



Faculty Senate 2020 – 2021

Meeting: Friday, September 25<sup>th</sup>, 9:00 am – 10:00 am

Virtual Meeting: Microsoft Teams

- I. Welcome / Review of July 23<sup>rd</sup> Minutes
  - a. David Taylor motions to approve minutes.
  - b. Meghan Martinez seconds the motion to approve minutes
- II. Guest: Dr. Wainwright
  - a. College Update / CoVid-19 Phase 3 and what it means for Faculty and Students
    - i. Advocation of the continued mask mandate for the college and state of Louisiana.
    - ii. Drive through flu shots to become available in location throughout the colleges
    - iii. Higher Ed reporting numbers weekly- Contact tracing
    - iv. Possible policy adjustment on length of quarantine period
  - b. Visits to Classrooms to See Learning / Request for Class Links to Visit Virtual Classrooms to Experience Student Learning
    - i. Phase 3 will not affect the structure of the current student/occupancy schedule. Adjustment to physical schedule may be difficult for students mid semester.
    - ii. Will this flexible schedule/distance learning be maintained into the Spring semester? We will know more about the state's plans to progress with reopening and occupancy closer to midterm time.
      1. Student retention numbers will also be studied to consider flexibility/face to face learning in certain programs.
  - c. LCTCS Conference Information
    - i. Plan for an instructional day. Mandatory participation is TBD.
  - d. SACS-COC Update
    - i. Launch Louisiana Degree transfer possibilities in the next year through our CTS model.
    - ii. Our retention numbers remain flat- no obvious loss of student retention from COVID unlike other college systems.
  - e. Discussion of Possible Extension of Fall Semester
    - i. Will closure days affect final exam week or holidays to create more instructional days? Faculty Senate will discuss this further.
  - f. Reminder of Townhall meeting for Faculty (Date: TBA)

- i. Date TBD. Should be around Midterm exam time.
  - III. Old Business / Faculty Reminders (will be discussed after guests have presented)
    - a. Diversity and Inclusion Discussions Continue
      - i. New programs and committees coming out
    - b. Learning Management Policy – Drop Out Detective\*\*
      - i. Faculty must put grades and attendance in Canvas
    - c. Resolution for Class Size (Academics)
      - i. Currently at 10 for Fall based on Faculty Senate Resolution 2020-01
      - ii. Does the Faculty Senate want to pursue a resolution to continue at 10 for Academics for the Spring 2020 semester?
        - 1. Spring looks like it may continue in a similar schedule with COVID
        - 2. Amanda Brammer motions to review the resolution and pursue a new bi-law, David Taylor seconds that motion.
          - a. Clear-up language before submitting the resolution for review.
          - b. Faculty need to speak up about concerns to Faculty Senate. It is the responsibility of members of the Senate to pursue a discussion of the resolution before our next meeting.
          - c. Complete SACS visit before proceeding with resolution for class size in Spring 2021.
- IV. New Business
  - a. Guest: Dr. Paul Donaldson and Mrs. Cindy Knight
    - i. TLC – Brown Bag Lunch Series – Topic Suggestions
      - 1. Possible floor for instructors to discuss current topics
      - 2. Topic suggestions welcome in the meetings or via email
      - 3. Creation of Committee under Faculty Affairs
    - ii. Faculty Senate Review of Learning Commons Faculty Survey - <https://northshorecollege.libwizard.com/f/facultysurvey>
      - 1. Consider ways to improve the Learning Commons and Library Services- for Faculty only.
      - 2. Feedback through the survey. Cindy walked the Senate through the survey during the meeting. See attached link in minutes.
      - 3. What can we do in the Learning Commons to support faculty/students and how can we go beyond the traditional role of the physical library? Email ideas to Cindy Knight.
      - 4. New feature- a Book It session for students/instructors for one on one tutoring/research help with a librarian. Peer reviewed sources link directly included in the Learning Commons website.

- iii. Faculty On-Boarding Committee – Roles and responsibilities – Chair: Meghan Martinez – will work with HR and Dr. Donaldson and Teaching & Learning Center
      - 1. Create intentional resources for new faculty during the first year
        - a. End of the semester have a clear outline and on-boarding track for new instructor training and support in their first year of teaching.
      - 2. Christi Brown- HR will also handle training as well.
  - b. Guest: Amy Fleming
    - i. Faculty Rank and Promotion: Guidance and Helpful Tips
      - 1. Advice- print out the application form and review the categories and requirements for eligibility.
        - a. Documents are important. Save or print agendas, pictures, presentations, etc....anything that you are engaged in as faculty that will promote your eligibility.
          - i. You can also request a letter of support from a Committee Chair to support your participation when you are missing documentation
        - b. Organization in your Rank and Promotion binder is important.
        - c. Discuss and ask questions with faculty who have been through the process.
          - i. Use yearly evaluations
        - d. As part of the Faculty Affairs Committee we will work with the TLC to create a webinar to walk through Rank and Promotion
          - i. Ask Dr. Donaldson and Dr. McGhee to walk through the new online platform.
      - ii. Reminders / Due Dates
        - 1. Deadline for current year- October 16, 2020
  - c. Spring Semester
    - i. Format of Classes
      - 1. Flexibility for faculty to work with department chairs to determine class layout and schedule.
    - ii. Discussion of Phases/ Timelines
      - 1. Phase 3= class schedule and mask mandates continue as before.
    - iii. Should Faculty Senate Request a discussion/presentation from Vice Chancellor of Academic Affairs?
      - 1. Yes, we will attempt to schedule a meeting
  - d. Flu Shots available – Stay Tuned for Updates

- e. Sub-Committees
    - i. Faculty Affairs: Improving Communication / Gaining Information from Faculty and Sharing Information with Faculty
      - 1. Julie Kupper and David Taylor will co-chair committee
    - ii. Finance Committee: Account Update (\$735.00) and Collecting Dues
    - iii. Public Relations: Gator Good News Newsletter – Faculty Focus & Faculty Senate Newsletter
      - 1. Do we want to continue the newsletter or merge with the Gator Good News?
        - a. Suggest a meeting with Dr. Carlson to discuss further ideas
          - i. Natasha Foret will email Dr. Carlson to set up meeting for committee.
          - ii. Meet Your Senator- interviews
  - f. Topics / Issues that need to be addressed in future meetings
  - g. Meeting Schedule for Fall 2020?
    - i. Next meeting- Friday, October 23
- V. Closing
- a. David Taylor motions to close the meeting. Amanda Brammer seconds to close the meeting. 10:25 AM

#### Attendees

- Amanda Brammer
- David Taylor
- Julie Kupper
- Meghan Martinez
- Amanda Jacob
- Abdellah Lamaarti
- Said Raki
- Natasha Foret

#### Guest Speakers

- Dr. William Wainwright
- Dr. Paul Donaldson
- Cynthia Knight
- Amy Fleming