of TBR. The top 30% of classes have 80% of students enrolled, and those earning a D, F, or Withdraw have been recorded. For example, the following classes and enrollment numbers: LS Math (1532); ENGL 1010 (1523).

There is no mandate from TBR as to what to do with the information; Bobby Smith evaluated highest attrition rates and noted that the focus is on the courses and not on individuals but will help lead discussions on improving retention rates without decreasing standards. For example, the highest among the top 30 listed is LS Reading (52% attrition rate); Bobby Smith asked the general question: Putting the content aside, what can we do to help students succeed? Students aren’t withdrawing, but they are not attending, per Bobby Smith’s comment; he will sort the top 30 courses by attrition rate also.

In relation to attrition, James Mayo noted “course load” matters. Tim Britt mentioned that the focus has traditionally been on “What the faculty can do,” but that the question appears to also need to include, “What can the student do?” Tim Britt acknowledged how he has been working harder because the student won’t and that students still are not succeeding. Anna Esquivel noted having just attended a conference in Atlanta where it was noted that for first year courses, online success was found to be incredibly low if it was the student’s first semester. Bobby Smith mentioned the interest in the topic of online courses and tied the conversation into the course Revitalization efforts for English 1010.

Kim Holland thanked Bobby Smith for coming to FC and noted his attendance as related to faculty morale. Bobby Smith noted that he always appreciates the comments from faculty.

Idea Survey and Extra Questions-Kim Holland

Kim Holland reported that the additional administrative questions on the survey were not well accepted due to the Likert scale being “backward” compared to IDEA questions, and confusing wording of questions. Due to these issues, this data will not be evaluated but instead considered a “trial,” and the questions considered invalid. Karolyn Smith and others verbalized concerns related to how much time the survey took, and that some of the Nursing Team teaching students are having to be repeatedly surveyed. Ideas for spreading out surveys over fall and spring semesters were heard (e.g., having tenured faculty options of fall or spring evaluation opportunities rather than mandatory semesters). Liz Mayo asked about having a better way to gather comments from students other than writing on notebook paper (e.g., survey monkey). Instructions for giving the survey need clarification (e.g., specific directions related to forms and when faculty are to leave the room) in order to encourage test validity. One suggestion was to provide an example as was given with the SIRS sample in the past. Nursing FC members presented the pros and cons of the results (e.g., the data will come back very quickly (pro); faculty had to have a special meeting with the IDEA company to understand the results (con) and that initial results were so unfamiliar looking, that results were confusing and even appeared negative initially to faculty).

New pay scale-information from Amy West (Kim Holland)

There is a new pay scale for 2013-2014 per Kim Holland’s report after speaking with Amy West. The pay scale is updated annually by the consumer price index. There is the potential for a new faculty member to hire on with a higher pay than a current faculty member due to the inability to make corrections for what has happened with pay adjustments to target unless a faculty is fired, then re-hired, for an extreme example. Karolyn Smith asked about the status of getting faculty up to target before new hires and/or “other things done.” Kim Holland reported that she will ask about existing targets; staff is different because they can’t be hired in higher due to job grade. Related questions were mentioned: “Why is it so hard to get a .pdf on JWEB...where is our faculty handbook; where is it...where is the new pay scale posted?”

Election of At-Large Representatives Discussion-Council

Kim Holland reported intent to send out an all call for the two open At-Large Faculty Council positions but that concerns related to timing of the call were raised. Bylaws will be consulted and a call for positions will be discussed at a later date.

Certificate for the Completion of 45+ hours follow-up-Kim Holland

No report due to the need to contact Robin Marek.

Spring Schedule Concerns (Absent faculty names listed with courses, On-line and DE staffing)-Kim Holland

Kim Holland presented the faculty concern related to full-time faculty placement in dual-enrollment courses and in sometimes not being allowed to teach online courses; specifically, this appears to differ per division. Jerry Gilbert noted some historical problems related to adjuncts in dual enrollment classes. FC members discussed numbers of adjuncts (i.e., approximate n=194) compared to full-time faculty (i.e., approximate n=89); other concerns verbalized related to adjunct numbers:

- Are adjunct numbers related to student success?

- Do numbers now warrant more tenure tract professors?
- Is the level of unpreparedness of adjunct related to unprepared students?
- Advisee loads due to high numbers of adjuncts and dwindling faculty numbers are problematic;
- Adjuncts are not listed in the directory and their students have difficulty contacting as needed and if needing help;
- How are adjuncts screened? Faculty mentioned having knowledge of other schools (e.g., Dyersburg State Comm. College) where an elearn exam and/or certification was mandatory before qualified to teach an online course; Candyce Sweet mentioned teaching adjunct for JSCC for 2 years without receiving elearn training;
- Attrition and performance of adjuncts in general is questioned due to lack of data related data available to faculty.

Reports from Council members on college wide committees-All Faculty Council Members

One report was given; other reports currently tabled: The Food Vendor Committee reported that there will delivery services for students with several options.

Update on the recommendations from each committee formed from the Complete College Act follow-up-Kim Holland

Discussion tabled.

Classroom/Building aesthetics follow-up and Safety and Security follow-up (AED, CPR training and ID badges)-Kim Holland

Kim Holland reported that there is now an AED in the classroom building; anyone interested in CPR training should contact her; there is money available to get faculty trained. Another AED has been ordered for the McWherter building. Color coded mandatory name tags have also been ordered.

Updates on hall areas: There can be no seating within the main halls due to fire codes; it was mentioned that QEP discussions are bringing up this topic due to student-verbalized concerns of having no place other than their cars to study.

News from Sub-Council follow-up-Kim Holland

Moonlighting Follow-up—Kim Holland asked about the rationale and intent to lift 15 hour limit. April Preston at TBR informed Kim that all extra jobs are self-reported; there will be more information on this topic to come.

Scheduling Classes Follow-up

Kim Holland spoke with Dr. Blanding about competitive and flexible scheduling of classes. JSCC is losing non-traditional students who may need more Saturday and evening classes; therefore, Dr. Blanding will be looking at those numbers.

Additional Business was provided by Kim Holland unless otherwise noted:

- Kim Holland reported that the Christmas party will be a breakfast party on Friday, December 13th. Heather Freeman will make a call for volunteers to help.
- Reminder that JSCC will be smoke free in the spring; if an employee is smoking on campus, Human Resources will be alerted; if a faculty member feels comfortable reporting student smoking, call Student Services, Steve Cornelison; if a visitor on campus is smoking, call campus security. We are getting a 3rd police officer for campus. It was discussed that faculty do not want

to be put into a confrontational situation with our students, and that we need to find out how other campuses handle these situations successfully.

- The GED is not offered on campus any longer;
- The JSCC journal newsletter coming back;
- Registration has moved from 22% to 12% down;
- An offer was made to an OTA program director but no word has come regarding acceptance.
- The Academic Freedom policy that applies to faculty participation in institutional governance has been passed. Vivian Grooms has a copy of the new policy and will forward to Kim Holland.
- Vivian Grooms asked about the Safety training hours (20 hours) due by December 20th to clarify if there has been a reminder to faculty regarding this requirement. Also, it was noted that there are two advisee lists that differ on JWEB; one list is the fall 2013 list, but the default is currently the spring 2014 list which might appear much shorter for faculty at this time.
- Kim Holland mentioned that the new name for the basement level of the Classroom building will be the *Lower Concourse*; also, there is a discrepancy between the name of the Student Union and Student Center; it was noted that it is sometimes referred to as JHUB; it was suggested that perhaps JSCC hold a student competition to name the building.
- It was noted that due to end of the semester, there will not be a Faculty Council meeting in December unless needed for currently unforeseen circumstances.

A motion to adjourn was made by Vivian Grooms and seconded by Kim Todd and several others in unison. Meeting was adjourned at 4:20 p.m.