

# McLennan Community College

## Faculty Council 2015-16

Meeting Date: October 8, 2015  
Meeting Start Time: 3:00 p.m.  
Meeting End Time: 3:56 p.m.  
Location: Highlander Room, SSC 319

**ATTENDEES:** Amber Bracken, Andi Ramon, Andrew Clayton, Becky Griffin, Brian Johnson, David Davenport, David Fleuriet, Donna George, Emily Stottlemire, Gail Woodward, Jan Robertson, Jim McKeown, Jon Fox, Karen Svendsen Werner, Karen Weil, Laura Hays, Marc Nicholas, Mark Crenwelge, Mark Long, Mary Sides, Meredith Heffner, Reid Makowsky, Sharon Allen, Sondra Dubowsky, Stacy Kuehn, Susan Spooner

**ABSENT MEMBERS:** Caleb Stroman, Casey Hubble, Cynthia McAdams, Dennis Stapleton, Frances Turner, Heather Mattingly, Kelly Parker, Miley Pulliam, Shelly Rogers-Sharer, Tammy Thompson

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### AGENDA ITEMS

#### NEW BUSINESS

- **Issue:** Faculty recommendations to the revised student evaluation

**Discussion:** During the meeting, FC members tried out the new student evaluation software (EvaluationKit), which was set up by Laura Wichman, senior research analyst in Institutional Effectiveness. Students will be able to access the evaluations through Blackboard or download the smartphone app; they will also be notified via McLennan student email (confirmed by Laura). Once they have the app, the college will be able to send students push notifications to alert them to complete the evaluations; no app is needed for the computer version. Questions are the same for F2F and online classes. Dual Credit classes are also evaluated every semester (confirmed by Laura).

Several FC members expressed concern about the evaluations only being delivered electronically and that response rates would likely to be low; it was also stressed that usually only “motivated” students complete the evaluations. An FC member asked if a paper version could be used to improve the response rate. The FCP stated that this was not an option for the fall and encouraged faculty to allow class time for the evaluations to improve response rates

**Review:** The student evaluations process has changed (as announced in spring 2015). All faculty will now participate every semester and all evaluations will be delivered electronically to improve:

1. Efficiency: launching the survey and tabulating the data will be more efficient; faculty will receive their results much faster.
2. Effectiveness: consistent student evaluation data is more reliable.

**Action:** The pilot of the new student evaluation process launches this fall. Encourage your students to complete the online evaluations via smartphone or computer. To review the student evaluation questions, see the attachment.

- **Issue:** Updates on PD process inquiry

**Discussion:** Efforts are being made to make the process clearer. Some FC members expressed concern about lost PD paperwork, the confusing PD process -- no clearly outlined location of forms, where to find them, what to do with them, etc. The FCVP emphasized that faculty must show/prove that their PD efforts are appropriate for their field. Many FC members expressed confusion about whether conferences and/or presentations at conferences count for PD.

**Action:** Talk with colleagues about what has qualified for PD credit in the past. Look for improved instructions on the PD process in this academic year.

## OLD BUSINESS

- **Issue:** Renaming of the FC Policy/Personnel Handbook Committee to the Policy Committee

**Discussion:** Vote passed.

**Action:** None.

- **Issue:** Elections of Tenure Conversion Committee Members

**Discussion:** Elections held and positions filled.

- 2 tenured Arts & Science faculty members: Ashley Cruseturner & Theresa Sparks
- 1 tenured Workforce faculty member: Becky Parker
- 1 non-instructional employee: Paul Hoffman

**Action:** None.

- **Issue:** If you haven't already sign up for an FC subcommittee, please do. Committee Selection:
  - Elections Committee: handles the elections – Faculty Council leadership, Minnie Piper Award, etc.
  - Compensation Committee: researches what other colleges are doing about cost-of-living-raises and submits findings by February FC meeting.
  - Policy/Personnel Handbook Committee: meets about specific polices that need updating or specific personnel issues related to faculty.
  - Bookstore Committee: attends monthly meetings with the bookstore and works to resolve any issues.

**Discussion:** None.

**Action:** FC members need to sign up for subcommittee.

- **Issue:** Blackboard online attendance function

**Discussion:** FC members confirmed that the new attendance tool is easy and students like it because they can keep track of their absences by checking Tools.

**Action:** Try the Blackboard Online Attendance tool.

## **OTHER ISSUES?**

- **Issue:** Campus safety, campus carry law, and system of locking down campus

**Discussion:** An FC member brought up the recent shootings at Umpqua (Oregon) Community College campus and opened a discussion about safety on our campus. Another faculty member stated that in order to lock classroom doors, you must lock it from the outside by swiping your ID card before the inside handle pull-up will work; of course, when the door is locked this way, students can't get in if they are tardy. Another FC member asked if the locks could be engaged across campus at the flip of a switch. An FC member, who also serves on the Emergency Response Team said no; she also stated that each individual building safety coordinator is responsible for setting up building drills and that at least one drill per long semester is recommended. She encouraged everyone to contact Rob Page, the chair of that committee, if you don't know who your building safety coordinator is; there is also campus safety information on the website: <http://www.mclennan.edu/crisis-management/response-team>.

**Action:** Stay informed about safety practices for campus and your building(s).

David Davenport  
Faculty Council Secretary

### **Abbreviations:**

**FC = Faculty Council**

**FCP = Faculty Council President**

**FCVP = Faculty Council Vice President**