

**Faculty Council Minutes**  
**January 17, 2014**

**Council Members Present:** Kim Holland, Council Chair (Nursing); Richard Coppings (Dean Representative); Jerry Gilbert (Communications & Humanities); Vivian Grooms, Secretary (Social and Behavioral Sciences); Karolyn Smith (Nursing); Candyce Sweet, At Large (Communication & Humanities); Kim Todd (Allied Health); Mary Wadley (Communications & Humanities); Sara Youngerman (Math & Natural Sciences).

**Council Members Absent:** Richard Skelton, Council Vice Chair (Business/Industrial & CIS); James Mayo, Ex-Officio (Communications & Humanities).

**Visitors:** Emily Fortner and Liz Mayo; Interim VPAA, Bobby Smith

Kim Holland called the meeting to order at 1:05 p.m. in the Classroom Building, Room 103, and began the meeting by welcoming everyone and beginning the agenda.

**Interim Vice President Positions**

Bobby Smith discussed timing of three JSCC administrative positions to be filled: Institutional Advancement, VP of Student Services (VPSS), and VP of Academic Affairs (VPAA). TBR had reportedly asked when the interim positions would be made permanent. Searches for these positions will begin this semester, and administration is waiting to receive a TBR memo to begin the search. JSCC will begin the search for VPAA this semester and it will ideally end by June with a permanent VPAA in place for the beginning of the next academic year. Bobby Smith reported that there is a June or July timeframe for the Institutional Advancement position; Kim Todd inquired about the VPSS, and Bobby Smith reported that the position will be filled only in the event that he did not move back into that position after the VPAA search. Linda Nickell will hold the VPSS position through June, 2014.

Liz Mayo inquired about potential new faculty positions; Bobby Smith related that there are two temporary English and one temporary Biology position currently filled and that all three positions will be searched for full-time term contract positions. Bobby Smith reiterated that if faculty members have additional questions about the search information, to please come and ask, and that he will stay in touch with FC Chair to update of changes. Bobby Smith also noted that “the rumor mill is problematic and unproductive,” and he clarified his relationship with Dr. Blanding is positive working relationship.

Emily Fortner asked about the dual enrollment position, and Bobby Smith reported that they are in the interview process; he also noted that the librarian position has been filled with Sarah Sadker.

Ending comments by Bobby Smith addressed in-service cancellation due to potential illness related to the flu, and discouraging students from coming to class if feeling ill and to avoid over-penalizing for absences during this time.

### **Final Exam Schedule**

Kim Holland noted that the final exam schedule can be found on JWEB, and that she had received a question from a faculty member inquiring about how adjunct faculty find out about the final exam schedule. Liz Mayo suggested that someone print the schedule and post it in the adjunct faculty office door. Vivian Grooms inquired as to who communicates this and other information to adjuncts, especially since JSCC has had, for example, a significant change in the elearn system. Emily Fortner mentioned Jennifer Cherry's role in handling adjunct fall in-service and in vetting the adjuncts; Emily also noted that she is still on the adjunct list serve but receives limited, if any emails about such matters. Kim Holland reported that nursing adjuncts received an orientation booklet; Mary Wadley noted having spent 45 minutes with an adjunct on the telephone today related to the elearn changes. Liz Mayo suggested that this is perhaps hinting at the larger problem of communication with adjuncts in addition to having appropriate credentials in database as a concern, and that she had sent a message to the deans to see if there might be potential problems related to SACS and adjunct credentials. Liz suggested forming a faculty credentialing committee as seen in larger colleges to make sure we are doing all that we can do to in this area. Someone noted that Dr. Blanding has been asked about background checks; apparently there are different levels of background checks. Kim Holland asked for additional related concerns; Mary Wadley verbalized support of Liz Mayo's suggestion due to problematic historical events; Liz replied that she has never met about "90%" of the English adjuncts. Kim Holland reiterated the nursing program's requirements, including that they come in either August or January for an all day orientation, which tends to either work well and the adjuncts stay for a long time or leave quickly after realizing this is not a good fit for their careers. A related question surfaced about the existence of an adjunct faculty handbook. A faculty member present this date found the adjunct faculty hiring packet online, but no handbook.

### **Standard Format for Office Hours Proposal**

Kim Holland passed out an example of a possible office hour template. Past FC meeting comments suggested adopting a standard template; she suggested that FC members bring in their division's favorite version of an office hour template to share, discuss, so that we might eventually develop a standard form for everyone.

### **Fast Facts from the Office of Institutional Research and Accountability**

FC reviewed the fast facts that were attached to the call for agenda items email.

### **Idea Survey Interpretation Questions and Concerns, Including Timing Issues**

Kim Holland reported that Sarah Cooper is going to create a workshop for faculty related to interpreting and using IDEA data. Sara will be attending a February 11-12, 2014 workshop regarding IDEA data interpretation. Faculty should send any questions regarding the survey to Sara so faculty can get specific questions answered. Specific concerns noted this date included unclear instructions; hand written comments and faculty and probable student discomfort regarding not having those comments typed up for them (i.e., being able to recognize student handwriting). Other FC member questions addressed how we might split the number of surveys or space them out to ease student survey distress; how often are adjunct faculty classes assessed; Vivian Grooms suggested administering spring IDEA surveys for adjuncts to lighten the load.

### **CCSSE (Community College Survey of Student Engagement)**

Kim Holland reminded FC about the spring semester CCSSEE surveys and reiterated that these surveys are part of the accreditation process, and not optional.

### **Dual Enrollment (DE) Coordination Team follow-up-information from Scott Woods and Bobby Smith**

Kim Holland deferred the topic to Emily Fortner, who reported that a “very general” rough draft was provided to the DE coordination team, and that faculty will likely be more interested in seeing the document when they are able to sit down with the VPAA to create a more specific policy. Reviewing other successful community college DE policies will be a good starting point in JSCC further policy development; Kim Todd asked about what students will receive related to the policy and if the policy would be online. Emily reported that to have the policy online is the goal at this time due to the policy being geared toward the High School population. Bobby Smith is reportedly distributing DE contact persons for each school, which is a great forward step! A FC member noted their thanks to Scott Woods and the DE team.

### **Summer Scheduling Committee follow-up-Vivian Grooms, James Mayo**

This committee has not met to date.

### **Top DFW courses**

Kim Holland reported that Bobby Smith sent out the DFW information. There were no further comments regarding this topic noted.

### **New pay scale and target pay-information from Amy West**

Kim Holland reported that there will be a \$2,000-\$2,372 pay increase for faculty being promoted. If a faculty member is working on a degree while employed, there was supposed to have been compensation for achieving the new degree in the past; however, Kim Todd mentioned that this pay increase did not occur for several people in Allied Health, and Kim Holland agreed that the same thing had happened in Nursing.

### **Certificate for the Completion of 45+ hours follow-up**

Kim Holland reported that she had received an emailed response from Robin Maerk about the Certificates of Completion, which have reportedly been discontinued. Kim Holland will further clarify whether we will be using them under other circumstances.

### **Absent Faculty Names on Class Schedules for summer and fall**

Discussion and subsequent request was made by FC to have the Richard Coppings relay information to the deans to provide the summer schedule with names due to questions about what might be offered during summer session. It was noted that the summer scheduling committee has not met to date, and at least one deans have submitted the summer schedule; Sara Youngerman, for example, noted that her Summer 2014 course already appears on elearn.

### **Reports from Council members on college wide committees**

There were no committee meetings reported attended since November; Related information reported this date: Mary Wadley reported that 8 International Education students have applied for study abroad; Sara Youngerman and Kim Todd noted that Faculty Development Committee will meet next week; Kim Holland provided information regarding the Great Expectation Conference in D.C. for the AACC; Liz Mayo reported that she will be attending the AAACC Conference also; and the faculty guide to addressing dangerous and disruptive behavior was mentioned.

### **Building aesthetics follow-up and Safety and Security follow-up (AED, CPR, ID badges)-**

Kim Holland reported that AED devices are now available In McWherter (close to Ayers Auditorium), the classroom building (close to vending machine area), the Science building, and the Administration building. The Campus Standards Committee met twice and was tasked with identifying goals and discussing materials and classic design. Kim Holland explained the importance of being vocal about JSCC's need to edit our buildings, signage, bulletin boards; some items have been on the walls since the 1990's. Committee members met with Nashville interior design firm. Carol Norman and Lisa Smith's ideas were submitted and other topics were explored, including a student art gallery location, the best way to display student art, and using rods to hang. The firm will come back with recommendations that the committee will present to Lisa and Carol.

A FC member asked whether or not students will be wearing their badges. Kim Holland noted that she will be addressing that issue next week, and that currently per Amy West, students will not be wearing badges at this time due to a limited number of TBR schools currently requiring student badges. It was mentioned that past FC meeting comments supported student badges for safety purposes, specifically; it was mentioned that Student Services did not want to tackle when a strategy is not in place to enforce badge wearing behavior. Candyce Sweet mentioned having worked on a badge-friendly campus where faculty would walk students without badges to the

nearest security guard in order to get a temporary badge; the process in place tended to encourage student badge requirement compliance. Mary Wadley mentioned that the student identification badges will have a bar code; Kim Holland will bring the topic back to the president's cabinet meeting due to faculty concerns. A lively discussion of lanyards and ogling behavior ensued.

**Update on recommendations from each committee formed from the Complete College Act**  
Agenda item was tabled until next meeting.

### **Moonlighting Follow-up**

Kim Holland noted that Senator Yeager withdrew the moonlighting proposal without explanation.

### **News from the President's Cabinet was presented by Kim Holland:**

- The term High School Equivalency (HSE) will replace the term General Education Development (GED) beginning January 1, 2014;
- Institutional Effectiveness will report to Dr. Blanding until further notice;
- Soup Du Jour will begin serving breakfast and lunch on February 6, 2014;
- In April, the parking lot in front of the Student Center will be blocked off for construction;
- West Tennessee Healthcare is assisting us to expand our search for a Program Director for the Occupational Therapy Assistant Program. The position must be filled before the program can be developed.
- Financial Services has requested the following incidental fee requests:
  - An addition of \$25.00 per credit hour for students in the nursing program may begin in the fall as a "high cost program fee;"
  - Parking fee for employees may be removed in the fall
- Please help Sara Cooper collect committee meeting minutes which reflect data driven decision making;
- Encourage students to check elearn for carpooling groups. This is an effort from Student Services to help with retention and gas costs;
- Our Allied Health building is currently #5 on the list to be funded. Dr. Blanding asked various legislators during the Legislative Summit on 1-10-14 to continue to advocate for our institution to accomplish our goal for the completion of this building.
- The Veteran's Assistance Program will now pay for Learning Support classes.

### **Additional Business**

- Subcouncil meets next Friday;
- The shooting at Liberty Magnet High School during dismissal was mentioned, and a question was asked about liability and safety concerns for JSCC faculty there;
- Kim Todd noted JSCC ongoing and chronic changes in administration and organization which can make us appear like a fledgling institution when employees can't tell where to go to for needs.

Mary Wadley presented a motion to close the meeting; Sara Youngerman seconded the motion; all were in favor of the motion and the meeting closed at 2:41 p.m.