

JSCC Faculty Council Meeting Minutes August 21, 2020

The Faculty Council met Friday, August 21 at 9:00 a.m. via Zoom.

Present: Candyce Sweet, Lauren Bryant, Tammy Prater, Liz Mayo, Bob Raines, Jane David, Stacey Dunevant, Kim Benson, Cindy Roberson, Ben Lawrence, Anna Esquivel, and Justin Curtis. Non-Voting Members: Vivian Grooms

New Business

1.1 Next Meeting

Faculty Council will hold the next meeting on Sept. 18th at 10:00 a.m. via Zoom.

1.2 Review of July Meeting Minutes

Minutes from the July meeting were reviewed and a motion to approve was made, seconded, and carried unanimously.

1.3 Reports from Committees

Student Aids and Awards committee has been conducting business via email.

Faculty Development committee has been communicating over email about free resources for faculty. Liz Mayo noted that her term as chair should have ended at the beginning of the semester, but no changes to committee members have been made campus wide. She continues to preside.

Academic Council has not had a meeting in several weeks, so there are no updates or new information to report.

1.4 Committees During Covid-19

There are concerns that committee work has been halted due to the pandemic. Dr. Pimentel reported to President's Cabinet his desire review our committee structure and form a committee to address committee work.

Anna Esquivel created a Faculty Council committee assignment spreadsheet in Elearn and asked the council members to review it for updates and revisions.

1.5 Campus Bookstore

Council discussed problems and concerns with the campus bookstore reported by constituents. Issues and concerns included campus centers having low inventory and inconsistent staffing, the bookstore not ordering enough books so that students are

prepared for class the first week, not being able to get access codes until weeks into the semester, the help desk not being sufficiently staffed, and difficulty including course packets as part of the required materials. It was also reported that while departments and faculty are expected to have their book adoptions posted early, the bookstore is not making book purchases until a week before the semester starts, running the risk of the inventory being on backorder.

A motion was made for Candyce Sweet to take our concerns about the bookstore to Dr. Pimentel. The motion was seconded and carried unanimously.

1.6 Contracts Update

Contracts have been mailed to faculty. Faculty who should have been converted from term contracts to tenure-track contracts were not. In President's Cabinet, Dr. Pimentel explained that, because of budget, they decided not to convert this semester. However, the plan is to make those conversions in the spring, retroactive to the fall semester.

1.7 After-Contract Work Compensation

Council discussed questions and concerns about the lack of communication regarding compensation for summer work, particularly in the Health Sciences. There was discussion about the distribution of CARES act money and the protocol in departments and divisions when a faculty member might need to be quarantined or absent due to illness. Faculty are often using personal devices for communicating with students and advisees, which is extending the faculty's work day in many cases. Some faculty have noticed a gradual increase in class caps in some divisions. Some council members expressed concerns about the effect Covid-19 issues are having on adjunct faculty.

1.8 Honors Program

There is a small budget available for the Honors Program this year. In the past, the Communications and Humanities and Social and Behavioral Sciences divisions have been able to supplement that budget when needed.

1.9 Online Course Development and Maintenance Policy

Council discussed concerns about online course development and maintenance, such as work being cloned without compensation and changes being made to master shells without knowledge of the original content creator.

A motion was made to submit the Distance Education policy to Dr. Pimentel for review along with the recommendations for revisions to that policy that was crafted by the Distance Education Committee. The motion was seconded and carried with 11 votes and 2 abstentions.

1.10 One-Stop Help Desk for Students

A one-stop help desk for students is in the works. It has been difficult for students to get the help that they need because of how they are directed and redirected through various people and departments. Dr. Pimentel would like to create one place for them to get help.

Old Business

2.1 Faculty Council Awards

Candyce Sweet is working on ordering awards. There is a budget for these awards, and Melissa Lyles will place the order.

2.2 Faculty Handbook and Constitution and By-Laws

Council discussed some changes that need to be made in the handbook to reflect current nomenclature for departments and programs.

Full-time faculty will be added to the Elearn course shell. Faculty will be asked to review the Handbook and Constitution and By-Laws documents and provide feedback by Sept. 18th, at which time discussion boards will be closed. Faculty Council will revise the documents based on the feedback and submit the final drafts to the Elearn shell.

It was suggested that we use mail-in ballots for the ratification vote. The list of faculty can be obtained through HR and the ballots can be mailed out by Academic Affairs.

Practices in conversion from term to tenure track and counting years applied to the tenure have been inconsistent. Dr. Pimentel has stated that, moving forward, the college will hire on tenure-track unless the position is for a new program. Faculty should go up for tenure in their fifth year. Once those policies have been approved through President's Cabinet, they will be reflected in the handbook.

A motion was made to use mail-in ballots through USPS for the ratification vote for the constitution and handbook. The motion was seconded and carried unanimously.

2.3 Faculty Subcommittee Report

The Faculty Council Subcommittee on Diversity and Equity discussed a need for a diversity committee that was driven by and for faculty. The current Diversity Committee has historically been chaired by Amy West and has been charged narrowly with dispersing Diversity scholarships. The Council discussed ways that the faculty could help create a campus culture of diversity, equity, and inclusion by making these issues part of our faculty evaluation process.

The subcommittee communicated several virtual training opportunities to faculty during in-service.

Council inquired about the process for reporting a problem related to diversity, equity, and inclusion and what one might do if they are not satisfied with the response.

In our last council meeting, a motion was made that the Council Chair would discuss with Dr. Pimentel his intention for the subcommittee. Before the chair was able to have that discussion, another member of council approached Dr. Pimentel about this issue. That conversation resulted in some miscommunication about council's intention in this matter. The importance of understanding our roles and responsibilities as council members was discussed, as well as how to avoid this kind of miscommunication in the future.

Conversations about equity, diversity, and inclusion are happening at a system level. A contact at TBR suggested that faculty council request training in these areas through our VPAA and President.

A motion was made that we request equity, diversity, and inclusion training from TBR through Dr. Bailey. The motion was seconded and carried unanimously.

A motion was made that Candyce Sweet send a request through President's Cabinet for a faculty-only committee on diversity, equity, and inclusion formed to respond to these ongoing issues. The motion was seconded and carried unanimously.

2.4 Work Logs

Work logs will not be required of any faculty during the fall semester. Faculty are required to keep office hours, and the expectation is that faculty will be available during that time. Office hours can be held virtually.

2.5 Attendance Policies in Light of Covid-19

Dr. Bailey clarified guidelines for attendance recording during the pandemic. His email was shared with members of the council and those should be forwarded to constituents.

A motion was made to adjourn at 12:45 p.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Candyce Sweet
Faculty Council Chair