

JSCC Faculty Council Meeting Minutes February 10, 2020

The Faculty Council met Friday, February 10th at 3:00 p.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, and Vivian Minton.

New Business

1.1 Review of January Meeting Minutes

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

1.2 Next Council Meeting

The March meeting will be held on March 20th at 12:00 p.m. Election of new officers will be held during the first week of March. New members will be invited to the April meeting.

1.3 Report from Academic Council

- Linda Nickell spoke with the Academic Council about the Database of Dishonesty and at what level these issues will be reported and to whom. If something is reported to Linda Nickell, she cannot release that confidential information to anyone unless a student signs a release. It was recommended that faculty would report into a database that would be received by Dean of Students. The Dean of Students will monitor the reports for repetition. If a pattern is seen, the DS will contact faculty and their respective deans for discussion of further action. This process can be in place by fall.
- The International Education Committee interviewed 19 students for the International Ambassador Scholarship. Three of our students received SERS travel grants.
- The college will offer a full geology sequence (2 courses) that will count as a natural science.
- Nursing has purchased a new simulator named Alex.
- The Summer/Fall schedule is due Feb. 15. The early deadline is due to the grant the college is working on with ECHS.
- The AAC survey has been created. It has addressed our concerns and they have made improvements. Some signage has been removed and the AAC will work with John McCommon to make the remaining signage more student friendly.
- Deans discussed how to handle leave policies with relation to equity across divisions.

- DEI Help Desk requests help with navigating student sign ins. It was discussed that there are just too many access points for Courseware. Dean Davis noted his desire to have a conversation about the student experience of DEI.
- The Teaching and Learning Initiative is inviting the members of the Programs of Excellence to a meeting to discuss how to launch this initiative.
- The council discussed the SACS standard for the verification of students in a distance class. The standards require two proctored/monitored online exams. The college is looking at three proctoring/monitoring services to help with this. This issue will be presented at the next OQC meeting.
- The council address concerns about TN eCampus. Can faculty teach more than two classes in the summer? Faculty can teach 2 courses for JSCC and receive overload pay for teaching a TN eCampus class. Faculty cannot make more than 25% of income during the summer.
- The request from Sailor Academic will be brought back to Curriculum Committee per Dr. Sisk's request.
- Regarding full-time faculty teaching COL 1030: All deans were willing to allow faculty to teach if faculty are available at the times Dean Minton needs them. Faculty should email Dean Minton the times and days they are available to teach.
- Regarding online classes in-load: The practice is different in different divisions based on need and availability. Members of council responded with concern that adjunct faculty are getting preference for online courses.

Action Item: Council asked that executive committee discuss the concerns about adjunct faculty getting preference for online classes to Dr. Bailey.

1.4 Report from Committees

International Education Fee Committee

See agenda item 1.3 for update.

Honors Committee

This committee is distinct from the Honors Council. The Honors Committee does not meet; all work is conducted by the Honors Council.

Assessment of Administrators Committee

Emails have been sent regarding future meetings.

The Distance Education Committee

The committee is scheduled to meet on Feb. 28th, but the business of the meeting depends on information from the Online Quality Council, which has not yet met.

1.5 Add/Drop Date Issues

The council discussed ongoing issues with add/drop dates and regular/late registration. It was reported that Financial Aid dropped students that should not have been dropped; action has been taken to address that problem.

Action Item: Executive Council will request data on the success of students who enroll late.

A motion was made to request that Dean Minton relay to Academic Council the Faculty Council's ideas about a college-orientation program during in-service week that includes instruction regarding student organizations, library resources, email, DEI, advising, Elearn, and all things related to student success. The motion was seconded and carried unanimously.

1.6 Course Evaluations

IOTA surveys for the first 7-weeks session will be available from Feb. 21-March 3. IOTA surveys for the full-term and second 7-weeks sessions will be available from April 8-April 28. John McCommon will send students emails and texts about surveys when the time comes.

1.7 TBR Faculty Subcouncil Updates

Candyce Sweet reported highlights from TBR Faculty Subcouncil:

- TBR will be conducting institutional site visits with colleges and regional site visits with TCATS regarding strategic enrollment.
- Legislature is considering allowing TCATs to offer associates degrees. TCATs are considering offering an Associate of Occupational Technology and Surgical Technology degrees.
- ACALOG, the common course catalog, is up and running. Each campus is being tasked to audit the catalog on a regular basis, led by a selected academic officer. Jennifer Cherry is our academic officer and has been instructed to audit the catalog by March 1st.
- Articulations agreements between TCATs and CCs and will be revisited if legislature allows TCATs to offer Associates degrees. General Education requirements would be completed at the community college but the degree would be granted by TCAT. Council asked how that would impact with completions rates for CCs. Subcouncil will be discussing this as the issue unfolds.
- How is ATD funded? Originally funded by a grant from The Bill and Melinda Gates Foundation. Jackson State, Southwest State, Chattanooga State, and Roane State are all legacy colleges. In 2018, the system expanded involvement in ATD to 8 schools and paid the cost of membership for all colleges for the first three years. All 13 CCs in the state are now in ATD. The amount funded each of the three years has been \$75K, \$65K, and \$28K, respectively. TBR continues to pay for the cost of ATD membership. In the future, college will share the cost with TBR.
- An Advising Academy will be held March 9-10 in Franklin, TN. The registration deadline is Feb. 14. They are looking for teams of 5. Advising Innovation grants are available that will help bring in speakers for professional development. An advising website will launch soon. The goal is to create a mission statement for advising that can be used system wide.

- The timeline for the accessibility initiative for 2020 has passed. Pellissippi State passed a resolution requesting more resources for accessibility. We have partnered with Georgia Tech AMAC, which has created a repository for accessibility documents.
- The first official meeting for the General Education Review committee is March 27. A website has been launched, which will chronicle the work being done by the groups.
- Programs for veterans are ramping up across the state. There is work being conducted on a portal for course credit for this student population.
- Questions about the gun bills moving through the state legislature should be directed to Rick Walker.
- QuILTSS: Quality in Long-Term Support Services is a new program for workforce already employed in industries such as home health. These students will be able to earn badges in skill areas such as communication.
- There are currently 39 academic audits being conducted and 3 program reviews. There will be 123 faculty peers visiting campuses in March and April.
- Course revitalization stipends are available to help faculty stay current in their disciplines.
- Meetings will be conducted across the state to showcase vendors of Learning Management Systems. On March 31st at vendors will demo projects at the University of Memphis, and anyone who would like to attend should contact Patrick Davis. TBR plans to award a new contract by Oct. 15 and it will go live Jan. 1, 2020. A live test environment will be held May 4-23.
- The calendar for promotion and tenure will remain the same.

Action Item: Candyce Sweet will send Faculty Council members the documents related to Inter-institutional offerings so that we can review the policy updates and changes.

Old Business

2.1 COL1030

See agenda item 1.3 for update.

2.2 Database of Dishonesty

See agenda item 1.3 for update.

2.3 Faculty Compensation

Candyce Sweet reviewed faculty concerns with compensation and human resources that she plans to take to the upcoming President's Cabinet meeting. This information had been communicated to Dr. Bailey prior to this council meeting. Council further discussed issues related to compensation and human resources.

Members of the council who attended the faculty compensation study meeting reported on the meeting. The consultants have completed compensations studies for all CCs in Tennessee except Jackson State.

A draft of the new compensation plan is due by the end of March. Jackson State staff salaries will be valued at the Jackson, TN market value and faculty salaries will be valued at the Southwest Region market value.

Dr. Sisk requested 3 faculty members be selected for this committee—2 from council and one from elsewhere. James Mayo and Lisa Matlock will represent faculty council. Candyce Sweet will put out a call for the third faculty member.

2.4 Faculty Handbook and Constitution and By-Laws Revisions

A draft has been completed, but it needs to be formatted and sent out to the council. Faculty Council and our constituents will have input into the draft before it goes to Dr. Bailey for review.

A motion was made to send the newest draft of the constitution and by-laws to the faculty at large for feedback. The motion was seconded and carried unanimously.

2.5 Equity In-Load

See agenda item 1.3 for update.

2.6 Resources for Faculty from Distance Education

The council recommended that the Distance Education Director be more proactive in providing resources to faculty by staying up-to-date in the field. This request was forwarded to Dr. Bailey. Distance Education representatives will carry that request to the DE committee.

2.7 Trainings for Faculty—Data Security and Sexual Harassment

Candyce Sweet read an update from the TBR Chief IT Officer Steve Viera. He reported that 85% of the staff have completed the data training. The training is mandated but the central office is reviewing other training portals. The training can be moved to the spring and the deadline extended to after grades are due. Every TBR institution has their own program supported by online training.

A motion was made to request that the training be revised so that it is more user-friendly, less repetitive, and less time consuming. The motion was seconded and carried unanimously.

2.8 Tutoring/AAC

See agenda item 1.3 for update.

2.9 Presidential Search

The search committee met on Feb. 4th and selected people for phone interviews.

Other Business

3.1 Disorderly Conduct in the Library

A constituent reported a problem with unruly students at the library. The problem seems to come predominantly from ECHS students.

Action Item: Take these concerns to Dr. Bailey and find out who is responsible for the oversight of the ECHS students.

A motion was made to adjourn at 5:52 p.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Candyce Sweet
Faculty Council Chair