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Faculty Senate 2023 – 2024

Virtual Meeting: Zoom

September 14th, 12:00 pm

Attendance: Sarah Alford, Regina Archote, Tracie Bates, Zachary Bellavia, Pamela Braden, Angelina Carmichael, Kelly Clifton, Amy Fleming, Natasha Foret, Cynthia Knight, Robert McNabb, David Taylor, Arlendra Zenon

1. Meeting motioned to order at 12:05 pm by Arlendra Zenon at 12:05 pm.
2. Review of August 2023 Meeting Minutes
   1. 1st motion to approve minutes as written by Amy Fleming, 2nd by Tracie Bates.
3. Old Business
   1. Enrollment lock dates for Adjunct Contracts
      1. Should Faculty Senate recommend that Leadership review standards of other colleges in the LCTCS System?
         1. Amy Fleming stated that the Faculty Senate should recommend that Leadership review standards of other colleges in the LCTS system citing contract delays due to enrollment changes at the beginning of the semester.
         2. Natasha Foret noted that the lockdown date and enrollment numbers in the contract may relate to different policies.
         3. Sarah Alford agreed with Natasha and Amy, noting that for the Faculty Senate to properly represent the faculty, the Senate should recommend that Leadership review the policies and procedures related to issues with pay that the faculty are concerned about.
         4. Natasha Foret recommended researching how other institutions handle similar issues.
         5. Tracie Bates recommended that not only should other academic institutions be researched, but the research should extend outside of academia. She noted that normally in the contacting arena, work does not begin unless contract negotiations are complete, and the contract is signed.
         6. David Taylor recommended that once the adjunct instructor is contracted (committed) to take the course at the first day of class, then they get the full amount.
         7. Arlendra Zenon offered that the Faculty Senate recommend a lock date for adjunct contracts 14 days after classes begin.
         8. Natasha Foret recommended tabling the topic for the next meeting due to the volume of discussions. Tracie Bates agreed that the topic required further discussion but emphasized that the Senate should present a solution that is fair to NTCC adjunct instructors.
      2. The Senate agreed to table the item for further committee discussion prior to requesting Leadership to add it to their agenda.
4. New Business
   1. Faculty Teaching Evaluation Tool effective August 2023
      1. The evaluation tool was approved by LCTCS at the beginning of the fall semester.
      2. Sarah Alford identified her concern that there was a caveat to the evaluation tool that stated if the instructor did not have a special topic selected then the instructor will not be able to score above average on the evaluation tool. Since the tool was in affect at the beginning of the semester, and HR has not made the details of the tool available to instructors, the more likely that instructors will not have a special topic selected by the end of the semester and therefore will not be eligible for an above average score. Natasha Foret stated that she will query leadership for information and email the Senate as soon as she gets a response.
   2. 2023 President’s Award for Teaching Excellence
      1. NTCC Leadership selected Adronisha Frazier to represent NTCC in applying for the award through LCTCS.
5. Discussion
   1. Volunteers for Textbook Adoption Committee – Cynthia Knight
      1. Dr. Donaldson is seeking volunteers to serve on a committee to review the Textbook Adoption policy which has not been reviewed for some time.
      2. Robert McNabb stated that He can help with the committee. Natasha Foret asked for more volunteers and stated that she would keep on the lookout for more volunteers.
      3. Natasha Foret stated that the Faculty Senate handbook required update.
   2. Course Dog and faculty schedules
      1. Natasha Foret asked the Senate if faculty needed training for building schedules in Course Dog.
      2. Robert McNabb stated that the instructors likely did not need a special training course but would need mentoring. Robert stated that the software was very simple and easy to learn. He compared it Chrome River where a mentor may be needed to walk an instructor through the process until they are comfortable with it.
   3. Dual Enrollment and Faculty
      1. Natasha Foret asked the Senate if they had any feedback regarding dual enrollment.
      2. Discussion among Senators identified multiple serious concerns with dual enrollment to include students starting late, students with wrong textbook, and students without access to online materials.
      3. The Faculty Senate will create a subcommittee focused on discovering and listing all of the issues with Dual enrollment that require further action.
   4. Natasha Foret reminded the Senate of the upcoming LCTCS Conference.
   5. Discussion
      1. There were no discussion items identified.

1. Updates: Faculty Senate Subcommittees
   1. Faculty Affairs
      1. Sarah Alford volunteered to continue as Faculty Affairs Subcommittee Chair.
   2. Finance Committee
      1. No updates
   3. Public Relations
      1. Robert McNabb will chair the Public Relations subcommittee. No further updates were available during the meeting.
   4. Faculty On-Boarding
      1. Robert McNabb, the only remaining member of the subcommittee reported that the subcommittee found that the best onboarding method was mentorship.
      2. Cynthia Knight listed onboarding resources available through the Faculty Portal.
      3. Robert McNabb suggested a trained onboarding mentor for each area of expertise. It was also suggested that there should be formal training through HR.
   5. Natasha Foret will make a subcommittee signup spreadsheet available to the Senate.
2. Closing, next meeting – Senators will discuss a day and time for the next meeting after the LCTCS Conference. Motion to close the meeting by Regina Archote, 2nd by Robert McNabb at 1:20 pm.