

JSCC Faculty Council Meeting Minutes—November 4th, 2015

The Faculty Council met Wednesday, November 4th, 2015 at 3:00 p.m. in room 103 of the Nelms Classroom Building.

Present: Mark Walls, Roger James, Dr. Liz Mayo, Carla Simpson, Tim Britt, Dr. Mechel Camp, Carmen Corder, Abby Lackey, Amy Wake, Jennifer Walker, Emily Fortner (visitor), Dr. Dave Potter (visitor), Dr. Larry Bailey (visitor)

AGENDA ITEMS

1. Announcements

Council Chair, Abby Lackey, referred the Council to the agenda's list of announcements: (1) wear nametags during the SACS visit; (2) Angie Brown is working on "Rose Hill Middle Day" at JSCC (Rose Hill Middle School is JSCC's PIE partner); (3) Sara Cooper can provide information for academic auditor training to be hosted by JSCC next February 4th; (4) candidates for tenure and promotion have been meeting with Dr. Bailey.

2. Dr. Bailey's Comments

Dr. Bailey addressed several matters. He acknowledged the value of "good lines of communication" that exist with the Council's Executive Committee. Addressing the tenure and promotion process, he reported that he has met with candidates and emphasized the process was "consultative," that deadlines were "suggested," not rigid, and that the committee chair can work flexibly with candidates. He felt that candidates for tenure and promotion had felt comforted about the procedure, and expressed a hope that next year's process might involve a more convenient digital rather than hard-copy documentation approach.

He summarized expectations for the SACS campus visits on Tuesday and Wednesday, the 10th and 11th of November. All faculty should be in place until 4:00 p.m. in case committee members needed random interviews. He outlined the SACS interview schedules and especially discussed how the visit Wednesday would focus on the QEP, involving interviews with the QEP team and the new "Navigation" course team, including, then, representatives of both the assessment and design and the teaching aspects of the QEP. He noted that the names of two faculty from each division also had been provided to the SACS group for possible interviews along with the names of some current students in the "Navigation" class. Dr. Bailey reminded the Council that the QEP document was on J-Web and that the plan and other information could be found at www.jsc.edu/anchor. He noted that the class had been included in the ANCHOR model this past summer, in part to assure measurable data, but that the course was integral to advising. Course facilitators, he said, are really first-line advisors for students in their first semester at JSCC, and he offered kudos to Dr. Nell Senter, Tammy Prater, and Vivien Grooms who have been working carefully on the course design. He also recognized James Mayo's hard work and the critical support of Scott Woods in the process of finalizing the QEP design. He noted the valuable help of many others. Tony Rafalowski and Sara Youngerman will begin teaching the course this spring and by next fall, exclusively full-time

faculty from each discipline will teach the course, he said. He appreciated the commitment of each division's deans to staffing the course and noted that it will be a "real plus for AAS faculty to be involved. Exposing students to cross-campus advising and instruction, Dr. Bailey emphasized, will produce student "buy-in" and help the institution "integrate as we work together for our students' welfare." It was noted that Dr. Blanding would call a college-wide meeting on Thursday, the 12th, soon after the SACS exit meeting.

3. Update on Bookstore Concerns

Horace Chase has met with the bookstore manager regarding faculty concerns. He will have a follow-up meeting on November 5th.

4. Update on Assessment of Administrators Data

Abby Lackey summarized the issue with incorrect and inconsistent administrator assessment data provided to the SPEC committee last fall and to SACS more recently. From meetings with Amy West and Bobby Smith, the Executive Committee learned the history of the inconsistencies. Tim Britt summed up the findings: after the data had been distributed in a SPEC meeting last fall, Bobby Smith discarded "0" responses to assessment items because the "0" lacked a true numerical correspondence to rating choices for assessment items. The more recent SACS data on administrator assessments, then, was quite different from that published previously. Additionally, the president's row of data was in error and did not match the raw data report due to a clerical mistake. Bobby Smith had copied a row of conglomerate ratings for all administrators and pasted that row of information into the president's row on the final table. After his meeting with the Executive Committee and Tim Britt, Bobby sent a corrected document to all SPEC committee members and contacted Dr. Bailey about the error that had been included in SACS compliance reporting. Dr. Bailey contacted Dr. Nuria Cuevas, JSCC's SACS liaison, about the matter, and she recommended an explanatory letter be sent to the SACS committee. Dr. Bailey sent that and received a response that all was OK as far as SACS was concerned.

5. SIT Update on Campus Safety Concerns

The Council received information regarding faculty questions about proper response to an active shooter emergency. Darron Billings, Director of Environmental Health & Safety, had informed the SIT committee that in a lockdown scenario, he would announce over the campus intercom "Lockdown—Active Shooter"; faculty and students should not run to escape. The Council noted that a generally-recommended response was to escape or run, if possible. A concern was expressed about lockdown procedures for distance-ed classes without instructors in the room. It was noted that this had been addressed by designating Patrick Davis and Linda Shirley to respond to DE classes, all of which meet on the second floor of the Classroom Building. Abby Lackey agreed to schedule a meeting with Darren Billings to discuss and clarify lockdown procedures.

6. Proposal to Revise TBR Sick Leave Policy (for Optional Personal Days)

Abby Lackey reported that the Faculty Sub-Council, in its October meeting, considered the JSCC proposal to include paid personal time in the sick leave policy. Sick leave policy is controlled by Tennessee law, so revising it would require legislative action. Vice-Chancellor Denley suggested that bringing the issue to state legislators could bring unwelcome, unexpected outcomes; he recommended maintaining current approaches by institution. He emphasized that if weather issues raise reasonable doubts, an institution should just close.

7. Nursing Practice Day

Council representatives from nursing stated that drafting a proposal for a “practice day” should be kept as unfinished business for the Council until after the SACS visit. Nursing will bring the matter back before the Council later.

8. BlueJeans Concerns

The Council heard concerns that some faculty have been encouraged to teach a regular ground section on the Jackson campus using BlueJeans to connect to centers. The concern involves merging the distance connection with the ground presentation where students do not use BlueJeans. Reportedly, faculty are told that other instructors on campus already do this and have no concerns about doing so. It was stated that math faculty generally do not mix ground presentation with BlueJeans distance delivery, but transmit through BlueJeans directly to other locations from their offices. At least one faculty member in math does mix ground presentations with BlueJeans transmissions to other class locations.

Mechel Camp explained that in her division, usually a Distance Education class with BlueJeans is not a “combination class.” The Council expressed concern about equity issues if a class offers a traditional a face-to-face ground format while off-site locations for the same class offer BlueJeans transmissions. It was emphasized that students deserve to know what format they will receive.

MOTION:

A motion was made that the Council draft a letter of concern about offering Distance Education courses in which some students get BlueJeans transmissions while others in the same class get face-to-face teaching. The motion passed.

9. Assessment of Administrators Committee

The Council reviewed the terms and organization of the Assessment of Administrators Committee, a standing institutional committee. It examined the committee’s long-standing policy that had been in effect until fairly recently. The Council compared that language to changes published on J-Web. It is not recorded when or how changes in that committee policy occurred. In both versions of committee structure, though, the Vice President for Academic Affairs has primary authority and receives assessment documentation, authorizes release of reports, and archives the minutes for each committee meeting. A key difference between the

two policy versions was that in the older version, the committee chair was selected from among six faculty committee members. Other changes in committee structure included (1) the reduction of faculty representation from six to five faculty, (2) the voting role of the Director of Institutional Effectiveness, (3) the addition of one representative from Financial and Administrative Affairs and one from Student Services, and (4) the optional inclusion of one student representative.

10. Faculty Leave Policy

Abby Lackey reported on her conversation with Amy West regarding faculty absence from work and how that is administered. Amy West agreed that the current means for reporting absence and receiving paid time-off is problematic. The sick leave policy has changed since 2013, but was not apparent on the TBR website. The Council observed that most JSCC deans handle faculty time off the same way. If faculty miss a couple of office hours, for instance, they make it up another day; if faculty miss classes for reasons other than those permitted by TBR policy, then pay is docked 7.5 hours for each full day missed. It was asked which deans may be approaching this differently. The nursing area seems to follow a different approach. The Council agreed to continue discussions about sick leave and time off inequities among JSCC employees.

11. Faculty Support and Morale

The Council was asked to consider the support it believed staff should be provided and what positive steps could be taken to reinforce and improve faculty and staff morale. The central question raised by the Council was how we might work to change JSCC's culture so that faculty experience more support and respect across the campus. Abby Lackey asked Council members to send comments and ideas to her for the December Council meeting.

The meeting adjourned at 4:30 p.m.

Mark E. Walls, Secretary

Abby Lackey, Chair