

McLennan Community College Faculty Council

Minutes

January 11, 2019

11:00 a.m.

ATTENDEES: Bob Ammon, Amber Bracken, Deborah Brock, Ivanna Campbell, Dennis Clark, Michelle Davis, Marighny Dutton, Elaine Fagner, Melody Flowers, Jarred Hankhouse, Kent Hoeffner, Casey Hubble, Brian Johnson, Justin Lawson, Jeremy Lehman (secretary), Reid Makowsky, Michelle Marovec, Liz Painter, Becky Parker, Kelly Parker, Cathy Prouse, Jessica Shelton, Holly Towns, Brad Turner, Otsmar Villaroel, Debbie Williams, Gail Woodward, Jessica Zbeida, and Ashley Cruseturner

I. Call to order—11:00 a.m.

II. Committee Reports

- a) Professional Development Committee (Report and Proposal) – 12 clock hours will be required in an academic year. The issue is consistent non-compliance, not a one year failure because of extenuating circumstances. From 6 to 8 hours will come from Professional Development day (this will be set in stone later). You will just need to sign up in WebAdvisor to get the credit. Professional Development day will be improved. Language for the report was amended within the session: **and additional number of hours adding up to 12 hours per year** were added to the official proposal and accepted by Faculty Council, which makes the 12 hour requirement a specific and more clear part of the plan. Technically, PD day has always been mandatory. Hours will not roll over. These changes were accepted by faculty council.
- b) Student Evaluation Committee (Report and Proposal) – There were concerns on how student evaluations were being weighted per division. These need to be carried out consistently with clarity across divisions. The expectations on the evaluation process need to be more explicit. There is the possibility of an outside consultant to be brought in to improve student evaluations and make recommendations for improvement. There is also the possibility of peer evaluation, as instructors will come in and evaluate the classes of other instructors. We also need to show students that we do care about their feedback. The evaluation needs

to line up with the mission statement of the school. **The committee is recommending that a professional consulting firm be brought in to look at the ways we evaluate faculty beyond the use of student course evaluations.** This also comes at a great time as we rewrite other documents in correlation with our mission statement. This will be officially presented to administration.

- c) Bookstore Committee – The primary issue relates to last minute staff changes within the bookstore. There is a push for Follett to be connected to Webadvisor, to that new classes are automatically given to Follett. Concerns about security issues are slowing this down. As faculty, make sure to be aware that your correct books are in the bookstore. In a side note, departments are in charge of placing reserve books in the library for the first three weeks. The bookstore might also be able to buy back some loose-leaf books (it helps if these still have the access code). They are working on the possibility of ways for students to get scantrons after the bookstore closes. Also, the bookstore is looking for ways that lost receipts with access codes can be found. Clarity has come from the bookstore making access codes for the math department clearer.
- d) Policy Committee – The policy committee is looking at a better way to look at creating a firmer policy dealing with cheating. The drop policy has also been referred to the Policy Committee.
- e) Student Success Liaison Committee – This committee is the place to deal with testing center issues. Also, thanks to the many who have volunteered as greeters on the first day of class.

III. Open Issues

- a) Student printing options or lack thereof – This has been brought to the attention of Dr. Hills.
- b) Access to instructional material for nighttime classes (e.g. Scantrons)
- c) Upward evaluations – This will happen soon.

IV. New Issues

- a) Testing Center Issues – The testing center has adjusted because of ADA issues and the lack of room. This affected instructors who are not able to offer proctored exams through the testing center. This has been addressed by a group who have reserved labs and proctor exams together. There have been some who have been pushing for an online proctoring service to address this using Monitor EDU. The LTC committee have been working with this for a while. Over the next two weeks

we may be getting a new option for testing with online testing that would still offer online proctoring. Natalie James is okay with this. There are concerns about security risks with this, and the requirements that might come along with this. Multiple companies will be piloted. Larger systems use a proctoring service like the ones being researched offer a multitude of options. Most researched did have a service like the ones being research did have an outside source to monitor online test taking. This will hopefully free up seats in the testing center.

The testing center is limited by space. There needs to be a back-up plan for testing. There will be an emphasis on the need for ADA students to be accommodated. The issue is that this also overlaps under three different VPs.

Those creating a space on campus with proctors will be available this semester – more information will be sent out with classrooms and proctors, with the hope that those utilizing this service also volunteering as a proctor. This will be available for those who need it.

- b) Aligning Calendars with School Districts – How do you align MCC with the schedule of the school districts (especially concerning Thanksgiving and the beginning of summer school)?
- c) Advising also affects some departments over others – Some are being asked to advise over the holidays (with few students). This seems unfair for those being asked to advise, per the number of students served. This might be dealt with in a direct meeting with administration attending.

V. Adjournment –12:05 p.m.

Minutes taken by Secretary Jeremy Lehman