Valencia College  
College-Wide Faculty Council Meeting  
September 19, 2013  
East Campus, Room 3-113

Council Members Present: Deidre Holmes DuBois (presiding), Carl Creasman, Rob McCaffrey, Karen Cowden, Chris Wettstein, Jolene Rhodes, John McFarland, Diane Orsini, Clay Holliday, Ruby Alvarez, Stanton Reed, Linda Anthon, Dave Curtis, Damion Hammock, Debra Hollister, Pam Sandy, Lauren Grant, Suzette Dohany, Kris Dougherty

Absent: Desiree Voita

Invited Guest: Michael Shugg

The meeting reached quorum at 2:30 pm.

I. Call to Order

The July minutes passed with a consensus (via electronic vote).

Deidre noted a concern with the Qualtrics voting options because one person can vote to approve with changes but the others who have approved haven’t approved with the changes. Her idea is to go to three levels: accept, discuss further, and abstain. This method will be attempted for the September minutes, and we can discuss at October’s meeting.

II. Information Item: New Student Experience (NSE) Course (Michael Shugg)

Michael Shugg visited the Council to provide an update on the NSE work, which is supported by the PRESS Grant. The NSE has curricular and co-curricular components, and it includes typical and atypical student pathways.

The plan also includes three curricular pathways: the standard SLS 1122, a variation of the redesigned SLS 1122, and SLS1122 student learning outcomes embedded within other course (the latter is for areas that have rigid scheduling needs or where credit hours are already exhausted so students won’t be required to take another three-credit-hour course.

Faculty work teams created the outcomes for the NSE this summer. This fall, a team formed to begin the design of the NSE course. A Destination-style event will begin soon to develop lesson plans that can be integrated into the new course. There will be a phased in ramp up of the course for incoming students. Options 2 and 3 will be phased in later.

Karen asked if a textbook has been chosen or if it will be created. Michael answered that a textbook may be a possibility, but it needs to be addressed by the team. It will most likely be presented as a menu of options.

Kris asked how options 2 and 3 would move forward. Michael answered that Lisa Macon and Andy Ray are now developing a business-focused version. Courses that are further developed will be integrated earlier than some of the other less developed courses. The plan is that it would be clearly identified which discipline a student was signing up for and would eventually tie into meta-majors.

III. Information Item: Definition of Credit/Contact Hours

Rob presented the draft of a document detailing consistent definitions of credit and contact hours. The awareness of a need for consistent definitions originated about 18 months ago at a College Curriculum Committee meeting. It seems to be a good idea to have a standard definition before the SACS visit. Representatives from several groups at the College were a part of a meeting to find the real amount of time that a student needs to learn and this will form the basis of the definition of a credit hour and contact hour.
Rob has received additional feedback in the last week. He will make final revisions to the document, and when it is ready, Deidre will call for a vote to approve, perhaps before the October FC meeting.

IV. Discussion Item: Changes to Attendance and Final Exam Policy/Procedure

In July the FC formed a small workgroup that provided recommendations to revise the Attendance policy to reflect the existence of online and hybrid courses. Students were getting confused because there is no distinction about modality in the policy nor on the Catalog page.

The FC discussed the recommended changes, suggested a clarification on the final exam statement to ensure that people know what “final class meeting” is.

Deidre will revise and present to the campus presidents and then to IAC (with whom the work was coordinated) before showing it to Bill Mullowney.

V. Discussion Item: Faculty Committee Appointments

The Council voted on representation for several committees. Diane noted that with the increased emphasis on service to the institution, the Council should ensure that we don’t always place the same people on committees. Deidre pointed out that some people put their names in for multiple committees, and consideration should be given to spread the wealth.

The appointments below were made after several Council votes:

Sabbatical Leave (2 faculty members per campus):
Osceola: Donna French, John McFarland
Winter Park: Upasana Santra, Damion Hammock + Suzette Dohany (alt)
Lake Nona: Andrew Piercy, Debra Hollister + Kris Dougherty (alt)
East: Debra Jacobs, Lester Sandres
West: Tina Tan, Jeffery Donley

PIVOT 180: Karen Murray

NISOD (need 4 + 2 alternates): Heith Hennel, Ryan Kasha, Shari Koopmann, Diane Ashe + Colin Archibald (alt #1)
Allen Watters (alt #2)

Atlas Re-design: programming update to the Luminis platform. Atlas will look different: there will no longer be tabs with status, but tabs with content that is applicable based on one’s status as a student, faculty member, employee, etc. OIT is meeting with stakeholder group (HR, student affairs and faculty/deans) in initial meetings to get started. Deidre has names of several volunteers, most of whom are from the East Campus. Deidre asked if any other members had interest in Atlas redesign. Debra asked if volunteers have to be full-time employees. The answer is no, but we have to be careful that adjuncts don’t exceed a certain number of hours with this kind of work. An adjunct who has a 24-hour load (full) has a maximum of 80 hours per semester to commit to things like committees.

VI. Discussion Item: Student Feedback on Instruction

Carl was the chair of the SAI/SFI committee and reported on the changes to the tool and procedure this fall. The questions being piloted have been distributed. Dates are on the web for when surveys will be available for students.

Deidre mentioned that at IAC, Laura Blasi mentioned a tool in the software is available so professors can offer an incentive to students for completing the survey. Carl pointed out that the committee did not feel that individual incentives should be given, but for the class as a whole may be an option. Stanton asked what research suggests about these incentives. Carl answered that the general feeling is that the individual incentive is not effective; a collective incentive was a far better motivator.

In CoursEval, a professor can see who has completed the survey, but not how they have responded. Kris expressed some concern over this idea. Deidre pointed out that the software has the ability to do this, and she doesn’t know if
individual instructors can open and close it ‘at will.’ She will ask if it can be disabled. Carl suggested that the council agree that both functions should be turned off (incentives and knowing who has responded).

Motion: The idea of a professor getting the names of the students and being able to provide incentives be turned off at least for the fall term (so that we can have more conversation). Diane seconded; all but Damion voted in favor. Deidre will e-mail Laura Blasi to find out what can be done.

Lauren asked why we couldn’t offer incentives before and now we can. Deidre said professors have already been offering incentives.

Damion asked if instructors are allowed to create their own questions. Carl noted we have Qualtrics for that, and the faculty members can create their own surveys. There is a process for disciplines, programs, or a campus to add questions, but those will be limited to 9. Groups proposing new questions should also have an explanation of how the feedback will be useful.

Ruby noted that as a discipline, nursing uses the same questions and adds questions; they use Qualtrics.

Carl suggested that the committee be rejuvenated to monitor the changes and decide on tweaks going forward. All members were in favor of the campus faculty presidents trying to find people to serve on this reformed committee.

Deidre will type up a revised charge for the committee to aid in recruiting; Jolene Rhodes will be the chair, Kris Dougherty will be on the committee as well. Dave Curtis would like to serve on the committee.

Non-faculty representation will include deans (Deidre will recruit at IAC), possibly a faculty development representative (Wendi Dew?), Laura Blasi, Kurt Ewen, and maybe Bill White.

Suzette asked if students should be a part of the committee. Deidre noted that focus groups with students are planned to see how this fall’s pilot goes, but they won’t necessarily serve as representatives.

**VII. Faculty Association Awards for Excellence in Teaching Proposal**

Carl and Deidre presented a proposal to begin the Faculty Association Awards for Excellence in Teaching this year. The Valencia Foundation is eager to back this effort with $5,000. The proposal calls for five awards at $1,000 each, plus a plaque as recognition. Any faculty member is eligible—from tenured to adjunct.

Carl asked the Council for support in moving forward. There was unanimous agreement to support this effort. Damion suggested that the College could pay for the winners to attend the AFC summer conference. Carl said that the person should not have to attend, but may just be encouraged. It will be in Orlando this year (during the SACS visit).

Next steps: Carl and Deidre will present the idea to the campus presidents, the Senior Team, and Bill Mullowney. They are also in touch with the folks in HR who are in charge of employee recognition programs.

**VIII. President’s Report**

Update: Governance re-design

- Dr. Shugart has the report and is thinking over the four models that were proposed. In a few weeks, Deidre, Carl, Amy Bosley and Dr. Shugart will meet, and he will present his proposed model for the redesign structure. On Oct. 18, the group that met in July will meet to look at the one model (a draft) that can still be tweaked. Dr. Shugart will take the draft model to the five campuses for feedback and suggestions.
- Carl said that for East, they are going into a transition cycle (to gain new leadership). If campus organizations still exist in the new model, it would be unfair to expect a person to step into a two year commitment if they thought it would be one year. East has time sensitive issues.

Update: Hours of absence

- Deidre is working with the campus presidents to define as much as possible the procedures for calculating hours of absence for faculty.
Update: Post-tenure review
- Deidre and Carl met with Dr. Shugart about the flowchart (which he mentioned at academic assembly), and also met with Bill Mullowney. Because it allows people to read aspects that don’t exist into the procedure, the flowchart is not the way to go in presentation. We want to emphasize the developmental aspect so future work is stepping back from the chart to a narrative, using the description that came with the flowchart as a starting point.
- One area of agreement is that if a tenured faculty member is violating College policy, he or she enters a separate disciplinary proves. That person does not enter the developmental process. If someone needs to work on the Seven Essential Competencies, he or she will be given a chance to develop those skills and return to excellence.
- All of this will work off the prior committees’ work. Faculty at large will have a chance to see the new work and provide feedback.

Instructional Materials policy
- The new IM policy passed at Tuesday’s Board of Trustees meeting. Deidre talked to the deans about it today at IAC. It will go into effect for adoptions in Fall 2014.
- Several new forms will need to be created. A few deans have volunteered to be on this committee; Karen Cowden expressed interest as well. Deidre and Carl with work with this.

Update: Photos on class rolls
- This effort is ongoing. OIT is working to figure out how to save the ID photos, testing one campus and then branching out to the others. Now that the registration rush is over, they can work on integrating the many systems required to make this happen.

December meeting (food)
- FC will meet on December 12 at Lake Nona, and there will be food. Osceola had a nice welcome back with food that received rave reviews. It was from Unidos in Kissimme, and it’s good food that’s relatively inexpensive. Deidre noted that at least three vegetarians will attend. She will work with them to make sure they don’t go hungry!

Update: Redesign of College-wide Faculty Association website/Campus websites
- New and improved website is up!
- The new website was presented and features pointed out by Deidre.
- Cissy will maintain and update the FC website (with campus additions sent by campus representatives).
- Now we are working on importing FT faculty as a bulk list so that they can contribute to discussions online. At this time, everyone can view, but not everyone can contribute.
- Each campus’s faculty president and vice president are owners of their campus sites and can modify those pages in SharePoint.
- Karen expressed concern over certain topics being open to all for viewing. Karen gave an example that a journalist could take a random comment and run with it. Comments could be easily taken out of context.
- Rob expressed that we have already been reporting information publically, but agreed with the concept. We just need to set up the permissions so we can have a lockdown folder for just Faculty Council members. Deidre will ask Jeff Danser about this topic.

VII. Campus Reports
- East – nothing to report
- Lake Nona—benefits road show came to campus with wellness event planned
- Osceola – Poetry reading on Tuesday in room 4-105
- West— The Senate is working with Linda Herlocker to get notifications when a FERPA waiver is signed. If a waiver is signed, instructor will be notified through Atlas. They are also having Student Development issues. Clubs cannot get funding without participating in certain required activities (i.e., writing on the sidewalk in chalk).
- Winter Park—Another movie with cultural emphasis is being shown this weekend. A group is also working on a Blackboard new student experience – an orientation that would take place outside of Blackboard. The campus’s inaugural Honors program has 22 students.

Faculty Tech Committee Update – Windows 8.1 will be loaded on new computers.
Adjournment at 4:41 pm

Next Meeting! Thursday, October 17 @ Osceola Campus, Room 4-105 (2:30-5:00 pm)

Note: For the record: The Faculty Council voted to approve the final draft of the Instructional Materials policy and procedure via a Qualtrics vote after its July 2013 meeting. The vote was 17 yes, 0 no, and 1 abstain. The Valencia College District Board of Trustees approved the policy at its September 2013 meeting.