

# McLennan Community College

## Faculty Council 2013-2014

**Meeting:** The McLennan Community College Faculty Council met Thursday, February 13, 2014, in MAC 108. The meeting was called to order by President Derek Clapp at 3:00 p.m.

**Members in attendance:** BRENDA BRADLEY, MIKE CAMPENNI, DEREK CLAPP, MARK CREWEIGE, , SONDRADUBOWSKY, DONNA EWING, ELAINE FAGNER, , STACY FANCHER, DAVID FLEURIET, JON FOX, DEBORAH HEWITT, JENNA HOEFER, SHARON KENAN, WHITNEY LUCE, BECKY PARKER, CATHY PRAUSE, MILEY PULLIAM, JAMIE STANFORD, ANGELA TIBBITT, BRAD TURNER, , PAULA UNGER, , BOB YOUNG.

**Members absent:** ASHLEY CRUSETURNER, DEBORAH FOCARILE, DONNA GEORGE, SUE GRAHAM, LESLIE HENDERSON, ANDREW HUDSON, LEIGH ANN LONG, SUSAN OLSON, KELLY PARKER, MARIANNA WHITELY

**Minutes:**

### AGENDA ITEMS--

### PRESENTATIONS:

**1) PRESENTOR: Rachel McNeil, Project Director, TRIO Student Support Services**

**PRESENTATION:** Rachel provided faculty an overview of the TRIO program. She explained that the target population includes these characteristics:

- Students who are low-income, and/or
- 1<sup>st</sup> generation college students (neither parent has a four-year degree), and/or
- Students who have a documented disability.

The program's mission is to increase retention and graduation rates for TRIO students. A key TRIO component is personal support with a wholistic approach. The TRIO staff help students succeed in college and also connect them with needed community services. In addition, the staff take TRIO students to annual leadership conferences and assist them with various scholarship opportunities. The application process is a one-time agreement – if a student applies and is accepted, s/he does not need to reapply each semester; s/he is in the program until graduation. All services are free. According to Rachel's data, TRIO students receive 3X the help as the average McLennan student. TRIO also serves students who have been in the foster care system. Rachel distributed three TRIO handouts that explained in greater detail the mission of the federal program and included an example of the student application.

**ACTION:** Rachel asked faculty to encourage students to apply to TRIO and also emphasized that faculty can refer students. She invited interested faculty to facilitate workshops highlighting their expertise and/or to consider becoming a TRIO mentor.

2) **PRESENTOR: Whitney Luce, Assistant Professor of Social Work, NAMI**

**PRESENTATION:** Whitney Luce announced the launch of a new student organization the National Alliance on Mental Health (NAMI). Through student membership and community service, NAMI works to dispel myths about mental illness. A general interest meeting is scheduled for 2/26/14 in the CSC. Flyers promoting the meeting will be posted around campus. Faculty involvement is encouraged.

**ACTION: Encourage interested students to attend the 2/26 meeting.**

3) **PRESENTOR: Dr. Drew Canham, Vice President of Student Success, Ethics Reporting Hotline -- Lighthouse**

**PRESENTATION:** Dr. Canham presented an overview of the Lighthouse hotline, which is now available on the McLennan website. Lighthouse, an electronic ethics reporting system that accepts information on behalf of corporations and institutions, provides a way for students, faculty, and/or staff to report fraud or unlawful behavior that they may feel uncomfortable communicating in person. Dr. Canham stated that this type of reporting system has been legislated for certain types of organizations (i.e., commodities corporations), though it is not currently mandated for community colleges. Lighthouse reports may be made in three ways:

- Confidential: A report is made with the name and contact information of the *reportee* included.
- Mediated: A report is made whereby Lighthouse knows the name and contact information of the *reportee* but withholds it from the college and acts as communication mediator.
- Anonymous: A report is made with complete anonymity – neither Lighthouse nor the college knows the name or contact information of the *reportee*.

Dr. Canham explained that the Lighthouse hotline was adopted after the McLennan Board of Directors suggested that the college investigate options for reporting ethical issues. He added that current faculty and staff are more aware of the Lighthouse service than are students.

As requested by FC members, Dr. Canham detailed the grievance process for students.

- If a student makes a report via Lighthouse, Lighthouse emails the VP of Student Success (Dr. Canham) and the VP of Program Development (Al Pollard), who then decide what to do with the report. They decide if the report is serious enough to have merit or seems like gossip or folly.
  - If a serious accusation is made, the accused will be told and treated ethically by the college. The grievance process follows the chain of

command and begins at the base level of the academic chain and then moves up; it is possible to resolve issues at the base level.

- If a student isn't satisfied with the initial grievance process, s/he can make a formal complaint with the VP of Student Success.
  - If the student makes a formal report, Dr. Canham first asks, *Are you okay?*
  - He then explains who he is and what role he plays in the grievance process. He clarifies that he does not automatically take the student's side and also encourages him/her to talk with the person at issue and discourages anonymous reporting.
  - After Dr. Canham receives the report, he delivers it to Dr. McKown.
  - An FC member asked when he would be informed if such a grievance was reported on him. Dr. Canham stated as soon as possible and as appropriate.
  
- A FC member asked Dr. Canham to explain the procedure if the complaint is criminal.
  - Dr. Canham said that he would turn it over to the McLennan Chief of Police. Police cannot do anything with an anonymous accusation (**this was stated by a FC member not Dr. Canham**). Dr. Canham said that he will research this issue more and get back with FC. He also explained that when Title IX is enacted, the college must:
    - Provide proper due process for all parties; and
    - Maintain campus safety for all; and
    - Educate.
  
- Another FC member asked Dr. Canham about campus files for faculty members. He explained that there are potentially three files for a faculty member: (1) Main personnel file – located in the Dean's office (application, transcripts, STEP credit, loadsheet) [required by SACS]; (2) HR file – located in HR which contains copies of the Dean's file; (3) In some cases, there is a legal file; the intention here is to maintain the documents in a more private file – located in HR in a separate location from personnel file. Dr. Canham emphasized that every faculty member has the right to review all of the files; there is nothing in your file that you shouldn't know about or do not have the right to see. Dr. Canham nor Dr. Balmos is aware of a separate complaint file on campus.
  
- An FC member asked Dr. Canham what happens to student complaints that are deemed invalid. He indicated that if nothing is done, the reports are closed, though they remain in the Lighthouse database.
  
- Dr. Canham emphasized that nearly all schools have services like Lighthouse, it is a *best practice* standard.

- An FC member asked Dr. Canham if he keeps notes on faculty he interviews for grievance processing and he stated emphatically that he does not keep notes on anyone.

**ACTION:** After consulting with our legal council, Dr. Canham will answer the other procedural questions asked by FC members.

## **OLD BUSINESS:**

### **1) ISSUE: Committee Reports**

- a. Compensation – feedback on 1.5% raise vs. 2% bonus  
The FC President said that all respondents reported that they prefer a raise over a bonus.
- b. Elections – This committee needs to meet soon.
- c. Policy/ Personnel – No report.

### **2) ISSUE: Online Spring Evaluations**

**DISCUSSION:** The FC President stated that he is still waiting for definitive answer on whether online evaluations will take place in the spring; he also added that the first semester online evaluations are launched, they will not be mandatory.

**ACTION:** News on online evaluations will be disseminated soon.

### **3) ISSUE: Legality of Students Recording Lectures**

**DISCUSSION:** The FC President will have a report from legal counsel soon.

**ACTION:** None at this time.

### **4) ISSUE: Ownership of Student Work**

**DISCUSSION:** The FC President will have a report from legal counsel soon.

**ACTION:** None at this time.

### **5) ISSUE: Full-time Online instruction from Remote Locations**

**DISCUSSION:** The FC President reported that the VPI is still discussing this issue with chairs, deans, etc.

**ACTION:** None at this time.

### **6) ISSUE: Q & A Meetings with the VPI**

- a. 2.14.14 Associate Professors
- b. 4.11.14 Full Professors

### **7) DISCUSSION:** The FC President reminded faculty that each Q&A meeting will be held in MAC111 at 10:00 am

**ACTION:** Sign up for the appropriate Z-pods via WebAdvisor.

8) **ISSUE: Fire Drill**

**DISCUSSION:** The FC President reminded faculty that the fire drill will occur next week (Monday, 2/16 to Thursday, 2/19), so know where to take your students.

**ACTION:** Review the evacuation map.

**NEW BUSINESS:**

1) **ISSUE: Late Start Issues**

**DISCUSSION:** The FC President reported that students and faculty were very confused after this week's inclement weather late start at 10 am. The policy is that the 9:35 am class will start 10 am and then ends at 10:55 am like normal.

**ACTION:** The FC President will ask the VPI to request clearer instructions for students in the My Alert message.

2) **ISSUE: Professional Development Day: 2.28.14**

**DISCUSSION:** The FC president reminded faculty that PD Day is mandatory and will be held from 1:15 pm to 4:45 pm on February 28<sup>th</sup>. An FC member recommended that the PD Day invitations should state that the event is mandatory.

**ACTION:** Sign up for PD Day through WebAdvisor ASAP.

The meeting adjourned at 4:20 p.m.

Paula Unger  
Faculty Council Secretary

**Abbreviations:**

**FC = Faculty Council**

**Clarification was needed here**