

College Council Minutes
June 21, 2019
10 a.m. to ?

In attendance:

X Dr. Joanna Anderson, President
 X Becky Beydler, Career/Tech.
 X Beverly Marquez, Health Sci.
 X Angie Gentry, Academics
 X Jeromy Layman, PSA

X Justin O'Neal, PSA
 X Sherlyn Nail, PSA
 X Christy Admire, CSA
 X Keri Benner, CSA
 X Shelly Gardner, CSA

Dawn Classey, SGA
 Ashley Nuci, SGA
 X Cendy Harrell-Carson
 X Darci McFail
 XJohn Matthews, WAFB

Guests: Sarah Nail, faculty; Jim Cunningham, Academic Affairs dean	
Notes	
Agenda reviewed, amended, approved	Jeromy moved to approve agenda; Becky seconded; motion carried
May 3, 2019, minutes reviewed, amended, approved	Angie moved to approve minutes; Cindy seconded; motion carried
Guest comments	None
New – Academic Progress Reports	<p>Angie Gentry, Sarah Nail (faculty representative)</p> <p>Use of both Academic Progress Reports (APR) and Starfish appears to be a duplicate process. APRs are completed by faculty for certain student cohorts (athletes, music, health sciences, scholarship recipients, etc.), and since more students are involved in these types of activities, some faculty have to complete an APR for up to 70 plus students each month on top of using Starfish.</p> <p>All interested parties (navigator, coach, faculty, etc.) have access to Starfish and can see flags, student grades, etc. at any time, so there does not seem to be a need for APRs. If faculty keep their gradebooks updated and raise flags as needed, there should be no need for an APR.</p> <p>Anecdotally, APRs have become less and less meaningful as most faculty don't fill in the boxes with suggestions and comments but simply add a grade and submit. If Starfish is used as intended, then ALL students are served, not just those in special cohorts.</p> <p>Sarah explained the APR process: every three weeks faculty are required to submit APRs on cohorts of students, i.e. theatre, trio, music, athletes; provide students' current grades, performance issues, attendance, etc.; provide information about what students could be doing better or reason for grades; propose remedies to student issues.</p> <p>Some faculty are not able to complete these because of the time it takes; some faculty have up to 70 APR requests. When additional sports were added, the number of APR requests increased significantly; general education faculty have seen the greatest increase for APRs.</p>

	<p>In Starfish, faculty provide feedback directly to students and alert program coordinators/navigators of issues. Some faculty feel APRs put more responsibility on faculty than students for their success.</p> <p>Other discussions/comments/suggestions:</p> <ul style="list-style-type: none"> -Why not have program coordinators/navigators work with their students regarding their academic progress. -When was the last time the APR process was reviewed? Jim Cunningham shared this process has been discussed recently and recognizes there are issues. Jim stated that the issue is on the radar for Academic Affairs but is actually owned by Student Success, scholarship management, athletics, -Some faculty feels efforts to report on academic progress do not seem to result in student improvements. -Starfish does not provide all grades. But Canvas does. -How does this relate to policy and regulations? Is this an operations process? -What is purpose of APR for each cohort? TRIO needs for grant compliance. -Discussion included ownership and improvement processes as it relates to employee satisfaction and feeling valued by having concerns heard and addressed. Dean of Student Services owns Policy 2530 on Student Success. -College Council discussed that this issue is <i>operational</i> (not related to policy/regs), but in shared leadership, council has a role in facilitating improvements as it relates to policy/regulations that impacts employee satisfaction. <p>Sherlyn moved to make recommendation to Academic Affairs, Dean of Student Support Services and Student Success to investigate and look for ways to address faculty concerns and make improvements. Becky seconded; motion carried.</p>
Action Required:	Jim will work with Yvette Sweeney and Dr. Autumn Porter.
Old – Review Campus Employee Satisfaction Survey Results	<p>Darci McFail</p> <p>Should council form an ad hoc committee to address identified areas of the survey that the college wants to improve?</p> <p>Discussion followed about who should lead improvement initiatives and address gaps and to move the needle up; involves ELT, Faculty, Professional, and Classified associations.</p>
Action Required:	Council decided to focus on a plan to address satisfaction gaps at Sept. 6 meeting and extend meeting time accordingly.
Old - Standing Committee Regulation Decision-making Pol/reg.	Dr. Anderson, Darci, Jeromy, John Discussion/comments/suggestions:

<p>Review proposed regulation</p> <p>Review Ad Hoc Committee regulation</p>	<ul style="list-style-type: none"> -Defined standing and ad hoc committee. -Advisory committees are established by academic programs. Dean brings membership to ELT for information purposes. These meet annually. Minutes housed in U: drive in program folders. Keep with program review folders. -Should rules be developed for establishing standing committee? -Higher Learning Commissions wants to see these types of minutes. Need a structure and repository for central access. Need naming nomenclature. -History and information helps new employees. -Add page to website listing advisory committees and memberships. Designate people to compile and manage minutes/reports. Yearly reports submitted the end of academic year or by June 1? How would this impact the CTC? Do their programs tie into SFCC programs? Becky will check to see if these programs share advisory committee participation. -Each standing committee will need by-laws and identify the person responsible for reporting agendas/minutes. <p>Jeromy moved to approve proposed decision-making policy; Cendy seconded; motion carried.</p> <p>Standing Committee regulation review/discussion/comments suggestions:</p> <p>What is mechanism to qualify existing standing committees? They would need to comply with standing committee requirements outlined in regulation.</p> <p>How do Program Advisory Committees fit here? Determined more information is needed from Dr. Bates because these committees were not considered at the time this policy/regs were developed.</p> <p>Consider making Advisory Committee part of program review, but timing needs to be adjusted. Proposed to change due date to end of December.</p> <p>Justin moved to approve regulations; Jeromy seconded; motion carried</p> <p>[Communication and training is needed for institutional knowledge]</p>
Action Required:	
Old – models or guides to use for reviewing policies and regulations	Dr. Anderson, Darci, Sherlyn – tabled from April meeting
Action Required:	Table and involve Jennifer Wilbanks because of impact on Academic Records and Registrar and catalog revisions

<p>New – Program Viability Regulation draft</p>	<p>Jim Cunningham presented on behalf of Dr. Bates. Regulation is under Policy 6000, 6310 – program evaluation.</p> <p>A new tool will assess program/discipline viability by reviewing costs, revenue, etc. The goal is to strengthen future adjustments and decisions based on clear, defined data. Tool will be evaluated.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> -Revenue over expenses – expectation to make more than it costs -Programs may not be capturing all revenue/cost generating classes, especially classes that cross other programs/disciplines. -How are external funding sources accounted for that support programs through the foundation, i.e. music, theatre, precision <p>Justin moved to approve with needed changes/revisions; John seconded; motion carried.</p>
<p>Actions Required</p>	
<p>New - exam proctoring software and HLC concern regarding rigor across all class formats</p>	<p>Beverly Marquez (tabled at May meeting) requested discussion in response to Higher Learning Commission’s concerns that online proctoring is available across all class formats to ensure curriculum rigor and academic honesty.</p> <p>Jim will present to board a request for online proctoring software that gives faculty options. Cost will to be passed to students through course fees for online classes that use this software. Fees are per test; usage is billed monthly. After first year, will evaluate the service. Eldon Nursing program uses ExamSoft and will continue using it.</p> <p>Dr. Anderson asked Jim to review pol/regs regarding academic integrity and student conduct to see what revisions may be needed to address the use of online proctoring software services as it relates.</p>
<p>Action Required:</p>	
<p>New – Strategic Plan 2020-2025</p>	<p>Dr. Anderson, Darci McFail</p> <p>Both have discussed with ELT the process and shared a flow chart with tasks from September through August 2020. Goal to roll out plan fall 2020; approved by BOT October 2020. Many outreach activities with internal and external stakeholders will need to be held and data mining and tying evidence to information gathered. First draft published August/September 2020.</p> <p>After reviewing timeline, Dr. Anderson wants to makes adjustment to propose having a draft by April 2020 instead of fall 2020.</p> <p>Discussed who needs to be on the team and time commitments. A consultant/service may be involved in some of the processes for gathering data.</p> <p>Becky, Beverly, Cendy, Keri, Justin, Jeromy, and John will be on the planning team.</p>

Action Required:	
<u>New – Personnel Regulations</u>	Darci, Jeromy, John – related to Policy 4440 Revisions were reviewed. Beverly moved to approve; Angie seconded; motion carried.
Action Required:	
Employee Handbook updates Policy/regulation changes update	Rachel Dawson reviewed updates and proposed changes for consideration. Noted updates: -Clarified that institutional professional development funds are to be accessed only when program funds are not available. -Guidelines for professional staff who teach. -Sexual harassment will have some changes with implementation of culture of respect. -Conflict of Interest; proposing standard nepotism policy to avoid creating or maintaining circumstances that appear to show favoritism and to avoid potential conflicts, etc. -Work schedules, working hours, absence reporting (exempt-salaried and non-exempted-hourly). Reporting absences (vacation/sick) for exempt employees changing from increments of 4 or 8 hours to one-hour increments. It is each supervisor's responsibility to monitor absences. -Rachel is working on faculty guidelines for handbook. -Rachel asked council members to explain proposed changes and the intent behind the changes with colleagues. She plans to have final updated guidelines in the fall. -Suggested regulations should allow classified staff to attend association meetings. -Shared sick leave program updates.
New – College Council Self-Evaluation Survey	Darci McFail Shared results through a PowerPoint presentation
Action Required:	Sherlyn will share results in the next weekly.
New – Mini grant idea to improve employee satisfaction/moral	Justin O'Neal
Action Required:	

Adjournment	4 p.m.
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Next meeting: Sept. 6, time to be determined, Hopkins Boardroom