

FACULTY AFFAIRS

October 15, 2020

Meeting was called to order at 4:16 p.m.

In attendance: Dr. Cynthia Meyer, Carol Mitchell, Dr. Sterling Claypoole, Dr. Carolyn Langston, Dr. Dave Carty, and Jana Wright. Dr. Michael Murders was present as a guest.

- I. One change to the minutes was made, changing Dr. Meyer' statement to "Deans should have access to each course on Blackboard." On a motion to accept the minutes by Dr. Meyers and a second by Carol Mitchell, the Committee approved the minutes.
- II. Highlights of meeting with Dr. Wallace were reported by Dr. Claypoole. Dr. Wallace is aware that campus morale is low and wants to work on that problem. Causes of low morale include low enrollment, heavy work schedule without semester breaks, and life changes caused by the pandemic. Some Committee members described actions to alleviate the problems and improve morale including delivering treats on campus and organization of games. Dr. Claypoole told Dr. Wallace that faculty would like to see him around campus. Other strategies to improve enrollment were discussed including virtual tours to be used for recruiting. Spring enrollment is generally lower, but Dr. Wallace hopes to hold steady or increase our enrollment in the spring semester through actions such as streamlining the course offerings. Dr. Claypoole will try to visit Dr. Wallace again next week.
- III. Old Business
 - A. Dr. Meyer has found one more correction needed for the faculty handbook. A 2020 organizational chart needs to be added. A number of changes have already been made to the handbook. The FHB will now go to Planning Council and then to cabinet for approval.
 - B. Carol Mitchell expressed concerns regarding the effort required to prepare session plans for each course. The written plans may not be necessary when material is on BB and when several teachers teach the same material. The session plans are needed when a program has only one teacher; i.e., a one person program. Dr. Langston agreed with that assessment, pointing out that when several teachers are teaching or can teach the same courses, time consuming and detailed session plans may not be needed.
- IV. New Business
 - A. Dr. Claypoole pointed out that we need to get numbers for class limits in order.

- B. We only have an online fee for online students. There should be a discussion of whether all students need to pay the tech fee. The FHB requires that all classes use BB for some part of the class.
- C. The revisions to the faculty evaluation plan are before the cabinet. An approval form still needs to be submitted. Deans can choose to use the old version or the new version for this semester.
- D. Dr. Meyer asked that details of the new academic calendar be provided to faculty when it has been finalized.
- E. Committee members were reminded that final exams are all to be given online. Classes during Thanksgiving week are to be held virtually. Details for graduation are yet to be decided.

A motion to adjourn was made by Dr. Carty and seconded by Dr. Meyer. The Committee adjourned at 5:16 p.m.