

McLennan Community College

Faculty Council 2019-2020

MEETING DATE: The McLennan Community College Faculty Council met Friday, 1/10. 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, Anna Iushchenko, Bonnie Sneed, Brian Johnson, Cynthia Wagner, Daelynn Copeland, Debbie Williams, Gail Woodward, Holly Towns, Ivanna Campbell, Jessica Zbeida, Jim Terry, John Seawright, Justin Lawson, Kim McCoy, Larry Salazar, Marighny Dutton, Michele Davis, Otsmar Villarroel, Paula Unger, and Yolanda Gonzalez

ABSENT MEMBERS: Anne Merchant, Bailey Cole, Bob Ammon, Deanna Robinson, Deborah Focarile, Dennis Clark, Helen Moore, Jarred Hankhouse, Kelly Parker, Linda Ratliff, Michael White, Scott Bryant, Stacy Kuehn, Susan Spooner, and Tammy Thompson

MEETING MINUTES

1) **ISSUE:** President's Report

DISCUSSION: The FCP welcomed all members and wished everyone a Happy New Year. He expressed his gratitude and appreciation for all FC members and MCC faculty and emphasized the importance of our work.

The FCP updated everyone on the *FC Evaluation Matters* meeting with the VPI and deans (which included FCVP and the FC Evaluation Committee co-chairs). He said that he thinks the FC Evaluation Committee will move forward working in collaboration with the deans on how to revise the Course Evaluation instrument so that it serves faculty and the college more effectively. The deans are interested in the committee focusing on major priorities. They are also concerned with making sure that all division chairs do annual evaluations of faculty every year. The FCVP added that our college is going through a reformation of the evaluation processes overall. The FCP mentioned that he presented a tenure process boot camp yesterday as part of the onboarding process. He used presentation materials he inherited from Kurt Chunn, and all went well.

Next the FCP updated everyone on the proctoring matters – we are still in the RFP (Requests for Proposals) process, which means the college is still requesting bids for finding the most effective proctoring service. **UPDATE: the RFP committee met Monday (January 13) to finalize a draft (principals included Jodi Tindell, Mike Searight, Staci Taylor, Natalie James, Chad Eggleston and other important players). Good meeting. The draft is near completion. Goals set: bids this semester, another pilot during the first summer session, and rollout for fall 2020.**

The FCP also addressed the faculty job description requested by the VPI. Accomplishing this is still very important for administration. The development of the faculty dashboard represents a connected component of our self-assessment process. The dashboard is on the way and will allow faculty to review all of their course data – retention, grade distribution, etc. The dashboard should be available this spring. A FC member asked if this was just for full-time faculty or also adjuncts. The FCP said he would inquire and report back.

The FCP and FCVP addressed another issue from the fall -- adjunct access to email & campus information. FCP and FCVP still working on this and reviewing policy to make sure we value adjuncts and do not neglect their distinct needs.

The FCP apologized for not getting the last FC meeting minutes distributed and said they would be out soon.

ACTION: Talk with your constituents about any issues that concern you.

2) **ISSUE:** Elections Committee – Progress on Elections Procedures Report

DISCUSSION: The Elections Committee reported that previously there have been no written guidelines for operating elections, and the policy is extremely vague. The committee developed a set of detailed guidelines for future FC elections describing elections procedures. These will be posted on the FC website for easy access.

ACTION: Review the election guidelines on the FC webpage. Please apprise FC of any errors or omissions.

3) **ISSUE:** Workforce Committee

DISCUSSION: A Workforce (WF) Committee member presented a resolution proposal (see attachment) to make the WF Committee a permanent special FC committee. He opened by reporting that 55% of all faculty are non-workforce. He

stated that even though WF faculty represent a smaller percentage of faculty, they are no less important. He requests that FC make the WF Committee a standing committee and not simply a subcommittee or a temporary one. To illustrate the need for this committee, he described one important concern for WF faculty that does not affect Arts & Sciences (A&S) faculty -- advising. The member asserted that WF faculty are required to advise – even during holidays, and most A&S faculty are not. He added that WF faculty also have more professional development requirements compared to A&S faculty. He suggested that the WF Committee doesn't always need to report all issues to FC because some issues are irrelevant to A&S faculty. The FCVP stated that this may not be the best way to approach WF issues and advised that keeping WF concerns in the awareness of all FC members would be the most efficacious, a win-win. Another FC member expressed his support of the FCVP's position. The WF Committee member stated that sometimes FC doesn't handle WF issues effectively. Many FC members who are also WF faculty expressed passionate agreement that WF issues are different and separate and this committee being separate from FC is necessary for their concerns to be resolved successfully. The presenting WF Committee member emphasized that this need is real and needs to be given the appropriate attention and agency. The FCP added that what he understands is that his WF colleagues are feeling under-valued. He also stated that he would like FC to return to the tradition of A&S and WF faculty alternating in leading FC. A former FCP and current FC member interjected that it has been at least ten years since this has occurred. The FCP asked members if a survey addressing some of these issues would be helpful; some supported this idea and others did not.

A FC member made a motion to support the first two parts of the WF proposal: (1) *Upgrading this committee to be a permanent special committee of the FC*; (2) *As a special committee, our WF-resolutions will be accepted with equal consideration.*

Faculty Council approved unanimously a motion to upgrade the Workforce ad hoc study committee to a permanent standing committee of Faculty Council. In accord with McLennan Community College “policies and procedures,” Faculty Council, having approved this motion by more than the required two-thirds vote, referred this matter to the Elections Committee for submission to the general faculty for approval on the April ballot. Upon the approval of a simple majority of the general faculty and the consent of the president of the college, the proposed revision shall become policy for the Academic Year 2020-2021. FC deemed proposal #2 implicit in the approved motion and deferred the third part of the proposal to the next meeting: (3) *Requests for meeting with the VPI will be made on an as-needed basis. FC will be made aware of any issues being taken to the Administration.*

ACTION: FC members will carefully review the proposal and discuss it with their constituents.

4) **ISSUE:** Policy Committee – Progress on Attendance Drop Policy

DISCUSSION: The FCP gave kudos to this committee for making so much progress. The goals of this committee include: (1) To increase clarity and reduce confusion for both students and faculty; (2) To empower students and increase their ownership regarding attendance and increase awareness of the consequences of not attending class; and (3) To increase efficiency from the student and faculty perspective. This committee's recommendation includes: (1) Eliminating the 25% absence rule; (2) Creating an early purge of non-attending students; (3) Removing faculty responsibility to withdraw students after the agreed-upon-purge date; (4) Creating a drop procedure initiated by the student (with instructor or advisor approval); (5) Faculty retaining the ability to drop students. The biggest obstacle to making these changes is the 60% rule – related to financial aid and requires the school to repay grants if a student drops before 60% of the semester has passed. To comply with this regulation, an accurate record of student attendance is essential. The FCP emphasized that relieving faculty of their responsibility to take roll is NOT a recommended change; moreover, the FCP predicted the institution would not only continue to require faculty to take roll but would increase the importance and emphasis placed upon this practice. NOTE: Many FC members stated that our campus procedures for withdrawing students are unusual compared to other colleges and universities.

ACTION: Discuss these possible changes with your colleagues. Feedback requested for next FC meeting.

5) **ISSUE:** Other Committee Reports (Policy, Compensation, Student Success Liaison, Bookstore, PD Committee, Elections, Work Force, Testing Center and Proctoring).

DISCUSSION: Only the Student Success Liaison Committee had news to report, which is that their next meeting is on January 24th. The FCP announced that the next Student Success Liaison Committee meeting would be devoted entirely to the discussion of the attendance and drop policy. FCP will address any other issues via different channels between now and the next liaison meeting.

ACTION: If you would like the Student Success Liaison Committee to address any particular issue, please email or talk with the FCP or FCVP.

6) **ISSUE:** Issues with Eight Week Classes (Amber)

DISCUSSION: Amber Bracken reported comments from her colleagues that there seems to be timing problems with the 1st 8-week classes – Finals overlap with other classes. These issues will go to the Students Services Liaison Committee.

ACTION: Talk with your colleagues about their experiences with 8-week classes.

7) **ISSUE:** Replacing Andrew Clayton on Sabbatical Committee

DISCUSSION: Andrew Clayton is resigning from the Sabbatical Committee and a replacement is needed for the spring semester. Otsmar of the Elections Committee will see who the next person on the ballot is and offer the position to him/her.

ACTION: Otsmar Villarroel will find out who will be replacing Andrew. **UPDATE:** **Otsmar contacted Dr. Shannon Hill regarding the Sabbatical Leave Committee vacancy, and she agreed to join the committee. Otsmar informed Dr. Hills' office about the change.**

FCP adjourned the meeting at 12:17 pm and announced the **next meeting is February 7th.**

Paula Unger,
Faculty Council Secretary

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