



FACULTY COUNCIL MINUTES

Date	Tuesday, February 4th, 2020
Location	Wharton CDC; Richman 137; Sugar Land 201A; Blackboard Collaborate
Time	3-5

Attendees

Role	Name
Chair	Peter Anderson
Minute Taker	TK Krpec
Attendees	Franci Bay, Gary Bonewald, Kamile Yagci, Liz Rexford, Peter Anderson, TK Krpec, Andrew Berezin, Pat Korenek, Jackie Cooper-Edwards, Frank Becak, Sean Derrickson, Muna Saqer, TaQuita-Hogan Claiborne
Absentees	Carl Price, Demetrius Moore, Hector Weir, Marci Espinosa, Susan Denman-Briones, Brady Hutchinson

Call to Order

Meeting called to order at 3:15 pm

Information Items

	Description
	<p>New Business</p> <ol style="list-style-type: none"> 1. Quorum made 2. Program director/Department head Pay <ol style="list-style-type: none"> a. Liz gave an overview of the proposal. The majority of those that voted on this proposal, voted in favor of it. Gary motioned to approve. Andrew seconded. Motion carried. The next step in the process is to present the proposal to VP Collins. Peter, TK and Liz will do this soon. 3. ADA Clarification And Potential Professional Development Day Meetings <ol style="list-style-type: none"> a. Pres. McCrohan agrees that clarification is needed on the issue. To gain clarification, Susan reiterated that she supervises the Coordinator of Disability Services and the Office of Disability Services. If any faculty member has challenges related to disability services, they are welcome to reach out to the Coordinator of Disability Services (Jimmie Flannigan) or contact her. She also stated that two of the accommodations in question (notes on exam, and walking around classrooms) are not accommodations and have not been provided in the past 2 years. She, then, stated that the ADA Action Request format has changed. The student information is now listed on the top of the form. She also commented that either Jimmie or she would be willing to present during convocation. b. Lindsay McPherson has asked to attend the next Faculty Council meeting to discuss this issue. Franci motioned to invite Lindsay and Jimmie Flannigan to the next meeting. Gary seconded this motion. c. Faculty Council needs to contact the divisions they represent to see which issues they are having with ADA accommodation clarification. These will be presented to Jimmy at the next Faculty Council meeting. d. Wording in the ADA statement has been reverted to make it the students'

	<p>responsibility to contact instructors regarding their accommodations.</p> <ul style="list-style-type: none"> e. Questions were raised on how to fill out the Online Class Frequency Absence form. <ol style="list-style-type: none"> 4. Maintenance and SL copiers <ul style="list-style-type: none"> a. Maintenance of the Sugar Land copiers is still subpar. To amend this, Peter asked that faculty document every time a request is submitted for copier maintenance and to cc or contact a FC officer so that information is available to present to the appropriate forum. 5. Proper Usage of Space <ul style="list-style-type: none"> a. Faculty should not use the faculty lounge or any other faculty only spaces to give tests. Please, use the testing center. 6. Survey Development for Finals Week Schedule Adjustment <ul style="list-style-type: none"> a. Peter said he will create a collective survey looking at faculty desire for a change, and if so, what should be changed and how. This will be sent out to the faculty as a whole. Jackie and TaQuita will create the survey looking at what changes could be implemented and how they could impact the college as a whole and different divisions and departments individually. 7. Shortening Work Week <ul style="list-style-type: none"> a. The changing of the work week to only have MW or TTH classes with Friday for other business, and/or less office hours was mentioned by a few faculty members. Faculty Council collectively agrees agreed that this would not be ideal. Francine motions to table this discussion. Gary seconded this motion. Motion passed. 8. Communication of Class Cancellations and Reassignments <ul style="list-style-type: none"> a. Students have expressed issues concerning class cancellations and reassignments. Some students have been switched from one class to another when both classes made, the students paid their dues on time, and the felt they should be allowed to take the professor/class they paid for. The students are questioning why the switch was made and why they were not contacted about the switch. 9. Monthly mileage <ul style="list-style-type: none"> a. Questions were asked on why it's necessary to fill out a month a monthly report. These questions were answered by the Faculty Council officers who stated that this is an accountability issue because of the use of public funds. 10. Discipline Specific Convocation Offerings <ul style="list-style-type: none"> a. If specific topics are desired, this should be taken up with divisions. Anyone can volunteer to present during convocation, so if there is a desired topic, any faculty at any level can decide to participate and present. 11. Better Security Training <ul style="list-style-type: none"> a. A request for training on situational procedures, potential classes for self-defense it was submitted. Danny is checking to see what trainings can be offered within the budget. 12. Clarification on Parking Policy at SL <ul style="list-style-type: none"> a. Peter met with Pres. McCrohan and, as of Friday, January 31, the cost of these will be covered by the school. University of Houston has raised the prices of these parking tags. Andrew motion to bring this up at Extended Cabinet. Franci seconded. The motion passed.
	<p>Old Business</p> <ol style="list-style-type: none"> 1. Minutes from the January Faculty Association meeting were approved via email. 2. Clinic, Lab, Studio, and Practicum Pay <ul style="list-style-type: none"> a) Kamile volunteered to replace David as head of this issue. Marci, Gary, and

	<p>Frank will work on getting their portion of the research to Kamile. Liz will contact Marci to discuss her role. Franci motioned the table. Gary seconded. The motion passed.</p> <p>3. Student IDs and Monitors</p> <p>a) This issue will be continually mentioned during Extended Cabinet in effort to get this passed. Student Government Association has also taken interest in this particular issue.</p> <p>b) Peter met with the President who assured him that the monitors should be up and working soon <u>by the end of February.</u></p>
	<p>Other</p> <p>1. Step Increase</p> <p>a. TK, Jackie, and Peter will head this task force. TK will send out an email to a faculty to see who is interested in joining the task force. He will also get information from Liz and Franci gathered during previous efforts.</p> <p>2. Longevity</p> <p>a. Faculty Council officers will ask administration to reiterate what exactly has been done and a timetable for awarding the retroactive bonuses.</p> <p>3. Individual Computer IDs for Students</p> <p>a. Muna mentioned that it would be beneficial for students to have individual logins for computers. This would eliminate students at having access to previously saved assignments by other students. Faculty Council officers will contact IT to see if this is possible.</p> <p>4. Frank motioned to adjourn. Franci seconded. Motion passed.</p>

Action Items

	Description	Responsible Party	Due Date/Status
1.	Contact divisions to see if any faculty members have questions on ADA clarification.	All FC members	Before next FC meeting
2.	Create and send out survey on final's week potential changes.	Peter Anderson	Before convocation
3.	Discuss SL parking and student IDs.	FC Officers	Next EC meeting
4.	Contact Marci on her role in Clinic, Lab, Studio, and Practicum.	Liz Rexford	Before next FC meeting
5.	Reach out to faculty for potential Step Increase task force members.	TK Krpec	Before next FC meeting
6.	Get recap of longevity issues.	Peter Amderson	Next EC meeting
7.	Contact IT on getting individual student long-in IDs.	Peter Anderson	Before next FC meeting
8.	Jackie and TaQuita will create the survey looking at what changes could be implemented and how they could impact the college as a whole and different divisions and departments individually.	Jackie, and TaQuita	Before convocation
9.	Follow up on student schedule reassignment	Liz Rexford	Before next FC meeting.

Adjournment

Meeting adjourned 4:15 PM.

Chair

Date