

McLennan Community College

Faculty Council 2014-2015

MEETING DATE: The McLennan Community College Faculty Council met Thursday, January, 15, 2015, 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, Mark Crenwelge, Donna Ewing, Elaine Fagner, David Fleuriet, Melody Flowers, Karen Garrett, Donna George, Marianna Hampton, Laura Hays, Meredith Heffner, Ron Hochstatter, Stacy Kuehn, Stan Mitchell, Linda Pelon, Andria Ramon, Mary Sides, John Spano, Emily Stottlemire, Caleb Stroman, Angela Tibbitt, Norman Townsend, Brad Turner, Frances Turner, Paula Unger, Nick Webb, Karen Weil, Gail Woodward.

ABSENT MEMBERS: Brenda Bradley, Brad Christian, Jon Fox, Sue Graham, Becky Griffin, Heather Mattingly, Cynthia McAdams, Kelly Parker.

November Meeting Minutes:

NEW BUSINESS:

- 1) **ISSUE:** Required Syllabus Content – Is there another way to do this? (FCP)

DISCUSSION: Currently there are several items required in Instructor Plans (IP) that could be more easily maintained in another form. Mandated information, such as Academic Integrity, the MCC Attendance Policy, ADA Statement, and Title IX could be published on a school website or could be made standardized items in course Blackboard shells. Additional personal requirements could still be maintained in the IP. Stan Mitchell motioned to approve discussion of this idea by faculty. Marianna Hampton seconded. The FC members voted to pass the motion for faculty discussion.

ACTION: Please send feedback to your FC reps regarding an updated abbreviated IP.

- 2) **ISSUE:** Campus review of maintenance work orders (Member Laura Hays)

DISCUSSION: Concerns were raised over a delayed response to a department work-order. The primary concern dealt with a lack of clear communication with the maintenance staff. The concern was also raised that maintenance staff do not have required identification when working on campus. FC would like to know if there are other departments who have concerns about maintenance response or safety. The idea was raised to have a work-order receipt that would give a time-frame for work-order response. FCP will communicate with the physical plant regarding response time and safety concerns.

UPDATE: From the FCP (1/16/15): The Physical Plant has recently purchased software that does generate a work order ticket and can be tracked. In essence, it works like the IT ticket system with an initial work order and closed ticket receipt when the job is complete.

For now, work orders should really come from the people who already make them for your building which is likely the administrative assistant (secretaries). They in turn should inform their Division Directors. It is recommended that you ask your Division Director to give guidance to your department on their preference on how this will work. Each division has their own preferred protocol for this type of thing.

The Physical Plant employees are all issued identifiable shirts that clearly show they are MCC employees. Dianne and Sid both felt that most all contractors that come onto campus wear distinguishing clothing for their company. If you feel that someone doesn't belong there, trust your gut and call campus police to come check it out.

ACTION: Faculty should report any similar/related issues to administrative assistants and division directors.

OLD BUSINESS:

- 3) **ISSUE:** Quick update from each committee chairs: compensation, policy, and elections. (Chairs)

DISCUSSION:

Compensation – Brad Turner reported that the committee is meeting tomorrow afternoon (1/15/2015).

Policy – David Fleuriet reported that the policy committee is meeting tomorrow morning (1/15/2015). Faculty are encouraged to please send David feedback regarding desired changes.

Elections – Mark Crenwelge reported that the elections committee met two days ago. The committee examined various elections concerns. The current policies for elections are a bit vague, but the committee is looking to write a more cohesive plan regarding when elections should take place and what the procedures are. The committee is also looking to update survey response options on Survey Monkey.

ACTION: Contact David Fleuriet with suggested policy updates. Expect full reports from the February FC meeting.

- 4) **ISSUE:** Lighthouse Update (FCP)

DISCUSSION: There is now an ethics and integrity hotline link available on the MCC website homepage under the Quick Links column. The new submission form will not allow for anonymous submissions. An email is forthcoming to the entire campus regarding the active status of Lighthouse.

ACTION: None at this time.

5) **ISSUE:** Status update on the Field Trip Form (FCP)

DISCUSSION: The new liability form for local (within county) travel now contains updated language to release the college of liability on the part of the student. The new form has been vetted by the college attorney. An ID number is now required at the time of submission. Once the form is submitted, by either faculty or students, the names of those who have a completed liability form will appear on the website. The website name list will be moved to Sharepoint in the near future. There is a long-term goal to move the entire form process to WebAdvisor. The request was raised to receive a report generated by class showing which students have signed the form.

ACTION: Require students to fill out the online local travel form for any off-campus activities or travel. The link to that form is in 6 (A) (i).

6) **ISSUE:** Friendly Reminders

DISCUSSION:

A. Online Liability Form (FCP).

- i. Required online liability release form for any field trip, extra credit, class event off campus and volunteering event related to MCC:

<https://mclennan.wufoo.com/forms/m17ajcyw1ycofya/>

- ii. Students have to fill this form out one time per academic year. Here is a link to the current list of approved students:

<https://mclennan.wufoo.com/forms/completed-liability-forms/>

B. Submitting Travel Authorizations (Member Laura Hays).

- i. Travel authorizations are required for any off-campus trip affiliated with the school for faculty.
- ii. Forms still need to be filled out, even if no expenses are incurred.

C. Advising and changing schedules for students going on travel courses (FCP).

- i. Listen to the tape.

D. Required travel forms for traveling courses (FCP) – See item 5 above.

E. Bookstore Video: <http://youtu.be/XP6-MIBAQt4>

- i. Please watch the faculty instruction video as an update on the book adoption process before the summer and fall semester book adoptions are to be completed this spring.
- ii. Paula Unger made a motion to request e-receipts be sent from the bookstore. Donna George seconded. The motion passed to investigate the option of e-receipts in the bookstore.

F. TCCTA Conference (2/19 – 2/21): <http://www.tccta.org/>

- i. There will be a high number of MCC presenters at the conference this spring.
- ii. The institution will pay your conference fee if you plan to attend.

ACTION: None at this time.

7) **ISSUE:** Open Door – Open Floor time (FC Members; Guests)

DISCUSSION:

Leslie Henderson has been investigating the possibility of creating an agreement with Tarleton and/or other institutions in the University Center that would allow MCC faculty to take graduate level courses “at will” to fulfill PD or Step Credit without being enrolled

in a specific graduate program or degree path. Hopefully, an agreement of this nature would be a win-win for MCC faculty by providing a clear-cut method for obtaining step credit and would also increase enrollment for a participating institution's graduate classes. The question is, would MCC faculty be interested in investigating/pursuing such an agreement?

ACTION: Please provide feedback to your FC reps regarding your interest level in an agreement for "at will" graduate classes available through the University Center.

MCC INNOVATION:

- 8) What is Respondus Lockdown Monitor (Online faculty who have used it; FCP)
- Lockdown Browser and Respondus Monitor (webcam) are available for testing on Blackboard for on-line or face-to-face course without requiring the testing center.

The meeting adjourned at 3:55 pm.

Marianna Hampton
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice President