

# McLennan Community College

## Faculty Council 2014-2015

**MEETING DATE:** The McLennan Community College Faculty Council met Thursday, November 20, 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, Brad Christian, Mark Crenwelge (represented by Dwayne Weaver), Donna Ewing, Elaine Fagner, David Fleuriet, Karen Garrett, Sue Graham, Becky Griffin, Laura Hays, Meredith Heffner, Stacy Kuehn, Cynthia McAdams, Stan Mitchell, Linda Pelon, Mary Sides, John Spano, Emily Stottlemyre, Norman Townsend, Brad Turner, Paula Unger Nick Webb, Karen Weil, Marianna Whiteley, Gail Woodward.

**ABSENT MEMBERS:** Brenda Bradley, Melody Flowers, Jon Fox, Donna George, Ron Hochstatter, Steven Hull, Heather Mattingly, Andria Ramon, Caleb Stroman Angela Tibbitt, Brad Turner, Frances Turner, Paula Unger, Nick Webb, Karen Weil.

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### **November Meeting Minutes:**

#### **NEW BUSINESS:**

- 1) **ISSUE:** What happens to recommendations made by FC after the meeting (FCP)  
**DISCUSSION:** When an issue is presented at an FC meeting or to a member of the FC executive committee, the FCP and VCP meet with the VPI to discuss issues/concerns that came up in FC. The VPI typically relays information to President McKown and other members of administration to discuss the issue and then gets back to the FCP. This is a process wherein some issues are looked at immediately and others are tabled for future inquiry and discussion. When an issue does reach discussion and/or strategies for action are formed, there are usually several levels of the college involved. All the VPs and Deans are provided a copy of FC meeting minutes and are informed of the issues discussed. The college administration is genuinely invested in faculty recommendations and makes every conceivable effort to consider and meet faculty suggestions.

**ACTION:** None at this time.

- 2) **ISSUE:** President's Council Retreat (FCP)  
**DISCUSSION:** The President's Council consists of the VPs, Deans, Division/Program Directors, Lise Uhl, Lisa Hoeffner, and the FCP. Achieving the Dream (ATD) was a primary topic of discussion at the retreat and faculty should be on the watch for new changes on campus in connection with the program. Dr. Phil Rhodes will be collecting

large amounts of data over the next year to look for specific areas that are barriers to student success. The goal for data collection is to take a broad look at the results, identify areas of immediate concern, and implement strategies for improvement in those areas. The college has already started to look at data in more out-of-the-box, creative methods to effectively address all sides of a particular issue.

**ACTION:** Stay tuned to future updates on ATD.

3) **ISSUE:** Recent Elected Official Visits to Campus (FCP)

**DISCUSSION:** We have brand new elected officials in Washington DC and Austin who will be making decisions regarding higher education and funding. In the past three weeks, there have been several legislative sessions in the Waco area. Area institutions for public education and higher education (MCC included) are striving to make sure that educators' voices are being heard regarding funding amounts allotted to education in Texas.

**ACTION:** Stay informed regarding education policies your state and federal representatives are championing and make your voice heard through organizations such as TCCTA.

**OLD BUSINESS:**

4) **ISSUE:** Attendance Policy Committee Update (FCVP)

**DISCUSSION:** The committee convened for the first time on Friday, November 21, 2014. FCP reported that Paula Unger will be chairing the Attendance Policy Committee. James Kubacak as well as two faculty members will also be committee members. Casey Hubble chaired an attendance committee a couple of years ago that suggested revisions. The 25% policy for drops/withdraws was settled on by that committee. There has been, and is currently, a very high level of confusion across campus regarding the procedures that faculty should follow to be in compliance with the attendance policy. The Attendance Policy Committee will be investigating the current policy and suggesting changes for future policy. Faculty need to provide input regarding changes to the current policy. Faculty input is specifically needed regarding the questions: 1) what is a reasonable percentage of absences for student participation, and 2) at what point should students be dropped?

**ACTION:** Faculty should communicate their concerns and suggestions regarding the attendance policy to their FC representative or contact Paula Unger. The FCP and FCVP will request from the Administration that a written set of standard practices be developed regarding how faculty should handle dropping students.

5) **ISSUE:** IRB Update (FCP)

**DISCUSSION:** Administration is currently trying to identify potential candidates for future IRB members. Richard Sneed has had significant experience with IRB and will be leading the training and certification. Administration is also trying to set parameters for additional campus involvement for IRB membership. This is a unique opportunity for

Faculty as the college starts the IRB formation process. Administration is interested in receiving faculty nominations for potential members.

**ACTION:** Contact Richard Sneed for more information and candidacy requirements.

6) **ISSUE:** Field Trip Form Update (Committee Reps & FCP)

**DISCUSSION:** The courses with outside of county or overnight travel components have new forms for travel paperwork that have been approved and vetted by the College Attorney. The online liability form for local trips is under review. The online liability form is projected to be updated by fall of 2015. The projected scenario will be for students to use an electronic signature and sign a form on Web Advisor in a secure manner. The signature will likely be stored on a secure location (Share Point) instead of a public website.

**ACTION:** If you use field trips or day trips in your course, please contact Fred Hills for further information and clarification before the spring 2015 semester begins.

7) **ISSUE:** Lighthouse Update (FCP)

**DISCUSSION:** Administration was in agreement with the faculty concerns pertaining to the anonymous component on the original Lighthouse reporting system. The anonymous component has been removed as an option for collection. There is a new phone script and web script for the new collection process. Both scripts emphasize that a complaint cannot be filed without complete contact information. If complete contact information is not supplied, the complaint is dismissed and can go no further. Administration will send a blanket email to faculty, staff, and students when Lighthouse becomes active again.

**ACTION:** None at this time. The Administration will provide employees and students notification via email when Lighthouse is officially operational from MCC.

**MCC INNOVATION:**

8) Who is bringing left-over Christmas candy to the January meeting?

- a. FC representatives please email the FCP if you have questions about #8.
- b. Brad Christian was featured on KWTX! See the link to watch the segment over “kids and what is in their lunch boxes”.

<http://www.kwtx.com/video?videoid=2965846>

The meeting adjourned at 3:45 pm.

Marianna Whiteley  
Faculty Council Secretary

**Abbreviations:**

**FC = Faculty Council**

**FCP = Faculty Council President**

**FCVP = Faculty Council Vice President**

**VPs = Vice Presidents**

**VPI = Vice President of Instruction**