

Faculty Council Minutes

Date	Thursday, November 2, 2017
Time	3:35-4:43
Location	Wharton-CDC; FBTC-137; Sugar Land-252; Bay City-112

1. Attendees

Role	Name
Chair	Elizabeth Rexford
Minutes Taker	Elizabeth Rexford, Sean Valdez
Attendees	Wharton: Liz Rexford, Allyson Matheaus, Debbie Lutringer, Frank Becak FBTC: J.B. Groves, David Woods Sugar Land: Amy Acord, Sean Valdez, Amada Celaya, Jackie Cooper-Edwards, Wiley Parkman, Susan Denman Briones, Sean Derickson Bay City: Tammy Hahn
Absent	Jennifer Jeffery, Marissa Saenz, Ava Hume, Willie Myles, Debbie Yancey
Guests	Tracy Emmons

2. Agenda

	Description
1.	Determination of a Quorum
2.	Call to Order
3.	Old Business A. Update on Extended Cabinet Meeting B. Update on Longevity/Part-Time Pay C. Update on Class Size Task Force
4.	New Business A. QEP Update B. Term Limits for Committee Assignments C. Security Concerns
5.	Other
6.	Adjournment

3. Information Items

	Description
1.	Extended Cabinet Meeting Update – Liz Rexford
2.	Longevity Task Force Update: Jennifer Jeffery Jennifer was unable to make the meeting but sent an-email that Rexford shared with the Council. The e-mail stated that the Task Force has not met since June 14 2017. The Task Force discussed and reviewed 8 different recommendation scenarios utilizing percent increases, step amounts and milestone step amounts. Following the discussions, it was agreed that the schedule information would be forwarded to Rachel Bahnsen(in payroll) for the determination of viability of the various propositions. Jennifer spoke with Kimberly Gubbels and it is not clear whether or not VP Leenhouts has forwarded this to Rachel. VP Leenhouts have been involved with various SACs related activities.
3.	Update on Class Size Task Force-Sean Valdez

	<p>The Class Size Task Force will be meeting right after the FC meeting and will be working on a series of questions to be sent to the various divisions within the Academic side of the college to survey the various faculty members. The questions may not be identical from one division to another as each division is unique in terms of writing requirements, labs, etc.</p>
4	<p>QEP Update-Tracy Emmons Ms. Emmons sent a single page documents(see attachment) that was distributed by e-mail to FC members prior to the meeting. Ms. Emmons discussed the changes made to the QEP logo which now clearly identifies the goals of WCJC as “Choose, Connect and Complete”. She then led a discussion of the three goals and the institutional and student outcomes associated with each goal. Ms. Emmons stated that she would welcome any input during or after the meeting regarding the QEP. The QEP synthesizes the many initiatives that the college is already involved in. The first goal is to be proactive before the students arrive and to encourage the students to explore career options prior to selecting a major. The second goal is to improve our communication with the students. This will involve moving away from relying on e-mail only and working towards a system that utilizes interactive text messaging. We are currently looking at the EAB system because it would interface with Banner but not definitive program/platform has been selected. The last goal is to provide a number of avenues for students to use to make sure that they stay on track and either graduate or transfer. Questions were asked about whether this would benefit our transient and transfer students. The response was that the advising services and technology platform would be available to all WCJC students and that the interactive feature of the technology service would enable students to see what they needed to get an Associates Degree and/or transfer.</p>
5.	<p>Term Limits for Committee Assignments: L. Rexford Rexford reported that this issue had been brought to her attention from two different perspectives. One suggestion was for more frequent rotation of people so that newer or different faculty members could serve on the committees. The other was that those who had served on the committee for several years be relieved of the duty. Rexford stated that the committee assignments are basically made by the Division Chairs meeting as a group and that she was not sure FC could have any significant input beyond the nominations made by FC for various committees. The FC members decided that this is an issue to be brought to the attention of the Division Chairs but that the FC would not make a formal recommendation to institute term limits.</p>
6.	<p>Security Concerns-L. Rexford Three distinct security issues have been brought forward to Rexford:</p> <ul style="list-style-type: none"> • First was the emergency alert that was received more than three hours after the initial incident with little viable information about what had happened and what precautions to take. Several faculty shared that the UoffH system for emergency alerts is a much more timely and precise system, this system even provides a description of the suspect which many familiar with the system say is a good way to calm the campus and help apprehend the suspect. The major concern here is that the information was not provided in a timely manner, nor did it provide any helpful information regarding what precautions to take. No information was provided regarding the resolution of the assault. • Second, during the recent “blackout” of technology at the Richmond campus it was discovered that the phones at the campus were providing an IP address that could have been used to launch an attack, such as a Zombie attack, on the phone system which would have taken out the system. • Third it appears that some individuals with access to certain Banner systems have access to sensitive information for not only students but other faculty and staff

	<p>members. The concern is that this information is considered private information and if it fell into the wrong hands it could create identity theft concerns. FC members present said they have seen this personal information available and that all faculty should be reminded to log off computers and or lock computers. Rexford stated she would inquire whether the upgraded Banner system could block this information.</p> <ul style="list-style-type: none"> • It was also noted that the new proximity card system at Richmond does not appear to be working properly and that if we institute a time release system on classroom doors this could enable individuals to get into the classroom in an unmonitored situation should the faculty member be out of town, ill or unable to be at class.
7	<p>Other- Summer Pay for Program Directors/Dept. Heads-1. Rexford Rexford stated that while reviewing her FC emails she noted this item which had been unfortunately left off the agenda. The initial concern was that various program directors and department heads are performing various administrative duties during the summer but are not compensated for those duties. Many are paid for their teaching duties, often at the part-time pay scale, but are also required to do supervisory duties, budgetary duties, scheduling duties, etc. while not either technically on the payroll (9 or 10.5 month employees) or not being paid for these duties. During the fall and spring semesters there is Dept. Head and Program Director compensation, however, there is no compensation during the summer even though many of the same duties must be completed. This issue will be brought to the attention of the Division Chairs.</p>

4. Action Items

	Description	Responsible Party	Due Date/Status
1.	Bd Meeting and Extended Cabinet Updates	Rexford	On-going
2.	Extended Cabinet Items to be presented: Security Concerns, E-mail concerns, access to Fitness Center, Vending Machines at Richmond, upkeep and cleanliness at Richmond Campus.	Rexford/Valdez	On-going
3.	Longevity Task Force Followup	Jeffery/Rexford	On-going
4	Class Size Task Force Update	Valdez	On-going
5.	Term Limit Recommendation	Rexford	Nov. 6
6.	Pay for Program Directors/Dept. Heads	Rexford	Nov.6
7.	Clarification on Proximity Card Issue	Rexford	Nov. 6

5. Adjournment

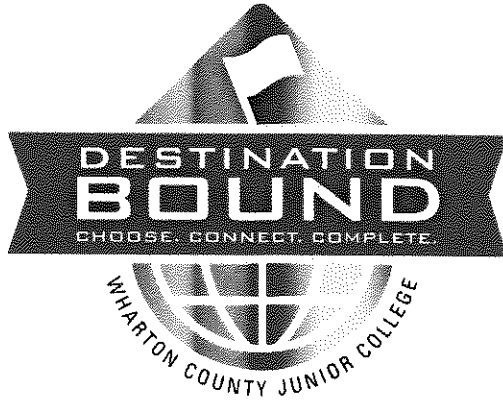
4:43pm - Meeting adjourned by acclamation.

Liz Rexford
Chair

11/10/17
Date

Approved via e-mail by a majority of members.

QEP Update:



Goals of QEP:

- Choosing a Major Pathway through Career Assessment and Exploration
- Connecting Students to the college through utilization of appropriate college services
- Completing a Major Pathway: Graduate and Transfer

WCJC will:

1. Integrate career assessment and exploration resources into college front door processes.
2. Implement a multi-functional technology platform which proactively connects students, faculty, and staff.
3. Support pathway completion through aligning degree maps, meeting course demand, and provide timely advising.

Students will:

1. Apply knowledge from multiple resources, including labor market data and assessment of personal interests and skills, when choosing a major pathway.
2. Utilize appropriate college services and resources to successfully advance through educational and career goals.
3. Set academic goals and engage in tracking their own progress to achieve these goals.