

JSCC Faculty Council Meeting Minutes December 4, 2020

The Faculty Council met Friday, December 4th, at 10:00 a.m. via Zoom.

Present: Candyce Sweet, Lauren Bryant, Tammy Prater, Liz Mayo, Karen Perrin (for Bob Raines), Stacey Dunevant, Kim Benson, Anna Esquivel, Jane David, Ben Lawrence, and Justin Curtis. Visiting Faculty: Andrew Kelley. Non-Voting Members: Vivian Minton

New Business

1.1 Next Meeting

Faculty Council will hold the next meeting on Friday, January 15, 2021, at 10:00 a.m. via Zoom.

1.2 Review of October Meeting Minutes

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

1.3 Reports from Committees

Faculty Development Committee

- Tammy Prater was elected to chair the committee. The committee will be meeting soon to discuss the future of Faculty Development programming.

Distance Education Committee

- Distance Education Committee (DE) met with OQC to discuss standardizing the course shells, such as having Zoom links, syllabi, etc., all in one place for ease of student use. It was understood that DE was going to provide a starting point. A small subcommittee met to provide some suggestions on how to organize the shells.
- The two groups discussed the compensation policy but has not agreed on a new policy yet.
- Communications about faculty training in universal design and accessibility from Distance Education raised concerns that trainings will be foisted on us at the last minute. Patrick Davis sent an email about a Quality Matters consortium in lieu of campus-led training. Liz Mayo responded that this training may be insufficient but has received no response.
- It was reported that the Online Fee for students has been eliminated.

Service Learning

- Committee met to discuss future opportunities for service learning. TBR has many resources available for service learning.

International Education Committee

- Mechel Camp communicated International Education policy revisions with the committee via email. Most of the committee has approved it at this point. Should be going to Dr. Bailey next for his approval.

1.4 Resignation of Chair

Candyce Sweet resigned from Faculty Council effective Dec. 4th and will now serve Council as Ex-Officio. Liz Mayo will serve out the rest of the academic year as Chair.

1.5 Election of Vice Chair

The floor was opened for nominations for Vice Chair. Ben Lawrence was nominated and he accepted the nomination. No other nominee came to the floor.

Ben Lawrence was elected to the position of Vice Chair by unanimous vote.

1.6 Faculty Council Constitution and By Laws

Mail-in voting did not meet minimum return of ballots. We needed 65 votes to ratify; we received 51 ballots.

Paper ballots currently housed in Academic Affairs will be destroyed unopened. A secure, anonymous digital voting site can be created by Victor Garcia and sent to the faculty for voting throughout the break.

A motion was made to move forward with digital vote in JWEB for voting for constitution and bylaws, seconded, and carried.

1.7 Faculty Training from Distance Education

See agenda item 1.3 for update.

1.8 Foundation Board Update

- Liz Mayo attended the quarterly Foundation Board meeting. Our foundation has been underwhelming in their pursuit of funds—outpaced by DSCC. Room to grow and improve.
- According to Mayo's research, many foundation have grown exponentially in 2020, as corporations have extra dollars to give having cut back on travel and expenses.
- Liz Mayo suggested to the foundation members that an online digital form for donations be circulated and suggested starting a sustaining membership program for the foundation.
- Mayo recommends faculty maintain a presence on the board.

- If faculty have any fundraising ideas send to Liz Mayo; she'll pass them along to Lindsey Tritt.

1.9 International Education

Study abroad applications for TnCIS are moving forward. Decisions about summer travel will be made in late January by TBR and TnCIS.

1.10 Spring Semester Updates

The following updates were provided by Dr. Bailey during a meeting with the Faculty Council Executive Committee on December 1st:

- Faculty should encourage currently enrolled students to register.
- We always see an uptick when exams start because current students want to wait and see how they're doing before they enroll for next semester
- Currently doing a push to get new students enrolled
 - Applications are way down in transfers and in new students
 - We were 40% down about three weeks before the fall semester
- We are collecting data with CSSE to capture what's going on with our students, including how they are affected by COVID-19
 - He's monitoring withdrawals, and the biggest reason for late withdrawals has been COVID cases in their families
- ECH is always last to register—waiting until after exams are over, so we'll see an uptick too when they register
- Try to work with any of our currently enrolled students that need advising. Gap advisors will pick up when faculty are on break
- Has any PR gone out for promoting spring semester courses?
 - John is working on a new campaign right now (“not too late”); running specialized ads; digital media, gets good response there
 - Will do another text communication about midway through exams because we saw a good response over Thanksgiving
- Liz recommends a slate of second 7-week courses for students who are a bit nervous about enrolling in the spring.
 - Bailey says we can add those even as we proceed into the spring semester
- Thought about extending the semester by two weeks for the Math students
- Is hesitant to let students register for the summer right now so that we don't hurt spring enrollment
- Winter term courses making?
 - They won't call it too soon because we just opened open enrollment. Many students at other colleges are waiting for end of the semester and completing paperwork
 - Will get in touch with David Clark to help promote winter courses to DE students.

Additionally, Dean Minton reported that divisions are viewing division budgets as a pool of money and collaborating on its usage. She stated that half of the summer pay will be paid from this pool. The other half is usually paid in July with next fiscal year budget.

Term contracts were converted to tenure contracts this week for those promoted in the summer. Dr. Pimentel has vocalized his support for hiring on the tenure track moving forward.

1.11 Student Evaluation of Instructors

Evaluations will begin after the drop date each semester and should be included on the academic calendar.

1.12 Texting Advisees in JWEB

Council discussed the best format for texting advisees. Agreed that there was no reason to list advisees by major, but would like the option to blanket text all advisees and to pick individual students to texts from the list.

Old Business

2.1 Department Chairs Updates

The following updates were provided by Dr. Bailey during a meeting with the Faculty Council Executive Committee on December 1st:

- Dr. Bailey has not sent the description to Pimentel because deans still have questions related to duties and budgets (summer stipends and teaching)
- Dr. Bailey has asked Dr. Pimentel to delay start date for chairs until July 1st or Fall 2021, not to implement it until Fall 21
- Academic Council is meeting with Dr. Pimentel next Thursday to go over these questions with him.
- Dr. P did say that the department chair can be first line of student complaints, and that presented concern among deans and some faculty.
 - If a faculty member is not under contract in summer, what is their pay? How many summer classes can faculty teach?
 - How many department chairs can we have in each division?
- Will try to do selection in the spring with start in summer or fall. He wants EC to review the draft once completed.

2.2 Faculty Handbook

Discussion of the faculty handbook was tabled in order to focus on the constitution and bylaws ratification.

Motion was made to review the handbook changes during the meeting in January and send that updated draft to constituents for final review. The motion was seconded and carried.

2.3 Updates on DE Policy

See agenda item 1.3 for updates.

A motion was made to adjourn at 11:57 a.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Liz Mayo
Faculty Council Chair