



Wednesday, January 26, 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 of the Athens Administration building with a call to order at 1:05 pm on Wednesday, January 26, 2022. The following members were present:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Brian Allen
- Richard Crosby
- Regina Clary
- Dana Curry
- Dr. Kristin Spizzirri, TVCC Vice President of Instruction

Dr. Jerry King, TVCC President, and Dr. Philip Parnell, TVCC Vice President of Student Services, will be informed of the discussions via the meeting minutes and any questions they have will be addressed at the next meeting. Since Dr. King was ill and the agenda for this meeting was focused on instructional issues, the members agreed that an additional meeting was not needed. All issues were discussed and addressed by Dr. Kristin Spizzirri.

I. Welcome

Dr. Spizzirri welcomed everyone and began the meeting.

II. Hiring practices

Dr. Spizzirri addressed the concern as to the procedure for hiring. If an open position has more than one candidate, a committee must be formed and carry out the interview process. If an open position has only one candidate apply, the candidate may be interviewed one-on-one with appropriate administration. A committee may be created even for one candidate, if needed. Committees should be made up of 2 (no more than 3) faculty from within the department of the vacancy, 2 (no more than 3) division chairs, and 2 (no more than 3) staff from other departments that work with the position.

III. Overload contracts

A question was raised as to the overload contract process. Dr. Spizzirri discussed the process for overload contracts. Overload contracts will be visible in Cardinal Connect by clicking Employment - Employee – Faculty Contracts. The overload calculation process begins with the AVP and chairs meeting to calculate overloads. Next the faculty are given a chance to look at the calculations and discuss if needed.



TVCC Faculty Association Executive Council

IV. Time for faculty association meeting during in-service

Dr. Spizzirri assured the members that time will be given back for the Faculty Association General Session held during in-service.

V. Overloads

A concern was raised regarding face-to-face courses that do not meet enrollment numbers. Dr. Spizzirri explained the current policy says full-time faculty must teach at least one face-to-face class which cannot be dropped. If the class does not meet enrollment requirements, the faculty member must choose to teach per head or teach at another campus.

VI. OER

A question was raised regarding whether OER requires absolutely no cost or just low cost. Dr. Spizzirri discussed how OER means no cost for textbook or other requirements listed through the bookstore. Students have options for checking out calculators, if needed.

VII. Misinformation between Canvas roll and Cardinal Connect

Dr. Spizzirri addressed concerns regarding the roll inconsistencies between Canvas and Cardinal Connect. The automatic sync feature has had issues after the semester begins between Canvas and Connect. Thus, the process then must be completed manually. Dr. Spizzirri is trying to get to the bottom of the issue on why it is not syncing some of the time. Faculty are asked to help be proactive by keeping attendance and checking rosters.

VIII. Date for drops

A question as to lengthening the time period for adding students to classes. Dr. Spizzirri would like to send survey to faculty before addressing but does want to be cautious when considering all the programs.

IX. Declining enrollment in lecture courses

Dr. Spizzirri discussed enrollment numbers for lecture courses. She explained the current need for face-to-face instruction and how the adjunct pool has decreased.

X. Other items

Dr. Spizzirri addressed a concern about the many surveys that are sent to faculty and staff. Surveys give faculty and staff the opportunity to give opinions.

Learning Day, set for Friday, Feb. 11, was discussed.

Meeting adjourned at 2:45 pm