

## FACULTY COUNCIL MINUTES

<b>Date</b>	<b>April 6, 2020</b>
<b>Location</b>	Blackboard Collaborate (COVID)
<b>Time</b>	4:00 pm

### Attendees

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Peter Anderson
<b>Minute Taker</b>	TK Krpec
<b>Attendees</b>	Peter Anderson, Liz Rexford, TK Krpec, Amy Acord, Andrew Berezin, Susan Denman-Briones, Debbie Lutringer, Kamille Yagci, Ross Couvillon, Pat Korenek, Willie Myles, Ava Humme, TaQuita Hogan-Claiborne
<b>Absent</b>	Brady Hutchison, Obi Nwosu, Larry Jenkins, Hector Weir, Muna Saqer, Demitrius Moore, Gary Bonewald

### Call to Order

Meeting called to order at 4:00
---------------------------------

### Information Items

	<b>Description</b>
<b>1.</b>	<p><b>New Business</b></p> <ol style="list-style-type: none"> <li>1. TASB Review: Nothing of note.</li> <li>2. Update to TurnItIn: This service will be paid for one more year. If the usage does not increase after this year, the service will probably not be retained. TurnItIn offers a large amount of grading tools, flexibility, and a better plagiarism catcher. We encourage all faculty use the service, and FC will be sending an email to all faculty to inform them of this. We will also ask DE if we can provide a convocation session on this how to use TurnItIn. We encourage all faculty to take these classes.</li> <li>3. UIL Debriefing: The UIL event had some communication issues this year. FC officers will get in touch with WCJC's lead UIL personnel and try to figure out a way to avoid this confusion in the future. We will also inquire about ways of holding all faculty accountable for attending. UIL days are part of faculty work schedules and should be attended by everyone. It was also suggested that UIL duties be rotated on a biennial basis so faculty only report for UIL once every two years, with the understanding that if they do not have UIL duties they are still required to but in day's worth of work.</li> <li>4. SGL Bookstore: FC officers met with Philip Wuthrich. There have been some methods implemented to make book ordering (for depts) and buying processes (for students) easier and more accurate. FC officers will meet with the SGL director to discuss bookstore options. One option was to set up a mobile book store the first week of classes to sell books, scantrons, lab materials etc.</li> <li>5. Strategic/Master Plan: The strategic/master plan for WCJC hasn't been clear on what WCJC's priorities are and where improvement will be focused. The need for improvement across all three campuses is recognized, but there is a feeling that a lack of specific direction has started to impact the quality of the student experience because students across all campuses do not receive the same benefits.</li> <li>6. Student IDs: student IDs were discussed during this meeting but soon after WCJC approved student IDs beginning in the fall semester for students who request them.</li> </ol>

	<p>7. Marketing: FC officers will meet with marketing to discuss marketing plans going forth. In particular, what faculty can do to help increase the visibility of the academic programs and the Fort Bend campuses?</p> <p>8. Holidays: Some employees have noticed the increasing instructional days missed due to natural disasters. Ways to compensate for these missed days were discussed in regards to scheduling. If this becomes an issue for more instructors, FC will readdress the issue and relay it to the correct avenues. It was also noted that eliminating holidays would impact that staff and that this would also need to be addressed.</p> <p>9. COVID-19: Some students were wondering if they'd be required to have the C19 shot for the fall. It was stated that these students should be directed to the Dean of Student Success for inquiries. NOTE: it has since been decided that vaccines and masks will be optional for the fall attendance.</p>
2.	<p><b>Old Business</b></p> <p>1. Approval of Faculty Association meeting minutes – completed via email</p> <p>2. Report on Board of Trustees Meeting (sent via email)</p> <p>3. Report on Extended Cabinet Meeting</p>
3.	<p><b>Other</b></p> <p>TASB List and Dates for presentation:</p> <p>Community and government – Peter, TK, Willie (December)</p> <p>Instruction – Oby, Ava, Kamile (December)</p> <p>Students – Amy, Hector, Ross (December)</p> <p>Local government - Liz, Andrew, Gary (February)</p> <p>Business and support - Demetrius, Muna, Laurence (February)</p> <p>Personnel - Pat, Debbie, Brady (March)</p> <p>Basic district foundations - Peter, Hector, TK (April)</p> <p>Items for Extended Cabinet</p> <p>Student IDs</p> <p>Marketing and Strategic Plan Update- timelines and success measures for marketing</p> <p>TASB Update- Process for approving processes at college level</p> <p>Briefing on status of computer updates and replacements</p>

### Action Items

	Description	Responsible Party	Due Date/Status
1.	Send all faculty an email regarding TurnItIn	Officers	ASAP
2	Ask DE if a convocation session for TurnItIn can be provided	Officers	ASAP
3.	Get in touch with WCJC UIL personnel to discuss organization and possibility of a two year rotation for assignments.	Officers	ASAP
4.	Meet with SGL director to discuss bookstore options	Officers	Before next meeting

5.	Meet with marketing to discuss marketing strategies for upcoming semesters and their changes.	Officers	Before next meeting
----	---	----------	---------------------

### **Adjournment**

Meeting adjourned 4:50 PM

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date