

JSCC Faculty Council Meeting Minutes March 19, 2021

The Faculty Council met Friday, March 19th, at 11:30 a.m. via Zoom.

Present: Lauren Bryant, Tammy Prater, Liz Mayo, Bob Raines, Cynthia Roberson, Kim Benson, Anna Esquivel, Jane David, Roger James for Ben Lawrence, Stacey Dunevant, Karolyn Smith, and Justin Curtis. Visiting Faculty: Emily Fortner. Guests: John Brandt and Robin Marek

Welcome and Call to Order

1.1 Next Meeting

Faculty Council will hold the next meeting on Friday, April 23rd, 2021, at 10:00 a.m. via Zoom.

1.2 Approval of Minutes

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

1.3 Attendance Reporting

John Brandt and Robin Marek joined the meeting to answer questions about attendance guidelines in virtual environments.

- Attendance for federal aid purposes is defined by the Department of Education. Those guidelines were distributed earlier this semester.
- If students are not visible in zoom but submit an assignment, they are attending for federal aid purposes but can be counted absent for your class.
- The 14-day attendance is unique because it is a Department of Education mandated milestone. The attendance “quiz”, which was modeled by TN eCampus, was designed to indicate attendance for the 14-day federal aid milestone.
- John explained that, “Grading that includes attendance as participation and meeting the Federal requirements are two different issues.”

John also explained that in the future, Pell disbursement will not occur until after attendance has been recorded for students. We are looking into a process that would allow students to charge to the bookstore, so they can get their books ahead of the attendance reporting and disbursement.

Robin explained that, “The FA grade is entered in Banner with a TBR delivered process that uses the last date of attendance entered. It is designed to be used in the state funding processes so other institutions also know the student may have lost funding due to attendance.” “FA” is not associated with the grade a student received in the course.

1.4 Reports from Committees

Ad Hoc Faculty Evaluation Committee

- Liz and Kim met with Karen Eastman at Chattanooga State. There, faculty evaluation is directly associated with tenure and promotion and a mentor program.
- Chattanooga State uses Digication for eportfolio; it is used for both faculty and students.
- The Faculty Evaluation committee will meet next Friday, will share sample evals from other colleges.
- Looking at a peer mentoring program and reviewing TBR policies related to faculty mentorships.

International Education Committee

- All summer programs have been cancelled.

QEP Impact Report

- Met yesterday and reviewed the process for gathering data and writing the report.
- Committee members have been tasked with reviewing data and creating an outline for the report.

Curriculum Committee

- English Department was approved to move to a 2-credit hour lab corresponding with the 3-hour Composition I course.

Graduation Committee

- Met twice but there was confusion about what was agreed upon in the meeting versus the email that was sent to the campus about graduation.
- Will meet again on March 23rd.
- Liz reported that Dr. Bailey has stated that graduation is voluntary for faculty. He did say there should be multiple commencements because a large number of students available, which was a recommendation of the committee.

Pandemic Response Team

- In the Wednesday meeting prior to May 1, the team will vote on opening up campus in Level 1.
- Amy West asked if faculty will be required to return that week. The council should solicit feedback from our constituents about this issue.

Executive Council Meeting with Dr. Bailey

- We will be back in the classroom in the fall, but we do expect to have robust flex and online options in the schedule as well.
- Campus hopes to get cleaning materials for rooms and ask students to wipe down their desks and chairs after use.
- TBR will not put out a statement requiring that students have to be vaccinated to return to campus.
- Health Sciences is still planning their classes based on modified social distancing.

- Local mask mandate will expire at end of month but the campus mask mandate will not expire. If campus decides to let the mask mandate expire, faculty have right to ask students to wear masks in class.
- Council discussion having a schoolwide policy for masks and distancing so that the policing of these issues does not fall on individual faculty.
- We need clarification about these policies across the board and messaging to students needs to be sent out soon.

Old Business

2.1 Faculty Handbook

The handbook has been completed and published online. We are making some last-minute additions and formatting changes with the help of Linda and Dana in OIT. When this is complete, we will send it to faculty council for review before putting it to vote.

2.2. Required In-Person Attendance

Dr. Bailey was asked to send an email to nursing students to let them know that in-person attendance was not required, but he said he wasn't comfortable doing that. Instead, Dr. Bailey and Dean West-Sands called a late day meeting with nursing about these issues. Dr. Bailey tasked Dr. West-Sands with sending a statement to students about attendance. As of this meeting some nursing faculty have not seen that statement. Each team did go back to inform their students of their options.

New Business

3.1 Flex Classes Not Meeting

- Faculty member at Jackson State came forward about their child who is taking a Flex course whose instructor is not holding regular class meetings.
- A Faculty member told Dr. Bailey last semester. Nothing was done so they expressed their frustration to Dr. Pimentel. He was adamant that attendance expectations for faculty in flex classes are met. These problems persist according to the faculty member.

3.2 Advisee List Issue

- Advisee lists are constantly changing for some faculty. This is a persistent problem.
- Faculty should not have to ask for forms and updated information for advising and graduation. These should be readily available in a central location.
- The ad hoc committee on advising sent recommendations to Dr. Pimentel. Liz will procure that list of recommendations and refer to it during the EC meeting with VPSS.

- We need a clear process on the assignment of advisees. It should be possible for faculty to pull a report from Banner that provides a comprehensive list of our advisees.
- Since we cannot use AdvisorTrac to schedule appointments with students, there seems to be no reason to use it when Banner can provide all the necessary information.

3.3 Teaching Load Equivalency

Training on TLE will take place on April 9.

3.4 Protocol for Fall 2021 Ground Classes

See agenda item 1.4 Executive Council Meeting with Dr. Bailey

3.5 Student Surveys

Students will be sent a survey asking for their course delivery preferences. Please make sure your constituents encourage students to take that survey.

3.6 Attendance Reporting

See agenda item 1.3.

3.7 Budget and Summer Classes

- Dr. Pimentel will hold a budget forum next month.
- Summer course caps will remain the same as fall/spring semester. Faculty will not be able to share students to help other classes make their enrollment.
- Can faculty teach those classes for part time pay instead of giving it to an adjunct? This was not seen as a good idea, as it sets a precedent for lower pay for same work.
- Council asked for clarity about how these decisions about caps were made.
- Faculty are getting the brunt of the budget cut with the potential loss of summer pay. Student success is main objective. For example, who is updating online courses not being taught by full-time faculty?

3.8 Faculty Council Election

We will hold Faculty Council elections from April 1-14. The online ballot will go live on April 1st. The results will be sent to Ben Lawrence.

New members will be invited to the April 23rd meeting. New executive council member will be elected during that meeting. They will assume office after commencement.

3.9 Faculty Council Awards

Dr. Bailey has agreed to pay for last year's and this year's faculty awards. We discussed presenting these awards after Dr. Hamilton's memorial.

A motion was made to hold the awards ceremony in conjunction with memorial on the Friday before commencement. The motion was seconded and carried unanimously.

Lauren, Cindy, Bob, and Liz will head the faculty awards subcommittee.

3.10 Dr. Hamilton Memorial and Scholarship

A chestnut tree has been planted in honor of Dr. Hamilton. Money was donated in her honor to a National Parks fund. TBR is setting up a scholarship in her name.

3.11 Jackson Bicentennial Celebration

The City of Jackson will hold its Bicentennial celebration this year. Please let Liz know if you want to be part of this Jackson-wide event.

A motion was made to adjourn at 2:20 p.m. The motion was seconded and carried unanimously.

Respectfully submitted,

Anna Esquivel
Faculty Council Secretary

Liz Mayo
Faculty Council Chair