

Faculty Council Meeting
March 15th, 2019
Health Sciences, Room 111
12:00

Present: Dr. Kim Holland, Pete O'Brien, Emily Fortner, Erin Fore, Claude Bailey, Ben Jeter, Benjamin Lawrence, David Hart, Lauren Bryant, Dama Cooley, Dr. Mechel Camp

Call to order: 1215

Approval of Minutes from 2-8-2019 with motion by David Hart and second by Pete O'Brien. Carried unanimously.

Old Business

1.1 Withdrawal Survey:

K. Holland opened discussion regarding withdrawal surveys. There are withdrawal surveys conducted through Institutional Effectiveness (IE) for ATD and another for Banner purposes. The purpose of the Institutional Effectiveness survey is to identify strategies to promote student success. This survey was reported to have been designed to gather information regarding online courses but is lengthy and some of the language is vague and confusing. If data collection needs to continue, the council supports utilizing a new instrument.

Faculty members raised concern regarding the IE survey and how information is being used to promote student success. Some faculty members recall having received emails in the past but state they no longer receive these. A drop-down menu on the survey offers "conflict with instructor" as choice for students to explain their choice for withdrawal. The council raised concerns that this option is potentially unfair to faculty. It was also recognized that students can choose "other" in order to enter a more descriptive and detailed reason for their choice to withdraw from a course. This was felt to be of potentially more use in promotion of student success.

A motion was made by Emily Fortner that Faculty council should request that Institutional Effectiveness remove the term "conflict with instructor" from the Banner Survey as an explanation for student withdrawal.

Motion second given by David Hart. Unanimously passed.

1.2 Assessment of Administrators Update:

K. Holland provided an update on effort to ensure that Assessment of Administrators occurs as scheduled. Work is ongoing and there has been an effort to ensure that the committee is populated from across the school with a balanced membership from both pro tech and classified employees as well as faculty.

Sara Vonderheide has checked with other schools and HR to determine procedures for release of data. Since the data is part of the yearly evaluation process, only Dr. Hamilton and Amy West will have access to the compiled data as 'Super Users'.

A recommendation from Dr. Hamilton for the 2019 Assessment of Administrators, including President, Vice Presidents, and Deans, to be piloted this semester via IOTA 360 has been

received. The move to a third party vendor is in accordance with an Assessment of Administrators goal of 2018, and budget is in place to ensure that yearly Assessment of Administrators can be completed via IOTA 360 platform. Faculty recognize benefits of the IOTA 360 platform is that information gathered is completely anonymous and will be readily tabulated and available to Dr. Hamilton and Amy West.

Faculty members discussed rationale for Assessment of Administrators being piloted via IOTA 360 and agree that the platform was piloted for assessment of faculty in Fall 2018.

A motion was made by Pete O'Brien that the Faculty Council recommend Assessment of Administrators be piloted via IOTA 360 in Spring 2019.

E. Fore offered second. 1 opposed. 10 in favor. Motion carried.

Assessment of Administrators committee is scheduled to meet March 18, 2019 at 10 AM.

1.3 Panic Buttons and Safety of Campus Update:

K. Holland reports update that Shane Young, Director of Security was invited to come to Faculty Council meeting to provide update but declined due to a prior commitment.

K. Holland reported that Shane Young has shared that two open police positions with interviews are scheduled on March 22nd. Additionally, a meeting has taken place with a representative of Alarm Works which included a campus tour. Recommendations were made for placement of panic button alarms for the Jackson Campus. Currently, panic buttons are in use at the student center, administration building, and library. Panic buttons are recommended for use in a secure area and this was cited as explanation for areas chosen.

Cost of placing 5 panic buttons is approximated to be \$900 and buttons would alert dispatch directly. In future expansion, panic buttons were suggested for placement in the classroom building and bids have been sought for public call boxes in parking lots and other public, outdoor areas around campus.

Fire and tornado drills are scheduled on March 25, 2019 and Shane Young requests feedback on these. Faculty council members reported that alternate days would be appreciated (Tuesday and Wednesday NOT Tuesday/Thursday) and requested that emails be sent alerting faculty and staff regarding time and date of scheduled drills prior to drills taking place, if possible.

There was interest among faculty members for updated evacuation plans.

The Council is requesting that a meeting of the Safety Committee be called.

1.4 Faculty Council Constitution and Bylaws & Faculty Handbook Update:

K. Holland and Erin Fore provided update regarding a drafted proposal of the faculty council constitution and bylaws. The draft will be sent to council members via email and K. Holland and Erin Fore request feedback to be gathered and provided at the April meeting.

Due to schedule conflicts, the Handbook Committee has not met again.

1.5 Completion Coaches Update:

K. Holland provided an update that clarification has been provided regarding completion coach role. Completion coaches are only to advise at gap times when faculty are not available and completion coaches are not to intervene in issues between faculty and students. There is anticipation that Dr. Hamilton will address the issue in the upcoming President's forum.

New Business

2.1 Social Media Policy:

K. Holland reports that TBR policy on Social Media will require update of JSCC Social Media policy.

JSCC can have a more stringent, but not a less stringent policy.

Faculty members reviewed the TBR Social Media policy and note recommendation for a disclaimer

statement on TBR employees social media pages. An example statement is provided but employees

expressed concern that this does not specifically identify the disclaimer statement that should be use.

Some faculty members stated that a scripted disclaimer statement would assist employees in definitively

meeting this requirement on any relevant social media pages.

2.2 Faculty Development Funds:

K. Holland reports that faculty development funds were \$35k but the budget has been cut to \$12k.

A faculty member has reported that faculty development funds were over budget in February and there are no available funds for faculty development until July. K. Holland will request additional information and will report at the next meeting.

2.3 Scheduling of the Faculty Focus Group with Dr. Hamilton:

K. Holland announced faculty focus group scheduled with Dr. Hamilton tentatively for March 29, 2019 at 2:30 PM.

2.4 Membership Election Planning:

Erin Fore reports that Faculty Council Elections are planned in April. The election will follow our current constitution and bylaws.

A faculty council member expressed interest in faculty council developing an approved awards process in order that the process does not change or become inactive. The Faculty Council extends thanks to member, Claude Bailey, for provision of a list of historical awards for the

committee and to Stacey Williams for a list of 2017-2018 monthly classified awards. The Council would also like to thank E. Fortner for organizing and conducting the faculty awards this year.

2.5 Reconnect Students

K. Holland reported that faculty members have approached with recommendation that college work toward creating a receptive culture for Reconnect Students as this is a demographic that differs from the traditional college student. Reconnect Students make up a large portion of the campus population.

There is concern for the college to continue serving these students by offering enough classes at high demand times. Other suggestions were to work toward creating cohort classes and building learning communities by gearing certain classes such as COL1030 toward non-traditional, or Reconnect students.

K. Holland recommends that council members take the recommendation to constituents to identify ways the campus is supporting Reconnect students and potential ways to support these students in their educational goals.

2.6 TBR Sub Council Round-up:

K. Holland updated council with info from Sub Council regarding notes, updates, and roll out of information.

Other Discussion Items

3.1 President's Cabinet Report:

- K. Holland provided recap of current open positions being handled through HR. These are published on the college website.
- Legislators are working to pass an EMT bill allowing private owned businesses to teach EMT programs that are currently taught by community colleges. Dr. Hamilton and other college presidents are attempting to negotiate this process but the pilot has been expanded from 5 to 15 programs in middle, west and east Tn.

Faculty council members discussed concern that these pilots may extend to privatization of other programs currently taught by community colleges.

Recommendation from Faculty Council is to notify constituents to watch President's forum for updates and share feedback.

- Legislators working to include inmates in higher education.
- Co-requisite model still discussed at sub council but policy is in place. Exemptions must be given to TBR in writing.
- Upcoming events:

April 4: CMT Partnering for Higher Education- Courtney Cole concert on JSCC campus
April 2-4: College Life Fair

3.2 Report from College Wide Standing Committees:

- E. Fore reports VPFAA search progress: Final candidate met March 14, 2019. Selection of candidate targeted next week.
- Curriculum committee: Committee members from last year met but schedule was not announced early and conflicts prevented some members from attending.
- Projects committee: No need to meet if library project is not funded.
- International Education Fee Committee: 32 students traveling this summer through Study Abroad.
- Athletics committee: met
- Online Quality Council Committee: met. Work was divided among sub-committee.

3.3 Report from the Dean's Council:

- Adjunct Faculty: Tammy Prater and Anna Esquivel attended Dean's academic council and presented the Star System to award adjunct Faculty who go above/ beyond. The concept was endorsed and a subcommittee will be developed to further explore and plan for the concept. Members are: Esquivel & Prater, and Deans Grooms & Camp.
- Academic Advising/ Learning Support: Gap advising will be utilized to advise those students with 2 or more needs of corequisites during summer sessions. Faculty to advise those who are college ready.
- Registration has been pushed back one week due to planning needs.

April Meeting: April 19, 2019 at 12:00 PM in Health Sciences 111.

Emily Fortner motioned to adjourn at 2:47 PM. Claude Bailey offered second. Motion carried unanimously.

Respectfully submitted,

Dama Cooley, MSN, RN Secretary