

Facility Administration Collaborative Committee
Monday, February 10, 2020
2:00-3:30 PM McM 209 CCR

Minutes

Order of Business:

Motion to approve December 2, 2019 minutes. Minutes were approved.

Continuing Issues:

1.) Digital Measures: Calculating time spent on committees by Faculty Members

Brett Weisz is working on changes. He will have an open forum re: how to move forward. In the interim, Brett suggested anyone with questions e-mail him.

2.) Grade Grievances: How to Process

a.) Students have 15 days to file an appeal to

- 1.) Instructor
- 2.) Chair
- 3.) Dean

b.) Faculty member should explain grade prior to departing for a holiday, or Summer.

c.) Chair should serve as a first level of defense to find resolve. In the event the chair is not available, a proxy should be assigned.

d.) Items to take back to individual Colleges for discussion and resolve are:

- 1.) Resolving grade appeals in the best interest of the student and the faculty.
- 2.) What to do when faculty does not turn in grades.
- 3.) What to do when faculty abandons a program.

e.) Update the Handbook, regarding Grade Grievances.

f.) Solve the issue at entry level by faculty, prior to blowing things out of proportion.

Topic was tabled for the time being.

3.) Book Adoption:

- a.) Communicate if no book will be adopted for the upcoming semester.
- b.) New software is in place for Book Adoption through Campus Store.
- c.) Summer roll out of new program is in the works.
- d.) Training for new program will be made available prior to Summer 2020 and Fall 2020.
- e.) Questions or concerns about Book Adoption should be directed to Lorie Haacke with Campus Store.

4.) Support for faculty advisors:

- a.) The advising taskforce, needs to make sure advisors are on the same page as the department, clear down to the student.

5.) DRTC Guidelines should be date stamped as received.

6.) Communicating with Students:

- a.) Late Fees; Kim Hayworth addressed the fact that some faculty is not comfortable talking with students regarding being dropped if fees are not paid, stating the suggestion to do so is primarily for those faculty whom have an established rapport with the student. As an alternative, faculty can forward late fee information to the student's advisor.
- b.) Enrollment numbers are up due to how faculty is managing students and their needs. The goal is to teach students to become proactive rather than reactive.

Meeting Adjourned: 3:10

Next meeting to be announced.