

## Faculty Council Meeting

January 9, 2019, 2019

### Walter Nelms Classroom Building Lower Level 04

Members Present: Kim Holland, Tony Rafalowski, Claude Bailey, Erin Fore, David Hart, Tammy Prater, Dr. Mechel Camp Lisa Matlock, Becca Rhea, Ben Lawrence, Ben Jeter and Lauren Bryant.

Members absent: Dama Cooley and Bryan Kessler (no longer works here)

Meeting was called to order at 9:04 by K. Holland.

Election will be held to replace Bryan Kessler's position representing Allied Health. Sara Vonderheide was not able to attend meeting due to illness.

Minutes from 11/9/2019 were read, one revision made. C. Bailey motioned to approve minutes and D. Hart seconded. Minutes were unanimously approved.

Old Business- Update from Executive Council meeting with Dr. Bailey held 12-5-2018.

- Dr. Bailey is aware of the problems with IOTA 360, the fall semester data will only be available to faculty and used for information purposes only. As a result of exec meeting K. Holland met with S. Vonderheide to discuss faculty concerns and changes for next semester. K. Holland provided a document of questions/concerns presented and the answers from IR. Council wants a 24 hour window for students to be able to change their responses. There is a need to have more specific dates in place for when the survey will be administered. Suggestions were that it should be open for 2 weeks only and that it should close the 2<sup>nd</sup> to last week of classes. Council would like clarification on faculty evaluation committee but is in favor of the committee meeting. There was also discussion of forming a student evaluation committee in the future. Lots of discussion took place about who should be able to evaluate based on enrollment. K. Holland is going to gather more information about the logistics from the IR side. Council members questioned instructions for administering, specifically why they couldn't be in the room. Several council members expressed that students did not like taking surveys for all of their classes, and multiple surveys for the same instructor. Students also were annoyed by the constant reminders. K. Holland will continue to follow-up with IR to address these concerns
- Dr. Bailey expressed e-learn training for adjuncts would be occurring at more appropriate times. This is yet to happen. E. Fore will follow-up on matter.
- Safety committee is supposed to meet and general committee structure will be addressed by Dr. Bailey at convocation.
- It was expressed that support services were fine for winter term and maymester. The short terms were going to continue to be offered and data shows that students are successful.
- Dr. Bailey is aware of issues with distance education and is handling it.
- K. Holland informed Dr. Bailey about TBR policy portal and the work of subcommittees to review constitution and bylaws and handbook.
- K. Holland spoke with Will Shull about advisortrac/advising issues, Will will be coming to meeting in Feb. to discuss. K. Holland asked that any concerns or questions be sent to her regarding the issue.
- Online quality council has not met again. Dr. Bailey is hopefully of approval for new policy for July 2019.
- DEI pilot as of Dec. 5<sup>th</sup> 2018 was not happening as there were too many issues to work out.

#### New Business

2.1- As of Friday Jan. 4<sup>th</sup> DEI pilot is now happening. There have been 3 courses selected for the pilot. Faculty expressed concerns about timing and logistics for their students. K. Holland asked that all concerns be sent to her to present at TBR sub council in February.

2.2. Council discussed concerns with the new schedule format. It is not user friendly or usable on mobile devices. K. Holland will be discuss with Dr. Bailey.

2.3 UTMartin is not accepting some of our transfer classes, specifically biology courses. K. Holland is going to reach out to UTM to ask questions and see what their policy is.

2.4 An issues was brought to council concerning completion coaches attending student appeal meetings. Discussion was had as to the role of a completion coach in the appeal process. Council members also expressed concern about student's confusion as to who their advisor was. Council will look into written guidelines as to these processes.

2.5 Concerns were raised about options provided on J web withdrawal from when students are asked to give a reason for withdrawing.

#### Other Items

3.1 Faculty handbook committee met on 11-16 to begin the review process.

3.2 Faculty By laws committee met on 11-30 and 12-11, a draft is in the works

3.3 Report from standing committees: Diversity met before Christmas break, Amy West is the chair and they awarded money. Faculty development has been communicating through e-mail. Dr. Liz Mayo is the new chair. International Education met before Christmas and will be meeting again soon. Dr. Camp is the chair. Student aids and Awards also met during in-service. C. Bailey will be taking Bryan Kessler's spot on that committee.

3.5 The councils are holding another soup fundraiser for the NEST on Feb. 11<sup>th</sup> from 10:30- 1:00. Faculty are encouraged to donate or help work.

3.6 Next meeting with be on Friday Feb. 8<sup>th</sup>. TBA

D. Hart motion to adjourn meeting at 10:39 and L. Matlock seconded the motion.