

# Faculty Affairs Committee

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## MEETING MINUTES

Date: April 12, 2022

Time: 4:30 PM

Place: ZOOM

### I. Call to Order at 4:31.

**Members attending:** Carolyn Albritton, Ken Bridges, Eric Burton, Lillian Ellen, Keith Everett, Carolyn Langston, Cynthia Meyer, Vernita Morgan, Justin Murphree

#### Approval of Minutes

- a. Minutes of the previous meeting held on March 8, 2022 were approved on a motion by Vernita and a second by Eric.

### II. Chair Updates – *Lilli Ellen*

- a. There were no new members
- b. Lillian announced that Vernita will take over as chair at the next meeting.

### III. Old Business

- a. Actions – The members agreed to move forward with investigation of problems indicated from data gathered from the questionnaire:

Pay: Overtime pay seems inconsistent and obscure.

Lillian will meet with Dean's at their meeting. She asked for volunteers to accompany her. Most members have classes at the time mentioned. Vernita will accompany her. Carolyn also volunteered.

The two issues to be addressed are overtime pay and faculty support. Deans meet on Wednesday around 3:30. Will ask how overload pay is calculated. Will ask to meet on Thursday, April 20. Paid memberships are included in support issue. May want to incorporate team building activities.

Lillian suggested that we need to repeat the survey every year.

The Deans meet on Wednesdays, when necessary, 3:30pm-5:30pm (the time varies so call ahead), in the ADM Boardroom.

Pay Subcommittee: Keith, Carolyn, Justin, Carolyn, Ken, and Pamela

- MONEY: Overload pay, adjunct pay, pay scale, tenure – this needs a task force or a very close look, the way faculty gets paid seems cryptic and broken to many of us, and we'd like it transparent and easy to understand. As far as the request to restore tenure goes, we have made a step by altering the APM earlier in 2021

Faculty Support Improvements: Vernita, Lillian, Cindy, and Eric

- SUPPORT: Where did our faculty mentoring system go?! We could restore the system of paid memberships of veteran professors and new professors. This will build up our collegial team vibes. We could even incorporate team-building events throughout the semester or continue to encourage participation in events such as Outdoor Expo, Mayhaw festival, etc.

~Who will serve as the lead for their respective subcommittees? Try to meet with the Deans in April. Contact Mary Kate to be added to the Deans meeting agenda.

~ [Post Deans meeting] So that we can be transparent and demonstrate the utility of the survey that we asked faculty to complete, we should send an email to the faculty that includes:

- ✓ A summary of the survey,
- ✓ The survey responses,
- ✓ The outcomes, and
- ✓ The Action Plan moving forward.

b. Discussions –

#### **IV. New Business**

Remote office hours was discussed. The chat has several comments. Cindy commented that office hours in the evening or on weekends should be considered as part of the required hours. SAU Tech allows that three hours can be remote. UCA includes remote office hours in the required hours. May be synchronous or asynchronous. Lillian offered to look into policies of larger colleges.

Cindy inquired whether we should pose the question to Dr. Tully-Dartez. The members suggested that the question be posed now so we can incorporate the response in further research. Vernita reminded the members that all our hours were remote during the shut down in 2020. Faculty had to sign an agreement that they were all capable and willing to teach remote. Lillian will take that form when she addresses the deans.

Cindy reminded the members that office hours for adjuncts were required. Now the policy says hours are recommended. Cindy suggested requiring one hour per week.

Cindy informed the committee that with higher gas prices we might ask the administration for one day of remote work. Most Friday meetings are held remotely

now. Lillian and Vernita will ask that when they meet with Dr. Wallace next. Closing on Friday would save on utilities. See Chat for more suggestion.

- a. Remote Course considerations toward off campus office hours and instructional environment. (See pages below)
- b. Discussions –

## V. Announcements

- a. none

## VI. Adjournment

Vernita moved to adjourn and Justin seconded at 5:09. There being no objections, the meeting was adjourned.

Faculty Affairs sub-committee meeting 03/16/2022

Remote Course considerations toward Off-Campus Office Hours and Instructional Environment

Discussion with: B. Cagle, C. Langston, C. Meyer

### 1. General discussion

- Want to determine ‘best practice’ for:
  - remote location for office hours and
  - remote location for course instruction.
- Can be difficult to find policy information from other higher education institutions.
- Need to filter out policy information pertaining to COVID.
  - Want to address this as a ‘regular’ and ‘permanent’ part of academics.
- Information gathered so far for both office hours and remote instruction time.
  - Faculty seeking flexibility with how and when to offer
    - because students’ needs vary throughout the day and the week.
  - Students looking for flexibility with how and when office hours and instructional time are offered

- because they want instructor available at night and on the weekend.
- Input so far from an academic dean
  - Communication is a key emphasis, including
    - strong communication between instructor and academic dean and
    - regular and consistent interaction with students through remote teaching tools.
  - Overall remote system can be revised to consider movement of office hours and instructional time to off-campus location, based on instructor's:
    - amount of experience with remote learning system,
    - competency with remote learning equipment, and
    - level of comfort with remote learning system.

## 2. Virtual Office Hours

- Can take many forms.
  - Open Discussion Board for course information
  - Email being monitored in 'real-time'
  - Collaborate room being monitored in 'real-time'
  - Available at particular times by phone

## 3. Website Resources

- Which higher education may offer information?
  - Carnegie Higher Education
  - Chronical of Higher Education
  - Lumina Foundation
  - Faculty Focus
  - NISOD
  - HLC
- Which college or university websites could offer guidance?
  - Considered looking at colleges/universities that have had remote education for an extended period of time.
  - Want to look at brick-and-mortar colleges/universities.
  - Look at colleges'/universities' (whatever may be easily accessed from their website):
    - APM
    - Faculty Manual
    - Remote Learning Department
  - See below for information from SAU Tech and UCA.
  - Will focus immediate searches to AR and north LA, and any institutions someone is familiar with and knows may have easy access to this information.

## 4. When is providing Office Hours or Instructional time from an off-campus location appropriate?

- Main question is: When is it appropriate for student learning?
  - Can result in office hours or synchronous teaching needing to be done outside college 'business hours'
    - In the evening

- On weekends
- Depends on instructor's competencies
  - Knowledge of remote learning system
  - Confidence to maneuver remote learning system
  - Is there a 'checklist' to assess this?

## 5. Information known thus far.

- SouthArk Faculty Manual, see page 13:  
"Full-time faculty office hours must be conducted on the SouthArk campus regardless of the teaching platform (traditional classroom, hybrid, or online). By doing so, the full-time faculty member is available to students who prefer to meet with faculty at their office location as well as virtually by means of the hybrid/online platform. Distance learning instructors who do not live local to the college must conduct virtual office hours."
- Current SouthArk policy is:
  - Approval must be granted to hold office hours or instruction time off-campus
  - Cabinet must approve request
  - Each individual situation must be reviewed every 30 days
- 2019 SAU-Tech Faculty Handbook, see page 31:  
"Up to three (3) hours of virtual office hours may be counted toward the required ten (10) hours if the instructor teaches at least one full credit on-line course."
- UCA: <https://uca.edu/cetal/online-instruction/#voh>

## 6. Other information brought forward by a faculty member.

- Off-campus virtual office hours
  - would need to be a limited number of the total number of office hours provided by a faculty member.
    - Having all office hours off-campus would be an inconvenience and a disservice to our students.
  - better reflect the work-life of the modern-day faculty member.
    - Teaching and learning often is completed online.
    - Communication is done with a variety of technology that can reach people 24/7.
    - We receive student communications on our wristwatch. This is indicative that we have outgrown the traditional classroom; therefore, we have also outgrown the traditional office hour requirements.
- Holding 'real-time' off-campus virtual office hours
  - offers a higher level of service and care;

- is more effective, and is more efficient than communicating with our students via written communication (e.g. email, text, etc.);
  - are more focus/care/work than the typical answering student emails in the evenings or weekends (which occurs for both remote and face-to-face courses); and
  - decreases the easily misunderstood written word, where ideas can be more difficult to express.
    - A phone call or Collaborate type conversation can be better to explain some academic concepts.
      - Allows for students to receive immediate feedback from their instructor – in a conversation format.
- Remote virtual office hours require a high level of preparation, focus, and follow-up and are equivalent to traditional, in-person office hours or virtual office hours held on campus.
- Remote virtual office hours can include:
  - simple “check-in” to assure students are making acceptable progress,
  - Q&A session, and
  - tutoring session depending on the level of assistance students require.
- Benefits of off-campus virtual meetings:
  - efficient;
  - clearer, more effective than writing;
  - higher level of service than writing;
  - students receive immediate feedback;
  - instructor can better gauge student understanding and progress;
  - easier for everyone to attend;
  - convenient for students/faculty members who are out of town or ill;
  - is more in-keeping with the times (modern-day technology); and
  - teaches our students how to participate in virtual meetings.

**Actions:**

**Benjamin Cagle**

- Search for any type of instructor competency checklist used to establish competency to complete office hours and/or instruction time off-campus for remote learning courses.

**Faculty Affairs**

- Review question drafted for VPAA and send as appropriate
- Determine how to proceed with locating more information.
  - Off-campus office hour and remote course instruction policy information from
    - brick-and-mortar higher ed institutions in AR and north LA and
    - brick-and-mortar higher ed institutions that any Faculty Affairs member may have knowledge of, or access to, for this type of information with special consideration toward institutions that have had such policy in place for an extended number of years.
- Determine timeline for requesting APM change regarding off-campus office hours and/or instruction time for remote learning courses.

