

JSCC Faculty Council Meeting Minutes December 6, 2019

The Faculty Council met Friday, December 6th at 9:00 a.m. in the Health Sciences Conference Room 111.

Present: Lisa Matlock, Becky Fisher, Ben Jeter, Tammy Prater, Anna Esquivel, David Hart, Benjamin Lawrence, Lauren Bryant, Candyce Sweet, James Mayo, Karolyn Smith, Pete O'Brien, and Vivian Minton.

New Business

1.1 Special Guest: Tim Dellinger, Vice President for Financial and Administrative Affairs

Mr. Dellinger was invited to discuss DEI and textbooks. He presented the following information:

- DEI is a course materials fee that is added to the students' tuition; it is a THEC and TBR initiative with the goal of giving students cost effective options.
- The state requires that we give students the lowest cost option that can be provided in volume on any given day. They have determined this is best achieved through e-materials/e-books/textbooks supplied by Follett/textbook companies.
- DEI and book adoption through Follett Discover are not the same thing, but they are related. DEI refers primarily to the digital options we provide students at the most cost-effective price points. Follett provides those options via negotiations with textbook companies, but it also provides physical books and OER options through their Discover system.
- The size and scope of DEI is at the college's discretion. Jackson State decided to go full scale. An e-book option is made available to the students, if it meets criteria outlined by the DEI.
- Students will not be purged for nonpayment of the DEI fee prior to the start of the semester.
- If they do not pay the DEI fee by the 14th day of the semester, they will be dropped from their courses.
- Unlike most other colleges, Jackson State awards excess financial aid on the first day of class. If students can opt in and out prior to checks being cut, this can cause some problems with federal over-pay and having to resort to collections.

- Dr. Denn and Dr. Hamilton decided that, in the spring, the opt-out period will begin on the first day of class and end on the 7th day. This allows students to consult with their faculty about course materials before the opt-out date. The 7-day period is a temporary measure and we will eventually revert back to a standard 14-day opt-out period.
- Students with DEI charges do not get purged until 14th day. They pay tuition but not the digital charge during that opt-out window.
- The Foundation is considering a need-based scholarship for e-materials. They have asked for more details about the parameters of the scholarship. VP Gann is working on that proposal.
- Currently books, whether those are e-books, courseware, or physical books, that are adopted through Follett must be reviewed by Follett and compared to national prices. This is how they determine what is added to the DEI list. They price out the adoptions and send the list to Dr. Bailey, who then forwards it to the deans and administrative assistants so that those options can be attached to the course. We are hoping that this can be automated in the future.
- A DEI FAQ is being compiled for students. Candyce Sweet will request an FAQ for faculty to have during the first day of classes so that we can address student concerns/questions.

After Mr. Dellinger's departure, a new issue was raised by the council regarding the Academic Assistance Center. While the AAC should play a central role in digital textbooks and access to materials, the council shared concerns about the center's interactions with students and faculty. Both students and faculty have often found it difficult to work with the ACC to schedule make-up exams or to get assistance in general.

A motion to send an email to all faculty soliciting areas of concern regarding the AAC was made, seconded, and carried unanimously.

1.2. Review of November Meeting Minutes

Minutes from November 8th 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 after the winter break on Friday, Jan. 17th at 9:00 a.m. in the Health Sciences Conference Room 111.

1.4 General Education Review Committee

Dr. Bailey sent an email containing information about campus teams and the review structure. The TBR Coordinating Committee met in early November and

expected to provide more information to the teams after that meeting. This agenda item is being tabled until more information about the project is provided to the committee by TBR.

1.5 Report from Academic Council

Dean Minton reported the following:

- McWherter will be renovated during the summer of 2020 and 2021. McWherter personnel will be relocated to the Nursing building.
- ATD will move away from a student services focus to an academic focus with an emphasis on teaching and learning. Dr. Bailey and Brian Gann will be ATD co-chairs. This will begin with a training session during in-service week.
- Ron Acree's retirement will be from 4-6 p.m. on December 16th.
- Three new certificates have been created in medical coding, criminal justice, and education.
- Expect to hear more about funding formulas as they are tied to ATD initiatives.

1.6 Reports from Committees

Distance Education Committee

Dr. Bailey called the first Distance Education meeting. He charged the committee with advising the Online Quality Council regarding accessibility issues and policy revisions for course development. The committee will meet next week for their first regular meeting.

The Service Learning Committee

The Service Learning Committee met and created a mission.

The Lottery Committee

The Lottery Committee met and approved two scholarship applications.

The International Fee Committee

The International Fee Committee is meeting today.

Accessibility Task Force

The Distance Education office will be creating an Elearn course for accessibility training, building in assessments that we can track who is certified in accessibility. The committee will be adding representatives from the physical plant. The committee is also working on a formal recommendation to hire an accessibility specialist for the campus.

The Safety Committee

A meeting of the Safety Committee has been called for next week.

1.7 Resources for Adjuncts

Adjuncts have requested access to pertinent software such as MS Word. While full-time faculty also do not have access to free software for their personal computers, they do have access to technology, such as laptops and iPads, issued by the college. Candyce Sweet will inquire about policies and procedures related to access to technology for adjunct faculty.

1.8 Paying for Parking on Campus

A new tax law categorizes designated employee parking on campus as a taxable benefit. The cost of parking for employees per year has been set at \$95. The campus is presented with the option to eliminate employee parking or to require employees to pay for parking. This year, Jackson State has decided to absorb the cost of parking for employees and will revisit the issue with the new college president.

Old Business

2.1 Accessibility

Dr. Bailey responded to a request sent by Candyce Sweet that he communicate his expectations about accessibility to the faculty. He said that these expectations follow two tracks, the ones set by TBR and the ones set by institution. He stated that the benchmark for federal law is that courses are at least 70% accessible, and that is the benchmark that the campus is adopting. Further expectations should be communicated by each division and their respective disciplines. He also stated that most of the Jackson State courses that were audited fell into the 80% accessible range. Dr. Bailey will further communicate expectations during spring in-service.

For more updates regarding accessibility, see agenda item 1.6.

2.2 Database of Dishonesty

Dean Nickell met with Academic Council to discuss the database. The database will be maintained by the Dean of Students. After Dean Nickell reaches out to other colleges about their processes, she will share this information with Academic Council.

2.3 DEI

Communication to students about the DEI process will begin on Dec. 12. The opt-in/opt-out period for the spring has been shortened to 7 days, from Jan. 21-27. For additional updates regarding DEI, see agenda item 1.1.

2.4 Faculty Handbook and Constitution and By-Laws Revisions

The faculty handbook subcommittee responded to the suggestion that adjunct faculty be included in the handbook and on council by stating that the definition of “faculty” is limited to full-time employees. However, one member of the subcommittee suggested creating a separate adjunct faculty handbook.

The constitution and by-laws subcommittee will add the changes to the draft that were made in the April 2019 faculty council meeting. That draft will be provided to the council for review before the January 2020 meeting.

2.5 Inter-Institutional Relationships and Off-Campus Offerings Policy

This policy has been sent to Dr. Denn and will be discussed at academic and faculty subcouncils in January and February. More updates will be available after those meetings.

2.6 Presidential Search

The search committee has met and had orientation. Greenwood Asher estimates that they will be making about 300 phone calls to strengthen the applicant pool. They accept nominations, so contact Greenwood Asher if you would like to nominate someone. We can also send nominations to Heather Freeman, who will then send them to Greenwood Asher.

The committee will meet Feb. 4th to look over applicant CVs and material. The first round of interviews will be conducted off-campus for confidentiality.

On-campus interviews will take place after spring break. We should expect the pool to be narrowed to three candidates at that point. The expectation is to have the appointment made on March 26th with a start date of July 1st.

2.7 Withdrawal Survey Ad Hoc Committee

Council recommended that Dr. Bailey form an ad hoc committee to review issues related to the surveys related to attendance, withdrawal, and course evaluations. He expects this committee to be formed in the early spring and will hold its first meeting after classes begin. Brian Gann and Tim Dellinger agreed that the committee would be useful and would ask members of their divisions to participate. Dr. Bailey anticipates that John Brandt and Robin Marek would serve from Student Services, and Adina Kerfoot and possibly Lynn Rouse from Business Services. He has spoken to the deans about appointing two members from the general faculty (one from pro-tech and one from arts/sciences). James Mayo has indicated that he would like to serve on this committee and has indicated a willingness to chair.

He stated that Sara Vonderheide should be included when the surveys (IOTA 360, Withdrawal Survey) are being discussed.

He recommended the following membership structure:

- 2 members from Student Services appointed by VP Gann
- 2 members from Business Services appointed by VP Dellinger
- 2 members from faculty appointed by the Deans and VP Bailey
- 2 members from faculty appointed by Faculty Council
- 1 member from IR to advise on survey discussion when needed
- Other employees brought into discussions as needed as ex-officio.

A motion was made to adjourn at 10:48 a.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Candyce Sweet
Faculty Council Chair