

# FACC MEETING

September 9, 2016

## MINUTES

PRESENT: Dr. Bob Hoar, Dr. Michael Barber, Dr. Joy Honea, Dr. Keith Edgerton, Dr. Kurt Toenjes, Dr. Paul Pope, Dr. Salem Boumediene, Mr. Michael Campbell, Ms. Terrie Iverson

Minutes: By Connie Nelson, Administrative Associate in the Provost Office

Order of Business:

July 11<sup>th</sup> Minutes approved.

Continuing Issues:

Agenda Item 2-A: Non-Teaching functions served by faculty – Digital Measures Software.

- Mike said for COB he thinks it will capture everything they need for faculty evaluations, promotion & tenure, resumes, scheduling by faculty & discipline and it can be populated by Banner. For COB they have reports needed for AACSB and DM can customize these for them. He is happy with what he is seeing so far.
- For customizing reports IT will sit down with the departments to find out what they need and customize the program to meet the need, 2 week lag time.
- Working on user accounts now. Brett is the primary project manager at this time.
- Between now and Feb. 28<sup>th</sup> importing Banner data. Bozeman has done some of this so we can copy some of their code to meet what we need. Initial faculty roll out, what incentive for faculty to put information in. The CV information will be on the web. Course material will follow. A major effort next fall back to school for tenure and promotion will be focused on.
- In October a whole new workflow will be released. By the end of the summer we will complete the workflow for promotion and tenure applications. Hopefully all the faculty CV's will be on the web. Soft roll out so they will have the whole summer. For tenure & promotion, a template for standard information faculty can be working on this but it will not be accessible until the soft rollout. The whole CV does not have to be entered before the web presence is established.
- There are different levels of security/permission for each person. The faculty web page can see a list of faculty then you click on the individual name to obtain more personal information. The information automatically updates through Digital Measures.
- Web presence is the same as CV. Papers wouldn't be uploaded just the link to the citation would show.
- FACC will need to have a serious discussion regarding student evaluations being uploaded onto the faculty's web presence.

- Self-populating evaluations directly would eliminate loss of evaluation information.
- Creating user accounts will be done in the next couple of weeks.
- Rename item to Digital Measures Implementation.
- Completed item.

Agenda Item 2-B: MFD/tenure clock policies.

Joy has not heard anything regarding if the handbook gets approved by OCHE or the BOR. Her contact is on sabbatical this academic year.

- Once Bozeman approves it we should be good to add it to the bargaining items in 2017.
- Dr. Mokaw has told Bob as soon as it is approved he will let Bob know.
- Joy would like to keep working on the sick leave donation pool for both faculty and staff.
- Bozeman is using it and our HR said it cannot be done. Terrie will work with Janet to start the process and she also needs to check on whether or not the individual or pool can be implemented. Here a person must take one week without pay before donated leave can be used.
- Continuing item.

Agenda Item 2-C: Array of ranks & titles sub-committee report.

- Committee worked most of last AY on this issue.
- The findings of the committee were never approved by anyone.
- Bob doesn't have much of an update other than Mark sent the document to Kevin McRae with the changes that would have to be made at CC in order to combine the 2 contracts, where do they match and where do they need to combine.
- OCHE will work with the union leadership but the piece that stalled them was the change in the workload, they are described differently on both campuses. This is a "non-starter". Bob, Terrie & Mark will get with them when they all come in for the BOR and come up with something that works for the faculty under the CBA and will likely work for the CC faculty when they come under this contract.
- Have CC involved so they understand what all is involved with the change.
- Kurt brought up the visiting research assistant professor title needs to be addressed to be included in the listing of faculty titles. When the changes are made they have to be made in Banner and Digital Measures.
- Bob & Joy discussed the difference between a Professor and Lecturer. Lecturer no expectation of scholarship, fixed teaching duties, no service expectations. If a person goes from Instructor to a rank of AP and up then service and research should be a qualification.
- Clear descriptions for what titles mean and with it comes the expectations for research & service components.
- Paul will bring the most recent draft posted in box to the next meeting. Give FACC access to the box regarding the union meetings.
- Continuing item.

Agenda Item 2D: Draft compensation policy.

This draft is at City College, Bob will post in Box and Bob would assign a policy number.

- Completed item.

Non-Agenda Items:

1. At the URTC meet & greet the union alignment question was discussed and the review structure portfolio path. It was decided the CC faculty binders would need to go through the URTC so as a pilot Bruce Brumley will sit in on the URTC and a CC faculty member will go through the URTC review process.
2. Records retention policy: The DOE audit of 3 areas came out good, final report not out yet. All wrapped around financial aid and MSUB does not have everything correct so the report will be helpful for MSUB to work on. 4 out of 10 minor items tagged for change. Our processes are now in compliance. A policy came out the Commissioner's Office, Bob cannot find the old policy and he talked with Cheri Johannes and it falls under the records office to maintain accurate records.
  - Faculty needs to maintain grade books for 5 years after the class. The D2L gradebook is in compliance. Administratively should we put the faculty member as the record keeper or centralize it? Possible to lose track of the records if faculty have control of the gradebooks.
  - Digital Measures could be used as a storage warehouse. Use box, it can be dropped in and not able to take out. For exams used in evaluations, the rule is date of completion plus one year. That timeline is to be used by faculty.
  - Add a checkout list if records are available. Require faculty to use D2L to enter grades and download to Excel if they want it to be a possibility.
  - The syllabus has to be retained for 10 years.
  - Contact hour's needs to be addressed in relation to credit hour load. No real solution available. Art studios, Music, City College all have the same issue.

Adjourned: 2:30 p.m.

Next Meeting: September 19, 2016  
2:00 – 3:30 p.m.  
CCR