

Faculty Council Meeting Minutes
2-19-2014

Council Members Present: Kim Holland, Council Chair (Nursing); Richard Skelton, Council Vice Chair (Business/Industrial & CIS); Richard Coppings (Dean Representative); Jerry Gilbert (Communications & Humanities); Vivian Grooms, Secretary (Social and Behavioral Sciences); Belinda Higgins (Representing Nursing); Candyce Sweet, At Large (Communication & Humanities); Kim Todd (Allied Health); Mary Wadley (Communications & Humanities); James Mayo, Ex-Officio (Communications & Humanities).

Council Members Absent: Karolyn Smith (Nursing); Sara Youngerman (Math & Natural Sciences);

Visitors: Liz Mayo and Abby Lackey

Kim Holland called the meeting to order at 1:04 p.m. in the Classroom Building, Room 103, and began the meeting by welcoming everyone and beginning the agenda.

Injured Faculty

Kim Holland mentioned adjunct faculty member, Prentiss Ballard, who was injured in an automobile accident recently. James Mayo is continuing to take up funds, and he mentioned that Prentiss was very appreciative to those who donated.

Empty Vice President Positions

Kim Holland noted that the VPAA position has been posted; Amy West's committee will look at three candidates and Dr. Blanding and other committee members will go visit their current place of employment to get a feel for their activities. The VPAA posting was reviewed and it was noted that there appears to be room for improvement in the posting due to sentence structure and grammar mistakes. Significant discussion of how mistakes in postings impact the image of the institution. James Mayo asked if anyone knew where the advertisement for the VPAA position will be posted. The Higher Education Chronicle was mentioned. Kim Todd noted that there is a history of not having an adequate number of faculty on the VPAA search committee, and she noted a need for significant senior, tenured faculty presence on this search committee. Other related comments included that there were only two faculty on the *Access to Success* Committee and that it needs to be made known that faculty are interested in serving on active committees. The VPIA will also be posted and there will be another meeting to discuss to whom the VPIA will report.

Summer and Fall Schedules with Faculty Assignments and Issues with Advising Students and Graduation Proposals

Kim Holland reported that faculty names will be beside classes for the Summer and Fall schedules when they are released. The timing of release is problematic due to graduation proposals coming due on March 7th; the schedule will be in on March 21st at the soonest. James Mayo mentioned that perhaps the graduation proposal date can be changed; however, it was noted that in order to have the student's name in the graduation program, March 7 is the deadline. Related to graduation and classes, Kim Todd asked if

administrators consider classes that need to make for summer graduates before canceling due to smaller numbers. Abby Lackey noted that knowing schedules as soon as possible enables students to schedule relevant services (e.g., childcare) as soon as possible. Kim Holland stated that she will ask about the summer class cancelations, and other scheduling concerns.

School Cast System

Kim Holland passed out the policy for the School Cast System, which is to be finalized on February 24th, 2014. It was noted that this document also needs editing as a JSCC publication, and it was suggested that this policy be renamed due to the ambiguous nature of its title. Liz Mayo suggested that perhaps a panel of faculty needs to be formed to review ads, documents, other publications due to potential poor PR for JSCC in TBR's and any potential future VPAA. Abby Lackey noted that a Communications Advisory Committee is being formed which might be relevant to this discussion. Kim Holland asked that additional comments be sent to her by February 24th.

Students Auditing a Class

Kim Holland introduced the topic by asking, "How late in the semester should we let auditing students into a class?" Mary Wadley described one situation when her student changed from credit to audit and stayed in the class; she also noted that seniors age 65 and up can take free courses but that JSCC does not advertise this option. Someone asked if those taking free classes get credit. No clear answer was given. Auditors, per Mary Wadley are not expected to attend all classes and that there is instructor freedom in grading for auditing students; James Mayo noted that we need to see what others are doing with auditors; Candyce Sweet reported that at the University of Memphis, exams and homework were optional for auditing students; Kim Holland noted that taking auditors on a case-by-case basis appears to be the current policy, and then she asked for further discussion; there was no further comment.

Student Center, Classroom Building Faculty Lounge/Break room, Nursing Building, Allied Health Building, Other Campus Projects, and Building aesthetics follow-up and Safety and Security follow-up (AED, CPR, ID badges)

- Kim Holland reported that student center renovations were 2.5 million dollars and that TBR funded \$750,000 of the project. Discussions of what to name the building continue.
- Kim Holland asked FC to spread the word to try to support Soup De Jour, which will be opening next week.
- Kim Holland reported that room 211, the old media room that is currently being used by OIT, is being "put aside" for future faculty use as a conference room area, but that we cannot begin using it at this time because faculty use will be dependent on other moving in the interim.
- Kim Holland reported that there has been discussion of a renovation of the Administration Building (2 million dollars), yet there has been no mention of Classroom or Science Building renovation funding. It was noted that faculty might go see the lower concourse of the Classroom Building. James Mayo asked, "Whatever happened to the Phase I faculty office furniture rehab project?" It was suggested that faculty council have a list of projects that are finished and unfinished and reminded the group of the priorities related to funding projects related to the "student experience."

Building and Other Campus Projects

- Kim Holland mentioned a Campus Standards meeting on Thursday and that she and Emily Fortner did meet with the designer firm out of Nashville to choose colors to increase aesthetic

consistency across campus; the art gallery was discussed and a proposal has been submitted; Emily and Kim will attend a Classroom Building walk-through from 1:30-3:00 with Horace Chase next Wednesday.

- Kim Todd mentioned that she is meeting with Allied Health Building designers next week regarding their new building although the building is not to be built within any near future time, according to recent statements in the Financial Affairs all-employee meeting. The lack of funding for this building, in addition to other financial reports from that meeting were mentioned; lack of parking adequate parking for Nursing students in the new building was mentioned.
- Kim Holland reported that there was not an AED ordered for the Science building due to a miscount of needed units.
- The weight room renovation has been funded and moved to the innovations room. It was noted that faculty and staff can use the weight room.
- Kim Holland reported that we don't know when the ID badges would be available; at this time, all employees will be wearing badges, but not students.
- Liz Mayo mentioned the speaker Dr. Brian Van Brunt and Addressing Dangerous and Disruptive Behavior on Campus. This activity is supported by faculty development funds; Liz asked FC to help promote the event sessions, Wednesday, March 19th Faculty Sessions from 2:00-3:00 p.m. and, 5:00-6:00 p.m., with Staff-Focused Sessions from 9:00-10:00 a.m. and 3:30-4:30 p.m. Sessions will be in Ayers Auditorium.
- Per Kim Holland's information, security guards will not have a routine schedule, but security walk-throughs will happen.
- It was reported that Chattanooga State Community College has benefited from the work that the Student Intervention Team (SIT) has achieved which has helped them increase their emergency preparedness.

Faculty Feedback Training

Kim Holland noted this agenda item and Faculty Council members discussed basic knowledge and usefulness of the process currently in place. There was concern that only emailing a handout regarding the process will be enough to encourage faculty understanding, use, and impact of the procedure.

Incorrect Reporting of Faculty Pay across TBR

Liz Mayo reported on the explanation given at the financial state of the college report regarding this item. Reportedly, incorrect numbers were given, and faculty pay was not 1st out of the 13 Tennessee Community Colleges. James Mayo stated that he had repeatedly asked for the data regarding this obvious discrepancy last year. Faculty Council members discussed the negative impact of last year's incorrect report on the relationship between faculty and Classified Employees who rate as lowest paid among the Community Colleges. Faculty Council will request a letter go out to all employees, apologizing, and explaining the reason for the mistaken numbers.

TICUA Response on the Governor's Tennessee Promise Proposal

Kim Holland provided a handout regarding this agenda item. There was no significant discussion.

Adjunct Faculty Concerns (Pay, Training and Mentoring)

Members of the Ad hoc Adjunct Committee will meet in early March. Members of the committee are Anna Esquivel, Scott Woods, Vivian Grooms, and Kim Holland.

Alteration of Established Departmental Course Requirements without Oversight

- Jerry Gilbert presented three points of concern related to this matter: 1) At least one adjunct faculty had altered or reduced established departmental requirements for an online class; 2) Adjunct faculty had used electronic aid for evaluating student work that required face-to-face evaluation; 3) Dismay that course requirements were being “wholesaled” and altered without departmental agreement;
- Related comments included report of a hybrid course which only ½ of the class “existed;”
- Faculty advisors not following TTP guidelines for course recommendations on certain pathways in order to fill personal courses, and that this practice hurts students in the long run.

College Committee Service

Kim Holland sent out a call for faculty to email information regarding their Ad Hoc/Other committee or team assignments; she did not receive significant response.

News from the President’s Cabinet—Presented as stands below by Kim Holland:

Dr. Blanding discussed some plans for enrollment growth. JSCC currently has the third lowest enrollment among the 13 TBR Community Colleges. Areas of interest are growing our High School presence through DE, occupational programs, Allied Health and outreach to non-traditional students. Graduation will be Saturday May 10th at 2:00

The Assessment of Administrators will be conducted this semester. Please take time to complete the evaluations.

News from sub-Council—As reported by Kim Holland

Pot Luck Controversy--There were several humorous responses to an email circulating among the Faculty sub-Council related to an unconfirmed statement that pot-luck style dinners would be banned in TBR colleges across the state. A concern regarding food preparation guidelines related to food safety was mentioned as a reason for the statement.

University of Memphis Summer Contracts—U of M has applied to TBR for an allowance that would relieve them from paying summer pay by the 1/32 rule due to current financial issues; these faculty top out at \$5,000 per class. The last Chancellor stood by the 1/32 rule and stated he would not change it.

Macro Majors versus Undecided—Due to the fact that students who enter college as an “undecided” major, the idea of macro majors is being discussed so that students will be required to list a macro area when admitted. The major areas being discussed are Arts, Business, Education, Health Sciences, Humanities, Social Sciences, STEM, and possibly, Interdisciplinary. Kim Holland requested that FC bring this information back to constituents for feedback.

American Sign Language as a Foreign Language—Is ASL a foreign language? And if so, should all Gen. Ed. Requirements include language. Vivian Grooms asked would this not make all of the Pathways A.A. pathways if foreign language is required? Mary Wadley agreed that perhaps we have an unclear understanding of the question related to this item. Kim Holland will confirm.

Instructor/Career Ladder Task Force—a task force is meeting to discuss the development of a track for adjunct instructors, in order to reward them with a title. Specific step titles discussed initially were

Instructor, Senior Instructor, Master Instructor. Those instructors would be offered three year contracts with yearly progress evaluations.

Final Exam Schedule

Kim Holland reportedly sent the final exam schedule out to all Faculty and Adjunct faculty.

Standard Format for Office Hours Proposal

Kim Holland reviewed this agenda item. Response from Faculty Council indicated that each dean has a preferred format for office hour forms for doors, and that they distribute by email. No further discussion.

Idea Survey Interpretation Questions and Concerns, Timing of Idea Surveys, and CCSSE

Kim Holland reported that questions and concerns were submitted to Bobby Smith but that no meeting for this has been set to date.

Dual Enrollment Coordination Team follow-up (and) Summer Scheduling Committee follow-up

No information on these items was discussed other than the Summer Scheduling Committee never met.

Pay increases for Advanced Degrees

Kim Holland opened discussion for this item. It was noted that there continue to be questions regarding the status of raise in pay for advanced degrees. In the past, one faculty member was told that “we don’t do that anymore” (i.e., pay more for advanced degrees), yet clearly that is not the case per policy. At this time it is suggested that anyone who gets an advanced degree contact Human Resources to confirm timing of the degree and pay increase. It is necessary to submit paperwork that degree has been conferred.

Certificate for the Completion of 45+ hours follow-up

Kim Holland noted that Robin Maerk will email information regarding these certificates after March 7th.

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

Vivian Grooms gave a report from the Assessment of Administrators Committee. Administrators will be assessed again this year. The current goals of the committee are to 1) find ways to increase employee confidence in confidentiality of the survey; 2) increase administrative use of survey findings to improve performance; 3) look at other survey question options that decrease number of N/A responses and provide more information. In regard to #3, the committee is looking at IDEA survey for administrators. That survey appears to include more questions that supervisees would be able to answer. This year, the standard evaluation as given in the past will be given.

Update on recommendations from each committee formed from the Complete College Act

Kim Holland will send out these recommendations by email to all faculty members.

Moonlighting Follow-up

Kim Holland reported that according to JSCC Human Resources, the “Moonlighting” policy (that no JSCC employee may work at another job during the days Monday through Friday during the hours of 8:00-4:30) is neither a TBR nor JSCC policy, but it is a JSCC “practice.”

Textbook Resources

Resources for student textbooks were discussed due to students frequently not having funds for books, or that they have to wait for additional funds to be posted to their refund cards. Someone noted that some of the Pearson resources have free online access for 14 days that includes lab and online text access. The library has most texts on reserve for students, and there are student book funds available through Student Services.

Mary Wadley made a motion to adjourn. Belinda Higgins provided the second. Meeting was adjourned at 3:55 p.m.