

McLennan Community College

Faculty Council 2013-2014

MEETING DATE: The McLennan Community College Faculty Council met Thursday, January 23, 2014, in MAC 108. President Derek Clapp called the meeting to order at 3:00 p.m.

TIME: 3:00pm

LOCATION: MAC 108

ATTENDEES: MIKE CAMPENNI, DEREK CLAPP, MARK CRENWEIGE, ASHLEY CRUSETURNER, SONDR A DUBOWSKY, DONNA EWING, STACY FANCHER, ELAINE FAGNER, DAVID FLEURIET, , JON FOX, DONNA GEORGE, SANDY HINTON, BECKY PARKER, SUE GRAHAM, , DEBORAH HEWITT, JENNA HOEFER, SHARON KENAN, WHITNEY LUCE, , KELLY PARKER, CATHY PRAUSE, ANGELA TIBBITT, BRAD TURNER, LEIGH ANN LONG, PAULA UNGER, AND MARIANNA WHITELY.

ABSENT: BRENDA BRADLEY, DEBORAH FOCARILE, LESLIE HENDERSON, ANDREW HUDSON, SUSAN OLSON, MILEY PULLIAM, JAMIE STANFORD, AND BOB YOUNG.

Minutes:

PRESENTATIONS:

- 1) **Dr. Epps:** Dr. Ron Epps, Dean of Workforce Education, discussed upcoming fire and shooter drills and asked faculty to recommend convenient times during the semester for such practices. Dr. Epps assured that he would notify faculty via email about 4-7 days in advance.
- 2) **T. Proctor: Human Research & Ethics Committee** – Tom Proctor, Coordinator of Planning, reported that he is in the process of forming an MCC institutional review board for human research. He has been investigating federal compliance rules and *best practices* of other community college and universities across the U.S. He indicated that most community colleges do not need such boards because they do not require their students to conduct research and that MCC is atypical for offering so many student research opportunities, which is more on par with universities. He stated that most university institutional review boards have at least five people on the committee. Tom has compiled a chart that summarizes the most important criteria for what kind of research does and does not need to be reviewed by the committee. In addition, he is working on a 74-page preliminary document that will serve as the human research review committee manual. Tom also affirmed that the VP of Institutional Research will oversee the review board process.

OLD BUSINESS:

1) **ISSUE:** Bookstore

DISCUSSION: The FC President Derek Clapp reported that he has had regular communications with Follett and continues to receive updates from faculty about textbook and supply issues. So far, there have been far fewer problems than last semester.

ACTIONS: Report any Bookstore issues to the FCP or the FCVP.

2) **ISSUE:** Committee Reports

DISCUSSION:

- a. **Compensation** – Report from Brad Turner – Since enrollment is down, this committee has been exploring various options for future raises. Two recommendations were presented:
 - 1.5% raise – which would be the equivalent to the cost of living (as defined from the Social Security Administration).
 - 2% bonus -- which would only be offered for 2014

The members of the FC Compensation committee encourage everyone to think about these options and share other ideas.

A FC member stated that raises affect retirement income, which ultimately is more beneficial than a bonus. The FCVP stated that Dr. McKown is deeply committed to faculty and staff and will do all that she can to provide cost of living raises.

- b. **Elections** – See documents sent out with agenda, which outlined the timetable for upcoming elections.
- c. **Policy/ Personnel** - Adjunct benefits – David Fleuriet (full-time adjunct, 5 years) reported the results from his research on the 51 Texas community colleges. He emailed all asking about adjunct benefits and received feedback from 18 community colleges. He discovered that unlike many other schools, MCC offers a retirement plan, which takes 7.5% from adjunct employee pay and deposits it in an annuity; in addition, adjuncts are able buy software at the same reduced rate as full-time faculty. Moreover, after 5 years employment adjuncts are given full-time parking tags. His findings from other colleges included adjuncts being able to participate in the college credit union; another offered reserved parking. The FCP stated that last academic year, MCC had 222 adjuncts, and that overload pay and adjunct pay is exactly the same. MCC maintains more full-time faculty than most schools in the state. David suggested polling all MCC adjuncts to collect more information about their impressions and ideas for possible changes. The FCP requested a written report from David and will distribute the details with FC members to share with their departments.

The FCVP suggested that an adjunct be spotlighted every month on the MCC website/newsletter.

ACTION: David Fleuriet will compile his findings and submit them to the FCP.

3) **ISSUE:** Student Photos on Web-Advisor| Rosters

DISCUSSION: The FCVP asked if the roster pictures have been useful to faculty. The consensus was that the photos have been helpful for learning students' names more quickly.

ACTION: If you do not like the addition of the roster photos, use the text version of the roster because it omits them.

4) **ISSUE:** Spring Faculty Evaluation Online

DISCUSSION: The FCP stated that the VPI indicated a possibility that online evaluations may not happen this semester, though great effort is being made for the implementation. When they are implemented, students will be **REQUIRED** to submit their course evaluations before they can receive their grades; withdrawals will not require evaluations. The FCP asserted that faculty need to remind graduating students about the required evaluations so as not to put their completion at risk. If a student does not complete the course evaluations, a hold will be placed on his/her registration and/or transcript acquisition. The time frame for the online evaluation kickoff is still being negotiated.

ACTION: Be aware that online evaluations may be implemented in Spring 2014.

5) **ISSUE:** Legality of Students Recording Lectures

DISCUSSION: The FCP explained that he has not heard back from the VPI on this issue, though MCC's general council has been consulted.

ACTION: None at this time.

6) **ISSUE:** Lighthouse (new hotline)

DISCUSSION: The FCP reported that the VP of Student Success, Drew Canham, will speak with FC in February to explain the grievance process and current protocol. The FCP emphasized that no procedures have changed with the implementation of Lighthouse. Lighthouse is just another method for students/faculty/staff to report complaints. Each grievance is delivered to either Al Pollard or Dr. Canham. There are three ways that Lighthouse receives complaints: (1) Anonymously; (2) Lighthouse but not MCC knows who the sender is; (3) The senders' contact information is shared with Lighthouse and MCC. A FC member stated that if complaints are being reported, they are also being documented somewhere, which makes this an educational-legal matter that should involve TCCTA council. Many FC members voiced questions that included: What ultimately happens to each grievance? Are grievance files ever used in the tenure process? Are complaints added to personnel files?

ACTION: More information about Lighthouse and the grievance process is needed.

7) **ISSUE:** Grades versus Graduation (only a December issue)

DISCUSSION: The FCP encouraged faculty to use their professional discretion to manage grade submissions for graduating students.

ACTION: None at this time.

8) **ISSUE:** Ownership of Student Work

DISCUSSION: The FCP stated that this discussion is ongoing with general council. No new information is known at this time.

ACTION: None at this time.

9) **ISSUE:** Tenure Process

DISCUSSION: No new information at this time.

ACTION: None at this time.

NEW BUSINESS:

1) **ISSUE:** Full-time Online Instruction from Remote Locations

DISCUSSION: The FCP reported that updated policy on faculty who instruct from remote locations will be disseminated soon.

ACTION: None at this time.

2) **ISSUE:** Overloads for Full-time Faculty

DISCUSSION: The FCP stated that there are concerns about the total numbers of overload hours that some faculty teach per semester. Questions were raised about the impact of large overloads on course quality. Several FC members asked if there is policy defining overload limits.

ACTION: Review policy on course overloads.

3) **ISSUE:** Q&A Meetings with the VPI

DISCUSSION: Z-pods have been set up. Each meeting will be held in MAC111 at 10:00 am on the following dates:

- a. 1.31.14 Assistant Professors, FT-Temp & Adjunct
- b. 2.14.14 Associate Professors
- c. 4.11.14 Tenured Professors

ACTION: Attend the appropriate Q&A meeting with the VPI.

4) **ISSUE:** Book Buyers on Campus

DISCUSSION: An FC member asked what is the official policy for book buyers on campus. Another FC member stated that all campus visitors are to report to security upon arrival.

ACTION: Book buyers should be checking in with Campus Police. If a book buyer is causing some issues – report them to Campus Police. All campus visitors technically need to register with security.

The meeting adjourned at 4:45 pm.

Paula Unger
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice President