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Faculty Senate 2023 – 2024

Virtual Meeting: Zoom

October 27th, 10:00 am

Attendance: Tracie Bates, Pamela Braden, Kelly Clifton, Amy Fleming, Natasha Foret, Adronisha Frazier, Cindy Knight, Robert McNabb, David Taylor; Special Guest: Dr. Roberts

1. Meeting motioned to order at 10:08 am by Robert McNabb, second by Tracie Bates at 10:08 am.
2. Review of September 2023 Meeting Minutes
   1. 1st motion to approve minutes as written by Tracie Bates, 2nd by Cynthia Knight at 10:12 am.
3. Old Business
   1. New Faculty evaluation tool implementation delayed
      1. Natasha Foret stated that NTCC received feedback from LCTCS HR that institutions can wait until July 2024 to implement the new evaluation tool.
      2. Natasha Foret stated that at the last leadership meeting Dr. Carlson and Dr. Roberts, based on Faculty Senate feedback, will wait until summer 2024 to implement the new faculty evaluation tool.
   2. LCTCS Conference – Faculty Senate Presidents Meeting
      1. During the LCTCS Conference campus Faculty Senate Presidents met with LCTCS Chancellor Dr. Monty Sullivan.
      2. The LCTCS network college Faculty Senate Presidents used the meeting to share information about policy changes at each individual institution.
      3. Other institutions are reviewing faculty workload and office hours, as well as classroom vs. contact hours. Some of the findings of this discussion were:
         1. The system office does not dictate how many adjunct overload classes are allowed. That is determined at college level as part of the individual workload policy.
         2. There is no system policy in place to establish classroom vs. contact hours. Dr. Sullivan suggested the college Faculty Senates provide feedback on the establishment of a system policy.
         3. Dr. Frazier concurred with Natasha that there was a need to address the issue because of the difference in delivery between science courses and academic courses.
         4. Dr. Frazier noted that Fletcher had Faculty Workload Policy language that we should consider. Specifically, Frazier has a workload policy that delegates office hours based on proportionality.
         5. Natasha stated that Fletcher has a lot of updated policy language that we should consider, and she will present them at a future meeting.
4. New Business
   1. Dr. James Carlson named official NTCC Chancellor by LCTCS
   2. Workload Policy language updates
      1. Natasha shared her screen to show the latest version of the Faculty Workload policy with language changes highlighted in red.
         1. Teleconference courses are to be treated like online courses.
         2. Language specifies that faculty are expected to be at the school four days per week.
            1. Cindy Knight stated that in the meeting they were considering language that specified hours rather than days per week.
            2. Natasha suggested leaving the language open due to the diverse programs of study at the campus and their particular requirements.
            3. Amy Fleming suggested providing the document to everyone so that they had a chance to look over it prior to discussion.
            4. Dr. Frazier suggested adding “research site” into the language for instructors transiting between campuses.
         3. There were numerous suggestions of elements of language to address:
            1. Robert McNabb: keeping language for general offsite work locations.
            2. David Taylor: Inclusion of driving times between sites in workload hours.
         4. The senate will look at Fletcher and BRCC language in their policies prior to continued discussion in the future.
   3. Show/No Show Policy
      1. Amy Fleming provided an overview of the current Show/No show policy
         1. If a student completes the syllabus verification quiz they are considered a “show”. If a student shows up face-to-face and does not complete the verification quiz, they are considered a “no show” because of the policy. This presents problems with classroom coordination early in the semester. This can also be problematic for students in supplemental classes if they complete the verification in one class but not in the supplement.
         2. This practice was intended to be experimental and not the final policy.
         3. Natasha suggested tweaking the language to not be so dependent on the verification quiz.
         4. David commented that we needed to decide on a policy and stick to it.
         5. Natasha suggested that it was not necessary to completely change the policy but update the language so instructors could choose which method to prove students attended class during the show/no show period.
      2. Dr. Roberts joined the meeting at 10:52am.
         1. Natasha advised Dr. Roberts that we had already discussed reviewing policies from other campuses prior to providing feedback to the policy changes.
         2. Dr. Roberts stated that individual workloads under the current workload would be decided between individual instructors and deans due to the difference of contact/classroom hours. He clarified that they were not changing how the policy is applied, but clarifying language so different programs had a better idea of how to categorize their hours.
         3. David Taylor suggested including travel time between campuses.
            1. Dr. Roberts clarified that it is already allowed in current policy.
         4. Natasha stated that the Senate intended to review the policy through the spring semester.
5. Discussion
   1. There were no topics for discussion or suggestion from the Senate.

1. Updates: Faculty Senate Subcommittees
   1. Faculty Affairs
      1. No updates.
   2. Finance Committee
      1. No updates
   3. Public Relations
      1. No updates.
   4. Faculty On-Boarding
      1. Cindy Knight stated that there is some onboarding modules on the faculty page, but they need input from Faculty Senate on additional modules.
      2. Dr. Frazier also reminded the Senate of Robert McNabb prior suggestion of mentoring within departments.
      3. Natasha also mentioned Robert’s prior suggestion for mentoring during the implementation of the Course Dog scheduling software.
   5. Dual Enrollment Committee
      1. Natasha solicited a volunteer to chair the committee.
      2. Dr. Frazier asked Natasha to outline the expectations of the chair:
         1. Schedule meetings
         2. Take notes
         3. Organize meetings regarding dual enrollment.
2. Closing, next meeting – The next meeting was tentatively scheduled for 1 December 2023 with a meeting time to be announced. Motion to close the meeting by Dr Frazier, 2nd by Amy Fleming at 11:17 am.