

JSCC Faculty Council Meeting Minutes January 17, 2020

The Faculty Council met Friday, January 17th 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, Stacey Dunevant, and Vivian Minton.

New Business

1.1 Review of December Meeting Minutes

Minutes from the December 6th meeting were reviewed and a motion to approve with minor changes was made, seconded, and carried unanimously.

1.2 Next Council Meeting

Council discussed adjusting meeting times to accommodate Nursing faculty representatives whose clinicals schedules make it difficult to attend Friday morning meetings. Council agreed to move regular meeting times to Friday afternoons.

Because Candyce Sweet will be representing Jackson State at TBR sub-council and in Presidential Search meetings this month, the next council meeting will take place on Monday, Feb. 10th at 3:00 p.m. in the Health Sciences Conference Room 111.

The March meeting will be held on March 20th at 12:00 p.m.

1.3 Report from Academic Council

- Achieve the Dream programming will be provided during in-service. ATD will focus on academics and getting students to completion.
- Students who have earned 45 hours should be advised to take the Exit Exam, which is being offered every other Friday from 1:00 – 3:00 p.m. This will help the AAC avoid an end-of-the-semester rush. Veronica Jones will be sending out the Exit Exam schedule.
- Due to budgetary concerns, JSCC Library hours have been changed from 7:30 a.m. to 8:00 p.m. A new librarian has been hired and will start in February. The librarian will travel to our centers to expand the library presence and offerings in those areas.
- A DEI help desk will be set up in the bookstore and a phone number will be available for students and faculty to call with questions. If you have been unable to log on to Follet, reset your password.
- Faculty interested in learning more about Open Educational Resources are invited to attend a meeting with Dr. Denn on Jan. 24th at 10:00 a.m. in Nursing 203.

- TBR will be conducting a site visit on Jan. 24th from 1:00 – 4:00 p.m.
- The AAS in General Technology has been deactivated. Certificates in law enforcement will begin this fall and will be embedded in the AAS and AS in Criminal Justice. Early Childhood Education certificates is going through the TBR approval process.
- A group called Moonshot for Equity is interested in partnering with Jackson State. It is not related to ATD, so there will be further discussion about this as we receive more information.

1.4 Report from Committees

General Education Committee

The committee has received no instructions about how to proceed with the project.

Distance Education Committee

The committee has met twice since the last council meeting. They discussed and proposed a new online course development policy. The committee agreed that collapsing course development, revisions, and maintenance in to one contract with a \$2500 stipend was problematic. The committee is recommending is that distinctions have the be made and maintained in policy between development, revisions, and maintenance. The recommendations are as follows:

Course development: \$2500. This contract will include development, pilot, and one additional semester of course management after the pilot. This will not include maintenance or revision.

Course revisions: \$750. This will cover major revisions when revising for a new textbook or a major revision to textbook, and for developing a moderated duration of a course (e.g. 3-week, 5-week, 7-week, 10-week durations).

Basic maintenance: Updating due dates and checking for broken links. This should be considered service/committee work and not included as part of a development contract.

Committee is sending these recommendations to the Online Quality Council. Dr. Bailey suggested that chairs of DE committee join the OQC.

The committee also recommend reviewing the Distance Education budget, which has not been reviewed in many years.

The Distance Education policy is not available on JWEB or readily available in general.

Action Item: Council members will ask their constituents send us any issues related to online courses and teaching.

Distance Education has gotten requests for Elearn and online tutorials that can be made available to faculty and students. They are asking us to provide ideas for subject matter.

The Service Learning Committee

The Service Learning Committee met and created a mission.

The International Fee Committee

The committee reported that a scholarship rubric for scoring candidates is being developed by the committee. They also reported that a number of performances have been funded for the spring, such as Brock McGuire and Lalo Davila.

Student Aid Awards

The committee has met.

The Safety Committee

There has been communication about a possible meeting, but the committee has not yet met.

Institutional Review Panel

The committee has met twice.

Diversity Committee

The committee awarded about 27 scholarships for spring and adjusted the budget so that there are funds available for the summer.

1.5 COL1030

Faculty have brought up concerns about issues of quality faculty and full-time faculty teaching this course. Because COL1030 is a retention course beneficial for academic enrichment, the original vision was that it would be staffed by full-time faculty. There is concern that, currently, most sections are taught by adjunct faculty.

A motion was made for Executive Council to meet with Dr. Bailey and recommend that, in order to uphold the original standards of student success in the COL1030 class, we ensure that invested and quality full-time faculty are teaching at least 75% of the courses, we appoint a program coordinator for the course, and we allow interested faculty teach these courses in load. Dean Minton will also bring this up to Academic Council. The motion was seconded and carried unanimously.

1.6 Faculty Compensation

Faculty compensation has been a consistent faculty concern. The President's office said TBR set the initiative to revise pay scales, but that it has not followed through. The President and VP of Financial Affairs is looking into the issue.

One council member reported that 18 associate professors are at only 87% of their target. Newer hires are being brought in at close to 100 % of target pay. The compensation plan that is on the web is outdated (2005), but it says that the salary schedule will be indexed yearly. There's some confusion at promotion about whether years of service are counted or merely the rise in rank.

HR has been providing incorrect information about non-faculty salaries. At the last cabinet meeting, it was reported that JSCC is first in the state for faculty pay and last in staff pay across the state. HR seems to be making decisions about faculty pay based on incorrect information and perpetuating these inequities.

It was also noted that faculty can only get reclassified twice in their careers. Administrators and staff can get reclassified multiple times.

Council members took this opportunity to address ongoing issues related to inequities in course loads and overload. It was suggested that council members reach out to our constituents to solicit concerns or questions they may have related to course loads.

Council representatives on the Faculty Handbook subcommittee took this opportunity to provide an update on the handbook revisions. Because of concerns about inconsistencies related to how leave is handled across campus, one council member reached out to administration and HR about policies related to sick leave and flex time to include in the faculty handbook revisions. HR passed along the sick-leave policy but was unable to produce a policy related to compensatory time.

Once council member is working on updating academic support resources to provide in the handbook. The member has received updated information to include in the handbook from every department except Distance Education.

Dr. Bailey would like the process of electing the chair of the Tenure and Promotion committee to be added to the handbook.

The subcommittee is waiting on more information from various areas of the college and will have more information to report at the next meeting.

A motion was made for Candyce Sweet to address these issues about faculty compensation in the next President's Cabinet meeting. Motion was seconded and carried unanimously.

1.7 Trainings for Faculty

Dana Nails reported that after the training last year 25% of our employees still fell for a phishing email. Council members raised several questions about the training, such as:

- Who is mandating the training? TBR requires that we create a training program on our campus, but who selected the current training resources?
- Are student workers and adjuncts included in the training?
- Why is it the same training every year?
- Who sets the timing for it?
- Can we request relevant and useful training programs in the future?

A motion was made to request that security and sexual harassment trainings be reviewed for relevance, quality, and timing for completing. The motion was seconded and carried unanimously.

Old Business

2.1 Accessibility

There was concern that the training provided during in-service week was repetitive and did not provide new or discipline-specific information.

The expectation for accessibility in our courses is that each file should be at least 80% accessible, not just the overall course. Council members should share this information with our constituents.

2.2 Database of Dishonesty

Dean Nickell provided council with a report of her research on how other colleges handle academic dishonesty on their campuses. Dr. Bailey and the Deans will be discussing this information at the next Academic Council.

2.3 DEI

Patrick Davis send Candyce Sweet the DEI FAQ, which she distributed to the council. This FAQ has been made available via the Elearn homepage.

The link for the Follet in Elearn no longer takes the user directly to bookshelf. Instead, it routes the user to Brytewave where they are prompted to log in. Unfortunately, this cuts out OER materials as an option because they are listed in Discover but are not available through Brytewave.

2.4 Faculty Handbook and Constitution and By-Laws Revisions

See agenda item 1.6 for faculty handbook updates.

The constitution and by-laws subcommittee provided the council the revised documents for review. This item will be tabled until the council has time to review these documents.

2.5 Resources for Adjuncts

Dana Nails provided information through email regarding the availability of MS Office suite through the college. Currently the college does not provide free or discounted software to faculty or staff. Adjuncts do have access to computers in various adjunct offices. MS Office suite is available on those computers. There are a limited number of laptops available for adjuncts to check out during the semester.

2.6 Tutoring/AAC

Council members reported concerns about the AAC from their constituents. There were several disparaging remarks about interactions with the AAC. There was a general agreement that the recent email that was sent by the AAC was extensive and set a negative tone. The culture of the AAC does not promote a sense of belonging.

A motion was made that Dean Minton take these issues about the AAC to Academic Council for their consideration. The motion was seconded and carried unanimously.

2.7 Presidential Search

The search committee will meet Feb. 4th to look over applicant CVs and material. The first round of interviews will be conducted off-campus on February 13-14.

On-campus interviews will take place after spring break on March 16-18.

2.7 Withdrawal Survey Ad Hoc Committee

Sara Vonderheide recommended to Bobby Smith that the withdrawal survey no longer be administered. With the help of ATD we can identify a more effective approach to this issue.

Dr. Bailey requested that the council identify two members to serve on the Attendance and Withdrawal ad hoc committee. James Mayo and Ben Lawrence volunteered to serve.

A motion was made to adjourn at 12:02 p.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Candyce Sweet
Faculty Council Chair