

# McLennan Community College

## Faculty Council 2014-2015

**MEETING DATE:** The McLennan Community College Faculty Council met Thursday, October 9, 2014, in Science 235. President Elaine Fagner called the meeting to order at 2:30 p.m.

**LOCATION:** SCIENCE 235

**ATTENDEES:** Amy Antoninka, Jennifer Black, Anne Borsellino, Brenda Bradley, Brad Christian, Donna Ewing, Elaine Fagner, David Fleuriet, Melody Flowers, Jon Fox, Karen Garrett, Donna George, Becky Griffin, Laura Hays, Meredith Heffner, Ron Hochstatter, Stacy Kuehn, Andria Ramon, Mary Sides, John Spano, Emily Stottlemire, Caleb Stroman, Norman Townsend, Brad Turner, Paula Unger, Nick Webb, Karen Weil, Marianna Whiteley, Gail Woodward.

**ABSENT MEMBERS:** Mark Crenwelge, Sue Graham, Steven Hull, Heather Mattingly, Cynthia McAdams, Linda Pelon, Angela Tibbitt, and Frances Turner.

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### October Meeting Minutes

#### OLD BUSINESS:

##### 1) Overview of Institutional Review Board (IRB) at MCC (Richard Sneed and FCP)

Institutional Review Boards (IRBs) were originally established to lay down best principles and practices for research with human subjects. This would include any research that involves live human subjects, observed human subjects, and/or research dealing with any potentially identifiable human data or sample such as tissue, blood, or DNA. The purpose of having an IRB would be to protect the best interests of both human subjects and researchers. IRBs are a place for anyone conducting research to have an independent board review their research for best practices and compliance with federal regulations.

MCC does not currently have an IRB or ethics committee. What we currently have is an Institutional Animal Care and Use Committee which reviews research on vertebrate animals for the purposes of (non-human) animal research. An IRB at MCC would not act as a committee, but would ultimately act as a separate board to determine best practices in human research methodology. An IRB must consist of at least five individuals with representation from across disciplines. One member must be a non-scientist and one member must be completely unaffiliated with the school. While appointments to positions on an IRB are made by administration, an IRB decision cannot be vetoed by either administration or faculty. A *tentative timeline* was discussed as follows:

- Step #1: Implement an IRB-like committee (a Research and Review Committee) in place by January 2015 for training purposes.
- Step #2: Develop a functioning, seated, and registered IRB in place by January of 2016.

- Step #3: By spring of 2019, the IRB may be at a place where MCC could apply for federal-wide assurance. Once the College applies for federal-wide assurance, a federal inspection and audit would occur. To reach this level, the College needs a functioning IRB that shows success over a minimum period of three years.
- Step #4: If approved, the IRB would be granted full federal-wide assurance in the spring of 2020.

The long-term value of having an IRB with federal-wide assurance is that MCC would be one of the few community colleges in the nation with a federally reviewed IRB. This helps provide credibility to research conducted on campus, allows for students to experience how an IRB works, and opens the door for researchers at MCC to obtain federal grants.

Establishing an IRB here at MCC would require support from the faculty. Questions and concerns can be directed to Richard Sneed ([rsneed@mclennan.edu](mailto:rsneed@mclennan.edu)). FC also needs feedback from faculty regarding suggestions for reasonable compensation for IRB members.

**ACTION #1:** Submit feedback and suggestions for IRB reasonable compensation to FC representatives to the FCP by the November meeting.

**ACTION #2:** Inform your constituents that any human research subject needs to be sent to Dr. Fred Hills so he can have Richard Sneed determine if it may need IRB approval. Once the Research and Review Committee is functional, these questions would be channeled through that committee.

2) **ISSUE:** Update on Lockdown Drill

**DISCUSSION:** Donna George presented the results of the lockdown drill held on campus this semester. There were areas found in each building that present safety concerns for an actual lockdown situation. Faculty are strongly encouraged to review the safety protocol for lockdown scenarios in order to act most effectively for everyone's safety. Donna expressed that right now feedback is needed to know where the problem areas are so that we can improve compliance.

**ACTION:** Review the procedures for lockdown drill compliance attachment sent with these minutes. Contact Dr. Ron Epps or Donna George with safety compliance questions or concerns.

3) **ISSUE:** Update on Ethics Committee vs. Vertebrate Animal Safety Committee v. Institutional Review Board

**DISCUSSION:** MCC does not currently have an ethics committee. We do currently have an Institutional Animal Care and Use Committee, but it is not designated as an "ethics committee." FC representatives discussed the need to have an ethics committee on campus for research review in the absence of an IRB. FCP noted that we will have something "like" an IRB committee in a few months' time.

**ACTION:** Further discussion is needed on this issue. Contact Fred Hills with questions regarding ethical research until a committee is in place.

4) **ISSUE:** Update on the Bookstore Committee Advisory Board Meeting

**DISCUSSION:** Book adoptions for the spring semester were due by October 6. Faculty need to have their textbook adoptions submitted by the end of October at the latest. The bookstore staff has requested that faculty try to work with textbook publisher reps to see what options might be available to create the lowest price; i.e. bundling materials can sometimes create lower cost for students.

The bookstore staff and FCP are currently working to develop an instructional video for faculty regarding the adoption (book adoption) process. The goal is to create more awareness of the process for faculty and provide for improved cooperation between faculty, the bookstore, and students. FCP communicated that there are investigative discussions about the possibility for faculty to confirm their book orders through WebAdvisor to help streamline the book adoption process. Faculty are asked to provide feedback regarding any concerns about pricing for textbooks.

**ACTION:** Provide feedback regarding textbook pricing concerns and textbook adoption process to your FC representatives. The FCP will ask the Administration if there is a policy or clause in the contract regarding the price issue discussed.

5) **ISSUE:** Update on the status of Lighthouse

**DISCUSSION:** FCP communicated that Lighthouse is currently closed. It will be re-launched sometime in the near future; administration has confirmed that the anonymous component will not be a submission option.

**ACTION:** None at this time.

6) **ISSUE:** Update on Closed Captioning input from faculty constituents.

**DISCUSSION:** Administration needs more information about how many faculty are using instructional videos of any kind as a part of their coursework so that the issue of closed captioning can be more effectively addressed. Faculty are strongly encouraged to complete the survey regarding instructional video usage sent out by Brandon Moore, Director of Institutional Research.

**ACTION:** Remind your constituents to complete the Closed Captioning survey by October 17th.

7) **ISSUE:** Update and discussion on roster certification date

**DISCUSSION:** According to the state mandate, students must be registered and have paid their tuition by the census date in order for MCC to receive contact hour support. Faculty should not withdraw students before the census date except by student request. Concerns were raised about when to drop non-attending students.

**ACTION:** The FCP will seek clarification on the student withdrawal policy and specifically address the issue of students who have never attended.

8) **ISSUE:** Update on the new “look” to the Faculty Salary Schedule

**DISCUSSION:** President McKown is reviewing the “flipped” Faculty Salary Schedule grid.

**ACTION:** None at this time.

9) **ISSUE:** Update on Full-time temp faculty titles

**DISCUSSION:** Discussion is underway to change the “full-time temporary” title to “temporary lecturer.” Several representatives expressed the desire to remove “temporary” from the title in the College Directory.

**ACTION:** FCP will inquire if this can be done.

10) **ISSUE:** Update on Late Registration input from faculty constituents

**DISCUSSION:** There have been a number of cases regarding late registration which are being reviewed by Dr. Balmos. Faculty are asked to communicate any issues regarding late student registration without the instructor’s permission to their FC representatives so that those situations can also be investigated.

**ACTION:** Communicate issues with late student registration to FC representatives.

11) **ISSUE:** Attendance Policy Members (Membership input discussion)

**DISCUSSION:** An attendance committee, separate and independent from FC, is being formed. One FC executive member will be on the committee. Suggested faculty representatives were David Fleuriet and Reid Makowsky. After faculty discussion, Stan Mitchell moved to approve the members’ appointment. Nick Webb seconded. FC approved these two faculty members to represent faculty on this committee.

**ACTION:** None at this time.

12) **ISSUE:** FC Membership (discussion of empty slots)

**DISCUSSION:** There are some open positions available for FC representatives. The FCP asked if the council would be willing to allow faculty to fill those slots and serve in a non-division specific capacity, i.e. representing the “general faculty.” Related to this issue, Dr. Balmos has also asked FC to examine our policies to see if they need amending. FC does have the option to amend our policy.

**ACTION:** Further discussion and review are needed.

## **NEW BUSINESS:**

1) **ISSUE:** Approval of Attendance Policy faculty members

**DISCUSSION:** See Old Business item 11.

**ACTION:** None at this time.

- 2) **ISSUE:** Approval of members to the Tenure Conversion Committee  
**DISCUSSION:** The purpose of the Tenure Conversion Committee is to evaluate portfolios of faculty arriving on tenure track. FC approves the appointment of new members; those new members are listed below:
- a. Arts & Sciences: Casey Hubble is rotating off. New member: Carol Lowe.
  - b. Work Force: JoAnn is rotating off. New member: Connie Wedemeyer.
  - c. Work Force: Becky Griffin is rotating off. New member: Nancy Ray-Mitchell.
  - d. Non-Instructional: Mike Searight is rotating off. New Member: Staci Taylor.
- Stan Mitchell and Jennifer Black moved to approve the appointments. Ron Hochstatter seconded. FC approved the recommended members for this committee.
- ACTION:** None at this time.
- 3) **ISSUE:** Unit Level Plans & Faculty  
**DISCUSSION:** Each department has a Unit Level Plan(ULP) that is tied to the Strategic Plan and outlines requirements that faculty are expected to fulfill within that academic year. Many faculty are unaware of the requirements listed within their department's ULP.  
**ACTION:** Let your constituents know that ULPs exist and request to meet with your supervisor regarding your departments ULPs if you have not seen what they are.
- 4) **ISSUE:** Safety Concerns on Campus  
**DISCUSSION:** Brad Turner raised a specific safety concern regarding where the campus boundaries are and what is within the MCC security team's jurisdiction with regards to responding to an emergency. MCC does have a certified response team, but they may not always be available. Faculty are recommended to call 911 first in the case of injury.  
**ACTION:** Faculty are asked to relay any campus safety concerns to your FC representatives or to Dr. Ron Epps.
- 5) **ISSUE:** Online student liability release form at registration  
**DISCUSSION:** MCC currently requires students to complete an online form for any off-campus school activities or on-campus volunteer activities. However, the current form requires no ID number, birth date, or electronic signature. In addition, faculty who incorporate fieldtrips in their course requirements typically experience problems because students fail to complete the form in a timely manner.  
The idea was presented that the current online form could be completed by all students each semester during registration to streamline the process. Concern was raised about the current online process. After discussion regarding the expressed concerns, the FCP requested that an ad-hoc committee be formed to review the process and make recommendations back to FC. Members include: Jennifer Black, Melody Flowers, Kelly Parker, and Brad Turner.  
**ACTION:** The committee will make recommendations at the November FC meeting.
- 6) **ISSUE:** Investing in Achieving the Dream (ATD) – Professional Development Day  
**DISCUSSION:** MCC is now an Achieving the Dream campus. For more information on the ATD initiative, go to <http://achievingthedream.org/>  
**ACTION:** Faculty are strongly encouraged to register for the ATD PD Day ZPOD through WebAdvisor.

## **MCC INNOVATION:**

### 1) **PRESENTATION:** McLennan's Superstar Students: Student Council

Student council has been revived! Four students from the council came and shared about their purpose and presence on campus.

- **Maria Dominguez** – has obtained her associates in criminal justice and is currently working on her associates in science with the long term goal of pursuing her bachelor's in education. Her platform for student council is to create more involvement for students in campus life and student groups/programs.
- **Deysi Varela**-- is currently undecided on her major. Her goal while serving on student council is to meet new people and help other students to become more involved on campus.
- **Jaz Brown** – is a business major and also a work-study student. Jaz wants to use her position on student council to help connect students to faculty.
- **Matthew Sedillo** – is a recent high school graduate with plans to obtain an associates in science from MCC and then transfer to Baylor's pharmacology program. Matthew wants to give voice to the needs and desires students have on campus. He also hopes to help generate more intermural sports involvement on campus.

The meeting adjourned at 4:15 pm.

Marianna Whiteley  
Faculty Council Secretary

#### **Abbreviations:**

**FC = Faculty Council**

**FCP = Faculty Council President**

**FCVP = Faculty Council Vice President**