Faculty Senate Meeting Minutes 9/17/2021
Woodfin 120

Meeting presided by Meredith May, Faculty Senate President

Attendance

- Meredith May, Prez; Kelly Kaemmerling; Cori Holden-Williams, Sec; Joe Kirchhoff; Susan Black; Alex Knox; Kristi Kleinig; Kenya Ray; Jonathan Kaan; Carrie Poe; Michelle Sullivan; Aaron Baker; Debbie Williams; Stephanie Laszik; Danny Darden; Julian Redfearn; Gin Germany; Meghan Potter; Chris Harris; Michael Ferguson; David Fonteno; Charmyn Tumey

Agenda Item #1

1) A Word from Dr. Skopek
   a) Dr. Skopek spoke about hyflex and how that will be implemented going forward
   b) We should be deliberate about this instead of reactionary
   c) These courses will be identified with a designation of hyflex, so student will know what type of course and the expectations
   d) Faculty will decide what this will look like: FTF component, web component, synchronous and/or asynchronous
      i) Faculty also decides what their expectations are as far as attendance/participation and how to determine these.
   e) This will not be for every instructor or every course. There are some courses that hyflex does not work well
   f) This will be voluntary (for now)
   g) There will be professional development coming for course design and faculty showcases 9/17 12pm-2pm and 9/24 12pm-2pm

2) Discussion about Hyflex (Dr. Skopek left the meeting)
   a) A suggestion discussion board has been opened on Blackboard
   b) We have the opportunity to shape these courses and determine policy/design for these courses
   c) Suggestions from those present
      i) Maybe pop-ups for students who try to register for these course
      ii) Maybe a quiz to see if hyflex is right for the individual student trying to enroll
      iii) Maybe advisor has to enroll students in these course; not able to do these from home/on their own
      iv) Maybe student needs to speak with instructor or department representative before enrolling in that course
      v) It was suggested that we wait for all of these until we know what Jenzabar can/can’t do

3) Senate Business
   a) There is one adjunct position open on the senate
   b) There is a position open for nursing on the senate as well
   c) Faculty Senate Secretary needed
      i) Cori Holden-Williams volunteered
      ii) Cori Holden-Williams was formally nominated, it was seconded, and was appointed Secretary
Agenda Item #2:
1) **Titling: Cori Holden-Williams, chair of titling committee**
   a) Introduced self, shared email address
   b) We are accepting applications
   c) Qualifications should be added to handbook soon; qualifications can be found on Faculty Senate blackboard.
   d) Application is found on faculty senate blackboard. Upload application and supplemental documentation to the link on the faculty blackboard page.
   e) The committee will meet and review applications
   f) Deadlines:
      i) For Fall, applications need to be in by end of first 8 weeks
      ii) For Spring 1, applications in by end of Fall 2
      iii) For Spring, applications in by end of Spring 1
      iv) For Summer, applications in by end of Spring 2
      v) We only meet once over the summer, so get those in before the end of Spring 2
   g) No questions asked

Agenda Item #3
1) **Professional Development Committee**
   a) If you want a say in college-wide professional development, sign up!
   b) This committee would come up with ideas and help with implementation
   c) We need more relevant topics for professional development
   d) Committee would also help organize suggestions and schedule
      i) Blackboard suggestion box requested
   e) This committee would also help to determine what counts as professional development
   f) This committee would be made up of the faculty association

Agenda Item #4
1) **Reports on Campus Meetings**
   a) Instruction Counsel disbanded; Dr. Skopek didn’t see the point of this counsel; it can be an email; other organizations cover the same information
   b) Academic (I missed the name of this counsel; Kelly talked about it)
      a. The whole nature of this will change
      b. Looking for more faculty participation and rotate in/out of this
      c. Any course changes (that have to do with the catalog) needs to be in by 9/29 (which is the next meeting)
         i. Send these to Rene Wiley

Agenda Item #5
1) **Course Evaluation Proposal**
   a) This is finished
      a. Was taken to higher ups, and nothing happened
      b. Ignored completely
b) Need to take this finished product to new people to get changes implemented
c) There are new questions as well as the number of questions have been reduced
d) Incentives were an issue discussed
   a. Should not be instructors incentivizing; should be admin offering points toward success
e) It was proposed that students who want to withdraw complete a survey via survey monkey, and then the withdrawal form appears
   a. This take the burden off instructors for withdrawal

Agenda Item #6
1) Friday Office Hours
   a) Suggestions:
      a. 4 Fridays per semester (every other Friday) for meetings
      b. Use one Friday per month for professional development in lieu of professional development during convocation week
      c. Permit some of these office hours to be virtual
         i. Students aren’t on campus on Fridays
         ii. Students have flexibility; Faculty should, too
         iii. Digital office hours are traceable: can be recorded, analytics can be seen, and we can prove we did it
      d. Permit these 3 hours on Friday to be incorporated into office hours Monday-Thursday
      e. We plan to propose some of these items when we talk about hyflex ideas
      f. Carrie Poe volunteered to be on the committee
      g. David Fonteno: suggests that we collect data on who visits/how many visit during semester; send data to Cori Holden-Williams
      h. Suggestion for student success points for office hours
         i. This could be data collection for how many come see us
         ii. QR code for all faculty for office hour points.

Misc. Items
1) Prerequisites/enrollment
   a) Students are signing up for classes they aren’t ready for (academically)
   b) Wholistic advising has issues
   c) Changes are coming
      a. More training
      b. More training for people who don’t do advising on the regular

2) Drop form has issues
   a) It’s not clarity
   b) Survey money brought up again

Open Floor
1) Points for success needs to expand
   a) QR for faculty suggested again
   b) Are there prizes other than the car
      a. Yes! There are TVs and cash prizes
c) Meredith is going to talk to Rachel about office hours on Friday and point expansion
d) Points for Fine Arts was suggested

2) **Yoga might be coming!**

3) **There is Trash in the Stark and Quad parking lots**
   a) Aaron Durham will be notified
   b) He is interim since Ashley Mason is gone

Minutes prepared by: Cori Holden-Williams, Faculty Senate Secretary