

Faculty Council Meeting Minutes

October 4, 2024

MCC Mission: To educate our students—improving their lives and enriching our community.

In attendance:

Alexandra Shiu
Alma Wlazlinski
Andrew Clayton
Anne Merchant
Benjamin Mason
Bernie Smith
Charles Jaquith
Dennis Stapleton
Donald Keltner
Heather Davis
Ivanna Campbell
Jan Robertson
Jennifer Chapman
John Spano
Jon Fox
Joseph Ferguson
Ken Walker
Kristen Cook, proxy for Colin Porter
Leslie Henderson
Lori Watts
Maria McElroy
Mary Sides
Natalee Oliver
Peter Olson
Robert Patterson
Susan Spooner
Tammy Tull
Kayla Willis, FCVP
Amy Antoninka, FCP

Absent:

Bob Ammon
Colin Porter—sent proxy
Danny Rodriguez
Erik Emblem
Glenn Downing
Karen Crump
Katie Stevens
Marighny Dutton
Samantha Buerger

Stephan Rohatyn
Holly Webb

Guests:
Chad Eggleston
Laura Wichman
Holly Surginer
Holly Webb

Call to order 11:01

Amy: Welcome: FC established for the purpose of encouraging and facilitating the free exchange of ideas between the instructional staff and the administration. The purpose is to be able to exchange ideas between all. There is an opportunity today to do that so we can communicate with administrators.

Guests

- I. Dr. Chad Eggleston, Vice President of Instruction and Student Engagement
 - A. Reported enrollment increase to over 8,000 students
 - B. Noted improvement in fall-to-fall retention
 - C. Highlighted new senior leadership team's focus on faculty support
 - D. Emphasized education as the college's primary mission
 - E. Expressed openness to faculty ideas for program improvement
 - F. Addressed House Bill 8 pressures focused on workforce credentials
 - G. Clarified his focus on workforce programs stems from need to learn more about them
 - H. Stressed the importance of producing valuable credentials for students
 - I. Emphasized the need to balance job preparation with broader educational goals
 - J. Q & A
 1. Anne Merchant –Are upward evaluations coming back?
 - a. Answer: He does not know, but will get the answer quickly.
 - i. Not opposed to it and wants the 360 eval.
 - ii. Happy to provide that type of feedback, as well as direct feedback.
 - iii. Happy to do both types of feedback.
 - iv. For some positions it is important to give the 360 feedback with people you have direct experience with.
 - b. Laura Wichman has tried it but were using a system not designed for that, so they put it on hold. They are working on the new software to try to get those back.
 2. Alma Wlazlinski - Got an email from a student about dropping and she responded to encourage the student to stay in and try. Reached out to health professionals to see if the student was a part of them. She was. Got recommended to send to Highlander Central. She reached out to find out how to proceed regarding dropping or not, and the rep said to refer her to records. She felt it was confused because she was told to go to Highlander Central. **What is the purpose of Highlander Central?**

Answer:

 - i. Get the students over to success coaches with most issues.
 - ii. They should lead to determine where they go. Highlanders Central is about admissions and those types of needs.
 - iii. Recommend having Dr. Hill speak to this group.
 - iv. Anne Merchant sent a link regarding concern for students:
<https://mclennan.edu/concern-for-students/index.html>
 - v. Kayla Wills posted this link to refer students:
<https://www.mclennan.edu/refer>
 3. Alma Wlazlinski – Alma mentioned hearing about an “online university” focus at a recent OER conference. . **When will this be implemented here?**

Answer:

- i. This is a possibility but not predetermined to happen.
 - ii. Many community colleges in the state have an “organizational super-structure” called “Online College.
 - iii. While MCC offers many online classes, we do not have such a structure (CTL takes care of online)
 - iv. If implemented, it would need to exist within our existing structure and with our current faculty.
 - v. It could be a potential “driver of enrollment growth.”
 - 4. Tammy Tull: At a meeting, you said your focus would be on the workforce and makes us nervous. What are your ideas for workforce?
 - a. Answer:
 - i. Made this expression out of ignorance because he came from Arts and Sciences and he does not have that in-depth of knowledge on workforce.
 - ii. He said he has a lot to learn. House Bill 8 pressures.
 - iii. He is excited to see the ideas we have for growing the program.
 - iv. He said he needs to come hear ideas on each of the programs and then determine how he can help grow the programs.
 - b. Tammy Comments: As the division, she would appreciate those conversations and we need to think outside the box as he mentioned.
 - c. Chad Eggleston Responds:
 - i. Invite him to meetings to listen and learn and he would love to be there.
 - ii. He knows we have a lot of ideas that would help benefit our students.
 - iii. Send him emails anytime.
 - iv. He will be honest and straightforward.
- II. Ms. Holly Surginer, Director Record and Registration
- A. All information is in coordination with her boss
 - B. Wants to start off expressing thanks during the transition to MyMCC
 - C. They did testing before they went live and worked, but found out that all testing does not work on a custom environment.
 - D. Her goal is to keep improving and make things better; acknowledged challenges with MyMCC implementation
 - E. Considering reducing late registration to 2 days
 - F. Proposed online course finals schedule: open Friday before finals week, due Wednesday.
 - G. Changing grade deadline from noon to 10 AM, effective Fall 2025
 - H. Eliminating early grade deadlines for graduates, Fall 2025
 - I. First thing – commencement; Proposed allowing personalized stoles at commencement

1. History purposes - items that students wear are those that have been approved by leadership team and council. Way we have done it for 40 years.
2. Challenge has been in past with graduation stoles. For instance, students celebrate heritage.
3. Past it has been only honor stoles that came from MCC.
4. New vendor for cap and gown - providing new gowns that look nicer and offer stoles.
5. They would have generic ones for purchase but also will allow personalization for them to order from Herff Jones
6. It would be in a controlled environment
7. Stoles would be blue and orange and seal in white

- Q & A

1. Joseph Ferguson - need to be aware of people like me who have custom stoles (Indian heritage) or another stole that Herff Jones can create.
 2. Tammy Hull- She feels if you do anything outside of academics then we lose the purpose of stoles
- Holly said caps can be decorated.
3. Amy: Asks faculty council members to talk to their departments how they feel about the personalized stoles and share and have another discussion during the next meeting.
Holly: agrees.
 4. Jon Fox: Are online class finals opening the Friday before finals going to be a mandate?
 - i. Starting period can change and have further discussions about that.
 - ii. Finals must be administered no later than Wed 11:59 pm
 5. Andrew Clayton: Any help with merging courses? A lot of copy and pasting because courses can't be merged.
 - a. Amy said that is Staci's area and they are working to get that taken care of. With new Brightspace integration they are unsure and waiting to hear back.
 6. Karen Crump: Any idea on extending first 8-week classes grading deadline to Friday at 10 instead of middle of the week?
 - a. Finals should be administered on 15th with grading happening on 16th is her understanding
 - b. During that timeframe they asked for that time because there has to be a mismatch report ran, division chairs and admin have to run a list and find those that have not completed a pre-requisite class and get things changed appropriately. Needing to be cleaned up and takes about a day to do that and it is a lot to clean up.
 - c. Open to discussion

7. Jon Fox : Student was dropped and Jon did not initiate it. This student was lingering on Brightspace but never went to TJ.
 - a. Not familiar with this situation but sometimes it happens and they have to figure out if it is an error or something else
 - b. Been trying to catch these types of issues
 - c. Will be watching cases like these closely
8. Peter Olson: Would also be helpful to get some kind of notification when a student drops before census date. The numbers were always fluctuating slightly and instructors had to manually go in to figure out who dropped.
 - a. Not aware of how to do that but has a consultant working with them and will put this on the list to ask her.
 - b. We can look at creating some type of communication to do this and will definitely ask.
9. Dennis Stapleton: Can the drop process go any easier? The old system populated the students' info. SoftDocs requires us to add their information
 - a. Holly will check on this and get back to us.

III. Dr. Laura Wichman, Vice President of Strategic Planning and Enrollment: Data and Faculty

- A. There was data shared last fall and spring. Some was used this spring as a result, there are some changes that their office will not be doing moving forward
 - B. 100% transparent there were things titled as success reports that were included in faculty reports but will be removed from all faculty reports.
 - C. They were not utilized the way they were intended. Was not intention when given out and created.
 - D. Conversation with the new leadership team this past summer and it was decided to come back to the faculty to determine what data we want them to have.
 - E. Is what we are giving you useful and what do you need to know that what you are using is being measured correctly?
 - F. She is in a position now to be able to come directly to the council to get help.
 8. Possible opportunity to participate in deciding what data is meaningful to faculty
- A. Q & A
1. Andrew Clayton: Suggested “SLOs within a course of a semester does not make much sense. As I explain to the students, their grades reflect their student learning outcomes.”
 - a. Andrew suggests to have an entrance exam and exit exam to see exactly what we are doing. This can show good or embarrassing results.

2. Question: How often are these various resources being used by students on campus?
 - a. We have tracking to show the students that are coming in and see what services they need and who went to get various services.
3. Don't have to necessarily survey students.
 - a. Can already see which services they use now.
 - i. Further comments:
 - b. Thank you for heads up on the elections.
 - c. Sooner they get to work on it, the sooner they can get everything done.
 - Need to determine the needs of faculty and students.
4. Amy Antoninka We can look at possibly forming a committee to help with this need.
5. Leslie Henderson Requested data on retention/success for different course formats
 - a. Confirmed they can provide this data

Old Business

- I. Approve Minutes from September FC Meeting
 - A. Ask for motion
 - 1.1st - Andrew Clayton
 - 2.2nd - Donald Keltner
 - 3.poll - 100% approved
 - B. How do you want to share minutes in the future? Reps share or Secretary/Assistant Secretary?
 1. Some felt that the notes being shared by the secretary were not personal enough
 - a. Anne Merchant - secretary sends out to everyone, making it more personal.
 - b. Poll was given determine who should share minutes
 - c. Secretary and Assistant Secretary share them
- II. Anonymous Feedback tool: Link:

https://mclennan.co1.qualtrics.com/jfe/form/SV_6Pt85J2daPWiWfc
- III. Foundation Fund
 - A. Amy Antoninka - New ideas? Form a committee to talk to other faculty members on what to do with funds?
 - B. Reminded members about previous discussion on the fund
 - C. Shared new ideas for fund use:
 1. Wi-Fi scholarship for students
 2. Electric bill scholarship for students

- a. Explained rationale: Wi-Fi is crucial for coursework, electric bills can be expensive
 - D. Sought input on how to proceed with decision-making
 - E. Suggested possibilities:
 - 1. Forming a committee
 - 2. Creating a poll to gather faculty input
- II. Tammy Tull: Highlighted issues faced by online students, especially lack of computer access
 - A. Amy: Agreed with Tammy that students need computers. 100 more laptops were being purchased with Title V money
 - B. Purchasing more laptops for students added to list of possible uses of fund
 - C. **Action Item:** Ask the folks you represent for ideas and bring back to FC.
- III. Election of Chairs to FC Committees
 - A. Donald Keltner selected to chair Elections Committee; Andrew Clayton elected as co-chair
 - B. Alex Shui elected to Compensation Committee
 - C. Mary Sides elected to chair Policy Committee
 - D. Jennifer Chapman elected to chair Student Success Liaison Committee
 - E. Heather Davis elected to chair Workforce Committee
 - F. **Action Items:**
 - a. each committee needs to meet and create a report for FC for November; Chairs, submit your report(s) to our [Teams Channel](#) put report in your committee's sub-channel
 - b. Student Success Liaison Committee change- Dean of student recommended that advising be one group and testing be another
 - Andrew Clayton moved to Testing, could use a partner
 - Joseph Ferguson could use a partner for Success Coaches
 - b. Have opportunity for people to join the student success liaison committee
 - only members on bookstore committee, policy, compensation and workforce can be taken off to join this area
 - G. **Action Item:** Get in touch with your partner and contact and ask questions on how they want to interact with you
 - H. Policy committee - we will have to take a look at 3 of our own policies soon
- IV. FC agreed to create a Data Taskforce
 - A. Andrew Clayton is interested and said we need a committee
 - B. Tammy Tull also said we need a committee
 - C. Heather Davis - we need various departments on the committee
 - 1. We need to go outside this committee to get members

- 2. Amy said she will work on getting this together.
- D. Asked for members to send ideas of who can be on the task force
- E. might be another opportunity for task force – TASB: Converting policies to standardized policies - opportunities for faculty council to get input
- F. HR task force is getting started up again
- G. Discussion of how to get reports from Committees
 - 1. Heather -put report minutes in TEAMS folder and if there is anything pressing, we speak about that during the meeting and anything else not urgent then just speak about in the teams.
 - 2. Everyone agreed with Heather
 - 1. Reports read on own and anything that is urgent and need immediate attention will be addressed during meeting
- V. Accommodation: Kayla and Amy are working with Holly Surginer and Katie Vise
 - A. **Action item**: ask your faculty members to share concerns.
- VI. Amy and Kayla are still working on getting solutions to issues regarding onboarding
- VII. Dual-Credit EOC: Response to questions about EOC timing
 - A. [Texas 2024-2025 Testing Calendar](#)
 - B. [Midway ISD Assessment Calendar](#)

New Business

- IV. Reports from committees
 - A. Bookstore: Donald Keltner
 - A. When you put an order in for books, the bookstore only orders 50% of that.
 - B. Bookstore only has 2 full-time employees - a lot of the problems caused by temps
 - C. If you are going to change a book order, email the fulltime employees and even Sonya. Send to all three, not just one
 - D. Most issues with inclusive access has been physical, not online
 - E. lots of freshman are having issues with inclusive access
 - F. One instructor gave out materials to a course that should not have and created an issue - was bookstore issue

Questions?

- A. Natalee Oliver
 - a. Any last names to the people that can help?
 - i. Leonard Nowaski , Melissa Willis, Sonya Platt
- B. Ivanna Campbell
 - a. Question: Is the bookstore keeping track of what is being given?
 - Bookstores are giving things left and right without knowing what they are giving. Is there a way to track the material?

- i. Response from Donald: There should be a cross-reference and we are surprised we don't have anything like this.
 - ii. Was told disgruntled employee would get more training to hopefully alleviate this but will check up on these concerns.
 - C. Anne Merchant
 - a. Recommended QR code to make it simple and to match it up correctly with the materials
 - i. Response: Donald recommended a combination of what Campbell and Merchant said, but might not mesh with the inventory system they have. But will at least ask.
 - b. Anne said Baylor has Follet as well and does Baylor have this issue like at MCC
 - i. Donald said he didn't know
- II. Student Success Liaison Committee: Leslie Henderson
- III. Please ask your folks to share concerns about HR with you. The concerns will remain anonymous. Ongoing issues and opportunities for potential change.
- IV. Parking update: Kayla and Amy met with Chief Clayton Williams
 - A. Parking lots were designated as they are before his time by Johnette and Steven
 - Priority over students instead of staff.
 - Working getting gates fixed. They are end of life, so having to use parts from old ones.
 - Officers are checking out lots that are faculty only.
 - B. Campus Police enforce parking—warning, 2nd offense at officer's discretion 3rd offense citation = \$20 ticket
 - 1. Students don't seem to know that they can park in garages
 - C. Chief is working on trying to get gates fixed—has to use parts from other gates, not in budget to fix them
 - D. Will keep EV spaces. HOV and AFV spaces removed
 - E. Looking into EV charging stations, need a grant or company that will provide them free of charge and maintain them.
 - F. Employees are required to get a parking tag
 - G. Chief encourages everyone to call campus police if issues
- V. Helpful links for faculty update: working with Brenda Price to get helpful links on FC webpage
 - A. **Action item**: let us know what links you and your folks think are priorities.
- VI. Late registration update
 - A. Student Records help
 - 1. Faculty Resources Page: <https://www.mclennan.edu/records/faculty-resources/index.html>

2. Quick Reference Guide:

<https://sharepoint.mclennan.edu/Forms/Student%20Records/Forms/Student%20Records-Faculty%20Process%20Quick%20Reference.pdf>

- B. General Faculty Manual:
<https://sharepoint.mclennan.edu/Forms/Student%20Records/General%20Faculty%20Manual%20-%20Student%20Records.pdf>
- C. Late Registration ends 5 PM Wednesday 1st week of classes
 - **Action Item:** Would you prefer to change to 1 day early - reach out to department to see what they say and then let council know
- V. Encourage your faculty colleagues not to tell students that they can enroll late
 - D. Exceptions are made for students who want to move from an online section to a face-to-face section or extreme circumstances.
 - E. Communication issue between some chairs, deans, and faculty
 - F. Holly and Kacy will include faculty on the emails regarding late registration
 - G. TSI and Learning Frameworks are not connected and LF doesn't need added late
 - H. Kayla and Amy will ask Chad to help enforce
- VII. Reminder: Encourage your folks to fill out RSI form
- VIII. Reminder: Tenure Celebration, October 11, 10-11
- IX. Next meeting November 1, 11 AM

Open Discussion

- A. Jon Fox
 - a. Can we get TEAMS files cleaned up so that we don't have anymore files that are not relevant?
 - i. Amy will work on that
 - ii. Said she left them there for committees to see past meetings and how they were done.
 - iii. She will organize the files
- B. Heather Davis
 - a. Asked for us to talk to constituents about interest in wanting to do research lessons to students in the library so she can let Kristen and Collin know if library needs to continue this or not
- C. Benjamin Mason
 - a. Please come see the show tonight 10/4
- X. Adjourn
 - Anne Merchant 1st motion
 - Donald Keltner 2nd motion

12:50 pm