

## Faculty Council Meeting

October 5, 2018

Present: Dr. Mechel Camp, Dr. Kim Holland, Dama Cooley, Bryan Kesler, David Hart, Ben Jeter, Lisa Matlock, Ben Lawrence, Becca Rhea, Emily Fortner, Claude Bailey, Anthony Rafalowski, Lauren Bryant, Tammy Prater, Kim Cox, Anna Esquivel as proxy for Erin Fore

Absent: Erin Fore

Call to Order at 1205

Approval of Minutes from 8-24-2018 and 9-14-2018. Minutes were read and unanimously approved

### Old Business and Updates

#### 1.1 TBR Policies

Policies were sent electronically to faculty during in-service week by Chair. No faculty members have brought forth concerns to date. Chair to forward call to faculty for any concerns that should be brought forth at SubCouncil meeting Oct 26, 2018 in Nashville, TN.

#### 1.2 E Textbook Initiative Report

Updates were provided regarding E. Textbook Initiative via an email from faculty member which was read in the meeting. A faculty council member was able to provide updates regarding a recent conference call meeting of the Faculty Leadership Team (FLT) and work on this issue. During the meeting, an apparent consensus is that e-text may be a cost-savings initiative for students and a pilot was proposed for Spring. Concerns are time frame for planning and implementation of pilot and concern for academic freedom of instructors for choice of texts that maintain rigor and quality within courses. Faculty has been advised to be watchful for meetings and other developments regarding this issue.

#### 1.3 Faculty Council Committee Assignment Update for 2018-2019

Chair called for council to provide updates regarding current committee assignments and ongoing committee work. It was recognized that Executive Committee is aware that President's office is in process of working to streamline committees as driven by expected TBR policy changes. Concern is that committee structure ties to shared governance and communication issues. Council suggests seeking clarification and update on status of this process in the upcoming President's Cabinet Meeting.

#### 1.4 Online Quality Council Communication and Proposed Procedural Changes

Chair called for Council to provide updates regarding current college standing committee assignments populated by the members of the Faculty Council and ongoing committee work. Chair requested that members send/ notify her of the following:

Who is the Chair/ Responsible party of the assigned college standing committee?

When was the last meeting held?

Are minutes from the last meeting posted on JWeb?

Concern is that committee structure is tied to shared governance and communication issues, and that there is a lack of leadership from the assigned permanent member/ chair. Council suggests seeking clarification and update on status of this process in the upcoming President's Cabinet Meeting.

Chair and Vice Chair met with Dr. Bailey on 10-4-18 and provided update. The primary issues are pay and planning for course maintenance, development and redevelopment.

Chair attended the Online Quality Council meeting also on 10-4-18. The current plan is to honor the past practice of payments to faculty for work done through the end of this calendar year.

Chair read a drafted procedure from the Online Quality Council proposing that a schedule for course development/ redevelopment would be created based on departmental needs and approval granted by the Online Quality Council. Target dates for redevelopment of courses would be every five years or as needed according to the content for the courses.

Contracts would be requested by Deans and communicated with the faculty to ensure communication of terms, conditions and expectations. No work should begin until contract is executed. Contracts for a one-time payment of \$2500.00 for course development or redevelopment would be issued 6 months prior to when the work is to be completed. Developers could be asked to create 15, 10, seven, five, or three week course delivery options only if and as needed and will oversee the course until the next scheduled course redevelopment. Adjunct instructors would receive e- Learn training from Distance Education staff so they can update due dates and other course specific information pertinent to facilitating the course. Any and all decisions regarding this policy will require approval from Dr. Hamilton.

Council raised the following concerns:

A need for adjunct training with the course developer in order to ensure quality and consistency of course delivery when changes are made.

Accountability for five year redevelopment if budget constraints become an issue  
What would plan be if a course developer leaves the college during the five year time period?

How is SACS going to evaluate online courses for compliance with the Americans with Disabilities Act?

Why are course developers reimbursed at the same rate for one vs. several delivery options, and how is this equitable?

#### 1.5 Communication with Adjunct Faculty Update

Proxy for Vice Chair shared communicated that weekly correspondence with adjunct faculty continues. Current concerns affecting adjunct faculty are a lack of e-Learn training, support, pay, and representation.

Chair reported that Human Resource Director will evaluate adjunct salary as it has been 10 years since pay comparison study has been conducted for adjuncts.

#### 1.6 Issues with Late Add Registration Dates and Overloading Classes

Administration has worked to ensure communication with faculty and Deans when late adds and overloads occur.

Council members shared that constituents in their departments have concern regarding adequate desk space, availability of handouts, and quality of service to

enrolled students when late adds and overloads occur. Late adds in 10 and seven week classes are also an issue due to large amounts of covered material and rapid pace of course.

Executive Committee plans to share concerns with Dr. Bailey.

#### 1.7 Star Tree

Ex Officio provided update regarding Star Tree Project. Pro Tech and Classified Councils have received email in preparation of steering committee for this year's project. Student Service cooperation and assistance was recognized as instrumental to the success of the project in 2017, and this has been requested for 2018 Star Tree project.

Faculty Council members volunteering to assist with planning and implementation for 2018 are Dama Cooley and Kim Holland, Chair.

#### 1.8 Dual Enrollment Concerns

Council members report that parents seem to relate Dual Enrollment to high school rather than college work.

Members discussed potential benefit of providing a college handbook for parents and students as a possible means by which to address the issue, but feel that relationship between school and college is crucial for student success in Dual Enrollment courses. Chair and Vice Chair communicated these concerns to Dr. Bailey. He indicated that he would follow up with Mr. Gann to determine if this work is in progress.

### New Business

#### 2.1 HIP Drive in Sign Up

High Impact Practices Drive In is scheduled on 11/2. Dr. Bailey email on the 27<sup>th</sup> came out seeking participation among faculty for support of this event.

#### 2.2 Soar Review Committee

Dr. Hamilton sent emails seeking nominations for Statewide Outstanding Achievement Recognition honoring students and faculty.

#### 2.3 Safety Drill Planning

Council recognized although safety drill planning is essential to the coordinated work of campus safety, that some additional work is needed when planning and executing the drills. Council recognized that interruptions due to recent Safety alerts occurred after accidental activation. Text went out, but no other alarms went out in all classrooms.

Faculty members shared their perception that an email 15 minutes prior to class announcing Tornado Drill negatively affected success of students.

One faculty member shared that students in library did not seem to have safe space for shelter. Another member shared concerns regarding the condition of the lower level of the classroom building (ongoing construction, materials blocking the hallway.)

Discussion was also held regarding electronically generated message that is supposed to be on the screen shot during a drill/ actual event (a video was being played through the computer and no message was received). The question was posed, "Is the Fire Marshall supposed to be present to witness a fire drill?"

Safety Committee has not met per update of Council Safety Committee representative.

Executive Committee to discuss the issue of safety preparedness and best practice with Dr. Bailey.

#### 2.4 Faculty Advisors and Student Clubs

Council members request clarification of role/ responsibilities of faculty advisors for student clubs. The Council feels that student clubs are integral for reducing stress and promoting opportunities for service for students.

There are questions about the content within the new Student Life Handbook that addresses student clubs and organizations. No advisors have copies of the document yet.

Chair plans follow up with Student Services for clarification on issues.

#### 2.5 Service to the College

Chair updated regarding meeting with Dr. Bailey and discussing work of faculty outside of 9 month contracts. This work continues.

#### 2.6 College Wide Committee Work

Council members report that 8 committees have minutes on e-Learn. However, only Faculty Council and Classified Council have current minutes posted.

Executive Committee to seek clarification on this issue at next meeting with Dr. Bailey.

#### 2.7 Foundation Lunch and Learn Planning & Committee Member Update

Update provided regarding proposed speaker at Foundation Banquet. Chair and Vice Chair discussed concern regarding this possibility with Dr. Bailey and are awaiting response from Dr. Hamilton.

#### 2.8 Faculty Handbook Revision Subcommittee

Chair shared that Dr. Bailey and Dr. Hamilton are aware and in support of Faculty Council intent to work on revision of Faculty Handbook and she seeks representation from all departments to identify those willing to serve on subcommittee for revising Faculty Handbook.

#### 2.9 Constitution and By Laws Revision Subcommittee

Due to a few continued issues with interpretation of language in these documents, a Subcommittee will be formed to determine if revisions for clarification need to be made. Chair also reported that elections for a Chair and Recorder at Faculty SubCouncil will now be held in April of each year. This practice will practically eliminate our representation for a leadership position. The Constitution and By Laws may need to reflect this.

#### 2.10 Communication with Faculty and Shared Governance

Deans have been asked for volunteers to populate a Distance Ed Subcommittee, Online Quality Council, and Faculty Advisory Task Force.

#### 2.11 Agenda Items for Faculty Sub Council Meeting (planned for 10-26-18) were requested to be sent electronically to the Chari.

Next Meeting to be scheduled 11/9/18 at noon in the Jim and Janet Ayers Center for Health Sciences – Room 111 to facilitate faculty to attend the Drive In event scheduled for 11/2/18.

Motion to adjourn by Emily Fortner at and second by Becca Rhea. Unanimously approved.

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Respectfully submitted,  
Dama Cooley, MSN, RN  
Secretary

Chair