

McLennan Community College

Faculty Council 2015-2016

MEETING DATE: The McLennan Community College Faculty Council met Thursday, 9/10, in MAC 335. President Paula Unger called the meeting to order at 3 p.m.

LOCATION: MAC 335

ATTENDEES: Amber Bracken, Andi Ramon, Andrew Clayton, Becky Griffin, Brian Johnson, Caleb Stroman, Casey Hubble, Cynthia McAdams, David Davenport, David Fleuriet, Donna George, Emily Stottlemire, Gail Woodward, Heather Mattingly, Jan Robertson, Jim McKeown, Jon Fox, Karen Svendsen Werner, Karen Weil, Kelly Parker, Laura Hays, Marc Nicholas, Mark Crenwelge, Mark Long, Mary Sides, Heather Mattingly, Reid Makowsky, Sharon Allen, Sondra Dubowsky, Stacy Kuehn, Tammy Thompson

ABSENT MEMBERS:

Dennis Stapleton, Frances Turner, Miley Pulliam, Shelly Rogers-Sharer, Sholly Gunter, Susan Spooner

MEETING MINUTES

NEW BUSINESS

1) **ISSUE: FC committee assignments**

DISCUSSION: FC members signed up for subcommittee positions. The responsibilities of each committee were discussed.

- Elections Committee: handles the elections – Faculty Council leadership, Minnie Piper Award, etc.
 - Anne Merchant, Karen Weil, Mark Crenwelge, Sondra Dubowsky
- Compensation Committee: researches what other colleges are doing about cost-of-living-raises and submits findings by February FC meeting.
 - Brian Johnson, Casey Hubble, David Davenport, Jon Fox, Heather Mattingly

- Policy/Personnel Handbook Committee: meets about specific polices that need updating or specific personnel issues related to faculty.
 - Donna George, David Fleuriet, Mary Sides, Gail Woodward, Emily Stottlemyre, Laura Hays, Karen Werner, Becky Griffin, Mark Long, Cynthia McAdams, Stacy Kuehn
- Bookstore Committee: attends monthly meetings with the bookstore and works to resolve any issues.
 - Susan Spooner, Jim McKeown, Amber Bracken, Andrew Clayton, Marc Nicholas, Tammy Thompson, Kelly Parker, Jan Robertson, Sharon Allen

ACTION: None at this time.

2) **ISSUE: Tenure Conversion committee nominations**

DISCUSSION: FC members nominated faculty and staff for the open positions on the Tenure Conversion committee. Five members rotate off every 1-2 years (depending on role). This committee evaluates proposals for converting faculty to tenure track using criteria which are currently part of the faculty evaluation process.

- 2 tenured Arts & Science faculty members (2 yrs of service)
- 1 tenured Workforce faculty member (2 yrs of service)
- 1 non-instructional employee (1 yr service)
- Still Serving:
 - Carol Lowe, A&S
 - Connie Wedemeyer, WF
 - Nancy Ray Mitchell, WF
- Rotating off:
 - Linda Crawford, A&S
 - Deborah Hewitt, A&S
 - Deborah Quinn, WF
 - Stacy Taylor, non-instructional committee member

ACTION: FC members look for emailed voting ballot soon.

3) **ISSUE: Blackboard Attendance software.**

DISCUSSION: The FCP asked FC members if they were aware of the Blackboard Attendance tool. No one stated they knew about it.

ACTION: Look for Stas' email instructions for the Blackboard Online Attendance tool.

4) **ISSUE: Updates on student evaluations process**

DISCUSSION: The FCP reminded FC that the VPI spoke with FC in Spring 2015 to explain that he had decided that student evaluations should be conducted for all faculty every semester. He emphasized that having sporadic evaluations provided insufficient and ineffective data. He also stressed that evaluations are not a precise measure of the classroom experience; they are only one component to assist in understanding the bigger picture. The new student evaluation process includes:

- All student evaluations will be delivered online, although F2F instructors can make sure students do it in class with use of a new Blackboard building block – EvaluationKit.
 - EvaluationKit can be launched in Blackboard and also completed via a smartphone.
 - Current online response rate is about 25%. EvaluationKit is intended to improve this.
- The evaluation instrument will be the same for F2F and online classes.
- Over the summer, faculty, Phil Rhodes, and Brandon Moore, of Institutional Effectiveness, worked on revising the evaluation questions.
- The new instrument needs review by faculty before piloted this fall.
 - Intended to provide more effective feedback for instructors.
 - Intended to help teach students how they should be evaluating their courses.
 - Revised questions will be sent out with FC minutes. Please share with your colleagues.
- One major change – the open-ended “like” questions were replaced with these:
 - What teaching methods or -characteristics of this instructor most helped you to learn?
 - What can this instructor do to improve his or her teaching effectiveness?

Questions:

- Will the student evaluation email alert be sent only to students.mclennan.edu or will student’s private emails also be used? A suggestion was made to use both student emails on record – college and personal.
- Must all faculty now use Blackboard in able to provide the link?

ACTION: Revised questions will be sent out with FC minutes. Please share send comments or questions to the FCP/FCVP by September 30.

OLD BUSINESS

1) ISSUE: Renaming the Faculty Council/Personnel Handbook Committee

DISCUSSION: The FCP announced that an email will be coming out soon for a yes-no vote on renaming the committee.

ACTION: FC members should look for an email to vote on the new committee name.

ADDITIONAL ITEMS (OPEN FLOOR)

1) ISSUE: Distinguished Lecture Series: John Maxwell (10.13.15 @ 7 pm)

DISCUSSION: The FCVP announced that the John Maxwell lecture has “sold out” (tickets are free) and did so in 3 days. The student Q&A session will be held at 3:30 p.m. in MAC 111. The DLS committee asks that faculty allow student to fill seats at student event; faculty may attend if seats are available. IT will provide live streaming for campus.

ACTION: Look for DLS email about live streaming of the student event.

2) ISSUE: “Divided Instructor Plans”

DISCUSSION: FC members discussed the issue of modifying the current IP format to simplify the updating process. The main issues revolve around different versions of items such as new/old VPs, new ADA statements, etc. The proposed idea would separate the IPs into two parts.

- IP Part I: a “college-wide” IP posted on the web – information that includes Title IX, disability information, etc.
- IP Part II: the course IP that is designed for the specific class.

Question: Are all faculty receiving the same updated information at the same time?

ACTION: Talk with colleagues about experiences updating IPs.

3) ISSUE: Professional Development (PD) forms and submission process

DISCUSSION: An FC member brought up the faculty PD requirements and approval process. Problems discussed included sluggishness in the approval process and confusion about when approval was required. Some FC members stated they were able to get back-dated approval but others had not. FC members expressed that the current system could be improved for greater efficiency and effectiveness, especially to minimize confusion.

ACTION: A motion was made and passed for the Policy Committee to review the submission process for on-campus PD credit.

4) **ISSUE: Liability Forms for off-campus travel**

DISCUSSION: An FC member asked about the current liability forms. Another FC member, who is also on the committee updating the forms, informed the Council that all travel forms are in the process of being revised/updated with an expected final delivery date of the end of September. Faculty members with trip-related issues should contact their respective representatives on the review committee:

Science/Engineering: Elaine Fagner

Business Programs: David Davenport

Social Sciences: Amber Bracken

Nursing: Michelle Davis

ACTION: FC members should update their departments on the issue. Day trip liability forms will be processed through Claudette Jackson in Student Activities.

The meeting adjourned at 4 pm.

David Davenport
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice President