

## **JSCC Faculty Council Meeting Minutes April 24, 2020**

The Faculty Council met Friday, April 24 at 12:00 p.m. via Zoom.

Present: Lisa Matlock, Becky Fisher, Ben Jeter, Tammy Prater, Anna Esquivel, David Hart, Benjamin Lawrence, James Mayo, Pete O'Brien, Liz Mayo, Bob Raines, Jane David, Stacey Dunevant, Kim Benson, Cindy Roberson, Justin Curtis, and Vivian Minton.

James Mayo presided over the meeting in Candyce Sweet's absence.

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### **New Business**

#### 1.1 Review of March Meeting Minutes

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

#### 1.2 Report from Academic Council

Dean Minton provided the following report from the most recent Academic Council meeting:

- **Accessibility:** The college is currently an 84% online accessibility rate. OER is being evaluated for accessibility. This is not a focus for the current semester but will be a priority in future semesters.
- **LS Placement:** The college is discontinuing the use of the Accuplacer test and will be using HS GPA in its place. Students who earned below a 3.6 GPA will be required to take learning support, but will be able to test out of each subject.
- **Advising:** More information about summer advising to come. Early thoughts about orientation is that Great Expectations will be online, but they are still working out the logistics. It's unclear how students will gain access to the advisors during the session. Zoom rooms could be one possibility, but that would require training and a consideration of how to handle FERPA guidelines.
- **Federal CARE Act:** Money will be distributed to students through the Business Office.
- **Campus Access:** Only grounds people are allowed on campus at this time.

- Financial Aid: Community service hours have been dropped. Some exceptions for incomplete grades have been made and will not hurt the students' financial aid at this time. March 31 is the LDA for students to keep full financial aid. If they attended on March 31st, they earned all of their aid for the term.
- Proctoring Software: The campus is exploring BioSig-ID and Honorlock for proctoring services. Honorlock pilots are ongoing and will continue throughout the summer.
- Fall Schedules: Academic Council is considering whether we will be prepared to go online. Most courses can transition fairly easily, though some labs and clinicals are experiencing issues. TBR has not waived the online fee for students and does not plan to. Hybrid courses do not have an online fee.
- TN Achieves: TN Achieves students will take summer classes instead of participating in the summer Bridge program. OIT is pushing for the use of Microsoft Teams for the TN Achieves students since, they argue, it is better and easier, and a lot of HS students are already familiar with it.

### 1.3 Reports from Committees

#### Faculty Compensation Committee

Reports from the consultants were sent to the committee. Those reports cannot be shared right now, but the committee members were pleased with the outcomes. Faculty council, along with the other councils, should be vigilant about the how these new plans will be implemented and enforced moving forward, including issues of reclassification and the assessment of years of experience. The current committee may continue as is or a new committee will be put in place. If FC needs to place a member on the committee it was recommended that Stacey Dunevant or Lisa Matlock serve, given their experience with these matters.

### 1.4 Representation of Math Faculty on Faculty Council

In the most recent draft of the constitution, Math and Sciences are represented by one member from Math and one from Natural Sciences. Math faculty were re-polled about this split representation. Of the 6 full-time Math faculty, 4 voted to have their own representative on council, as is reflected in the most recent draft. After extensive discussion, council agreed that representation should be determined by the division rather than prescribed in the constitution.

*A motion was made to revise the draft of the constitution to reflect 2 representatives would be elected from the Division of Math and Natural Sciences, instead of splitting representation between the two. The motion was seconded and carried unanimously.*

### 1.5 Executive Council Elections

The Vice Chair welcomed the newly elected council members to the meeting and initiated elections for Executive Council members. The results are as follows:

Chair: Candyce Sweet,  
Vice Chair: Liz Mayo,  
Secretary: Anna Esquivel

#### 1.6 Faculty Council Awards

The Vice Chair convened a committee, which voted on the nominations for the Faculty Council Awards. Once it has been decided how awards will be distributed, the winners of the awards will be announced.

#### 1.7 Embedded Tutors

Executive Council discussed the council's concerns about embedded tutors with Dr. Bailey. He recognized that this was an issue and explained that once the problem was discovered, Meisha Daniels removed the tutors and only added them back in upon the request of the instructor. Requests for embedded tutors were communicated by the deans who instructed faculty to send requests to Distance Education.

#### 1.8 Preparing for Fall Semester

It has not been communicated when faculty will be able to return to campus. Dr. Sisk submitted an institutional plan to the TBR chancellor for campus reopening. We might have limited access to our offices over summer. As soon as TBR responds to the institutional plan, Dr. Bailey will let us know.

Summer courses have been moved to an online format, with a few exceptions. The fall semester is currently operating under a normal schedule, but Dr. Bailey explained that if the pandemic creates ongoing issues, we may offer more online classes than usual.

#### 1.9 TBR Subcouncil Updates

TBR Subcouncil updates were passed along via email and are included in the appendix to these minutes.

### **Old Business**

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

Members of the council shared feedback from their constituents regarding Dean representation on council. While some constituents believed Deans on the council could be beneficial, others believed that the presence of a Dean could

inhibit some members from speaking their minds and should be invited only when necessary.

Some members of the council provided historical context for Dean representation. During a previous revision to the constitution, Dr. Blanding wrote in dean position. At the time faculty refused to vote on that constitution for couple of years, but then they were forced to ratify it.

During the Executive Council meeting with Dr. Bailey, he stated that he agreed that a Dean on the council is not necessary, but also would not want a faculty member to be present for the entirety of an Academic Council meeting.

*A motion was made that, for the purposes of elections for Faculty Council representation, academic deans should be considered members of faculty and therefore entitled to vote, and that we should amend the current working draft of the constitution to include a statement that Deans may be invited to council meetings as needed. The motion was seconded and passed unanimously.*

## 2.2 Faculty Evaluations

In response to the Executive Council's inquiry regarding faculty evaluations, Dr. Bailey explained that to his knowledge Institution Research does not use information from the evaluations and therefore does not see any reason why evaluations are housed in that department. Decisions about when evaluations are given and what instruments are used are an academic matter. He recommended that council talk to future president about moving faculty evaluations under the purview of Academic Affairs.

## 2.3 Presidential Search

The interviews with presidential candidates are being planned as if campus is still closed the week of May 11-13. Each of the three candidates will meet with faculty council representatives from 10:15-11:15 each day. Zach Tarr will host a zoom meeting. Heather Freeman will introduce the Faculty Council chair to the candidate and leave the meeting, so that the chair can ask questions from constituents. It is possible to add council members to meeting but more people could limit discussion. The meeting can be live streamed to all faculty.

After some discussion, council agreed that all council members should be present at the meeting. Council believes that the more people to have an interaction with the candidates, the more informed we will be about our selection for president. We will ask for Heather Freeman to clarify the structure of the meetings and to request that all council members be included in the meeting.

Council will meet on Saturday, May 9<sup>th</sup> to discuss the council meetings with candidates. We will plan a closed debriefing after the meeting with the candidates each day.

Faculty council will send constituents an email asking for questions council should ask the candidates.

## **Other Business**

### 3.1 Faculty Council Transition

The 2020-2021 Faculty Council representatives will begin their duties on May 9<sup>th</sup>.

### 3.2 Work on Faculty Handbook and Constitution and By-Laws

Council discussed working through the summer on the constitution so that we have it in place before the new president reports. Council discussed possible platforms with which to communicate throughout the summer. Both Slack and an Elearn shell for faculty was suggested.

It was asked whether the president must sign of on the Faculty Handbook. The chair will ask her faculty subcommittee counterparts across the system about practices on their campus.

*A motion was made to adjourn at 1:41 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

## Appendix A

# TBR Faculty Subcouncil Meeting

April 17, 2020

### Approval of Minutes

Minutes from the February meeting were approved.

### Dr. Hamilton's Opening Remarks

Accreditation changes have caused a need to shift from a diploma credential to Associate Degree—but changes needed to be made in the legislature that would allow technical colleges to deliver an Associate Degree program. Legislature has also taken a break, but before they did, there were no questions or concerns raised about this. They plan to reconvene in the first of June, and Dr. Hamilton believes that technical colleges will be allowed to offer an Associate of Occupational Technology degree. She expects no roadblocks in legislature.

Ongoing meetings with TBR and at the institutions about making sure we are meeting all competencies and requirements for our degree programs.

### Discussion Items

#### D2L Contract

Dr. Sedrick gave an overview of the vendors vying for the TBR contract—Canvas, Blackboard, and D2L. D2L has added features to their bid from what they currently offer. Feedback was solicited after the vendors made their presentations. There will be a “test drive” now—in the early weeks of May. After the performance reviews, they will review the cost proposals. There are representatives from all campuses on this committee. If D2L is the vendor of choice, do we stay under the old contract for an additional year, or do we immediately roll over into a new contract? A vendor will be selected in June of 2020. If a new vendor is chosen, then we will have to consider how long of an overlap to have with the new vendor and D2L. The LGI's are partners in this, but they no longer fall under TBR. Any of the LGI's could bail on us and go their own way, which would affect the contract. Various forms of the contracts will be drafted depending on if any, some, or all of the LGI's come with us with a particular vendor. The vendor will be under contract for the calendar year, not the academic year, so January 2021. No one is allowed to see the cost estimates until after the testing in May.

#### Accountants and Terminal Degree Requirements

Can accountants with CPAs and other licensure be exempted for the Ph.D requirement for full professor? Like MFAs and engineers, very few accountants have a terminal degree. MFAs and engineers are exempted, but accountants are not. Dr. Hamilton reviewed the tenure and promotion policies—as listed on the TBR website. Dr. Sedrick

has been working on the listing of the terminal degrees. He recommends we hold off on this because this is not a staff type of assignment, and it has regional impacts. Presidents can request exemptions. Institutions can be more strict than TBR policy, but not less. Existing policies and historical precedents are impacting this issue. Dr. Hamilton suggests that we need to review this in the future, but currently, campuses do have the exception clause within the policy. Dr. Sedrick is asked by Dr. Hamilton to set up a committee to look into this issue.

## **Academic Affairs Staff Update**

### **Clinical Hours in Nursing and Allied Health Programs**

Dr. Berryman reports an update—there have been concerns. Will we be able to and how will students finish their clinical hours and be able to graduate? The 50% rule for simulations is actually a recommendation, not policy. Everyone has a plan and anticipates being able to graduate their nursing class in May. Other programs are having more trouble—Occupational therapy, dental hygiene, etc. Nothing further on that.

### **Use of GPA for Placement**

Dr. Berryman reports. A challenge for students coming in the summer and fall who do not have an ACT or SAT and cannot take the Accuplacer because they'd need to be on campus for that. So, for summer and fall, the high school GPA can be used the same as the ACT or SAT scores. This would be run as a pilot for the two semesters. Requires adjustment with Banner. Discussions ongoing on campuses about how to implement this. Reconnect and adult students who have no test scores and their high school GPAs are over 5 years old will be placed into co-requisite courses. Initial recommendation was 3.6 of the GPA, but TBR was asked to reevaluate this. Nothing further on that at this time. What about a GED? If there is an opportunity to bring them back on campus, then the Accuplacer will be used. If not, they would be defaulted into co-requisite learning support.

### **Military Transition—Workforce Development System**

Dr. Denn reports. System level approach to dealing with workforce development in the state. Objective is to improve the pathway for military personnel transitioning to civilian life—post secondary enrollment and/or entry into an apprenticeship program. They determined areas of need—support services integration, advising, and networking.

### **K-12 Connectors**

Dr. Denn reports. Three teams who work in K-12 post secondary space—sails, EPSO, and Pathways. SDC testing has been cancelled this spring so students can't get that credit. Hoping to open a testing window in September. SAILs course has been modified so that students may bypass module tests, progress to subsequent modules and complete assignments. Schools closed for the remainder of the year. SAILs plans to conduct proctored testing on community college campuses near the end of June, if

the state is reopened. Pathways Certification application due date has been postponed to Fall 2020.

### **DEI/OER/ATD**

Dr. Denn reports. DEI Phase I—Inclusive Access; Phase II—Creating a Digital Campus Culture, TBR focus is on OER. DEI focuses sessions as part of the Teaching and Learning conference track.

### **PC 454— Computer Science Education**

Passed last year. How to integrate computer science education in K-12. Heighten awareness in community colleges for these types of programs.

### **Student Success Staff Update**

#### **Accessibility Update**

Director Waymire reports. Looking over current contracts. COVID response contracts, too. If we're utilizing vendor resources, they will expire in June, so TBR wants feedback on these tools while we have them for free.

**Action Item:** Please let your Accessibility chair know about these free vendor tools if you are using them.

TBR is also working on helping campuses without accessibility teams to form these teams. System Office working on vendors with past conformance dates. They are asking the accessibility chairs to follow up with Faculty Audits. Their next meeting is May 8th.

### **Change to Perkins Quarterly Reimbursement Process**

Michael Tinsley to report. Change in Methods of Administration—Titles VI and XI. Anticipating communications soon. Institutions that were monitored this year will have results later this month. Methods of Procedures was released by USDOE on February 6, 2020. Institutions to be monitored next academic year: TCAT Harriman, TCAT Ripley, Roane State, and Nashville State. The required Perkins meeting for spring was cancelled. Working on virtual options including for April 30, 2020.

### **Gates Grant and HIP Update**

Dr. Leming reports. Through December 2020, their calendar of events is rescheduled or will be held virtually. Institution Research Academy is now rescheduled for June 8-9, 2020. The Gateway Course Academy is rescheduled for October 2, 2020. General Education Meeting #5 is cancelled, but will meet virtually sometime in the Fall. They've created guides to help faculty—TBR Covid-19 guide, and Online Covid-19 lesson ideas. These will all be housed on one webpage which they hope to launch this summer. They will be looking into how student employment can be included in the HIPs and career readiness. Faculty Resource Guide and weekly email with resources in the works.



## **Additional**

There was some discussion about education requirements—time spent in classrooms. It was discussed that some daycares are still open, so can education students fulfill that requirement by going into daycares? It was also discussed that perhaps these students could meet through Zoom with teachers and students in these “virtual” classrooms, and still meet the observation hour requirements.

Allowing students late withdrawals because of the online format? Some schools are not allowing students a late withdrawal simply because of Covid-19 or the move to online classes. Dr. Hamilton says that TBR has not provided institutions with any guidance on this. There have been conversations, but no guidance. Institutions are making their own determinations. Chattanooga has been very flexible allowing withdrawals and encouraging incompletes. There are concerns about the number of incompletes and faculty essentially being required to find students and essentially be teaching the equivalent of an overload in incompletes—either in summer when faculty are no longer under contract or in the fall, where it could be considered an overload. Dr. Hamilton discusses this issue. There is no TBR policy on incompletes. Each institution has its own policy. TBR has compiled these institution policies. The impact on a student’s financial aid, TN Reconnect, TN Promise, etc, was discussed but no determination was made.

Contract extensions for faculty was discussed, and Dr. Hamilton said that there is a meeting scheduled for next week with a large group to discuss this.

## **Next meeting**

Friday, July 17, 2020—will be virtual