

Faculty Council

November 9, 2018

Jim and Janet Ayers Center for Health Sciences- Room 111 at 12:00 PM

Present: Dr. Mechel Camp, Dr. Kim Holland, Dama Cooley, Bryan Kesler, David Hart, Ben Jeter, Lisa Matlock, Ben Lawrence, Claude Bailey, Becca Rhea, Anthony Rafalowski, Lauren Bryant, Tammy Prater, Kim Cox

Approval of minutes from 10/5/18. Minutes were read. Erin Fore offered motion and Lisa Matlock offered second. Minutes were unanimously approved.

Completion Coaches: Kara Reeves, JSCC Completion Coach, was present to provide update regarding services to support Achieving the Dream initiatives and planning, time management, and personal needs such as food and transportation that may affect student success. A licensed counselor is available for students from Monday to Thursday 12- 5 PM. The implementation of weekly attendance reports and reaching out to students who do not go to class has been well received, and there is ongoing effort to best utilize the information from attendance reporting. Attendance reporting has played an issue in identifying and assisting at risk students, and support has been implemented. Faculty members can promote success by continuing to report attendance and refer students to student services when concerns are identified.

E Textbook Initiative/ Digital Enhancement Initiative Report: Faculty members provided updates about E text initiative: Although volunteers for pilot study were sought, JSCC has currently opted out for this semester due to faculty input regarding choice of textbooks, availability and accessibility of textbooks, cost, and need to allow students choice in textbook vendors and other logistical and planning issues. The next DEI meeting will be held in March.

Sub council Update provided by Chair: Sub council met 10/26/18 for quarterly meeting at TBR Headquarters in Nashville. Chair attended.

Old Business and Updates

1.1 TBR Policies

TBR Policy revisions are currently being sent by Google Documents. Chair queried best way to distribute policies for faculty input. A suggestion was made to do so via a Distance Ed course in E-Learn that could be made available to all faculty with availability on and off campus. Chair planned to proceed by discussing and making plans with Distance Ed to set up and distribute policies via this system.

THEC has been working to streamline transfer of general education courses, but this has become more difficult as universities have independent authority. There is concern regarding how this aligns with Complete College Act, determining general education courses for all degrees, establishing learning outcomes within courses, and determination of a transfer process.

1.2 Online Quality Council Communication and Proposed Procedural Changes: Online Quality Council has not met and there is no update regarding new proposed procedural changes. Chair will ensure Council concerns are on agenda at the next meeting.

1.3 Issues with Late Add Registration Dates and Overloading Classes: Executive Committee requested clarification from VPAA regarding late add registrations dates in abbreviated terms. Dr. Bailey expressed in Executive Committee meeting that he is opposed to late adds in these terms and assures response to any ongoing concerns.

1.4 Star Tree: The first meeting was an Organizational meeting, and the second meeting involved members of Student Services Success Team/ NEST. A goal was set to have tree in place by November 13. A list has been generated to include 50 students' children, and the goal is to serve 75 children. This is a 50% increase over 2017. Student services is in process of contacting students and generation of tags is planned for week of 11/12/18. Suggestions made for improvement include having donors label gifts so that organizers can ensure equity, especially among siblings.

1.5 Safety Drill Planning & College Wide Committee Work: Council plans inviting Shane Young, Chief of Police, to visit Faculty Council in January or February of 2019 to provide an update regarding Safety Planning. Council would like to learn about scheduling and conduction of drills, space, disaster preparedness and emergency preparedness. Executive Committee discussed Councils' concerns regarding safety and committee work with Dr. Bailey and Safety Committee is to be reconvened as an initial effort to begin restructuring of committees and committee work.

1.6 Faculty Advisors and Student Clubs: Chair met with Brian Gann to discuss Student Life Handbook. Mr. Gann shared that one of the intents of the Student Life Handbook is to create a process for clubs to collect and utilize money. There is a need to use the process before making any changes and is currently awaiting a printed copy from print shop. There is agreement that faculty should have access to the handbook and plans are for 2 faculty to sign off on review each year.

New Business

2.1 Foundation Lunch & Learn Planning Update: Erin Fore reports that the current plan is for a Lunch & Learn to occur on campus in JSCC gymnasium in March or April. Proposed speakers include J. R. Ross and Dr. Hamilton. Sponsorships of \$10K have been secured. The focus is on JSCC and the college role in student and community success and tickets will be sold.

Internal giving is at 34% and Council plans to ask a representative from the Foundation to visit at January or February meeting for providing an update.

2.2 Distance Education: Faculty members report consistent comments from DE staff utilizing understaffing as explanation for 3 day turn-around time on Distance Ed tickets. The question was raised whether additional staff is needed or if the issue could be resolved by a change in the process. This concern will be brought to the attention of Dr. Bailey in Executive Council meeting.

2.3 Winter Term/ May Term Advising: Faculty members are concerned about students taking multiple classes during abbreviated terms. The issue was discussed with Dr. Bailey in Executive Council meeting and students will continue to require faculty permission for more than 1 course during abbreviated terms.

2.4. General Advising Practices: Faculty Council members raised the concern that the scheduling option in Advisor Track offers invitations for appointments to faculty after students have scheduled appointments. There are multiple steps to decline.

2.5 Awarding Certificates at Graduation: Dr. Hamilton has polled Deans regarding inclusion of students earning certificates during graduation. Deans unanimously support awarding certificates at graduation to these students. Chair requested information from other community colleges in TBR system and most report inclusion of certificate earners at graduation. Chair asks Council members to poll constituents regarding whether students earning certificates should walk as part of commencement.

Dr. Hamilton requested the will of the faculty by Wednesday, November 14, 2018 at noon in order to plan inclusion of December 2018 graduates at May 2019 commencement if supported by faculty.

2.6 Student Support Services Winter Term: There is concern regarding student success in these courses, course offerings, and grade distribution.

Although it is recognized that the campus is open the week before and the week after Holiday break, faculty members are concerned that lack of student services including library and school closings could be a barrier to student success during Winter Term.

2.7 AAC Testing Policy: Faculty members report it would be helpful to receive ticket when students schedule exams in AAC.

2.8 Improving communication: Executive Council has requested follow up status update regarding communication. Concerns were discussed about improving new employee orientation for adjuncts, and improving communication as well as possible support of adjuncts with office space, if needed.

3.1 Performance Funding Handout: A strategic planning meeting was held on 10/12/18 and TBR representatives explained performance funding. Handouts were provided.

A motion to adjourn was heard at 2:45 from Becca Rhea. Second was provided by Lisa Matlock.