

## JSCC Faculty Council Meeting Minutes November 8, 2019

The Faculty Council met Friday, November 8<sup>th</sup> at 10:30 a.m. in the McWherter Center, Kisber Conference Room.

Present: Lisa Matlock, Becky Fisher, Ben Jeter, Tammy Prater, Anna Esquivel, David Hart, Benjamin Lawrence, Lauren Bryant, Candyce Sweet, and Vivian Grooms.

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### **New Business**

#### 1.1 Special Guest: Jayanni Webster, UCW

Jayanni Webster, a representative from the United Campus Workers union, explained the history and membership benefits of the union. She explained that the union is member-driven, rather than organizer-driven, and it is made up of anyone employed in a higher education institution: custodial staff, maintenance workers, clerical staff, faculty, graduate students, adjuncts, etc. The biggest issues for the union state-wide currently are adjunct pay raises, outsourcing of facility services, and fair pay. She noted that there are union members on 22 campuses across the state of TN and provided membership applications for us to distribute to interested employees.

#### 1.2. Review of October Meeting Minutes

*Minutes from October 11<sup>th</sup> meeting were reviewed and a motion to approve with minor changes was made, seconded, and carried unanimously.*

#### 1.3 Next Council Meeting

The next council meeting will take place on Friday, Dec. 6<sup>th</sup> at 9:00 a.m. Location TBA.

#### 1.4 Reports from Committees

The QEP Impact Report committee met on Oct. 22<sup>nd</sup> to review a sample report and begin gathering materials for the initial review.

Faculty Development met on Nov. 1<sup>st</sup>. They revised the purpose and reviewed the duties and tasks of the committee. They also discussed the idea of faculty development bringing programming to campus as part of their tasks. The chair sent the revisions to Dr. Bailey.

The Service Learning Committee will meet on Nov. 12.

The Accessibility Task Force met and continued work previously reported. The Strategic Enrollment Management committee reported that our campus will be hosting a TBR meeting comprised of representatives from other community colleges to discuss enrollment management. Faculty will be asked to consider the role they play in keeping students here at Jackson State once they have enrolled, highlighting a significant academic component of SEM.

The Tenure and Promotion committee discussed the process for choosing a chair for both the Arts and Sciences and Professional-Technical colleges. It was reported that the chair for AS was chosen by Dr. Bailey rather than by committee vote. It was unclear if a chair had been assigned to the Pro-Tech committee. It was also unclear if there is a policy on record for choosing a chair for the tenure and promotion committees. The FC chair will follow up with Dr. Bailey about this process.

#### 1.5 Report from Academic Council

Dean Grooms reported that the next meeting had been postponed, and that Linda Nickell has been invited to the next meeting to discuss the database of dishonesty. In other news, the library did open sooner than expected and the Deans are currently working on SLOs.

#### 1.6 Report from TBR Faculty Subcouncil

Candyce Sweet represented Jackson State and Faculty Subcouncil and reported the following:

- Tenure at Tennessee Colleges of Applied Technology Policy was on the agenda initially but was cut for unspecified reasons. It was reported that tenure has been relinquished at TCATs. Anyone who currently has tenure will keep it, but no more tenure appointments will be made after October 2019.
- Faculty council has been asked to review the policy Inter-Institutional Relationships and Off-Campus Offerings. The FC chair will email the policy to council members to be discussed at the December meeting. The chair will then take the council's comments to the next sub-council meeting in February.
- There is a system-wide review of General Education. Prof. Abby Lackey is the team lead for our campus. Anna Esquivel reported that the committee has been populated but has not yet met.
- TBR is beginning the process of looking into our LMS. D2L specs will be compared with other vendors.
- Acalog, a catalogue of academic programs system wide, was demonstrated for the subcouncil members.

- Through a grant, TBR is piloting a comprehensive student record project. This is an electronic diploma listing classes, skills, and competencies. It can be stored electronically.
- AMAC was discussed—we are already partnered with them through Georgia Tech, they can produce accessible documents but we would have to pay.

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## 1.7 Tutoring

The Math and Writing Centers do not have a sufficient staff of tutors to respond to student tutoring needs in several areas. The Math Center's limited hours are hindering student access to tutoring and the quality of writing and biology tutoring needs to be addressed. Council also inquired about the access to tutoring for students at off-campus centers. The SEM committee is considering these issues, so council may consider providing some guidance on this issue.

*A motion was made that Dean Grooms take council's concerns about access to and quality of tutoring to the Academic Council. The motion was seconded and carried unanimously.*

## 1.8 TnAchieves

The college had been asked to consider granting college credit for students who participated in the Summer Bridge program (essentially college credit for attendance) to address issue of lower participation in this program. This was to be a pilot, but we and other schools declined participation with the caveat that we would look into a different program. Any proposed program would go through the curriculum committee before any decisions were made.

Council will request information from Dr. Bailey regarding data related to the success of the Summer Bridge program.

## Old Business

### 2.1 Accessibility

The Ally accessibility tool has been purchased. It is being funded by TAF for the next 1.5 years after a 90-day free trial. Council had previously shared concern that Ally, purchased sooner, might have prevented some of the confusing and work that has plagued the accessibility audit this semester. Dr. Bailey explained that Ally had only become available for D2L this summer and budgetary issues had to be addressed.

Dr. Bailey would like for faculty to upload all course materials to Elearn, even if Elearn is not a vehicle for instruction, so that Ally can be instrumental in reporting on the accessibility of each course.

*A motion was made that the FC chair ask Dr. Bailey to put in writing by Dec. 11<sup>th</sup> the specific expectations for the accessibility of materials provided in Elearn and distributed in ground classes for spring semester. The motion was seconded and passed unanimously.*

## 2.2 Database of Dishonesty

See section 1.5 of these minutes for a previous update on this agenda item.

## 2.3 DEI

The decision to automatically opt students in to DEI was decided by TBR. Students will not be able to opt out until the first day of classes, and they are charged when they confirm the class. Faculty will be provided with an opt-out list daily during the opt-out period, which will be available on JWEB.

It was mentioned that the DEI should be rebranded as a billing initiative rather than a digital textbook initiative—some course material just cannot, or should not, be offered digitally. The deans will provide a list of which textbooks will be made available through DEI to the bookstore each semester.

*A motion was made to invite Tim Dellinger to our next faculty council meeting to explain the financial decisions behind the DEI initiative. The motion was seconded and carried unanimously.*

## 2.4 Faculty Handbook and Constitution and By-Laws Revisions

The subcommittee reported that many of the recent changes in policies have made it difficult to make progress. The subcommittee is holding off until the TBR and campus policies have been revised. This item will be tabled until the January council meeting.

## 2.5 Key Request Policy

Opening doors at 8:00 a.m. is no longer the administrative assistants' or deans' responsibilities. Tim Dellinger's solution is the new key policy, which allows faculty and adjunct faculty to request keys to all their classroom doors. The key request form is on JWEB. The council chair suggested we share the policy with our constituents to test this new system.

## 2.6 Panel Interview Forum for Faculty and Students

The SGA panel has been cancelled and rescheduled for the spring.

## 2.7 Presidential Search

During a conference call, the board members approved the criteria for the presidential candidate. The search committee has been selected. Committee meetings in which candidates are discussed are not open to the public, so

information from these meetings cannot be discussed by committee members. The following is the timeline for the presidential search:

Nov 1st—place advertisements, nominations sought, recruiting conversations held  
Nov 15th—public forum 10:30-11:30am, orientation for committee 12:15-2:30pm  
Feb 4th—prospect review meeting for leading prospects for consideration, committee selects candidates for preliminary review and discuss interview strategies  
Feb 13-14—round one interviews, discuss referencing strategies  
Feb. 25—reference feedback meeting  
Mar 16-18—round two of interviews (on campus)  
March 26—appointment—TBR Quarterly Board  
July 1—start date

## 2.8 Withdrawal Survey

Executive council met with Dr. Bailey to discuss issues with the withdrawal survey. An ad-hoc committee to address these issues, as well as related attendance issues, will be formed. Sara Vonderheide reported that, per her conversations at subcouncil, most withdrawal surveys are run through IR and share the results with administrators and supervisors. The new survey has already gone live, and so far only three students have left comments about specific faculty members. Sara Vonderheide and Bobby Smith are the only staff with access to the withdrawal survey information; it is housed on Sara's computer. Pertinent information may be emailed to the appropriate supervisor, but it is never printed.

Ben Lawrence asked for the opportunity to audit the process of withdrawing from or dropping a course. He was denied.

*A motion was made to adjourn at 1:08 p.m. The motion was seconded and carried unanimously.*

Respectfully submitted,

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Anna Esquivel  
Faculty Council Secretary

Candyce Sweet  
Faculty Council Chair