

Faculty Council Meeting
March 23, 2014

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

Council Members Absent: Richard Skelton, Council Vice Chair (Business/Industrial & CIS)

Visitors: Liz Mayo and Emily Fortner

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.

VPAA Search and Committee Representation

Kim Holland reported that the VPAA search appears to be a solid effort for qualified applicants and that there have been approximately 10 applicants to date. Dr. Blanding has also continued to keep the application deadline open to increase the applicant pool. James Mayo noted concern that despite reports that we have some “outstanding, highly qualified” applicants, the applications he has reviewed do not actually meet that description. A question was asked regarding whether or not the job description will be altered for grammar and plagiarism. Kim Holland reported that it was her understanding that some, but not all, of the changes proposed by faculty were accepted. Liz Mayo reported that Motlow State is also looking for a VPAA, and that the JSCC advertisement mentioned a minimum of 5 years teaching, although Motlow State is only requiring 3 years. This was perceived positively by Council members this date.

Classroom Building Faculty Conference Room, Other Campus Projects, and Building aesthetics follow-up and Safety and Security follow-up (AED, CPR, ID badges)

Kim Holland reportedly requested a list of funded projects, but has not received the list to date. She also noted that the Administration Building is not a funded project. One important project Kim Holland noted was the faculty conference room, which she mentioned to Dr. Blanding again. Dr. Blanding reported that he thought that idea had been accepted and that he would ask Bobby Smith to work with Horace Chase to move on that project so that faculty could go ahead and claim the space. Other comments and unanswered questions included:

- Mary Wadley mentioned the beginning of the weight room renovation;
- Kim Holland reported that the Nursing building will break ground in May;
- Horace Chase agreed to come to FC to discuss plans; he was out of town today, but Kim Holland will extend an invitation for next month;
- Kim Holland mentioned classroom aesthetics; the classrooms have been painted with an accent wall; one suggestion regarding further classroom building renovation included dividing up classrooms of use between the divisions and using division budget monies for renovations under

\$4,000.00; Primary plans for the Classroom Building include blinds and paint. James Mayo asked whether the plans included finishing the heating and air;

- Other significant concerns related to water leakage and parts of ceiling falling due to ice were mentioned. It was noted that reports via JWEB should be used if anyone sees student danger.
- Richard Coppings confirmed that the AED was installed in the Science Building;
- Faculty badges are not yet available.

Recording Student Attendance

Kim Holland reported that Dr. Blanding asked to have recording student attendance on the agenda. Kim Holland reiterated the need to take role regularly, report attendance on JWEB for purposes of financial aid and any return of student funds related to withdrawal date.

Incorrect Reporting of Faculty Pay across TBR

Kim Holland will ask Horace to report on this agenda item when he comes to FC next month.

Adjunct Faculty Concerns Committee and Representation

Kim Holland reported that the Ad hoc Adjunct Committee (Bobby Smith, Scott Woods, Vivian Grooms, Kim Holland, and Anna Esquivel) met last Friday. Some primary items discussed included vetting adjunct faculty credentials, background checks, and communication regarding processes related to adjunct concerns. One outcome of the meeting was that Scott Woods and Bobby Smith will write a response outlining the basic processes related to hiring adjuncts and suggested practices for other concerns. The meeting addressed training for adjuncts, and concerns related as to training for all faculty. One suggestion was to provide adjunct classroom observations by full time faculty and deans with follow up recommendations to ensure support and direction as needed. Vivian Grooms reported that the Ad hoc Adjunct Committee meeting did not address having an adjunct faculty member on Faculty Council, which was mentioned in the previous meeting. Discussion regarding this idea included several ideas:

- Creating a position for the adjuncts to report needs or concerns;
- Faculty Council could send out emails to all of the adjuncts and perhaps make this a function of the Chair or even the Vice Chair;
- It would be necessary to amend the bylaws to have an extra member on Faculty Council, so perhaps a focus on how to support adjuncts in other ways first
- Kim Holland will send out an email before the next meeting to adjunct faculty requesting items from them to be included in our discussion at our next meeting.

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

Sara Cooper sent out information March 17-April 4 regarding completion of CCSSE surveys. Bobby Smith will draft a policy for review regarding timing of surveys in general to prevent student survey fatigue.

Dual Enrollment Coordination Team follow-up

Kim Holland reported that Sara Cooper sent her a dual enrollment high school list that Kim will send out to Council. The following questions and statements by Council were discussed:

- What is the investment into dual enrollment students versus actual financial benefits?
- More money is earned for premium populations;
- It is unclear how we use dual enrollment; should we invite someone come in regarding performance funding?

- What are we going to do to make sure we are having a liaison at JSCC; since the DE team has not met, should have someone come and discuss how these concerns will be handled in that office?
- Where is JSCC in regard to continued policy creation for DE?
- The governor has sent this initiative down;
- The faculty concerns are handled by Bobby Smith and the DE team is under Linda Nickell.

Summer Scheduling Committee follow-up

Kim Holland reported that the Summer Scheduling Committee has not met.

Pay increases for Advanced Degrees, Change in Rank, Contract Issues

Kim Holland said that we need to clarify issues related to pay raises in general; faculty needs to develop a detailed list of concerns and incidences. One specific concern is related to a statement from Human Resources that pay for increases in rank result in a \$2000 pay increase, which was noted to be in violation of the current policy and incorrect. On Dec. 4, 2013 it was noted that the increase was \$2372.00 for those promoted this year. Other specific questions were directly related to the number of years served pay on the JWEB charts not matching up even closely to some faculty pay. Kim Todd shared her pay for an additional advanced degree situation; she was reportedly told that she would not receive compensation for the additional degree, and then told that “we (i.e., JSCC) do not do that anymore”). Kim Holland will go to HR and specify the concerns and specific instances. It was also noted that according to Compensation Committee discussions, everyone was to be brought up to or within 85% of target pay. It was reasoned this date, that because target pay continues to rise and faculty pay continues to fall behind, that it appears likely that we will never get to target and that it is questionable at this time who is within the 85% of target. Kim Todd provided a positive note and commended how Human Resources worked diligently with Allied Health Division related to Gerald Graddy’s absence so there would not be negative ramifications to the Radiography Program.

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

Liz Mayo reported that she is on an Access to Success Subcommittee that is developing a Learning Community for single parents in order to enhance student engagement. Specially developed classes will include English, Math, Psychology and History.

Vivian Grooms reported that the JSCC Anti-Drug Coalition Task Force met and working on Strategic Planning as well as getting website information in order. A related announcement is that there will be Substance use Awareness Day on April 10th with activities in the quad. Student Services has asked for faculty to help on that day.

QEP Topic: Student Advising and Engagement-Nell Senter

Nell Senter announced the QEP topic and asked Council to look at the in-service presentation slides, which “walk us through” the process. The following points and questions were made:

- There will be further college-wide discussion and a logo chosen for the QEP;
- SGA has been quite active in engaging the QEP process;
- Kim Todd mentioned that she holds a position on a committee that is discussing similar concerns related to Advising and Engagement, and has concerns regarding the need to make sure we are not duplicating work; Nell Senter noted that Countance Anderson is on the committee which Kim Todd was referring, and also on the QEP Steering Committee.

- Nell mentioned that the advising process being discussed includes Complete College Act (CCA) recommendations which adopted the Obanion Model, a 5 step model beginning with life goals setting and ending with actual registering for classes.
- Nell Senter mentioned that although there is campus-wide agreement that there is a problem with our advising system, the college does not have in-house data that supports that weakness; we don't track when students meet with their advisors. JSCC used to have advising forms in SIS system and follow-up evaluations; Nell mentioned the old model of the advising system when faculty took turns in the Registration Center.
- Nell Senter reported that a student survey is being developed that will be given in the classes not giving the CESSE, to gather in-house data that will support the need for this an Advising and Student Engagement QEP.
- Every advising QEP that has been successful has a similar double focus; Nell gave out a handout with information referring members to a similar QEP;
- Nell Senter mentioned students taking a first year success course of some type that will be added to a current course or developed;
- Liz Mayo and Nell Senter are in the community piece of Access to Success.
- Cleveland State uses the degree plan tab on degree works; it is bi-directional data, which means it communicates with Banner and that we could track when student have met with an advisor;
- Another piece of student success is for students to have a 2 year degree plan; if you have a clear path, you are more likely to complete; some of the measures proposed are simple and we will simply "beef up" our current system.
- Plans are to possibly use Survey Monkey or Elearn for additional survey information from students;
- Pilots will be planned for the 1st semester of a 5 year implementation; more manageable in dealing with a small group; how we would define that pilot cohort is still in the works;
- Please call or come by Nell's office at any time with ideas or for discussions.

Faculty Council Representation and Election Information

Kim Holland distributed election ballots. Ballots were reviewed and edited for accuracy. It was noted that temporary faculty can vote but would not appear on the ballot. Faculty are to vote only within their division and for two at large representatives. Ballots are to be returned to Richard Skelton by April 2nd.

Faculty Handbook-James Mayo

Kim Holland noted that James Mayo and a committee of four are editing the Faculty Handbook. There will be no change in policy; however, overall the handbook is seriously outdated (e.g., contains language such as "college by cassette" and references to pay phones). The Professional-Technical Handbook is also being edited; the Classified Employee Handbook is being edited by the office of Human Resources; Kim Holland and the Council expressed their sincere gratitude to James Mayo and to those in his group who are editing the handbook.

Macro Majors versus Undecided

The idea of macro majors was discussed. One conclusion was that the idea did not seem to be any different than assigning students General Studies Majors. Consensus was that if students were undecided, that knowing those students in the undecided status would be a good way to define a cohort to work in a special way with new advising initiatives.

American Sign Language Discussion

Kim Holland will clarify the question regarding American Sign Language before having further discussion on this agenda item.

News from the President's Cabinet

Up-coming events for your calendar:

- The first Foundation Board Banquet will be held at the Double Tree hotel on April 1st. Please help us to support this event.
- April 10th is Jackson State CC night at the Jackson Generals Baseball field.
- The Chancellor's Award for Philanthropy will be awarded on April 25th at the Humboldt Center to the Jones Company
- On April 12, the Conference on Bullying will be held
- At this time, the VPIA position search is on hold.
- The CBASE will be replaced by a different exam endorsed by THEC, which will provide more detailed information and may improve performance funding.

Final Council Member Announcements and Discussion

- Kim Holland mentioned that forms have been submitted for a faculty Relay for Life team; the date of the event may be the Friday night before graduation, May 9th. Someone noted Pete O'Brien's involvement with the Boy Scouts and purchasing Luminaries in the past. Kim Holland asked that faculty bring the request for support back to their divisions.
- Mary Wadley mentioned that former adjuncts are getting cut off of JSCC email when they are no longer employees; questions were asked about policy related to the timing and duration of discontinuing email; she also asked if there could be an opt-in system for those retired faculty who might want to remain on email, or receive updates from JSCC.
- It was discussed whether or not injured athletes should be able to travel or required to stay on campus for classes. Initial impressions were that those unable to play would benefit more from coming to class due to the overall number of classes athletes have to miss.

Karolyn Smith moved to adjourn the meeting at 3:25 p.m. and Mary Wadley seconded. The vote was unanimous and the meeting was adjourned.

Submitted by Vivian Grooms, Faculty Council Secretary