

Faculty Council Meeting

February 8, 2019

Health Sciences, Room 111

Members Present: Dr. Kim Holland, Lisa Matlock, Becca Rhea, Pete O'Brien, Erin Fore, Claude Bailey, David Hart, Emily Fortner, Lauren Bryant, Dr. Mechel Camp, Roger James (proxy for Ben Lawrence), Ben Jeter.

Members absent: Dama Cooley and Tony Rafalowski

Meeting was called to order at 12:07 by K. Holland.

Minutes from 1/9/2019 were read, and typos and revisions were made. D. Hart motioned to accept revised minutes and C. Bailey seconded. Minutes were unanimously approved.

K. Holland had the j-web page updated to properly reflect the current membership of the council as well as the current purpose.

Old Business

1.1 Update from executive meeting with Dr. Bailey

- The scheduled executive meeting on 1/17/2019 was cancelled due to illness, so meeting was conducted through email.
- Dr. Bailey is meeting with VP Gann to discuss/clarify the role of completion coaches. The meeting is scheduled for next week.
- Dr. Bailey was asked when the safety committee would meet, this has still not occurred. Dr. Hamilton is very interested in committee work and the input of faculty. Council members expressed that many faculty did not know what committee they were even on. K. Holland will send out the committee list. Council members are to ask their constituents to contact the chairs of their respective committees and ask when they plan to meet. K. Holland will continue to bring this issue to President's Cabinet. Committee work is very important for the shared governance of the college.
- Dr. Bailey was informed that both the subcommittees for the faculty constitution and bylaws and handbooks have been meeting. The constitution committee is moving forward with a draft and has met several times. The handbook needs a lot of work and we have no real deadline as to when it needs to be completed, however it is an important document for SACS. K. Holland would like to thank both sub-committees for all of the work that they have done and are continuing to do.

Membership includes:

Faculty Handbook

Dr. Kim Holland

Erin Fore

Kim Benson

James Mayo

Ben Lawrence

Tammy Prater

Faculty Council Constitution and Bylaws

Dr. Kim Holland

Erin Fore

Dr. Anna Esquivel

Dr. Bob Raines

Terry Mullins

Carla Simpson

- Online Quality council will meet next week, and more information will be shared after this meeting. There are still concerns over course contracts and when they are supposed to be issues. K. Holland will share these concerns at the next meeting.
- DEI Pilot update for spring 2019. K. Holland gave handout from TBR about the pilot that included the courses participating in the pilot as well as the numbers of students opting in and out. However, there are a lot of problems with the data. In a previous Executive Committee meeting Dr. Bailey emphasized that participation was 100% optional. Faculty still expressed concerns over lack of communication with the students and the faculty participating in the courses. There has also been problems with students printing entire textbooks in the library. This issue was addressed and corrected. The council wishes to thank those faculty members who are participating-Erin Fore, Tony Rafalowski, Abby Lackey.
- J-web schedule format is going to be discussed at the dean's meeting. The question was asked why old schedules are even on the homepage.

1.2 IOTA 360 update

- K. Holland and E. Fore met with Sara Vonderheide to address concerns regarding evaluations. See the following as notes from that meeting:
 - *Students should not be able to change a submission once it is complete*
 - *This is an easy fix. We can remove that option.*
 - *Faculty will be instructed that in case by case instances (a student hit "submit" before they completed for example) if the student alerts the faculty member, the student can reach out to IOTA to have that reopened. The approval request is sent to Sara Vonderheide from IOTA.*
 - *The cutoff date is too late-must be before final exams begin*
 - *The cutoff date will be the day PRIOR to the last day of classes. First session courses will have to have an earlier implementation and cut-off date.*
 - *Can we hold off on student notification until the site is ready?*
 - *We can wait on notifications from IOTA and JSCC until the evaluations go out. JSCC will also decrease the amount of emails going to students about evaluations. Sara will track response rates and increase communications if rates are lower than expected.*
 - *Faculty evaluation committee should be reinstated*
 - *Committee being put in place in an advisory capacity to work out issues and facilitate communication would be helpful. This group could also be one who looks at what can be done with the results (without seeing the data, if necessary) and help with professional development recommendations.*
 - *Students with a W should not be allowed to submit an evaluation. We need a discussion of who to include in the evaluation (how long the student was enrolled).*
 - *The list will be pulled as of census date (14th day) so that students who withdraw during the first two weeks are not included. Any student who has never attended as of the census date will be removed.*
 - *A question will be added that states "As of today, I am still currently attending this class. Yes/No." This will allow faculty to remove those students from their data sets if they choose.*
 - *Should Dual Enrollment students evaluate faculty? Is there an age minimum?*
 - *Dual enrollment students will continue to evaluate as normal. Since this is not student specific data and is not shared outside the college, there is no concern with age.*
 - *Faculty instructions regarding implementation were not clear*
 - *Details will be added regarding:*
 - *Students being allowed to resubmit surveys.*
 - *Deadlines and course information.*
 - *Faculty presence in the room with students completing surveys.*
 - *Lab courses were not put into the system correctly*
 - *This will be dealt with by working directly with Health Science and Nursing faculty. No other areas of concern were made aware.*

- *Can we use the student's preferred email instead of the JSCC one?*
 - *The IOTA system cannot use personal emails because they cannot be verified. Personal emails are also unreliable (students do not update them). Plus there are security concerns because some personal emails go to parents or to an address that multiple people have access to. Also, some students have more than one personal address on file which could lead to duplicated responses.*
- *Shorten the evaluation period to two weeks.*
- *Add a course specific item/question be added since all questions are geared toward the instructor*

Holland and Fore would like to thank Mrs. Vonderheide for a productive and collaborative meeting.

1.3 Advising update

- K. Holland and E. Fore met with Will Shull to discuss advising, get accurate information about advising, and address concerns from faculty. K.Holland shared the following minutes from the meeting.

1-29-19 (present: Will Shull, Erin Fore, Kim Holland)

Meeting requested by K. Holland, Faculty Council Chair

The college QEP is a living document that is utilized to track our progress on several items. Especially of interest is documenting the number of times that each student is meeting with an advisor, each semester, for any reason prior to class selection, changing majors, etc.

Starting last semester, students were instructed to set up their own appointments within AdvisorTrac. Sometimes, the staff in the registration center and completion coaches assist students by making appointments in AdvisorTrac in an effort to facilitate communication. Some division secretaries booked appointments for students and advisors, too. However, two problems are occurring: accidental double booking and missed appointments when faculty/students do not update their schedules when changes occur.

In an effort to improve the appointment process, the following process is requested:

Each faculty member may dedicate one or more hours per week to scheduled student appointments in AdvisorTrac outside of other advising practices. In the event of illness or other unavailability less than 24 hours from the appointment, the faculty member will contact Will Shull or the registration center in order to notify the students who have signed up.

Since this process would not take the place of any advising appointment practice(s) currently utilized by the faculty member, students can still sign up to see their advisor in the manner requested by each faculty member.

Additional Information:

- *A training video for AdvisorTrac is being completed and will hopefully be available by the end of February*
- *Additional training sessions for AdvisorTrac will be scheduled and announced soon*
- *As a point of clarification, the staff in the registration center do not distribute pin numbers to students who have not completed the advising process (which should be documented in AdvisorTrac), but they can help provide that to students who have already been advised and registered but may have misplaced it.*
- *Please remind faculty of the importance of documenting each appointment in AdvisorTrac, as this data is essential for our QEP reporting for SACSCOC*
- *Beginning during the winter break after fall 2017, our first semester with advising PINs, a Gap Advising process was created in an effort to assist students when faculty advisors are not available. The team is only active in advising "gap" periods, which typically begins during Finals Week each semester and runs through the 14-day benchmark of the following semester. In those advising sessions and during the rest of the semester, gap advisors have been instructed to direct students to their assigned faculty advisor for any academic needs. The*

team currently includes the following: Jennifer Cherry, Dillon Trip, Scott Cohen, Patrick Davis, Leah Gray, Will Shull, Cindy Werner, Laci Harris, Sherry Channell, Cathi Roberts, and the completion coaches. The admissions officers, Seth Harden, Toni Stanford, and Paula Fuller have also been trained for emergency advising needs, but they are not considered part of the gap advising team who volunteer hours at the Registration Center during gap periods. Although all efforts are made to ensure that students make appointments with their assigned faculty advisors, faculty schedules cannot always accommodate each student. Gap advising will not be utilized unless the assigned advisor is unavailable.

The suggestion was made that faculty give one hour each week as an advisor trac hour, faculty were asked to take back to their members and ask about endorsement. Council suggested that 30 minute time block for meeting with students was more reasonable than 15. Concerns were raised as to why both the advisor and completion coaches' names were listed on degree works, and that we need additional training. Communication still seems to be a problem.

1.4 UTM transfer

-Several requests from faculty were communicated to K. Holland regarding questions of course transfers with UTM. K. Holland worked with W. Brundige (UTM Administrative Specialist) to determine if and what the issues are. K. Holland handed out a UTM transfer equivalency table that demonstrated that the courses in question do transfer. The link provided is:

http://www.utm.edu/departments/registrar/_pdfs/Copy%20of%20JSCC%202018-2019.pdf

K. Holland will be sending out information for the contact person at UTM in the event there are any other questions.

1.5 Withdrawal Surveys

- The information on the withdrawal form in Banner is intended to determine if any strategies can be done in order to help students stay in school. A second withdrawal survey is also utilized to gather data from all students who also withdraw. K. Holland passed out current survey which was created in 2010 and is currently being updated. Several questions were discussed for clarification and revision. Council members were asked to distribute the survey to constituents in order to gather information to report back in March. The new survey will be used fall 2019. The question was asked why we need the second survey in the first place.

New Business

2.1 Assessment of Administrators

- In August, K. Holland requested that Dr. Hamilton consider conducting the Assessment of Administrators every year. As a result, Dr. Hamilton has requested that the committee meet to discuss implementation in April. K. Holland will be the chair this year and will work to ensure population of the committee according to the proposed structure. There is discussion of using IOTA360 for this as well. Dr. Hamilton asked if they could be granted this year as a pilot just as faculty were. Council discussed the need for a pilot and requested to see the questions being asked.

2.2 Intake survey

- E. Fore shared an intake survey that has been developed by several staff and faculty members on campus. The survey is intended to collect information about student needs so we can better serve them. E. Fore passed out survey and asked that all comments be sent to her by Feb. 26th.

2.3 Panic buttons

- Council members were asked to communicate with their constituents in order to find out where panic buttons should be placed on campus. The council would also like a report from the last set of drills that were conducted on campus.

Other

3.1 TBR sub council

- K. Holland handed out the following TBR report that detailed information from the TBR Sub Council meeting in February that included information on several policies under revision.

Chair Report

If the policy starts with a 2: Academic

If the policy starts with a 5: HR

If the policy starts with a 3: Student Services

*All action items passed with the exception of ***

Each policy must still return to the President's Council and then to TBR

Action Items:

Posthumous Degrees Policy: 2:01:00:02 (Sedrick) – inclusion of TCAT and CC for certificates (only has been awarded six times in TBR history)

Awarding Honorary Degrees Policy: 2:06:00:00 (Sedrick) – strike universities and add TCAT

Employment of Graduate Assistants Policy: 5:02:05:00 (Sedrick) – strike universities and add a reference to the personnel policy

***Faculty Appointments at Community Colleges Policy: 5:02:07:00 (Sedrick) – discussion ongoing*

Faculty Promotion at Community Colleges Policy: 5:02:02:30 (Sedrick) – Dr. Sedrick will initiate a discussion about terminal degrees within each discipline. Also, recommend a vote on Tenure by the Division with a review process that is more descriptive.

Academic Tenure for Community Colleges Policy: 5:02:03:70 (Sedrick) – strike out universities and add TCATs. This policy MUST be in the Faculty Handbook, and each campus MUST define the faculty.

Faculty Compensation During Summer Session and Inter-Sessions Policy: 5:02:04:10 (Sedrick) - strike university and define 'Intercession' (Maymester and Wintermester)- eight or nine hours/maximum of 12 hours.

ROTC Programs Policy: 2:02:00:01 (Denn) – no comments

Faculty Emeritus Policy: 5:02:01:10 (Denn) – change in language from 'Professor' due to TCAT addition

Faculty Rank and Promotion at TCATs Policy: 5:02:02:10 (Hollins)

Academic Freedom, Responsibility, and Tenure at the Tennessee Colleges of Applied Technology Policy: 5:02:03:10 (Hollins) – no comments

Tenure in Non-Faculty Positions Policy: 5:02:03:20 (Hollins)- Recommended Dissolution

Admissions Policy: 2:03:00:00 (Community College) (Leming) – no comments (TCAT separated out)

Admissions Policy: 2:03:00:01 (Tennessee Colleges of Applied Technology) (Leming) – no comments (TCAT separated out)

English Language Learners Policy: 2:03:00:03 (Leming) – discussion on learning support

Reverse Transfer: Policies, Procedures, and Guidelines Policy: 2:02:00:02 (Schulte) – no comments

Limitations on Enrollments Policy: 2:03:00:05 (Schulte) – no comments

Learning Support Policy: 2:03:00:02 (Berryman) – if needed, request an exemption. Data supports the co-requisite model.

Policies-Discussion

Definition of Faculty Policy: 5:02:01:00 (Berryman) – LOTS of revision needed (2-13)

Vocational Program Review and Approval Policy: 2:01:02:00 (Hollins) – no comments

Confidentiality of Student Records Policy: 3:02:03:00 (Leming) – this issue lies with the state legislators who will make the decision

General Education Requirements and Degree Requirements Policy: 2:01:00:00 (Schulte) – meeting scheduled for 2-12

Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities Policy: 2:01:00:04 (Schulte) - no comments

Academic Freedom and Responsibility Policy: 5:02:03:30 (Schulte) – no comments

Financial Exigency Policy: 5:02:06:00 (Schulte) - no comments

General Policies Regarding Research Policy: 2:08:00:00 (Sedrick) – no comments

Discussion Items:

Faculty Sub-Council Structure and Functions

DEI Update

Next Meeting: Friday, April 12, 2019

One policy in particular was concerning rolling 3 year contracts and temp contracts. Council members are to remind their constituents about policy review on e-learn. TCAT representation is very different than community college, and there is concern that this weakens the faculty sub-council. There is a prospectus out that would allow some TCATs to award AAS degrees.

3.2 Committee reports

- Faculty development has met over email, International education has been meeting to conduct interviews and award scholarships.

3.3 Soup and chili fundraiser

- Will take place on Monday Feb 11 from 1030-100

3.4 Presidents Leadership Luncheon

- Has been moved to September

Other Announcements:

- K. Holland reported that Dr. Bobby Smith will be assuming some of Dee's role once she retires. Dr. Smith is also working with a committee to re-design the position description prior to being posted.

- On Feb. 18th there will be a signing at city hall in Paris for an agreement with Murray State.

- E. Fortner agree to head up the faculty awards nominations. P. O'Brien made a motion to use funds to pay for a luncheon and E. Fore seconded the motion.

-Next meeting will be held on March 15th at 12:00 in HS111.

R. James motioned to adjourn meeting at 3:00 and P. O'Brien seconded the motion.