

Faculty Council Minutes

Date	Thursday, September 8, 2016
Time	3:45-5:00
Location	Wharton-CDC; FBTC-137; Sugar Land-201A

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Marissa Saenz
Attendees	Wharton – Jeff Shine, Marissa Saenz, Liz Rexford, Jennifer Jeffery, Debbie Lutringer, Shelly Mayfield, Amanda Smith, Frank Becak, Allyson Matheaus Sugar Land – Dale Neaderhouser, Amanda Celya, Wiley Parkman, Susan Denman-Briones Richmond – Natalie Pittman, Willie Myles
Absent	David Woods
Excused	Sharla Walker
Guests	None

2. Agenda

	Description
1.	Call to Order – Liz Rexford, 3:50pm
2.	Election of Officers (Chair, Vice Chair, Secretary)
3.	Old Business <ul style="list-style-type: none"> A. Update on Board of Trustees Meeting B. Update on Longevity/Part-Time Pay
4.	New Business <ul style="list-style-type: none"> A. Committee Appointments B. Presidential Scholars C. Academic Integrity (Jeff Tix) D. Regulation Review E. Extended Cabinet Items
5.	Other
6.	Adjournment

3. Information Items

	Description
1.	Old Business <ul style="list-style-type: none"> A. Update on Board of Trustees Meeting – Liz Rexford <ul style="list-style-type: none"> • The Strategic Plan has been approved. Within the plan \$200,000 has been set aside in a fund for implementation. It is unclear of the procedure to obtain funds to use for initiatives. An example of an initiative to use funds as part of the plan is creating a distraction free testing environment to support student success at the Wharton campus in the library. • FBTC will go through phases for renovation. Faculty, staff, and students will be able to provide feedback. Stage one involves rehabbing the space left vacant by TSTC. This phase will begin in the Spring of 2017. B. Update on Longevity Pay – Jennifer Jeffery <ul style="list-style-type: none"> • VP Leenhouts, chair of the committee began holding meetings spring 2016. The committee devised a survey about full time faculty, staff, and

	<p>administrative salaries that was sent out over the summer to comparable institutions to WCJC. The committee has not yet met this fall; they are waiting for the survey to be returned in order to analyze the data and make recommendations.</p>
<p>2.</p>	<p>Election of Officers Liz Rexford made a statement about additional responsibilities expected of officers for the upcoming academic year: attending the Employee Banquet held in the Spring to serve as judges for the costume contest and service on a number of college committees such as the Student Success Committee.</p> <p>Confirmation of a Quorum-15 of 19 members in attendance.</p> <p>Nominations for Chair: Jennifer Jeffery nominated Liz Rexford. Jeff Shine seconded the nomination. Liz Rexford accepted nomination. Jeff Shine moved to close nominations for chair. Frank Becak seconded the motion. Liz Rexford elected by acclamation.</p> <p>Nominations for Vice Chair: Jeff Shine nominated Jennifer Jeffery. Debbie Lutringer seconded the nomination. Jennifer Jeffery accepted the nomination. Jeff Shine moved to close the nominations for vice chair. Shelly Mayfield seconded the motion. Jennifer Jeffery elected by acclamation.</p> <p>Nominations for Secretary: Debbie Lutringer nominated Marissa Saenz. Jeff Shine seconded the nomination. Marissa Saenz accepted the nomination. Liz Rexford moved to close the nominations for secretary. Jeff Shine seconded the motion. Marissa Saenz elected by acclamation.</p>
<p>3.</p>	<p>New Business</p> <p>A. Committee Appointments</p> <ol style="list-style-type: none"> a. Contracted Student Services – Frank Becak b. Faculty Evaluations – Jeff Tix, Amanda Smith c. Discussion about timeline for committee appointments. Administration would like appointments prior to the semester beginning. Current practice is to appoint committee representatives during the first faculty council meeting of the new academic year. <ol style="list-style-type: none"> i. Jeff Shine moved to allow chair to nominate committee members with the caveat that faculty can accept or decline the appointment. ii. Jeff Shine withdrew motion to discuss other options. iii. Jennifer Jeffery moved to make committee appointments a standing business practice during the April faculty council meeting, before breaking for summer so that appointments will be made well in advance. iv. Amanda Smith seconded the motion. v. Motion passed by acclamation.

B. Presidential Scholars

The division chairs recommended that faculty council get involved for more input on scholars. Faculty Council members were unclear about the extent of involvement as well as the intent of the program. Rexford suggested that faculty look online for more information or contact Catherine Shoppa who is responsible for the program. Jeff Tix moved that Faculty Council respectfully decline to be involved in the program. Jennifer Jeffery seconded the motion. Discussion continued. Jeff Shine moved to end discussion to vote on Jeff Tix's motion. Shelly Mayfield seconded the motion. Motion carried.

C. Academic Integrity

Jeff Tix brought forward a question by a faculty member pertaining to the tracking of students caught cheating; questions about the current institution policy dealing with this issue. Willie Myles inquired about what other institutions do. Discussion about FERPA, protecting the rights of the student and upholding the academic integrity of the course, program, and college. Liz Rexford offered to discuss the matter with the VP of Student Services, David Leenhouts and VP of Instruction, Leigh Ann Collins and report back to Faculty Council.

D. Regulation Review

a. 001: Mission Statement

No comments.

b. 146: Computer Use

Rexford asked if anyone saw any need for comment other than to remove the reference to Purdue. She also asked the computer science faculty if they saw anything alarming in the changes. Natalie Pittman stated that the computer science faculty would be meeting on Friday and that she would ask them if they had any concerns.

c. 887: Nonrenewal, Termination, and Dismissal

Emergency was changed to exigency – See F. 1 and 2. Also see deletions. Rexford will ask for clarification on this word change at the next Extended Cabinet meeting.

d. 892: Contract and Non-Contract Employment

Questions: What will be the basis of eligibility for a 2 year contract? Why was this change implemented? This item will also be addressed at the next Extended Cabinet meeting.

E. Extended Cabinet Items

a. Review Regulations before next meeting. October meeting has been cancelled.

b. Campus Safety – Danny Terronez, Campus Security and Public Safety Director recommends locking and closing doors. Faculty has raised concerns about administrative support for this process and would like clarification. Note that each campus is different. For example, Sugar Land has a parking problem which leads to students being late. Also, there is concern about students with special needs who need accommodation. Locks have been updated in Wharton, but there are still issues in Richmond. Recommended that faculty include a statement in the syllabus regarding tardiness and locking of doors.

4. Other

Faculty Awards – HR would like names to present at the employee banquet. Jennifer Jeffery

<p>raised concern about guidelines and timetable that could be impacted by a change to align nominations process with employee banquet; others to consider-NISOD timeline, awards committee process. Faculty Council is reluctant to disrupt processes already in place by the awards committee and will not be able to meet this request.</p>
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4. Action Items

	Description	Responsible Party	Due Date/Status
1.	Review REG 146 Computer Use with the Computer Science Department.	Natalie Pittman	Monday, September 12
2.	Bring forth items of concern to the Extended Cabinet.	Liz Rexford	Thursday, September 15
3.	Meet with VP Leenhouts and VP Collins to discuss concerns about academic integrity.	Liz Rexford	Monday, Oct 3
4.	Inform HR that FC does not support the acceleration of the awards process.	Liz Rexford	Wednesday, September 28

5. Adjournment

<p>4:50pm – Meeting adjourned.</p>

Chair

Date