

McLennan Community College

Faculty Council 2020-2021

MEETING DATE: The McLennan Community College Faculty Council met Friday 10/2/2020.

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:

- Alex Shiu: Economics
- Amy Antoninka: Philosophy
- Anna Iushchenko: English
- Becky Parker: Faculty Council Vice President (FCVP)
- Bernard 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
- Dennis Clark: Veterinary Technician Program
- Donald Keltner: History
- Donna Ewing: Science
- Elaine Fagner: Science/Faculty Council Secretary (FCS)
- Emily Stottlemire: Child Studies and Education
- Erik Emblem: Government
- Felicia Gladden: Government
- Holly Towns: Integrated Reading and Writing/Adjunct
- Jessica Hazel: Business/Accounting
- John Seawright: Science
- Joseph Taylor: Theatre
- Justin Lawson: EMS/Paramedicine
- Kimberly McCoy: Nursing
- Leigh Ann Long: Psychology
- Lesley Plemons: Health Information Technology
- Mandy Morrison: Music
- Marcie Rierson: Surgical Technology
- Marighny Dutton: Respiratory Care Technology
- Mark Crenwelge: Mathematics
- Sharon Kenan: Library
- Travis Cox: Communications Studies
- Yolanda Gonzalez: English
- Yumei Wu: Mathematics

NON-PARTICIPATING/ABSENT MEMBERS:

- Bailey Cole: Theatre/Adjunct
- Bob Ammon: Physical Education and Health
- Gabriela Gutierrez: Spanish
- Helen Moore: Nursing
- Jarred Hankhouse: Criminal Justice

GUESTS ATTENDING:

- Kelli Nehring: C.A.R.E. TEAM
 - Katie Vise: C.A.R.E. TEAM
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MEETING AGENDA:

1. Meeting was called to order by the Faculty Council President (FCP) at 10:01 am on October 2, 2020 via Zoom (Brad Turner's meeting room 2542998408).
2. A motion to approve the September 2020 meeting minutes was made by Mandy Morrison. John Seawright seconded the motion. The FCP sent out a poll to all members and the motion was passed by FC. There were no dissenting votes.
3. **Campus Assessment Response & Evaluation (C.A.R.E.) Team Overview:** Katie Vise (Success Coach and C.A.R.E. Team Leader) provided an overview of how the C.A.R.E. Team provides students assistance during times of urgent need. Kelli Nehring began the overview. She is responsible for student conduct and serves as the chair of the C.A.R.E. Team.
 - Kelli Nehring said that the C.A.R.E. Team wants faculty to know that this group is available for students who may want to harm themselves or others. The team will look at any cases that may come up to help students in the best way possible.
 - Katie Vise shared that the team will evaluate any case a faculty member sends in and they determine what are of the College needs to assist a student.
 - If a student actively needs real-time intervention, Katie Vise indicated that faculty need to call the Campus Police, because they have the authority to provide that intervention.
 - Katie Vise said that 30 percent of counseling appointments had suicidal issues. She has worked with 30 students over the past two years that had positive interventions regarding suicide. Most of these students came from faculty referrals. She shared that faculty who took the time to listen helped save student's lives.

- Katie Vise shared that suicidal symptoms include a change in behavior such as: withdrawal; absenteeism; sadness and depression; overwhelmed

behavior and starting to talk about it; may seem inebriated; or their words seem jumbled. She indicated that a referral is a fast process to coordinate help for a student. Even if a referral occurs after hours, the C.A.R.E. Team will meet to examine the request.

4. Updates on FC Sub-Committees:

Policy Committee:

- Chair: Travis Cox
- Spokesperson: Travis Cox
- Committee Plan: Members will meet the last Friday of each month via Zoom.

Compensation Committee:

- Chair: Elaine Fagner
- Spokesperson: Leigh Ann Long
- Committee Plan: Members have been assigned tasks to research alternative compensation options for the next meeting on October 9th. Economic changes for cost of living will also be evaluated.

Bookstore Committee:

- Chair: Jodi Tindell
- Spokesperson: Jessica Hazel
- Committee Plan: Discussed Inclusive Access (IA). This Committee meets with the Bookstore on a routine basis. A question was presented regarding the Bookstore having an addition \$2.99 delivery fee for students to access the IA materials.

Action Item: The Bookstore needs to know about IA requests by October 15th. Students can turn in their books for 8-week courses but will not get paid for the books until the end of the semester.

Elections Committee:

- Chair: David Keltner
- Spokesperson: David Keltner
- Committee Plan: The Committee discussed elections process and will meet again in March to finalize the voting process in conjunction with Laura Wichman. The Committee recommended showing percentage for the ranking of the first, second, and third place finisher.

Student Success Committee:

- Chair: Paul Hoffman
- Spokesperson: To be determined
- Committee Plan: This meeting has not met until the full Committee convenes.

Workforce Committee:

- Chair: Dennis Clark
- Spokesperson: Dennis Clark
- Committee Plan: The Committee will generally meet on Fridays.

Job Description Task Force:

- Chair: Travis Cox
- Spokesperson: Travis Cox
- Committee Plan: The Committee is already working on a draft faculty job description. Members desire a broad job description to cover various faculty positions. The FCP stated that the Administration needs this in place before the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-COC) visit.
 - The FCP noted that the version of the faculty job description that is submitted may be amended by the Administration.
 - The FCP indicated that FC will have to vote on the job description at the November meeting.

Ad-Hoc Committee:

- The FCP assigned various FC members who signed up for the Bookstore Committee to this work group and stated these individuals will have responsibilities in the coming months.

5. Updates on Existing Issues:

- **Proctorio:** The FCP stated several issues have come up with online proctoring in specific areas on campus.
 - The FCP shared that Proctorio provides more access for testing for students who have Chromebooks.
 - The FCP noted that a faculty member needs more than two exams, should ask Dr. Eggleston for approval to increase the exam number.
 - The FCP indicated that there is a one-year contract for Proctorio.
 - The FCP noted that Proctorio only works with Google Chrome.

- **Attendance Policy:** The FCP stated that the Policy Committee will continue their work on this policy.
- **Workforce Advising:** The FCP shared that advising requirements for workforce faculty during the holidays was a primary reason that this group was developed, especially in Applied Science programs.
 - The FC Vice President (FCVP) shared that a number of positive changes will likely result from the work done by this group.
 - The FCVP stated that a recommendation will come out of this group in about a month.
- **Spring Schedule - Online/Blended Courses:** The FCP stated that Dr. Hills told him that the schedule will look similar to this semester with additional online and blended sections ready to offer should the demand go up once registration begins.
- **Teaching Online Fundamentals:** The FCP shared that this is an important focus of the Administration. He noted there is a possibility that faculty who have not completed this training may not get their contract renewed or they may only be assigned face-to-face courses. This does not apply to adjunct faculty members; however, they are encouraged to complete the training.
- **Teaching Loads and Class Caps:** The FCP indicated that the Dr. Hills shared an email that he had sent Deans and Division Directors regarding the specific teaching load and cap numbers.
 - The specific threshold numbers that are in Dr. Hill's email should be how overloads and class caps are assigned. He noted that the communication break-down primarily came from one specific area.
 - The FCVP recommended that faculty keep Dr. Hill's email as a reference for future semesters in case.

Action Item: The FC Secretary (FCS) made a motion to have the FCP recommend to the Administration that all faculty to see their load sheets and verify them for accuracy. Cynthia Wagner seconded the motion. The FCP sent a poll to the FC members to accept this motion. The motion was passed by FC with no dissenting votes.

- **COVID Protocols/Questions:** The FCP requested members to share their thoughts about COVID protocols and how these are working on campus. Members discussed the quarantine email notices for students and faculty have limited information about the specific student. Discussion occurred about the information students are providing faculty about their COVID status differs from what the faculty member receives by the College.

Action Item: The FCP will suggest that email notification about student COVID cases needs to have more information about the specific courses the student is enrolled in.

- **Layout of Instruction Plans:** After the September FC meeting, the FCP/FCVP requested that the Administration put the last three pages contain all the “College-specific” items be updated by the College rather than faculty members. Faculty would include this at the end of their course-specific instructor plan. The Administration agreed to this suggestion.

Action Item: The FCP will request that the revised instructor plan template be sent out in November.

6. Proposal for Committee Reports or Special Topics:

Action Item: The FCP requested that updates for committee reports or presenting special topics be recorded and sent to him for inclusion in his monthly video to FC. The FCP requested that the Tuesday prior to the next FC meeting so he can incorporate them into his video. Members felt this approach would be a more efficient use of time and help cover these topics during the official meeting.

7. Discussion over the Administrative Organizational Chart Changes:

The FCP explained the new Organizational Chart. He identified the Dr. Drew Canham has made a lateral move from a vice-president and will now serve as the Chief of Staff for Equity and Inclusion/Title IX Coordinator.

Action Item: Faculty discussed the change and a suggestion was made for the FCP to ask the Administration for clarification on the role of each area shown on the Organizational Chart.

8. Discussion over the State of the College

The FCP opened the floor for discussion about items that need to be addressed that have not been covered during the meeting.

9. FC Meeting Adjournment:

- A motion to adjourn the meeting was made by Justin Lawson.
- Jessica Hazel seconded the motion.
- The FCP adjourned the meeting at 11:30 am.

