

Faculty Senate 2023 – 2024

Virtual Meeting: Zoom

December 8th, 2:00 pm

Attendance: Sarah Alford, Regina Archote, Zachary Bellavia, Angelina Carmichael, Natasha Foret, Natasha Foret, Adronisha Frazier, Cindy Knight, Robert McNabb, David Taylor; Special Guest: Dr. Roberts

1. Meeting motioned to order at 2:04 pm by David Taylor, second by Zachary Bellavia.
2. Review of October 2023 Meeting Minutes
	1. 1st motion to approve minutes as written by Zachary Bellavia, 2nd by Cynthia Knight at 2:11 pm.
3. Old Business
	1. Faculty Evaluation Tool
		1. Natasha Foret stated that faculty will receive introduction and training to the new faculty evaluation tool during the Spring 2024 Professional Development Day on 8 January.
			1. Possible presentation with Natasha and Christi Brown followed by breakout sessions.
	2. Workload Policy updates
		1. Natasha asked for suggestions for ways of reviewing the language of FTCC workload policy for comparison and consideration. She observed the topic required more attention than during a single meeting and solicited ideas of how the Senate could address the topic.
			1. Robert McNabb recommended a shared document that could track comments.
			2. Natasha suggested a shared document in Google Drive.
			3. Cyndi Knight liked the idea of a shared document that allowed everyone to review the policy individually.
4. New Business
	1. No new business.
5. Discussion
	1. Policy proposals – Dr. David Taylor
		1. Drive time between campuses be counted as double time.
			1. This will help instructors offset the out-of-pocket costs of travel i.e. fuel and other travel expenses.
			2. Cindy Knight asked if someone is asked to teach at multiple campuses, are they still domiciled at one campus or do their contracts state that they may be working at multiple campuses.
				1. Cindy gave the example of librarians that were required to travel to multiple campuses but were allowed to submit travel requests through Chrome River and receive milage.
				2. Natasha recalled a policy change in the past that covered this issue and recommended looking into it.
				3. Sara Alford agreed that the disparity in how travel time between campuses is addressed between academic instructors, CTE instructors and administrators needed looking into.
		2. Teachers assigned as Teacher of Record have the right to maintain that appointment in the curricular schedule and it only be given up by an agreement between the administration/chair and the instructor.
		3. Teachers sign an adjunct contract before the first day of class and that the contract be binding for all adjuncts as of the first day of class. The college cannot cancel classes due to low enrollment or ask an adjunct to accept a “per head” adjustment after the beginning of the class.
			1. Dr. Taylor also proposes that the clause “The college reserves the right to cancel a course that does not necessary enrollment by the 21 day of class” be stricken from all contracts.
		4. That NTCC adopt the policy that allows full-time teachers to teach up to 3 additional classes on top of the core-five instead of the 2 that are now allowed.
			1. Currently the administration can ask a teacher to teach a third adjunct course as needed, but the instructor cannot ask for the third adjunct position if they need the extra money.
			2. Natasha explained that the reason for the current policy was SACS accreditation requirements.
			3. Sarah Alford agreed with Natasha and suggested the Senate inquire about the policy from a SACS standpoint.
	2. Scholarship Applications for Students
		1. Natasha Foret relayed a request from Mary Slazer that instructors talk to their students about scholarship opportunities. She also reminded the Senate that the deadline for student applications was February 15, 2024.
	3. Trials for a new proctoring tool will begin during the spring 2024 semester.
		1. Honor Lock is the proposed replacement to Respondus and is much more user friendly.
	4. Open Discussion & Suggestions
		1. There were no open discussions or suggestions.

1. Updates: Faculty Senate Subcommittees
	1. Faculty Affairs
		1. No updates.
	2. Finance Committee
		1. Angelina Carmichael stated that her committee discussed bringing back faculty senate dues.
		2. Angelina shared the difficulties she has encountered when grappling with the red tape involved with paying dues and spending the money gathered.
	3. Public Relations
		1. No updates.
	4. Faculty On-Boarding
		1. No updates
	5. Dual Enrollment Committee
		1. Faculty of record must give adequate support to high school facilitators.
			1. Natasha relayed Dr. Roberts concern that Faculty of Record understood their responsibility to interact with high school facilitators.
			2. Faculty of Record support to facilitators is a SACS accreditation requirement.
			3. Sarah Alford stated that lack of infrastructure for the management of dual enrollment is an ongoing problem.
		2. Natasha Foret took this opportunity to solicit a chair and committee members for the Dual Enrollment Committee.
2. Motion to close the meeting by Regina Archote, 2nd by Adronisha Frazier at 3:08 pm. The next meeting date will be determined when Senators are familiar with their schedules.