

McLennan Community College Faculty Council, 2014-2015

President – Elaine K. Fagner
Vice-President – Paula Unger
Secretary – Marianna Whiteley

Meeting Information: The McLennan Community College Faculty Council met on Thursday, September 11, 2014, in Science Building Room 235. President Elaine K. Fagner called the meeting to order at 3:02 p.m.

Attendees: Amy Antoninka, Jennifer Black, Brenda Bradley, Brad Christian, Mark Crenwelge, Donna Ewing, Elaine Fagner, David Fleuriet, Jon Fox, Karen Garrett, Donna George, Sue Graham, Becky Griffin, Laura Hays, Meredith Heffner, Ron Hochstatter, Stacy Kuehn, Heather Mattingly, Cynthia McAdams, Becky Parker, Linda Pelon, Andria Ramon, Mary Sides, John Spano, Emily Stottlemire, Caleb Stroman, Angela Tibbitt, Norman Townsend, Brad Turner, Paula Unger Nick Webb, Karen Weil, Marianna Whiteley, Gail Woodward.

Absences: Bob Ammon, Melody Flowers Meredith Heffner, Steven Hull, Andrew Hudson, Kelly Parkier, and Frances Turner (note: attendance was obtained on the signatures of the meeting attendance roster).

Committee Assignments:

Salary Schedule/Education Campaign Committee: Chair – E. Fagner, Angela Tibbitt, Amy Antoninka, Donna Ewing.

Elections Committee: Chair – Mark Crenwelge, Laura Hays, Stacy Kuehn, Andria Ramon, John Spano, Cindi McAdams, Karen Weil.

Compensation Committee: Chair – Brad Turner, Gail Woodward, Jon Fox, and Sue Graham.

Policy/Personnel Handbook Committee: Chair – David Fleuriet, Donna George, Karen Garrett, Emily Stottlemire, and Mary Sides.

Official Bookstore Faculty Council Bookstore Committee: Brenda Bradley and Mariana Whiteley.

Re-Activated Attendance Policy Faculty Representatives for Campus Committee: David Fleuriet and FCP and FCVP.

MEETING MINUTES:

Items highlighted in yellow require action from faculty council members and/or faculty in general.

Old Business:

1. Appointment of Secretary (FC): Mariana Whiteley.

Brad Turner volunteered to temporarily act as the FC Secretary and prepare the official minutes for the first meeting. Marianna Whiteley was later appointed to fulfill the responsibilities of the FC Secretary on a permanent basis.

2. Member assignments to Standing Committees (FCP)
 - a. Compensation Committee (report due prior to the January FC Meeting)

Report from Brad Turner – Brad began by discussing last year's obligations and the new expectations for the 2014-2015 academic year. The primary obligations of the Compensation Committee involve providing the Board of Trustees with recommendations concerning faculty salaries. The committee will begin preparing their annual compensation report for the Board of Trustees in December. Any questions need to be directed to the Compensation Committee before December.

ACTION: Committee will research cost of living percentages and make recommendations to FC at the January 2015 meeting.

b. Election Committee (recommended protocol changes due prior to the January FC Meeting)

Report from Mark Crenwelge – As discussed during the previous academic year, there will likely be some ballot-layout changes made during this academic year. Mark noted that during the spring elections, the ballot name placement was determined using a method where they are chosen at random by, quite literally, pulling them out of a hat/basket. The FCP followed this report up by asking for any other information pertaining to revising the election process and encouraged FC members to solicit for other ideas Policy/ Personnel.

ACTION: Committee will develop new protocols for elections.

c. Policy/Personnel Committee

Report from David Flueriet – David briefly discussed that during the previous year, the Policy/Personnel Committee looked at various full-time and adjunct benefits to the college; as well as, recapped their suggestions for upward evaluations involving department chairs, coordinators, deans, etc. It is expected that, at this time, the actions of this committee will remain comparable to the previous year's efforts.

d. Bookstore Committee members (designation of members and first meeting attendance on 9/26/15 @ 9 am)

Reports from Brenda Bradley and Marianna Whiteley – The FC was provided with a brief overview of Bookstore Committee's objectives. (It should be noted that the FC Bookstore Committee acts as the liaison between FC and the Bookstore Advisory Committee, relaying information about the FC to the proper bookstore committee). Brenda and Marianna stated that last year was "crazy," but that this year should be much better. This year there are plans for more Bookstore Open Houses during times better suited to accommodate faculty.

ACTION: Members will attend this meeting and report back to FC about methods to improve communications with the Bookstore

e. Sabbatical Leave Committee (confirmed with all elected members)

Report from Mark Crenwelge – This committee was chosen during the spring elections. A list of members can be provided from the FCP, upon request.

f. Special sub-committee (New Business item)

All new committees will be formed as needed, according to topic.

Update on Closed Captioning Committee (status report from Brad Turner)

ACTION: Committee will develop new protocols for elections.

ISSUE: Closed captioning options are being reviewed by the College to make sure we are in compliance with American Disabilities Act requirements. Faculty who teach face-to-face and online courses that utilize any form of video in their instruction would be impacted by this type of change.

DISCUSSION: Report from Brad Turner - Last year, the issue of requiring that all media in online instruction be made ADA compliant was brought before the FC. The 2013-2014 FCP (Derek Clapp) and FCVP (Elaine Fagner) took the issue to the administration, who decided to form a committee to address the issue. At present, the school is addressing issues ad hoc, but would like to establish a more innovative and sustainable plan for helping maintain a quality educational

environment for all students. The Closed Captioning Committee has met twice and expects to dispatch a survey to faculty in an effort to obtain information pertinent to the amount of media currently in use across campus.

Faculty members are encouraged to respond to the survey so that the Closed Captioning Committee can accurately gauge the severity of the issue. It should also be noted that this committee will likely begin addressing other ADA compliant issues at a later time, but has elected to begin with videos in online instruction. Brad Turner serves as the liaison between FC and the Closed Captioning Committee.

ACTION: All FC members are encouraged to ask their constituents for specific ideas to address closed captioning issues. Inform them that software options, YouTube options, interpreters, and similar options have all been reviewed. FC is looking for innovative methods to solve this issue to reduce faculty time to address this issue.

4. Census Date – Count Year and drop notifications (FCP)

ISSUE: The College has to return money back to the State of Texas when students who never attend class are not dropped in a timely manner.

DISCUSSION: Report from FCP – FC members is encouraged to make sure that faculty is dropping students who never attend classes in a timely manner with regards to the Census date. In the past year/s, the college has been required to refund large amounts of student aid money because of faculty who failed to drop students at the mandated times established in policy. Further discussion of this topic was continued in the second item, under New Business.

ACTION: FC members are encouraged to ask their constituents to drop students who never attend classes in accordance with what their Deans and Division Directors request.

5. Update on Ethics Committee (FCP)

ISSUE: The College has a current Ethics Committee in place to review projects that need this type of review/approval.

DISCUSSION: Report from FCP – The Ethics Committee was designed to review research topics associated with the Highlander Undergraduate Research Initiative (HURI). The Ethics Committee examines and approves/rejects HURI projects associated with humans and animals. The committee is led by Dean Epps. A list of members can be provided by the FCP, upon request. This topic was also continued for discussion under the first item of New Business.

ACTION: Any research projects or embedded research projects that need Ethics committee approval should contact Ron Epps for more information.

NEW BUSINESS – AGENDA ITEMS:

1. Internal Review Board and how it impacts research on campus. (FCP/FCVP)

ISSUE: The College does not have a current Internal Review Board in place to review research projects involving human subjects.

DISCUSSION: Report from FCP – At present, the college is developing an Internal Review Board to evaluate the processes used in research endeavors throughout campus. Specifically, the Ethics Committee is tied closely to the Highlander Undergraduate Research Initiative (HURI) because many of the student research projects tend to involve human and/or animal study. Currently, our college does not maintain an Internal Review Board, but will likely partner with another college that has established a complete Internal Review Board, until ours can be validated through proper channels.

ACTION: Any projects involving human subjects should contact the FCP and Dean Fred Hills to determine if the project needs IRB approval. The College is working on obtaining a “light IRB” which would fall under the umbrella of another institution.

2. Attendance Policy Committee. The VPI has requested that a special committee be reactivated. The members would work with Herman Tucker, financial aid, and other applicable representatives on campus. (FCP).

ISSUE: In past years, the college has encountered issues involving faculty who failed to drop students who never attended class. The issue caused a major predicament this past year and the College was required to return a substantial amount of money because of financial aid guidelines.

DISCUSSION: Report from FCP – There is likely going to be a committee formed to look at potentially updating and changing the attendance policy. Though there are many concurrent rules associated with the current attendance policy and financial aid guidelines, Dr. Balmos has requested that the FC take time to survey the existing attendance policy and deduce if there is a better method that could be used, while still adhering to financial aid guidelines. Though some members of the FC voiced that they did not see any need to change the existing policy, others felt that the current attendance policy still merited review. Donna Ewing mentioned that attendance is different in an online course than in a traditional classroom, and that she used completion of assignments in order to determine attendance.

ACTION: FC members are encouraged to request input from their constituents regarding their thoughts about amending the Attendance Policy and return that input to the FCP by the October meeting.

3. Discussion about “Late Registration” and impact to student success (FC, Mark Crenwelge).

ISSUE: Students are being allowed into class after classes begin without the instructor’s knowledge/input.

DISCUSSION: Presented by Mark Crenwelge – Mark stated that a member of the math department recently became concerned when students were still being added to fall semester rosters during the third week of class. This faculty member would like to know why students are being added so late in the semester. The FCVP stated that there is a way to determine who added them in Datatel (by looking at the initials of the keyer). Karen Garrett asked about the possibility of the student being dropped for non-payment, and then re-added, once paid. The FCP said that she would evaluate the issue more with Dr. Balmos and insure that the concerns were voiced to the Administration.

ACTION: FC members are encouraged to ask their constituents for specific examples including section numbers, names of students who were added without their knowledge, and who specifically added them to their class.

4. Innovative method example for funding student scholarships (Geology Field Course Fund). (FCP)

ISSUE: None. This is an informational overview of unique funding opportunities for student scholarships.

DISCUSSION: Presented by FCP – Recently, the FCP and a select few members of the McLennan Community College Geology Field Course Team proposed, planned, and executed an innovative new method for raising scholarship money to fund students participating in the Geology Field Course. Zuni Sandstone Arch curios from Utah, were purchased and sold at West Fest over the Labor Day weekend. All proceeds went toward the MCC Geology Field Course Scholarship fund. The FCP brought some demonstrative samples to the meeting and encouraged other programs to think about non-traditional avenues for fund-raising scholarships.

ACTION: No action required.

5. Input on recommending a new “look” to the Faculty Salary Schedule to the Administration. (FCP/FCVP)

ISSUE: The faculty salary schedule has been misinterpreted by some faculty and suggestions on changing the way it is presented has been requested by faculty.

DISCUSSION: Presented by the FCP – Over the past few years, there have been faculty who have been confused on how to read the faculty salary schedule. The primary issue of concern originates from the fact that, as faculty progress in experience and educational level, their status physically moves down on the existing chart and not up, as nature would expect. The FCP and FCVP suggest inverting the salary schedule, so that faculty move up the schedule as they progress. While simple, the new technique represents a common sense tweak to the existing schedule. It should be noted that there will not be any other changes to the funding of the faculty salary schedule, other than simply inverting it (totals remain as currently approved). However, this new process should make the schedule considerably easier to comprehend. Heather Mattingly motioned to discuss the topic with the Administration, Mary Sides provided a second motion. There was a unanimous vote.

ACTION: FCP and FCVP will suggest the change to the President at the September meeting with an explanation of the benefits it provides to faculty and report back to FC on their response in the October meeting.

MCLENNAN INNOVATIONS:

1. McLennan Success League – Be your own **“Superhero”!** (Paul Hoffman & Karen Clark)

Presented by Paul Hoffman and Karen Clark – You may have noticed the cardboard superhero cutouts and the comic-inspired T-shirts that are now spread throughout campus—each of these is designed to spread awareness concerning the newly formed McLennan Success League.

- The McLennan Success League is designed to help students “become their own superheroes,” in order to help increase students completing degrees and programs. Faculty and staff are also encouraged to be superheroes for our students.
- All of the principles associated with the McLennan Success League meet the guidelines of LEAP, but it is not specifically only associated with LEAP.
- Paul and Karen emphasized that, with students, no one can be more concerned about a student’s grade, than the actual student and one of the biggest problems is encouraging students to ask for help, or to even know when they need to ask for help.
- It is important that we help students achieve what they set out to accomplish.
- The shirts, donning the super-McLennan logos, are each color-specific. If you wish to learn more, Paul and Karen encourage you to enroll in a ZPOD course for the McLennan Success League, where you can obtain your own shirt and help teach students how to identify his/her own “kryptonite” (failures).
- Paul and Karen also provided lapel pins to all members of FC.

MEETING CONCLUSION:

Next Meeting: The next FC meeting is set to occur on **October 9, at 2:30 pm in Science 235.**

Meeting was adjourned at 3:47 pm.

FC – Faculty Council

FCP – Faculty Council President

FCVP – Faculty Council Vice-President