

# McLennan Community College

## Faculty Council 2019-2020

**MEETING DATE:** The McLennan Community College Faculty Council met Friday, 11/1. President Ashley Cruseturner called the meeting to order at 11:00 a.m.

**LOCATION:** MAC 304

**ATTENDEES:** Amber Bracken, Amber Leibold, Amy Winslow, Andrew Clayton, Bailey Cole, Bob Ammon, 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, Kelly Parker, Larry Salazar, Marighny Dutton, Michael White, Michele Davis, Otsmar Villarroel, Paula Unger, Scott Bryant, Susan Spooner, Tammy Thompson, and Yolanda Gonzalez

**ABSENT MEMBERS:** Anna Iushchenko, Anne Merchant, Bonnie Sneed, Justin Lawson, Kim McCoy, Linda Ratliff, Marighny Dutton, and Stacy Kuehn

**GUESTS:** Mike Searight, Director of Information Systems and Services and Karen Garrett, concerned faculty member

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### MEETING MINUTES

1) **ISSUE: Call to order // President's Report**

**DISCUSSION:** FCP called the meeting to order, gave an overview of the day's agenda, and thanked members for their attendance.

**ACTION:** N/A

2) **ISSUE: Evaluations Matter**

**DISCUSSION:** Last month the Evaluations Matter (EM) document was approved by FC and passed along to administration. Currently, a massive project to rethink evaluations is underway. Purposes of the review include using it as a tool to assist in planning for the future and viewing it as an instrument to build faculty culture. A FC member asked if the next VPI roundtable will address EM issues. The FCP responded that if it is managed the way the last one was, then faculty questions will generally guide the discussion.

**ACTION:** Ask questions about the evaluation process at the VPI Roundtables.

3) **ISSUE: Proctoring Update**

**DISCUSSION:** The FCP and FCVP have passed along the findings from the recent proctoring survey to administration. The FCP expressed that he sees this as a very serious issues that requires short-term and long-term solutions. An RFP (request for proposal) will be implemented soon, which involve the proctoring committee, Testing Center staff, and IT staff. The FCVP stated that there are many issues that are related to proctoring that may not have been discussed yet, and these include both online and F2F classes. The FCP emphasized that FC and the college are sincere about solving these proctoring problems with integrity.

**ACTION:** Talk with your FC representatives about your proctoring concerns.

4) **ISSUE: Brightspace Support Team Access**

**DISCUSSION:** As noted in the October FC meeting, the Brightspace (BS) support team was appearing in the BS classlist for some classes. Based in his discussions with VPI Fred Hills, Chad Eggleston, the dean of Arts & Sciences, Kayla Willis and Richard Leslie, from the Center for Teaching & Learning (in which they all vehemently denied any skullduggery), the FCP believes that no secretive monitoring is happening. CTL claims that it was a BS glitch, and that Stas removed them (Kayla and Richard) from all classes they were appearing in (per the FCP request).

**ACTION:** Notify Kayla or Richard if you experience anything strange in your BS classlist.

5) **ISSUE: Faculty Job Descriptions and PD Sequencing (& best practices)**

**DISCUSSION:** The FCP reported that the VPI is adamant that faculty job descriptions be completed. His call is driven by the need to evaluate how faculty

assess students learning and how faculty goals are being achieved. On a small scale, it matters that faculty articulate their responsibilities and daily work practices. On a large scale, it matters to the broader world of community college teaching and learning. The ultimate goal is to develop a generic description that applies to all faculty. The FCVP specified that this will include some of the general work responsibilities of all faculty – teaching, office hours, etc. The FCP added that faculty can expect to be more monitored than in the past for matters of accountability. This is not just an MCC concern, it is a national trend. The FCP emphasized that faculty should be able to articulate their responsibilities and state them clearly.

**ACTION:** Be aware of the need to develop a broad job description for all faculty.

6) **ISSUE: Visit with Mike Searight, Director Information Systems and Services**

**DISCUSSION:** Mike stated that he is keenly aware that security can get in the way of effective teaching. But he also emphasized that the purpose of security is to protect faculty. The tech world we live in now has more threats than ever before. Recently, Temple College experienced an awful security breach, and he wants to avoid that happening to us. Because the anti-phishing feature has been extremely effective at protecting security, IT may be able to disable it soon. In addition, he also wanted faculty to know that he is aware that blocking emails from certain sources can cause problems, but his team's priority is to make sure our campus is safe and protected.

On related but separate matters, Mike is working on creating a new email server for retired faculty members and will let everyone know once it is in place. He is also working on extending the time that the screensaver waits until it automatically turns on – it is a global setting for everyone, but it can be customized.

Mike also gave an IT Security Update – all campuses must comply with TAC 202, which we were recently audited for. The main finding was a potential vulnerability with Colleague, and it has been corrected. This new requirement is a game-changer for the college, meaning that the state rules for protecting privacy are more complex than ever before.

Mike mentioned the IT Strategic Plan, which includes teaching and learning, enterprise systems, client systems, and infrastructure. Mike complemented the leadership team's awareness of the importance of keeping all of these systems up to date.

An FC member asked Mike about students taking summer online classes who may be living in other countries -- they can have trouble accessing Brightspace and completing assignments. He committed to resolving this problem, perhaps giving these students a special login/VPN.

**ACTION:** Be looking for emails from Mike Searight about security and related issues.

## 7) **ISSUE: Committee Reports**

### **DISCUSSION:**

**Policy Committee:** These FC members have been rewriting student attendance policy to make adjustments that are in the best interest of students. These changes will include updates to the process of dropping students. One of the major changes includes making students responsible for their own drops. Students will have to print out a form from the MCC website and take the necessary steps to complete the process. Faculty will retain the ability to drop students when they feel it is needed. The plan is to share the policy with FC for review and then send the policy to a vote. The revised document will be sent to FC members in the coming weeks. Every change is written in red. The committee researched the drop practices at other colleges and are trying to align MCC *best practices*. FCP noted that policy changes that impact the entire college often need to be worked through all the shareholders within the system. The FCP promised to coordinate efforts between FC, the FC policy committee, and student services and other invested parties primarily through the Student Success Liaison Committee.

**Compensation Committee:** These FC members have not met yet, although a chair has been elected.

**Student Success Liaison Committee:** These FC members took the concerns about success coaches and the Completion Center to their directors and associate directors. Their staffs have been working with FC and faculty to resolve all problems. The Testing Center and Completion Center directors are dedicated to improving the entire process. A FC member requested that faculty please speak with the directors before reporting concerns to administrators -- just as we prefer students come to us before going to administration.

In the last FC meeting, this committee brought up the learning issues that non-English speaking students experience and are working on helping resolve them.

The FCVP mentioned that attendance is also relevant to financial aid (FA), which was stressed by MCC's FA director.

**Bookstore Committee:** These FC members have not met yet.

**PD Committee:** The FCP reported that PD committee is working hard to make changes on behalf of faculty, so if you have ideas about how to improve PD Day, let them be known to the committee. The next meeting is 11/8.

**Elections Committee:** These FC members are developing policy to accurately explain how elections are conducted and to establish new dates for annual FC elections.

**Workforce Committee:** These FC members are part of a new committee and are still defining their purpose. The FCP stressed that because it is new, its impact will be significant.

**Testing Center and Proctoring:** (already reported earlier in this meeting)

**ACTION:** Speak to your FC representatives about any committee concerns you have.

8) **NEW ISSUES:**

- **Adjunct Access to Email and Information (Michael):** A faculty member asked Michael this question: *Are adjuncts required to maintain communication during semesters when they are not teaching?* He is requesting that the Policy Committee review this practice. He also asked if an FC subcommittee for adjunct issues could be created. He would like to access the adjunct faculty handbook but has not been able to locate it. The FCP requested that the Policy Committee review these concerns. The FCP asked for a vote to support this and FC members voted "yes."
- **Dual Credit Mileage Reimbursement (Tammy):** The FCP reported that there have been changes to the mileage policy and many dual credit faculty have concerns about the updates. One change has been a recalculation of the mileage from MCC to the high schools. If the school is within five miles from your home, you will not be reimbursed. A FC member stated that the changes happened because our Business Office was audited recently. The general understanding is that the new policy also states that faculty will only be reimbursed for driving to the high school and not returning to

campus or home. The FCP is curious about the source of these changes and will consult with administrators for clarification. An FC member reemphasized the need for clearing up any misunderstandings. The FCVP requested that instead of discussing this more now, he and the FCP will report their discussions with administrators at the next FC meeting.

9) ANNOUNCEMENTS:

- VPI/VIP Forum Coming Up: **Evaluations:** Tuesday, November 5 at 3 PM in LTC 222 (Faculty and Staff Commons) and another on 11/14 @ 2 pm. The FCP encouraged all to attend.

**The FCP adjourned the meeting at 12:15 pm. | Next Meeting: January 10**

Paula Unger,  
Faculty Council Secretary

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