



**Friday, March 4, 2022**

**Regular Meeting with Dr. King, Dr. Spizzirri, and Dr. Parnell**

**Minutes**

A regular meeting of the Executive Council of the Faculty Association of Trinity Valley Community College met in the conference room in the Athens Administration building with a call to order at 9:06 am on Friday, March 4, 2022. The following members were present *in representation of all TVCC faculty*:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Brian Allen
- Regina Clary
- Karen Shipman
- Dana Curry

The following administrators were present:

- Dr. Jerry King, TVCC President
- Dr. Kristin Spizzirri, TVCC Vice President of Instruction
- Dr. Philip Parnell, TVCC Vice President of Student Services

**I. Welcome**

Dr. King welcomed everyone and began the meeting.

**II. Textbook/bookstore issue**

Concern was raised as to the lack of textbooks still not available for an introductory course when the course was full prior to the start of the semester. The lack of books has created delays on the course flow and student learning. Dr. Spizzirri followed up with David Hopkins who will check on the matter. Dr. Spizzirri suggested a possible solution of ordering textbooks in excess.

**III. Enrollment in F2F classes**

Full-time faculty requirements for teaching face-to-face courses were discussed. There is a current demand for more face-to-face course offerings. Dr. Spizzirri stressed that course offerings must be determined according to student need not faculty wishes. Dr. Spizzirri presented the number differentials between online courses available verses face-to-face courses. Online course offerings outnumbered face-to-face by far. She also discussed how full-time instructors were given first choice on the new course offerings for night



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and weekend classes, however only one faculty member spoke up. Ideas for promoting the night and weekend courses were discussed. Dr. Spizzirri mentioned meeting with all faculty in the near future to discuss these issues and possible upcoming incentives for teaching face-to-face.

A concern was raised as to the lack of enrollment in face-to-face courses by the students living in the dorms. Dr. King stressed how Covid directly affected the number of face-to-face courses students in the dorms could take. Dr. King confirmed the policy for dorm students should be at least two face-to-face courses. Dr. Parnell agreed and will be following up with coaches to confirm the policy alignment and will report back.

### **IV. Certifying rosters**

A question regarding more time for faculty to certify rosters was raised. Dr. Spizzirri reminded the members that an email was sent out the night before the rosters were to be certified; roster certification was due the next day at 4 pm. Dr. Spizzirri explained that the de-registration (DREG) process is complicated. DREG must be ran before certification can be opened and the process can be unpredictable as to when it is finished. Thus, setting a confirmed date on the calendar can be challenging. Dr. Parnell confirmed and reiterated the process is complicated.

### **V. Fall calendar**

The 2022-2023 calendar was just approved Monday by the Board. Dr. King will send the calendar attached to his weekly email updates. Dr. King noted that the 16-week course is not consistently 32 days since it is dependent on the how the calendar falls. A question as to the date of graduation being TBA was raised and addressed. Dr. King mentioned graduation will most likely be Thursday, Dec. 8<sup>th</sup> for the fall 2022 semester.

### **VI. Grade challenges**

A suggestion was presented for certain stipulations to be put on a student's ability to file a grade appeal. Dr. Spizzirri stressed that a student's ability to file a complaint will not be limited; however, the grievance process may be limited. The Board is the last step of the process. All complaints come back to the instructor's syllabus.

### **VII. Maintenance and work orders**

Dr. King mentioned that he will be presenting a proposal with a financial plan to the Board at the March meeting for in-house custodial services.

Custodial is not included in the following: A concern was raised regarding work orders and the lengthy wait time for getting equipment/machinery replaced when a repair might



have been more beneficial. Dr. King recommends that Tony Buford be contacted with any issues.

#### **VIII. Class cancelation and college census**

An issue with a class being dropped when the class was offered across campuses. Dr. Spizzirri explained the issue is with Canvas and solutions were discussed. When the primary campus that is listed for the course has zero students and is deleted, all the cross-listed courses at other campuses are also canceled. For example, if Terrell is the primary campus, then Terrell must have students in the course or all will be dropped. The college census was discussed along with dropping students during the first week of classes.

#### **IX. Faculty policy for F2F**

A question was raised as to the location of the policy covering the number of face-to-face courses faculty must teach. Dr. Spizzirri confirmed the policy is in the faculty handbook and mentioned the hope to move towards an equal split of face-to-face and online courses.

#### **X. Non-attending students**

A question was raised regarding the link for reporting students who need help or are marked non-attending. It was questioned whether the link could be automatic so that faculty does not have to fill out another form. In addition, there was communication issues since some faculty thought it was mandatory and some did not. Dr. Spizzirri did not think it was possible to make the information link automatic.

#### **XI. Late start – inclement weather**

The timing for starting classes late with inclement weather conditions was discussed. Dr. King took responsibility for the 10:00 am start and will make a point to start classes at 9:25 am in the future. Dr. Spizzirri made mention that in the event of a late start, all should be in the place where you would normally be at that time. In addition, Dr. Spizzirri suggested to have Zoom available for students if one campus closes and not another.

#### **XII. Communication and micromanagement**

A concern regarding unclear communication with items such as overloads. Dr. Spizzirri discussed the issue and stressed that overload concerns should be addressed when faculty is asked to review them. Other concerns regarding micromanagement, holding same standards, and faculty morale were discussed and addressed. Dr. Spizzirri reminded the members that if an issue needs to be addressed and a faculty member is not comfortable



with discussing it with their immediate supervisor, they should feel free to come talk to her.

**XIII. OER**

A concern was raised regarding the process for OER certification seeming to be more focused around course design, even for faculty who have already been teaching an OER course. A suggestion was made to consider a type of review certification process with maybe a rubric for those who have already taught OER courses. Dr. Spizzirri appreciated the feedback and will follow up on the matter.

**XIV. Program director access to student records**

A question was raised as to program directors having access to student degree plans and transcripts in order to better serve our students. Dr. Spizzirri believes this is certainly possible in light of the read-only feature for faculty mentorship. Dr. Parnell will look into the different types of access for faculty, directors, administration, etc. and make possible revisions.

**XV. Invoice and POs**

Concerns were discussed regarding issues when processing invoices/POs and the inconvenience of sending digital copies verses paper. Dr. Spizzirri followed up with a confirmation email of the process sent to the present members. Issue resolved.

**XVI. Proctored and non-proctored exams**

An issue was raised as to why syllabi have the option for proctored/non-proctored at the top and why is non-proctoring allowed. Dr. Spizzirri stressed that academic freedom will be upheld and faculty will have that choice. In addition, Dr. Spizzirri mentioned that standards must remain in alignment with those on the master syllabi.

**XVII. Dorm issue**

An issue was raised regarding an uncomfortable living situation that a student was having in a dorm. The student had asked to move but was told no by the dorm director. Dr. Parnell appreciated the feedback and would follow up on resolving the issue.

**XVIII. Pinnacle**

A concern was raised and discussed as to the percentage of low grades on progress reports for those enrolled in College Algebra and the challenges they have faced since Covid. Dr. Spizzirri discussed the large course load that some students are taking and explained the requirements for enrolling in College Algebra. Dr. Spizzirri confirmed the requirements being TSI complete or students must pass a multi-level math course sequence and have appropriate GPA; the sequence includes Algebra I and Algebra II. The effect of the 4-day school week for Pinnacle students and the lack of students being on campus on Fridays was discussed.



**XIX. TDCJ**

Several TDCJ issues were raised and discussed (See the posted March 4 agenda on the faculty association webpage). Dr. Spizzirri meets weekly with Dr. Hurley to discuss TDCJ. Dr. Spizzirri explained that most of the listed issues will be addressed since we are now fully staffed and intensive training is in progress. There will be certain staff visiting TDCJ once or twice a week.

TDCJ faculty vacation time has remained an issue as to the timing of vacations. Dr. Spizzirri has previously discussed the matter with Dr. Hurley and reported that he does not feel a resolution is possible at this time. Dr. Spizzirri will follow up with Dr. Hurley. Dr. King is not aware of any issues with faculty taking their vacation time whenever they choose, especially since Windham is no longer involved. Dr. King and Dr. Spizzirri expressed that appropriate notice (6 weeks prior to vacation) must be given so that substitutes may be secured. Dr. King acknowledged calendar issues may arise, however, he is totally open to make it work for the benefit of faculty and staff. Vacation options were discussed. Dr. King will follow up with more discussions for issue resolution.

**XX. Other issues**

Dr. Parnell discussed his desire for a staff council if there is enough interest. A suggestion was made as to possible joint meetings of faculty association with staff council for campus collaboration.

Brian Allen commended the Terrell campus, together with campus police and maintenance, for their current work to revise/create safe zones in case of emergency where first aid and supplies would be available.

Dr. King addressed the question as to having a health clinic available. Discussions have been made about all options for each campus.

*Most all of the above mentioned items were previously discussed at length with Dr. Spizzirri on Thursday, March 3, 2022 at 1:00 pm. Dr. Spizzirri's comments and suggestions were included above. Regular members present on March 3: Carol Pendland, Jennifer Hannigan, Regina Clary, Tom Sheram, Karen Shipman, Richard Crosby, and Dana Curry. Thursday's meeting adjourned at 3:30 pm.*

*The Friday, March 4<sup>th</sup> meeting adjourned at 10:40 am.*