

Faculty Council Meeting 8/24/18

Faculty Council Minutes

Present:

Kim Holland, Craig Metcalf, Bryan Kesler, David Hart, Ben Jeter, Erin Fore, Lisa Matlock, Ben Lawrence, Becca Rhea, Emily Fortner, Claude Bailey, Anthony Rafalowski, Lauren Bryant

Absent: Mechel Camp and Dama Cooley (in clinical, C. Metcalf proxy)

The meeting was called to order at 10:05 in room 111 of the Jim and Janet Ayers Center for Health Sciences Building. Minutes from April 11, 2018 were read. Proposed changes were recorded to correct typographical errors. A motion was heard and second was given. The minutes were accepted unanimously with proposed changes.

Election of Vice Chair for 2018-2019

Erin Fore was nominated, unopposed, and elected unanimously.

Committee Assignments

Assessment of Administrators- Kim Holland, Chair and Ben Lawrence

Campus Projects –Emily Fortner

Compensation – Lisa Matlock

Diversity – David Hart

Faculty Development – Lauren Bryant

International Education Fee – Becca Rhea

IRP Lottery – Dama Cooley

Retention – Ben Jeter

Student Aid and Awards- Bryan Kesler

TAF (Technology Access Fee) – Erin Fore

1 Information from TBR Faculty Sub Council Meeting Held July 20th 2018

- 1.1 Representation at TBR Faculty Collaborative and Sub Council- TBR Faculty Sub Council will hold elections for the Chair, Vice Chair, and Secretary positions during the April meeting. Concerns were discussed about JSCC having consistent representation at TBR Sub Council. Kim Holland will continue to go as representative in October, and council plans poll of faculty regarding the election of a consistent representative and who may be willing to serve.
- 1.2 Report on proposed policy changes- There is no feedback at the current time. Plan is to continue to forward information to faculty and to gather feedback for further discussion.
- 1.3 JLL Outsourcing of Services- Two schools currently using outsourcing with no known complaints. JSCC has not had a site visit at this time. The Council plans to monitor the situation and discuss.
- 1.4 Credit for Military Service- Some discussion about credit to employees for military service to be held at 9/21 meeting at TBR Sub Council. The Chair will update information once obtained.
- 1.5 Nine Month Faculty Contract Start Date-There is no official TBR policy regarding start date (the decision is made by each school). Discussion was held regarding date to report. Faculty members state their prior understanding is that nine month faculty are to report during in-service week. K. Holland posed the question to Dr. Bailey, and he agreed that the official return date for nine month faculty was first day of in-service. Executive Council to discuss with Dr. Bailey and Dr. Hamilton for clarification. This matter will return on the Sub Council agenda regarding alignment with other

schools and fairness with regard to date of report, obligation for advising in summer months, committee work, and trainings. The Council agrees this needs further discussion and clarification, and believe a defined policy would be helpful. Also, the contract for summer faculty should state the need for GE advising in lieu of office hours when needed. A question was raised regarding the need for faculty reimbursement/flex time to help with advising during summer and whether more 10 or 12 month faculty members may be needed.

- 1.6 E textbook initiative- Administration has shared that a pilot is currently planned for spring 2019, and faculty input is sought. Faculty Council members discuss their observations that students don't seem to prefer e-books. There is questionable and varied student access to technology. Faculty have concerns regarding packaging of e-books with tuition, and the Council desires to advocate for students. The Chair will e-mail the initiative to all faculty for input and to seek a comprehensive list of pro's and con's.

2. Information from President's Cabinet

2.1 Foundation update- A meeting was called by Lisa Kincaid, but cancelled.

2.2 Dual Enrollment- Faculty council members share concerns regarding students sitting in an empty room until JSCC classes start (if using JSCC facility). A possible solution of giving suggestions to HS for activities so that students can prepare prior to beginning of class. Previous faculty who have worked with dual enrollment suggested a handbook section being added for students and parents of dual enrollment students.

2.3 Student representation- An update was shared that Dr. Hamilton has appointed the SGA president to come to the President's meeting.

2.4 Meeting with Dr. Hamilton- Faculty Council discussed meeting with Dr. Hamilton in person vs. asking Dr. Hamilton to come to a Faculty Council meeting. It was decided that the Chair will issue an invitation and plan a portion of the Agenda to allow Dr. Hamilton to come to the first part of Faculty Council meeting.

3. Old Business

3.1 Distance Education Update- The Chair has attended meetings of the Online Quality Council and has learned there is a phasing out of all systems except zoom, however, Blue Jeans will continue to be available.

Faculty Council members shared that they have concern regarding no formal training for adjuncts. Help day tickets have 3 day response time and faculty/ students do not receive an email when ticket is completed. Faculty Council would like students to receive a completion/ response email, and policy/standards are recommended to be revised to have students submit a ticket with CRN # for students not in a particular course.

The Chair plans to continue to attend meetings and follow up with distance learning/ e-learn regarding complications/problems and establishing better training/ communication for adjunct faculty.

3.2 Responsibilities of Completion Coaches and Advising- Faculty Council members state they would appreciate further clarification regarding this topic.

4. New Business

4.1 Pay for maintenance of online classes- Faculty council members question maintenance. What does it mean with regard to updating content or restructuring the class? Should the policy define ownership of intellectual property?

It was recognized that Walter's State has a good policy. The Chair plans to get a copy of Walter's State policy and compare to current policy. The current plan is for next meeting of Online Quality Council to review the current policy and send it to faculty.

4.2 College 1030 Teaching Assignments- Faculty members have raised questions regarding the assignment of teaching these courses (credentialing and QEP reporting). Faculty Council members believe there is a need to look at documentation provided to SACS/QEP to ensure it correlates with what is communicated to employees. The Chair will review.

4.3 Communication and Shared Governance- Faculty Council members believe there is a need to facilitate communication and shared governance through policies.

4.4 Communication with Adjunct Faculty- K. Holland discussed need to improve communication with adjunct faculty and charged the Council to consider assigning the responsible party for communication to the position of the Vice Chair of faculty council as the contact point for adjunct faculty. Erin Fore agrees to this responsibility.

4.5 Collaboration with Pro-Tech and Classified Councils- Both councils have reached out to encourage partners. Suggestions are that Faculty Council continue the Star Holiday Tree, help with NEST, set up a council table at Benefit's fair 9/26, and assist with fundraiser to benefit food pantry 10/10/18.

Next meeting tentatively scheduled 9/14/18 at 12:00. The Chair will communicate more information closer to scheduled date.

A motion to adjourn was heard at 12:49 and passed unanimously.

Respectfully submitted
Dama Cooley, Secretary

Kim Holland, Chair
