

# McLennan Community College

## Faculty Council 2019-2020

**MEETING DATE:** The McLennan Community College Faculty Council met Friday, 9/9. President Ashley Cruseturner called the meeting to order at 11 a.m.

**LOCATION:** MAC 304

**ATTENDEES:** Amber Bracken, Amber Leibold, Andrew Clayton, Anna Iushchenko, Anne Merchant, Bailey Cole, Bob Ammon, Bonnie Sneed, Brian Johnson, Cynthia Wagner, Deanna Robinson, Debbie Williams, Dennis Clark, Gail Woodward, Helen Moore, Holly Towns, Ivanna Campbell, Jarred Hankhouse, Jessica Zbeida, Jim Terry, John Seawright, Justin Lawson, Kelly Parker, Kim McCoy, Larry Salazar, Marighny Dutton, Michael White, Otsmar Villarroel, Paula Unger, Scott Bryant, Stacy Kuehn, Susan Spooner, Tammy Thompson, and Yolanda Gonzalez

**ABSENT MEMBERS:** Michele Davis, Linda Ratliff, and Amy Winslow

**GUESTS:** Elaine Fagner and Laura Wichman

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### MEETING MINUTES

1) **ISSUE:** Constitutional Moment

**DISCUSSION:** The FCP reviewed the official policy for FC and clarified the role and scope of FC members. FC is a constituent body. FC acts as a liaison between administration and faculty communicating up and down that chain. FCP requested that FC representatives consistently report to their constituents and keep all parties informed as much as possible. FC policy also mandates the election of a secretary at the first meeting of the new academic year. FC elected Paula Unger.

**ACTION:** Keep your constituents informed throughout the academic year.

2) **ISSUE:** Committee Assignment Scramble

**DISCUSSION:** The FCP kicked off the committee assignment scramble with an enthusiastic distribution of the sign-in sheets. He reminded members that they need to sign up for two committees, a tradition that began in the 2018-19 FC year. An informal discussion began about ad hoc committees and several members commented and generally it was concluded that this was a work in progress.

- **Policy:** Larry Salazar, Dennis Clark, Yolanda Gonzalez, Scott Bryant, Bailey Cole, and Jarred Hankhouse
- **Compensation:** Brian Johnson, Bonnie Sneed, James Terry, Gail Woodward, Deanna Robinson, Justin Lawson, and Kim McCoy
- **Student Success Liaison:** Michael White, Amber Bracken, Holly Towns, Kim McCoy, Aden Moore, Kelly Parker, Jessica Zbeida, Marighny Dutton, and Anna Iushchenko
- **PD Committee (ad hoc):** Andrew Clayton, Otsmar Villarroel, Michele Davis, Jarred Hankhouse, John Seawright, Brian Johnson, James Terry, Stacy Kuehn, and Cynthia Wagner
- **Elections:** Otsmar Villarroel, Andrew Clayton, Tammy Thompson, and Gail Woodward
- **Faculty Evaluations (ad hoc):** Jessica Zbeida, Amber Bracken, Bonnie Sneed, Holly Towns, Anna Iushchenko, Yolanda Gonzalez, Dennis Clark, Cynthia Wagner, and John Seawright
- **Bookstore:** Susan Spooner, Ivanna Campbell, Scott Bryant, Holly Towns, Bailey Cole, Larry Salazar, Anne Merchant, and Kelly Parker
- **Workforce Committee:** Michele Davis, Michael White, Justin Lawson, Helen Moore, and Brian Johnson
- **Test Proctoring (ad hoc):** Elaine Fagner, Brad Turner, Andrew Clayton, Stacy Kuehn, Paula Unger, and Deanna Robinson

**ACTION:** Participate in your FC committees.

3) **ISSUE:** Report from Laura Wichman (Institutional Research)

**DISCUSSION:** Laura introduced herself and gave an overview of the functions of her department, Institutional Research & Effectiveness, and what sort of data they collect and the reports they are responsible for disseminating (SACSCOC, THECB, etc.). She specifically addressed the need to revise the faculty course evaluations, something she believes should occur every two to three years. She mentioned the location on WebAdvisor to find data for each area and the college as a whole (*go to the Employees section, then Program Review*). In addition, she reported that grade distributions will be available soon through a networked computer drive called “Report Drive.” Aggregated

data will be accessible here, as well as detailed student data of all kinds, including MCC graduate salaries. In addition, market analysis data will be available. Laura explained that in the past, IR has completed more quantitative studies and is the process of developing and conducting more qualitative studies; for example, investigating how much financial and emotional support students receive while they are in college and how it compared to their high school experience. (Specifically requested by the FCP, Laura stayed for the entire meeting to help with any FC issues in her area.)

**ACTION:** Be on the lookout for the “Report Drive.” Also, expect emails from Laura about accessing more data resources.

4) **ISSUE:** Report on Open and Previously Open Issues

**DISCUSSION:** Referencing the 5 April FC Minutes from last spring, FCP reviewed previous FC actions: 1) frustration with the slow pace in addressing our proctoring concerns and the previously passed unanimous resolution to encourage administration to bring this issue to completion; 2) the prospective initiative to simplify the drop down menu; 3) the ongoing opportunity to collaborate with stakeholders in re-imagining the process of faculty evaluations; and 4) the implementation of the new PD Policy and the initiative to work more closely with the college PD committee to customize PD Day to better fit the needs of faculty.

- **Testing Center and Proctoring (Brad):** This past summer Brad Turner, the FCVP, piloted a new proctoring system called *Examity*. Stacy Kuehn is currently piloting *ProctorU* through Pearson’s My Math Lab. Elaine Fagner attended this FC meeting to help communicate how important this issue is for the integrity of our online courses. The goal is to produce a report about these issues by the end of September, so that we can deliver it to the executive team by their October budget retreat.

The FCVP explained the differences between online proctoring with Respondus and a better online proctoring system monitored by a live person. The highest standard is Level 1 with proctors actively monitoring students as they take exams. Notations are made about any violations in the proctoring rules, and then two other reviews of the videos are made after the live monitoring, which includes the instructor’s review.

The FCP clarified that this issue was not created by faculty. Last year the Testing Center reached capacity on how many online students they could monitor. The faculty who are most interested in this issue are concerned about the integrity of

MCC's online classes.

A FC member asked how this would be funded. The FCVP responded that this is still being reviewed. The options include (1) the college covering this expense or (2) requiring an additional fee for online students.

**ACTION:** Please communicate with the FCP and FCVP if you have any ideas or experience with effective online proctoring systems.

- **New Drop-Down Drop Menu (Ashley):** The FCP reported that the new drop-down menu for faculty-initiated withdrawals of students has been in review since the 2018-19 academic year. Working with the Registrar's Office and other relevant campus departments, the menu has been revised for clarity and to minimize overlap in drop categories.

**ACTION:** Check out the new menu and communicate with the FCP and FCVP if you experience any problems.

- **Faculty Evaluations (Jessica and Amber):** Amber Bracken stated that the review of the evaluation process began during the 2018-19 academic year. The variation of the process is wide across campus – some divisions/departments consistently evaluate faculty, others less so. Jessica Zbeida stated that one of the main goals of this review is to help maintain consistency across campus so that faculty in all divisions/departments feel confident that the evidence that is maintained on their effectiveness is accurate, up-to-date, and relevant. In addition, another priority is to simplify the process and to anticipate the demographic changes that are eminent -- more retirements and more new faculty. Jessica's research revealed that there are 2000 articles written about the faculty evaluation process. It is reasonable for us to be concerned and to make a concerted effort to determine the best process for our faculty and our students. The committee will continue as ad hoc to continue the review of best practices.

Laura Wichman added that in the last ten years, faculty course evaluations have changed dramatically. MCC is behind the curve with these shifts. We need to update our process to implement the most effective and reasonable survey instrument and evaluation practices.

Prior to the meeting, based on a preview of the report widely disseminated, FCP received voluminous helpful feedback (which he shared with FC). FCP suggested that all FC members think about these issues and continue to consult constituents. Meanwhile, Jessica and Amber, along with their new committee, will consider

comments, massage language, and make necessary changes based on FC advice. Faculty Evaluations committee will release a revised report soon. FCP invites similar submission to constituents and consideration of the revision. After more “marinating” and “percolating,” this issue will be discussed again at the next FC meeting.

**ACTION:** Review revised report on faculty evaluations when available. Stay tuned

- Faculty-PD Procedures and Relationship with PD Day (Ashley and Andrew): Former FCP Andrew Clayton described the new PD Policy, which includes:

#### PROFESSIONAL DEVELOPMENT

*As previously stated under Academic Responsibility #1, the fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in the field of specialization and the exhibition of competence in the classroom, studio, or laboratory through discussions, lectures, consultations, publications, and/or active participation in professional organizations. Thus, the institution requires that all full-time faculty members must list their proposed professional development activities each year in their*

*Professional Development Plan (PDP) including attendance at the bi-annual Professional Development Day and an additional number of hours of professional development to equal a minimum of 12 hours a year. Appropriate activities for professional development include:*

- 1. College level courses and continuing education units in a faculty member's teaching field, related fields, or teaching/learning theory.*
- 2. MCC professional development (ZPOD) courses which cover topics such as policy, profession, instruction, and technology. Should not include wellness courses.*
- 3. Conferences, clinics, seminars, symposia, workshops, and similar activities.*
- 4. Specialized training and/or skill development, professional performances, and creative work.*
- 5. Travel related to a faculty member's teaching field, related fields, or teaching/learning theory.*

6. *Activities that meet requirements for a necessary license (i.e., Health Professions, Mental Health, etc.).*
7. *Activities defined by the department or division.*

*Each activity proposed will be evaluated by the faculty member's supervisor primarily on the basis of its potential to improve instruction or otherwise benefit the college. Faculty members may appeal to their dean if their supervisor or division director denies professional development credit for any particular submitted activity.*

*Faculty will review completion of their professional development work and submit the next year's plan with their supervisors at their yearly evaluation as stated in Policy B-XII. Completion of professional development hours will be entered into Colleague by the Division office. This will support and build relationships between faculty and their direct supervisors. Activities approved for step-credit shall count for PD credit in the year in which they are completed, but step credit approval must come at the deans' level.*

Andrew stressed that there is still confusion about the new policy and firmly encouraged everyone to review the updated rules. In addition, the FCP and former FCP stated that they would like to make PD Day fantastic, especially for faculty. They want it to be meaningful, helpful, and relevant to teaching and learning.

FCP reauthorized the following ad hoc study committees for the coming academic year: Testing Center and Proctoring, Faculty Evaluations, and Faculty-PD Procedures and Relationship with PD Day.

**ACTION:** Carefully review the new Professional Development policy for faculty.

5) **ISSUE (NEW):**

**DISCUSSION:**

- **Retiree Emails and Computer Access (Yolanda):** Because they feel disconnected from campus following retirement, retirees are requesting continued access to Library databases and to keep their MCC email addresses. Gail Woodward said that she will find out more about the Library databases. Larry Salazar, who had previously spoken with Mike Searight about retiree emails, reported that retirees cannot keep their email addresses because of the new security system on campus.
- **Restricted Emails from Certain IP Addresses (Amber):** Amber reported that because of the new email security system, many emails are filtered out. Emails are quarantined and blocked. Blocked emails are extremely difficult to access.

- **Faculty Access to Brightspace Rosters (Deanna):** If you have a student that enrolls late, they typically don't get access to Brightspace for 12-24 hours. If there would be a way for faculty to add students manually, it could override these problems. In addition, a couple of faculty members not currently on FC reported to a FC member that the global announcements showing up on Brightspace is a problem. This will be reported to the Brightspace committee to address the legitimacy of these kinds of non-course related announcements.

**ACTION:** FCP and FCVP will take this laundry list of issues to VPI Hills and attempt to triage and distribute these questions to the proper authorities for answers and resolution.

The FCP adjourned the meeting at 12:17 pm.

Paula Unger,  
Faculty Council Secretary

**Abbreviations:** FC = Faculty Council | FCP = Faculty Council President | FCVP = Faculty Council Vice President