

## **JSCC Faculty Council Meeting Minutes—November 9<sup>th</sup>, 2016**

The Faculty Council met Wednesday, November 11th, 2016 at 3:00 p.m. in room 103 of the Nelms Classroom Building.

Present: Mark Walls, Scott Woods, Amy Wake, Dr. Larry Gundersen, Lisa Matlock, Dr. Leslie West-Sands, Melina Sellers, Dr. Liz Mayo, Roger James, Patrick Davis (visitor), Vivian Grooms (visitor), Emily Fortner (visitor)

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### **AGENDA ITEMS**

#### **1. Approval of Minutes**

A motion to approve the 10-12-16 Council meeting minutes was made and seconded; the minutes were approved with one correction.

#### **2. Plans for Library and AAC Testing**

##### **Library:**

Patrick Davis, Dean of Academic Support, summarized issues with the library's facilities and answered questions about AAC testing services. He explained that JSCC was actively lobbying TBR to include the library on TBR's system-wide maintenance and construction plan. The aim is to develop a fresh renovation plan for the library with new funding. Davis noted that there is agreement among himself, Scott Cohen, and Dr. Bailey that renovations are needed and that little can be done to improve access to library facilities until the college boosts electrical service capacity and eliminates certain risks. Davis explained that plans to renovate the elevator and carpeting are on hold and that funding for that work will come from a special appropriation through TBR. Davis reviewed intentions to move the second-floor stacks downstairs and create a "one-stop shop" help desk in the middle of the first floor. The thinking is to group the AAC, Writing Center, and library service area all on the first floor. These and other ideas, Davis said, are simply "on the table" for consideration along with questions about where other resources should be located in the library. There is no formal plan at this stage documenting costs; ideas currently are just being "hatched," he explained.

##### **AAC Testing:**

The Council asked Patrick Davis to clarify and confirm the AAC's policy of requiring students to register online for test-taking reservations. Davis confirmed that students now must reserve testing appointments online. Some faculty raised concerns about the logistics of this approach and its time-frame "window," noting the AAC's new process increased the "back-and-forth" communication between professors, students, and the testing center. Concerns were expressed that the center's testing had become "cumbersome" and not "useful or convenient." Faculty identified concerns with the format of the test reservation portal and reported that some students have trouble locating the link. Often, students also do not realize they must present

their JSCC identification .when testing in the AAC. Concerns about “busy” AAC signage were discussed. Faculty suggested a single, clear notification of the AAC’s terms and expectations.

Davis explained gaps in AAC’s staffing and the center’s increased workloads (RODP testing, courtesy testing for sister institutions). These circumstances limit the center’s flexibility for proctoring campus testing without more controlled coordination. He explained that Veronica Jones can adjust staffing according to test appointment reservations and needs the online registrations to do so. Davis reviewed the AAC’s staffing requirements. He said until the AAC can fill unstaffed positions the center’s operation will remain a bit restricted and that the staffing budget for these positions remains unapproved. Davis acknowledged faculty concerns, stated that the system at least prevented the “walk-aways” and “turn-aways” that occurred prior to the new registration system, and asked faculty for their patience. He emphasized that procedures were fluid and that the AAC was analyzing its processes amid “challenges.”

### **3. IE Data Requests**

Scott Woods, Council Chair, stated that Sara Cooper-Vonderheide wishes for faculty to remember any requests for data should be sent to her.

### **4. Candidates for President**

Scott Woods distributed the schedule for candidate interviews, including meetings with the Faculty Council, the week of November 14<sup>th</sup>. Interviews will be live-streamed. He asked Council members to produce a list of questions the Council can ask candidates in its interview meetings.

### **5. Faculty Council Constitution**

Dr. Gundersen raised the matter of enabling JSCC faculty to vote on accepting the revised Council constitution approved by the Faculty Council in its October 12<sup>th</sup> meeting. He proposed two options: to vote during an end-of-semester faculty pot-luck or to use an electronic voting format arranged by Victor Garcia.

Dr. West-Sands noted that the Deans had expressed a desire to maintain their representation on the Faculty Council. Since they continue to serve a faculty role, she said, they felt it important to be included. Discussion followed that deans, as faculty, might simply be included as faculty candidates in the general vote for Council representatives since they were not, technically, full-time administrators. Dr. West-Sands stated that she did not think any dean would wish to take the place of a full-time faculty member on the Council. She indicated that the deans would prefer to maintain their representation on the Council as it currently exists—through a non-voting, rotating administrative appointment.

Council members acknowledged the valuable assistance deans had provided to the Council’s efforts and that a dean’s perspective had often been very useful. The Council also noted, however, that free expression in the meetings was essential, and that it was possible faculty representatives might be less inclined to speak freely if a supervising dean was present during discussions. It was observed that some sensitive Council issues in the past might have been

more quickly or fruitfully resolved without a dean's influence. Representatives acknowledged the benefit generally of having a representative dean on the Council as well as the potential for some Council members to feel intimidated by a dean's presence. The Council considered whether a dean representative might at times simply be excused from meetings so discussions or votes could proceed without the chance of such influence. Whether or not such an approach might prove awkward was discussed. Ultimately, the following motion was made, seconded, and approved by Council:

*The revised Faculty Council Constitution of 2016 will be adjusted to include one non-voting dean representative among Council membership to be elected by faculty through the Faculty Council Representative ballot for a single two-year term.*

## **6. Speaker for Foundation Dinner**

Scott Woods announced a meeting on Friday, November 11<sup>th</sup> to begin planning for a JSCC Foundation dinner speaker. Amy Wake agreed to attend the meeting on behalf of the Faculty Council.

## **7. Season's Greetings from Faculty Council**

The Council considered a faculty request that the Faculty Council send cards expressing season's greetings to all non-faculty employees at JSCC. It was suggested that JSCC's print shop could produce the cards and supply envelopes. The following motion was made, seconded, and approved by Council:

*The JSCC Faculty Council will arrange to have the print shop produce a 2016 "season's greetings" card to be sent to all non-faculty JSCC employees.*

## **9. Facilities Use and Renovation**

A concern was brought to the Council about decision-making for facilities use issues. Decisions to reallocate space for a students' lounge and veterans' lounge were discussed as cases in which it was not immediately clear who made decisions on campus space adjustments. Dr. West-Sands noted that a facilities use committee not on the list of official committees met the first week of November. After discussion, it remained unclear whether a standing committee or some ad hoc committee addressed such issues. The Council requested that its Executive Committee request a clarification from Horace Chase and Dr. Bailey about the process of determining facilities allocations, maintenance and renovation. Concerns were voiced about the process of addressing classroom maintenance issues. One example discussed for such an issue was the presence of outdated projectors in some classrooms and procedures for removing them from the rooms.

This conversation grew to include concerns about the apparent lack of a dedicated source of institutional support for activities related to high-impact practices like service learning or student club initiatives. One faculty member detailed being told to become the campus contact for the city fire department to obtain a burn permit necessary for a student group's fund-raising bonfire. It was argued that no central office enabled logistics for such initiatives or held an organizational or oversight interest in such events related to "high-impact practices" for

students. Other Council representatives recalled cases in which one dean regularly had to unlock classroom doors in the mornings. Dr. West-Sands recalled a recent “distribution of keys” directive that addressed getting keys for adjuncts as long as these could be retrieved from them following class responsibilities. Another Council representative noted how she sometimes had to be a jack-of-all-trades and respond to needs ranging from janitorial and maintenance service, OIT logistics, and adjunct faculty mentoring and assistance when she taught night classes.

The point of these discussions, though, was that often faculty seemed to need some centralized service for overseeing and facilitating faculty needs

The meeting adjourned at 4:30 p.m.



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Mark E. Walls, Secretary

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Scott Woods, Chair