

FACULTY ASSOCIATION MINUTES

Date	Friday, January 18, 2019
Location	Wharton-Horton Foote Theater
Time	Meeting convened at 10:15 am

Attendees

Role	Name
Chair	Elizabeth Rexford
Minute Taker	Marissa Saenz
Attendees	All Faculty in attendance at Convocation

Information Items

	Description
1.	<p>Welcome</p> <p>Liz Rexford welcomed attendees and thanked President McCrohan for once again hosting the Hospitality Suite at TCCTA.</p>
2.	<p>Changes in Faculty Council Membership</p> <p>Tim Arriaga resigned from WCJC. Barbara Lynn will be taking his spot to represent Technology and Business. She is located on the Richmond campus in room 140F.</p>
3.	<p>Emergency Alert Service - RAVE</p> <p>Be sure to update your information on the Rave Mobile Safety site so that you can receive important emergency communications from WCJC via text, email, and voice call. Please also encourage your students to do so online through the WCJC Rave site at https://www.getrave.com/login/wcjc</p>
4.	<p>Accessibility Training – Six Core Skills</p> <p>Be sure to sign up for the mandatory accessibility training, Accessibility: Six Core Skills being provided by Distance Education. The session will teach you how to create materials for online and face-to-face classes to ensure they are in line with current accessibility standards and principles. To earn the certificate, you will need to complete the training and homework by the end of the semester. You can register for the training through Blackboard on the Faculty and Staff Tab. Click on Distance Education Training Request Form. You can also access the DE Training Request Form through the Distance Education website at http://www.wcjc.edu/Programs/distance-education/Faculty-Resources.aspx under Faculty Training.</p>
5.	<p>Faculty Awards Committee</p> <p>Thank you to committee members for their time and participation. NISOD winners will be announced soon. Note the process may be changing for next year.</p>

6.	<p>Longevity Task Force</p> <p>VP Leenhouts is the chair of the longevity and compensation task force which is charged with examining the current longevity compensation practice at WCJC as it compares to peer institutions in order to make a recommendation if changes should be made. The task force last met in March 2018. Faculty Council continues to inquire about the status of their charge. For a better understanding of this concern, please review the December 2018 issue of The TCCTA Messenger (http://www.tccta.org/wp-content/uploads/2018/12/December-2018-PRINT.pdf) You can also review the data for the 2018 survey of faculty salaries on the TCCTA website http://www.tccta.org/survey-of-faculty-salaries-2018/ Rexford has stated that she will be meeting with VP Leenhouts to try to get the Task Force to meet soon.</p>
7.	<p>Compensation</p> <p>Faculty Council has received an inquiry to address the discrepancy in pay hours between lecture and lab. If you would like to discuss this issue, please contact Peter Anderson, andersonp@wcjc.edu, 979-532-6506.</p> <p>Faculty Council has created a task force to examine the issue of Department Head and Program Director compensation for administrative duties conducted over the summer. Members of the task force includes representatives from both vocational and academic areas: Franci Bay, Frank Becak, Sean Valdez, and Jackie Cooper-Edwards. The members of the Task Force will be contacting Department Heads and Program Directors soon for their input.</p>
8.	<p>Fitness Center</p> <p>The fitness center in Wharton will be open to faculty and staff for 2 hours during the afternoon from 11 am – 1 pm. The fitness center will also be open in the morning from 7:15-9:15 am and during the evening from 5-7 pm.</p> <p>In Sugar Land, WCJC is trying to negotiate access to the UH fitness center.</p>
9.	<p>Safety and Security</p> <p>After the incident in Richmond, concerns were raised at the Extended Cabinet meeting. Faculty responded appropriately. Law enforcement responded quickly. However, there was a breakdown in communication and protocol between the parties involved. Concerns were raised with the administration at the November 15 Extended Cabinet meeting. There will be a change in protocol, allowing campus directors and security to have the option to send out an alert without having to go through marketing.</p> <p>Questions:</p> <p>Q. Where is the designated area to evacuate to in case of an emergency? People were waiting by the exits.</p> <p>Q. Why aren't there phones in the classrooms?</p> <p>A. Security is exploring this issue, are considering an alert option to be sent to the computer. Ask Liz for more specifics.</p> <p>Q. What about the peep holes facing inside the classroom?</p> <p>A. They are being reversed.</p>

	<p>Q. What about the locks?</p> <p>A. Locks are being checked on all the doors. Please report any offices or classrooms that do not lock.</p> <p>Q. What number should be called in Sugar Land to reach security? Faculty have called and been redirected to Wharton, which was confusing for parties at both campuses.</p> <p>Q. What about evacuation for faculty, staff, and students with mobility issues when the elevators are shut down as in the case of a fire. Where do people go? Who knows to help? Are there evacuation chairs on each campus? Where are they located? How do you use?</p> <p>Advice for faculty: You can lock your door. Be sure to include a statement in your syllabus. Also think about how you will respond to an emergency. Be prepared. Have a plan.</p> <p>It was advised that you should not leave your location if the Fire Alarm goes off during a lock down as this can be a ploy to lure you and your students out of the classroom.</p> <p>Faculty are encouraged to attend the extended cabinet meetings to express concerns to the administration.</p>
10.	<p>Marketing</p> <p>Faculty expressed concern about the lack of advertising on the radio. They hear ads for several other colleges when commuting back and forth between the WCJC campuses. They also expressed concern over the lack of WCJC ads on TV.</p> <p>Liz informed faculty that the concern has been raised at extended cabinet. At the November meeting, President McCrohan addressed the cost of advertising, indicating that the cost for developing TV spots is prohibitive. President McCrohan also indicated that radio ads run during admissions/registration time to help recruit and bolster enrolment.</p> <p>Faculty suggested a lower cost alternative to paid ads on TV and radio—boosting the college’s social media presence, including twitter, facebook, snapchat, and other services students are using.</p> <p>Faculty are also concerned about support for marketing programs with low enrollment. Faculty are serving as teachers and going to community events to promote WCJC.</p> <p>There was discussion regarding what type of support and what type of involvement faculty have in marketing their programs.</p> <p>Hector Weir moved to create a task force to explore digital media/social marketing initiatives across campus. JB Groves seconded. All agreed.</p> <p>Patrick Ralls moved to invite representatives from the Marketing department to the next faculty association meeting to discuss these concerns. Carol Derkowski seconded. All agreed.</p>

11.	<p>Miscellaneous</p> <p>Banner – Faculty raised concerns about Banner access to personal information such as Social Security numbers. Rexford stated that this had been discussed at Extended Cabinet where the President stated that students do not have access to the information of faculty members. Moreover, only certain faculty and staff members have access to this information, and they must sign a confidentiality agreement. Those caught violating the agreement are reprimanded. Kevin Dees, who serves on the Banner team said the issue was raised with the group and that it is a matter of permissions in the system and trust in WCJC employees who sign confidentiality agreements to access the system. The vendor indicated that it would take changing code in Banner to hide specific information.</p> <p>Fort Bend County – Faculty engaged in a discussion about the growth in the area. Questions were raised about long-term goals, WCJC's presence, and enrollment. Faculty inquired about the master plan.</p> <p>Patrick Ralls moved to form a task force to look at planning and growth. Gary Bonewald seconded. All agreed.</p> <p>New Faculty – New faculty inquired about being involved, how to have their voices heard. Liz said they can email concerns to faculty council officers and recommended all faculty attend extended cabinet and board meetings.</p>
-----	---

Action Items

	Description	Responsible Party	Due Date/Status
1.	Check and update RAVE info.	All Faculty	February 2019
2	Sign up for Accessibility Training	All Faculty	May 2019
3.	Set FC Meetings for the Spring semester	Rexford	January 2019
4.	Meet with VP Leenhouts regarding Longevity Task Force	Rexford	completed
5.	Department Head and Program Direction Compensation	Compensation Task Force	TBD
6.	Create Task Force to explore marketing options	FC	February Meeting
7.	Create Task Force to explore planning and growth	FC	February Meeting
8.	Send out information about dates for Extended Cabinet and Board Meetings	Rexford	February 2019

Adjournment

Meeting adjourned 11:15 am.

Chair

Date