

January 2024 Faculty Council Meeting Minutes

1/19/2024 @ 11:00 am via Zoom:

Any Faculty concerns or feedback can be shared with your FC representatives, FC leadership, or submitted Anonymous Feedback Form Link:

https://mclennan.co1.qualtrics.com/jfe/form/SV_6Pt85J2daPWfWfc

PARTICIPATING/ATTENDING MEMBERS:

- Elizabeth Grassman: LLC
- Jeremy Land: LLC
- Stephen Swanson: LLC
- Ken Walker: LLC
- Cynthia Soll: Library
- Holly Webb: Mathematics
- Cindy Burns: Mathematics
- Mary Sides: Science
- Sholly Gunter: Science
- Laura Wright: Science
- Jimmy Kessler: Science
- Larry Salazar: Social & Behavioral Sciences
- Marc Nicholas: Social & Behavioral Sciences
- Cynthia Morris: Social & Behavioral Sciences
- Jon Fox: Visual & Performing Arts
- Mandy Morrison: Visual & Performing Arts
- Kelly Parker: Visual & Performing Arts
- Kayla Willis: Human Services & Education
- Natalie Oliver: Human Services & Education
- Tiffanie Elbrecht: Health Professions
- Samantha Buerger: Health Professions
- Becky Slonaker: Health Professions
- Linda Ryneerson: Health Professions
- Laurel Shrawder: Health Professions
- Deborah Williams: Business Programs
- Jacob Sammaron: Business Programs
- Jan Robertson: Business Programs
- Crystal Johnson: Business Programs
- Jarred Hankhouse: ESEC
- Zachary Cleere: ESEC
- Michaela McCown: Faculty Council President
- Amy Antoninka: Faculty Council Vice President

NON-PARTICIPATING/ABSENT MEMBERS:

- Danny Rodriguez: LLC
- Kelli Nehring: LLC (adjunct)
- Andria Ramon: Social & Behavioral Sciences
- Tammy Thompson: Social & Behavioral Sciences
- Shelley Blackwood: Health Professions

- Mario Dominguez: Health Professions (adjunct)
- Bobby Patterson: Health Professions
- Donna Mendoza: Health Professions
- Steve Greathouse: Business Programs
- Bob Ammon: Health/Physical Education

I. Call to Order 11 AM

II. Review and Approval of December 2023 Minutes (Michaela)

- a. Motion: Kayla Willis, Second: Jan Robertson
- b. Unanimous approval

III. Guests

- a. AI Taskforce (John Ghazzagh)
 - i. What it is and what they're looking for
 - ii. Dr. Hills asked John and TJ to research AI for campus and organize a task force (not a committee). The task force will be kept small and hopes to include members from across Campus. The task force will include how we look at AI and how it will affect policy and the classroom. Need to consider what faculty want and also have ethical guidelines for students, faculty, and staff. There is a need for a general campus-wide policy on AI; currently do not have one (left to the departments) – some aspects will likely depend on the department but having something campus-wide will be helpful.
 - iii. If you have interest in AI and the direction the campus will go, please express your interest by reaching out to John, Richard, or others in CTL. Cynthia Sol will work on the library side and John and Richard from ID.
 - iv. Need to look at research especially as it continues to grow and develop; AI continues to develop in good and bad ways. The task force may look into other initiatives: with students/clubs, and companies/businesses in our community that will hire our graduates. The task force will meet a couple times per semester, with living document on the internet
 - v. The task force is looking for a co-chair not in CTL, preferably a faculty member. Hopefully this project will start at the end of the month.
 - vi. TIP: Microsoft copilot: sources real sources from the web so you can look at the research yourself
- b. HR Q & A (Crystal Johnson)--oversees benefits
 - i. Payroll overview (a handout will be sent with meeting minutes): If you have questions about how your load is calculated, see program director first; there are rule for the loads that they should be able to answer
 - ii. Reduced load: when you notice that your course has low enrollment, go see the director and ask what that means for your load.
 - iii. Deans Office provides rules for when reduces happen and how to calculate them; general rule is that if less than 10, a reduction happens.
 - iv. To see your payload go to WebAdvisor, Pay Advices
 1. RE= regular earnings (contracted amount of earnings)
 2. PX= overload
 3. PL= personal leave
 4. Faculty assignments = contracted hours

- v. Currently HR and staff are still in the process of inputting and uploading load sheets; they have more time to process them in the spring than in the fall. Load sheets are inputted by one person then reviewed by program directors, chairs, dean, then to Holly to make sure that everything gets input correctly – it's a complex process. With paper load sheets there was less standardization, now it is more thorough though faculty have to go check their load sheets in self service.
- vi. Step Credit can be viewed in Faculty Assignment. Step credit needs approved by the dean and may take longer. Be sure to follow through with the dean to make sure it is going through in a timely fashion.
- vii. W-2s need to be addressed in the business office
- viii. Reach out to Crystal if you have other questions.

IV. Old Business:

- a. Discussion on Committee Updates
 - i. Student Success Committee Updates:
 1. Liaisons are welcoming back folks onto campus.
 2. MARCOM has created “Just in Time” Resource fliers which serve as weekly announcements regarding various resources on campus. The Student Success committee will work with CTL to try and get these into course shells for the fall.
 3. They are also setting up meeting with the counseling center to discuss Active Minds. They received a resource from the counseling center that we can provide to our students.
 4. Liaisons are working with CREW and Dr. Hills to schedule a meeting to discuss the feminine hygiene project and collaborate on a path forward.
 - b. Election Committee Updates: Jimmy
 1. Met last week, discussed setting up interactive meetings to find out about FC and a VP interest meeting
 2. Set two dates: One meeting on campus January 30th at 2PM in student activities center is for anyone who is interested in FC. The second one will be off-campus at Pinewood between 2/19 and 3/1. It will be set up soon. The second meeting is more for the folks nominated for FCVP to ask questions. Calendar invitations will be created and sent.
 3. **ACTION: encourage folks in your departments/divisions to attend.**
 - ii. Discussion on election process updates
 1. The rework over the summer was done to encourage more folks to serve on various committees and also narrow down the number of names on the final ballot – this was a collaborative effort with representatives from FC last year and this year. The guidance document developed by the committee was approved by all of FC in the fall.
 2. The process for all elections now mimic the VP position. Individuals will be able to nominate 2X the number of people per

slot. Anyone nominated and eligible to serve will appear on the main ballot during the election in March.

3. The Tenure Conversion Committee Election Policy does not match the updated guidance document, OR how FC elections have run Tenure conversion in the past. This policy is approved by the board. Generally the policies are vague, but this policy states that FC will nominate individuals for approval by VPISE.
 - a. There was discussion by the group whether they want to follow how the elections have been done or if the “ideal” is for FC to nominate – the consensus was to allow the entire faculty body to elect their representatives.
 - b. Options to move forward:
 - i. Run elections as always, and then nominate the top contenders for Dr. Hill’s approval
 - ii. Get the policy changed
 - iii. There was discussion that expressed concern about not following policy – FC leadership will talk with Dr. Hills to determine if we can change the policy before the elections. There are other changes that need to be made to that policy but there hasn’t been movement on those updates for various reasons. There was a general desire to update the policy to be consistent and in line with how faculty elections have run.
 - iv. If a policy change is not possible before the elections, faculty will run the elections for these positions and then hold a faculty council meeting to nominate the top contenders for approval by the VPISE. This would align with policy, but would also be more similar to how this election has previously run.

V. **New Business:**

- a. Change to March Meeting Date: March meeting date scheduled for 3/22 same as Great Colleges
 - i. March meeting will be moved to March 15
- b. Website navigability recommendations for faculty/staff
 - i. some changes to the “I Am A”.... dropdown menu widget items for the “Employee” page.
 1. Brightspace is front and center on the Student page because they use it all the time. Faculty use it daily too yet it is not front and center on the employee widget page.
 2. Two other useful widgets are available to students yet not employees: WebAdvisor and Tech Support. Each of these widgets would be very useful for employees who are faculty members in addition to having a Zoom widget listed there.
 3. Everyone should have a button for Tech Help and WebAdvisor.

4. There were also concerns about the “I Am A Employee” not being grammatically correct.
- ii. What happened MCC ChatBot? We believe it was removed.
- c. Just in Time Resource Fliers
 - i. MARCOM put together resource slides staged for when students need them throughout the semester
 - ii. Could be added to Brightspace, weekly lectures, emails. Currently they are PPT files with graphics and QR Codes. Lisa Elliot will also provide them as JPEGs
 1. Link to folder with ppt files and overview:
<https://spaces.hightail.com/space/XbIKP54gXC>
 2. Link to folder with JPEGs:
<https://spaces.hightail.com/space/CLzXCvz0MC>
 - iii. Please consider incorporating these into your classes and remind students of resources available to them.
 - iv. Jarred: Can they be added to resource folder on Brightspace? Can it be just one infographic?
 1. Designed as bite-sized chunks to be show-cased throughout the semester and to be “just in time” for students.
 2. Will be put in Brightspace resource folder
 - v. Cindy: Lisa Lindloff printed all of them and posted them to a place where students could access them in the Math building.
 1. Use as you see fit – that’s another idea to help gain exposure to the resources.
 - vi. Kayla met with Staci to check the graphic size for accessibility and to make sure they fit the screen and student bandwidth; CTL will work on getting them to be a part of a hidden folder within resources folder in Brightspace so faculty can embed and release as they see fit.
 - vii. Jeremy: can his students help with the infographic as a student project? Check with MARCOM
 1. Some resources are created by individual departments (e.g. library services)
- d. [Talk about new laws impacting community colleges](#)
 - i. This an interesting webinar on Wednesday, January 24th from 9 – 10 am that you might want to attend; just wanted to make the opportunity known to faculty.
 - ii. Will be available for livestreaming later on: [Texas Tribune Events | The Texas Tribune](#)
- e. Open conversation
 - i. Career Services: Career Fair April 10th 9:00 AM - 12:30 PM in the MAC; Career Services would appreciate faculty’s help in encouraging students to attend.
 - ii. Cynthia: The library loves the faculty liaisons!
 - iii. There were some concerns about reduced pay decisions being made during Week 2 or later than the guidance given about those decisions occurring the Friday before class starts. Faculty want to do what is right

for the students but feel like they are being taken advantage of – small classes require the same amount of prep.

1. Please advocate for yourself when these situations occur but also bring the issues to FC if they are not addressed. There needs to be consistency across campus about loads.
 2. These differences in how situations are handled varies greatly across campus. We need to ensure consistency, especially taking into consideration adjuncts who may not have the same “security” as especially tenured faculty.
 3. Currently guidance regarding this issue is a guidance document; this may need to be brought up again during supervisor training and may request for it to be considered as a policy.
- f. An instructor who had a name change was locked out of Brightspace for a week. It shouldn't take that long. Still locked out of WebAdvisor.

VI. Next Meeting Date: February 16 @ 11:00 am via Zoom

VII. Adjourn

- a. Motion: Kayla Willis, Second: Steven Swanson
- b. Unanimous Approval