McLennan Community College
Faculty Council 2020-2021

MEETING DATE: The McLennan Community College Faculty Council met Friday 9/4/2020.

LOCATION: Faculty Council met virtually via Zoom video conferencing because of COVID restrictions in Bradley T. Turner's personal meeting room ID: 2542998408.

PARTICIPATING/ATTENDING MEMBERS:

- Amy Antoninka: Philosophy
- Anna Iushchenko: English
- Bailey Cole: Theatre/Adjunct
- Becky Parker: Faculty Council Vice President (FCVP)
- Bernie Smith: Science
- Beth Grassman: Spanish
- Bradley T. Turner: Faculty Council President (FCP)
- Cynthia Wagner: Computer Information Systems & Multimedia
- Daelynn Copeland: Child Studies and Education/Child Development
- David Fleuriet: Mental Health/Social Work
- Deborah Williams for Lesley Plemons: Health Information Technology
- Dennis Clark: Veterinary Technician Program
- Donald Keltner: History
- Donna Ewing: Science
- Elaine Fagner: Science/Faculty Council Secretary (FCS)
- Emily Stottlemyre: Child Studies and Education
- Erik Emblem: Government
- Felicia Gladden: Government
- Helen Moore: Nursing
- Jarred Hankhouse: Criminal Justice
- Jessica Hazel: Business/Accounting
- John Seawright: Science
- Joseph Taylor: Theatre
- Justin Lawson: EMS/Paramedicine
- Leigh Ann Long: Psychology
- Elizabeth Painter: Vocational Nursing
- Mandy Morrison: Music
- Marcie Rierson: Surgical Technology
- Mark Crenwelge: Mathematics
- Sharon Kenan: Library
- Travis Cox: Communications Studies
- Yolanda Gonzalez: English
- Yumei Wu: Mathematics

NON-PARTICIPATING/ABSENT MEMBERS:

- Alex Shiu: Business/Economics (not assigned to Faculty Council until 9/11/2020)
- Bob Ammon: Physical Education and Health
- Gabriela Gutierrez: Spanish
- Holly Towns: Integrated Reading and Writing/Adjunct
- Kimberly McCoy: Nursing
- Lesley Plemons: Health Information Technology (Deborah Williams attended for her)
- Marighny Dutton: Respiratory Care Technology

GUESTS: No guests were present for this meeting.

MEETING MINUTES

I. Call to Order
- Faculty Council President (FCP) Brad Turner called the meeting to order at 10:00 am.
- There was no consent agenda since this was the first meeting of the year.

ISSUE: Election of a Secretary
- FCP stated that Elaine Fagner volunteered to be the Secretary and opened the floor for other nominations.
- Joseph Taylor made a motion to nominate Elaine Fagner as the 2020-2021 Faculty Council Secretary (FCS) and Mandy Morrison seconded the motion.
- FCP used a polling method for voting. A total of 25 members voted in favor of Elaine Fagner and there 0 votes for not in favor of Elaine Fagner serving as FCS.
- The motion passed.

ISSUE: Sub-Committee Overview and Signup Requests
- FCP requested that each member sign up for at least two committees on a Google document he sent out to the members.
- FCP requested that each committee meet before the October FC meeting to pick a chair and establish how the committee plans to operate and meet. He also requested the committees decide on who is going to be the spokesperson for the group during meetings to give a report to the entire Faculty Council body.

II. Report on Open and Previously Open Issues

ISSUE: Attendance Policy

DISCUSSION:
- The FCP stated that the Policy Committee has worked on the attendance policy for over two years. He noted that the need to propose changes to this policy shifted once the pandemic started.
- The FCP shared that faculty are required to keep attendance in Brightspace for any format

of class (blended and online).

- Various FC members suggested that clarification on a drop policy should be looked at especially for counting students present or absent in online classes.

==ACTION ITEM==:   The FCP stated that he wanted to talk more about this topic in the October 2020 meeting.

ISSUE: Proctoring Committee

DISCUSSION: The FCS provided an overview of online proctoring. The FCS stated that the Online Proctoring Committee was comprised of faculty, staff, and administrators representing various parts of the College, including: technology; business office; student services; testing center; online faculty; distance learning; and others. She stated that a request for proposal (RFP) was initiated in the spring semester of 2020 and five proposals were received. The following details were provided by the FCS and the FCP:

- Proctorio was recommended by the Committee to the Administration as MCC's online proctoring service primarily because it allows for flexible settings by faculty for exams and it is compatible with Chromebooks. Many dual credit students use Chromebooks so this was a major factor in selecting this service.
- The Board approved a proposal accepting Proctorio as the online proctoring service for the 2020-2021 academic year. There is a one-year contract for this service.
- The proctoring service is primarily being paid for with Cares Act funds for this year.
- Proctorio has additional features as compared to Respondus Monitor.
- Faculty can continue to utilize Respondus lock-down browser, but Respondus Monitor is no longer available.
- Respondus 4.0 Campus is still available. This is the warehouse for faculty question banks and can be used to import questions into Brightspace.
- Each exam costs the College between $13 - $17 per exam.
- The Proctorio contract utilizes an Artificial Intelligence (AI) agent and does not have "live" proctoring.
- The usage guideline is that faculty should have up to 2 proctored exams per class. If a faculty member needs to use the service for more than 2 exams, ask for approval from Division Chair, Dean and Staci Taylor.
- Since the College will not be having in-person classes after Thanksgiving, Proctorio provides an alternative testing method for Final Exams as compared to Zoom or other virtual venues.

ISSUE: Compensation Committee Report

DISCUSSION: The FCP stated that FC concluded last year with an important conversation about the FC Compensation Committee's (FCCC) recommendation report. The FC members voted in the April 2020 meeting to not recommend a cost of living raise to the Administration.

- The FCP shared that Dr. McKown and the Vice-Presidents recommended to give faculty, staff, and administrators (except themselves) some form of compensation

increase this academic year.
- o Faculty who are not eligible for years of service or step increase on the faculty salary schedule should receive $500.
- o Faculty who are eligible for a step credit raise or years of service increase will receive those pay increases.
- The FCP stated that he felt faculty were supported by the Administration and Board in terms of compensation and suggested that faculty reach out to them to express their gratitude.

ISSUE: Faculty Evaluations Dashboard and Update

DISCUSSION: The FCP stated that updated faculty evaluation dashboards will be coming out soon and will be similar to the evaluation reports that are done at the end of each semester. The FCP shared additional information about faculty evaluations:

- The dashboard will show how faculty compare to other instructors in their department.
- More revisions are being made with the student evaluation process including an update to the questions asked on evaluations.

==ACTION ITEM==:   The FCP stated that he wanted to talk more about this topic in the October 2020 meeting.

ISSUE: Workforce Committee:

DISCUSSION: The FCVP stated that an advising subcommittee was formed to look at the disparity in how advising is handled across campus. She indicated that this committee is chaired by Tamara Culver. She shared that the goal of the committee is to seek a consistent advising model that meets students' needs and also is comparable in terms of workload and/or release time for faculty.

ISSUE: Adjunct Pay Schedule

DISCUSSION: The FCP shared that overload and adjunct pay may be paid out over five months instead of four months starting in the Fall 2021 semester. Faculty will be given more guidance on this later in the year.

III. **New Issues**

ISSUE: Instruction Plans

DISCUSSION: The FCP led a discussion about Instructor Plans (IP). Members suggested that they would like to have a generic link to all of the administrative information that needs to reach students. Several suggestions were made by FC members about templates including a boiler plate with the required elements at the beginning with an appendix that would include the course-specific information. The FCP stated that the Administration is trying to do that, but has several factors impact this approach, including:

- Each program link has to work and be correct; and
- The document has to be compliant/accessible for the Americans with Disabilities Act (ADA).

<mark>ACTION ITEM</mark>: The FCP stated he would request that the college policies move to the end of the IP allowing course specific information to be at the beginning of the document. This could improve the document accessibility for students regarding their individual class requirements.

ISSUE: Online course offerings

DISCUSSION: Daelynn Copeland started this discussion by stating that her experience as an administrator and advisor suggested that most students wanted online classes, rather than blended courses. She noted most students selected blended courses when the online sections filled up for this semester.
- The FCP issued a poll to the group and a majority of representatives reported that their discipline needed more online sections.
- Members discussed the barriers for blended and online classes. Several members suggested that we offer students a package with their tuition to include a laptop, hot spot, with pre-installed software.
- Members agreed that WIFI will likely remain an issue for rural students even with a packaged computer and hot-spot approach.

<mark>ACTION ITEM</mark>: The FCP stated he would inquire about the number of online sections for the Spring semester.

ISSUE: Bookstore issues

DISCUSSION: Mark Crenwelge began this discussion by addressing a specific situation that occurred in his department. He stated that the Math Department is having trouble with the Pearson access codes. He noted that the bookstore has a deal with a third-party vendor. He said that students had to enter the access code at a Follet website and were given a code for the Pearson website. He said that faculty were not given notice about this change and it created confusion within the department.
- Donna Ewing pointed out that the Bookstore receipt for these access cards do not have instructions for students. She said that students have to pay $2.99 for the code at the Bookstore and the website to activate it was run by Follett, not a publisher.
- Other FC members inquired if students can use financial aid on the Pearson or McGraw Hill websites. The consensus was that students needed to purchase their books from the bookstore to use their financial aid.
- Inclusive Access was discussed by members. A question came up about flat rates for books using this method regarding if the rate applied to students who did not need a book for a class that uses Inclusive Access.
- The FCS suggested that the College consider a computer plus hotspot package for students

as part of their tuition. Other members discussed the possibility of computer rentals and insurance.

ACTION ITEM: The FCP stated he would find out how these codes are being sold at the Bookstore for Inclusive Access course materials.

ISSUE: Faculty Job Description

DISCUSSION: The FCP discussed the spirit and intent of the "faculty job description". The FCP shared that the upcoming SACS accreditation review has promoted the discussion of developing a faculty job description. The FCP shared a draft version of this by email prior to the September meeting to members. He noted that a FC committee begin developing a faculty job description.

ISSUE: Miscellaneous Items

DISCUSSION: Multiple members contributed to this discussion and voiced concerns that they did not receive load sheets in the boxes. Instead, load sheets were developed using an automated system without any prior notification to faculty. Multiple members expressed concern about not having the chance to review their load sheets prior to being approved.

Members also shared discontent about the fact that faculty did not sign or approve their load sheets or know about the caps for classes. In addition, members stated they discontent that load hours and class caps were not done the same way across campus, which impacts faculty total loads for the semester.

Members noted that the threshold for additional load hours has been adjusted. They also requested that the Administration look at the way that online courses are loaded, versus the way that in-person classes are loaded. The FCP stated that the way that online class enrollment are paid in terms of load hours has changed as follows:

      Current: Previous:
o 10 – 30: 3 hrs   10 – 30:   3 hrs
o 35 – 39: 4 hrs
o 40 – 45: 5 hrs
o 46 – 60: 6 hrs   40 – 60:   6 hrs
o 65 – 69: 7 hrs
o 70 – 75: 8 hrs
o 76 – 90: 9 hrs   70 – 90:   9 hrs

The FCP shared that this new approach was used for the Fall Semester and faculty need to propose a strong case with justification if they feel it needs to change. Several members stated that they felt this change should have been communicated to faculty prior to the beginning of the semester. One member pointed out that communication is a core value for the institution.

<mark>ACTION ITEM:</mark> The FCP stated he would follow up with the Administration about the members' concerns about the current load thresholds and that they felt this should have been communicated to faculty before the semester began.

ISSUE: Discussion on the state of the college

DISCUSSION: The FCP opened the floor for members to express any concerns they had, which were not already covered in the meeting. The FCP discussed COVID-19 issues. He said that the current policy for a student that tests positive says that all in close contact with the College, self-report, and they are required to quarantine.

- Several members stated that clarification needs to be received from the Administration regarding what faculty need to do when someone tests positive for the virus in their blended (in-person) classes.
- One member stated that the current policy says a person who is in close contact with a COVID-positive individual, needs to quarantine. The policy does not specifically say that a person who is near the individual has to quarantine if they were wearing a mask after they came in contact COVID-positive student in their classes.
- The FCP shared that the current policy states that if an instructor is masked and remains six feet apart with someone that tests positive, faculty and students are not asked to quarantine. If someone is required to quarantine, the current guideline is 14 days from date of exposure or 10 days from the onset of your symptoms.
- Several members asked for clarification on how to deal with attendance for students who are in quarantine. Other members suggested that they could have two attendance rosters in Brightspace: 1) the primary roster; and 2) the physical attendance roster.
- Members suggested that another attendance letter should be added to the options (Q for Quarantine).

<mark>ACTION ITEM:</mark> The FCP stated he would seek clarification about the quarantine protocols if a student or instructor in a blended (in-person) class occurs. He also agreed to ask about the possibility of adding "Q" to the Brightspace attendance roster.

IV.   **Adjournment**
- The FCP provided a poll for members to approve adjourning the meeting.
- Bernard Smith moved to adjourn the meeting.
- Elaine Fagner seconded the motion.
- All members who participated in the poll agreed to adjourn the meeting.
- FCP adjourned the meeting at 10:40 am.
- The next Faculty Council meeting will occur on October 2nd at 10:00 am via Zoom using Brad Turner's meeting room ID.