

McLennan Community College

Faculty Council 2016-2017

MEETING DATE: The McLennan Community College Faculty Council met Thursday, January 12, 2017, in MAC 304. President Andria (Andi) Ramon called the meeting to order at 3:35 p.m.

ATTENDEES: Andria (Andi) Ramon, Becky Griffin, Becky Parker, Bonnie Sneed, Brian Johnson, Caleb Stroman, Cynthia McAdams, Erik Emblem, Felicia Gladden, Heather Mattingly, James Gibby, Jenna Hofer, Jennifer Black, Jessica Zbeida, Karen Garrett, Karen Weil, Kurt Chunn, Larry Salazar, Laura Hays, Leslie Henderson, Lisa Lindloff, Liz Painter, Mandy Morrison, Marc Nicholas, Melody Flowers, Meredith Heffner, Miley Pulliam, Misty Edwards, Reid Makowsky, Robert “Bob” Ammon, Sharon Kenan, Sondra Dubowsky, Suzanne Baldon, Terri Barnes, Theresa Sparks

ABSENT MEMBERS: Donna Mendoza, Mary Sides, Richard Pringle, Sholly Gunter

MEETING MINUTES

OLD BUSINESS

1) **ISSUE:** Professional Development Faculty Requirements & Academic Freedom

DISCUSSION: FCP stated that the FCP and FCVP are still discussing these issues with administration behind the scenes. An update will be provided at the next meeting.

ACTION: NONE

2) **ISSUE:** Student Activities: Food at Student Events (Melody Flowers)

DISCUSSION: Melody provided the following update: After speaking with Lori Southern with Great Western Dining, Lori said that all student organizations do have to go through Great Western (GW), and the Baptist Student Union, BSU, is now going through GW. Melody discussed the contract with GW and how they earn most of their revenue from catering. Melody mentioned that if anyone has a concern to contact Lori Southern, because there might be a “loophole” with the catering contract with Great Western. If Great Western does not want to cater the event, then the student organization may provide snacks (with agreement from GW and Lori) like what occurred during the MCC Election Night Watch Party. Those snack offerings may not be publicized.

ACTION: Please contact Lori Southern if you have questions regarding catering.

3) **ISSUE:** Testing Center (Michelle Johnson)

DISCUSSION: FCP said that she found out that you can actually have other people walk your test over and back. FCP also said that she is aware of our concern to use email to send testing materials. She said that Michelle Johnson would be here later during the meeting to address our concerns. Issue tabled temporarily.

ACTION: NONE

NEW BUSINESS

1) ISSUE: FC Compensation Committee (Erik Emblem, Committee Chair)

DISCUSSION: FCP stated that normally the FC compensation committee report is due at the February FC meeting, but that since the committee has met and come to a proposal, that we can go ahead and consider it now. If it is approved by the entire FC, then it could be sent to administration and the Board for consideration. Erik Emblem summarized the committee's recommendation as follows: a two-percent increase for faculty members and a one-time \$500 bonus to be given to all full-time faculty and support staff in January 2018. After a brief discussion, Sharon Kenan proposed to edit the word "believe" to "know" and Karen Garrett suggested that the phrase "board of directors" be changed to "Board of Trustees." FCP added that support staff now have their own committee that meets with the President and Board enabling them to advocate for their salaries. A suggestion was provided to change "faculty" to "full-time faculty." A final question was asked regarding if we can ask the Board when they are to consider looking at the adjunct/overload pay scale in the future. At this time, a motion was made by Becky Parker, to accept the recommendation as amended, and the motion was accepted without objection.

ACTION: Erik Emblem will edit the FC compensation committee proposal as amended by the full FC. Once done, the revised compensation committee proposal will be provided to administration and the Board for their consideration.

2) ISSUE: FC Elections Committee

DISCUSSION: FCP reminded FC that elections will start in March. For the FCVP and the Minnie Piper Stevens Award, all full-time and adjunct faculty members can vote, but only full-time faculty members can receive the designation. For the Professional Development committee, there will be three positions vacant. Only full-time faculty members can vote and serve on the Professional Development committee. For the Sabbatical Leave committee, there will be five positions vacant. Again, only full-time faculty members can vote and serve on the Sabbatical Leave committee.

ACTION: NONE

3) ISSUE: Graduation Recommendations

DISCUSSION: FCP said that there have been two recommendations at the graduation ceremony. First, there was a suggestion that we have the shuttle golf carts to help relay people from their vehicles to the Convention Center for safety concerns. FCP said that Tina Ellette and Herman Tucker are working with VP Drew Canham to make that happen,

but realistically, it will be logistically difficult to make happen in terms of transporting the shuttle golf carts to the graduation site, primarily because of cost. Jennifer Black suggested that if it costs the school money, then we should drop this suggestion. A suggestion regarding valet parking was also mentioned, but FCP said there might be a liability concern for the college. Secondly, FCP said that it was suggested that we have a place to put our regalia while graduation is going on, because currently it is unguarded during the ceremony. FCP said that VP Drew Canham is working on that as well.

ACTION: NONE

4) **ISSUE:** HR Search Committee Recommendations

DISCUSSION: FCP said that there was a movement to make HR paperwork completely electronic, because currently, an applicant can still turn in a paper application. FCP said that after speaking with Missy Kittner, there is a budget concern preventing that. They are trying to get an assistant to help load the paper applications into SharePoint. However, in order to do a completely electronic process, Missy told FCP that new software would cost \$75-100K. Also, FCP stated that Missy mentioned that the DPS background check cannot be done until the person is ready to be hired, so that process cannot be moved any earlier in the hiring process.

ACTION: NONE

5) **ISSUE:** MARCOM

DISCUSSION: FCP stated that Lisa Wilhelmi was scheduled to come to the January meeting, but instead, will come to the February meeting. One of the reasons that she is coming is to address a concern that multiple individuals have requested that MCC pay for name badges and business cards. In short, Lisa stated that they may be able to find some funds to do that in the future, but will address these concerns in greater detail at the next meeting.

ACTION: NONE

6) **ISSUE:** Faculty Evaluations (Laura Wichman & Brandon Moore)

DISCUSSION: Laura Wichman described the course evaluation process as follows: all faculty are evaluated in every course in every semester, unless there are four or fewer students in a particular section. Also, Laura said that in lecture/lab courses, only the lecture will have the evaluation (*i.e.* the lab will not be evaluated). Also, vocal lessons can be combined into one section, if there are five or more students per course per instructor. Laura said that for sixteen-week courses (or an eleven-week course in the summer), evaluations are available two weeks before finals, for eight-week courses, evaluations are available one week before finals, and for the mini-mester, evaluations are available two days prior to final. All of these dates are subject to change. Laura also stated that the email that faculty members get, five days prior to the beginning of the evaluation period, shows what courses will be evaluated in the future. FCP pleaded with FC to encourage their constituents to encourage students to take it. It will pop up on their Blackboard for them to take the evaluations, regardless of whether instructor utilizes Blackboard or not.

Karen Garrett acknowledged that it is really great getting the responses back so quickly. Brandon Moore suggested doing the evaluations at the beginning of the class, so that they will actually do it and not leave early. In team-taught classes, the students are given the option to evaluate each instructor separately. The emails that are sent out will show instructors which students have completed the evaluation, but only one 25% of the class has completed the evaluation for that particular course. FCP asked about evaluations during finals, which was answered by Laura with mixed reviews (*e.g.* some research says that if the final exam is difficult it will lead to a bad evaluation, while other research shows that it allows for a fairer evaluation overall). It was reiterated that administration changed the evaluation procedure to every class every semester a few years back. Brandon mentioned that this was due, in part, situations that some instructors may receive poor evaluations during one semester due to outside issues and not be re-evaluated for two more years, making it difficult to determine if the poor evaluation was an anomaly or trend. In addition, MCC now has the technology to gauge faculty evaluations every semester. FCVP asked if students seem to be fatigued with evaluations and if the “easier classes” have higher evaluation scores. Brandon replied by saying that he has not seen that. In fact, students were actually asking why their particular instructor wasn’t evaluated (when their other instructors were). Laura added that the response rate has actually increased by about 25% since the switch to online evaluations. A question was brought forth by Lisa Lindloff if it might be a better idea to have more time to complete the evaluations during the minimesters. Laura answered that by saying that during this past winter minimester, it was especially difficult, because it fell on 12/25 and 12/26.

ACTION: Encourage constituents to get students to complete student evaluations.

7) **ISSUE:** Testing Center (Michelle Johnson)

DISCUSSION: Michelle Johnson came in to discuss the issues previously discussed by FC. She said that the Testing Center has tried to make the office more flexible for students, especially with its hours. Currently, on Monday, Tuesday, and Wednesday, the Testing Center is open from 8:00AM to 8:00PM (with the last testing slots beginning at 6:30PM). On Thursday, the Testing Center is open from 10:00 AM to 8:00PM (with the last testing slots beginning at 6:30PM). And, on Friday, the Testing Center is open from 8:00AM to 5:00PM, but is only available for students to take exams from 10:00AM to 3:00PM. Michelle mentioned that students are able to take their tests by appointment or on a walk-in basis (which usually is not a problem except for during finals week). A question was brought forth by Jennifer Black regarding having hours open long during the evenings and/or weekends. Michelle replied by stating this is predominately related to a limited staff, but they are open to expanding their hours in the future. Becky Parker asked if there was any consideration to allowing students to start their exam a little closer to closing time (*e.g.* 6:45PM or 7:00PM). Michelle answered by saying that generally they will try to work with the students in those particular cases. Another question was brought up about whether tests could be emailed to the Testing Center, instead of having to manually walk it over. Michelle contended that this is a budget issue, because the Testing Center does not have the budget to print every test that comes in by email. However, they are open to the discussion. She even brought up the idea that specific departments could be billed for it. Lastly, Leslie Henderson asked if the Testing Center gets a list of ADA students. Michelle said that they do not, but that she works closely with Laura Caruthers anyways.

ACTION: If anyone has any questions about the Testing Center, please contact Michelle Johnson.

ADJOURNMENT

A motion was made to adjourn the meeting by Lisa Lindloff, which was seconded by Leslie Henderson. The meeting adjourned at 4:40 pm.

Larry G. Salazar
Faculty Council Secretary

Abbreviations:

FC = Faculty Council

FCP = Faculty Council President

FCVP = Faculty Council Vice President