Friday, October 25th, 2024

Regular Meeting with Dr. Morrison 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 9:03 a.m. on Friday, October 25th, 2024. The following were present:

- TVCC President Dr. Jason Morrison
- VP of Instruction Dr. Spencer Wagley
- Tammy Denney Associate VP Enrollment Management
- David Gibson VP of IT Services
- Zach Kennedy IT Services
- Tom Sheram
- Jennifer Stephens
- Angel Ellis
- Valerie Holmes
- Jenny Cooper
- Sam Smith

I. Consideration of Setting Enrollment of 5 as Minimum Class Size for Advanced Classes

An update was provided regarding the proposal to set a minimum enrollment of five students as a requirement for offering certain advanced classes, such as Calculus I and Calculus II. This consideration is part of an ongoing review that also includes science courses. As part of the evaluation, there is discussion around the potential for an additional stipend to support faculty teaching these low-enrollment advanced sections.

The approach includes analyzing enrollment trends and considering adjustments to section offerings, possibly combining certain classes where feasible. Any changes resulting from this review process are planned for implementation in August 2025. Further updates and findings will be presented to the Faculty Association upon completion of the review.

II. Administrators Teaching Classes

The topic of administrators teaching classes was revisited, specifically questioning if there is a policy that limits the number of classes an administrator can teach and, if such a policy exists, why it may not be consistently followed. It was clarified that while a practice existed under previous administration, there is no formal written policy in place. In the current structure, full-time faculty members are given priority when course assignments are made, followed by

adjunct faculty. Adjuncts are generally limited to teaching two courses unless additional coverage is needed, at which point full-time faculty members retain priority.

Concerns were raised about the perceptions among faculty members, some of whom feel strongly about administrators teaching courses. However, from an accreditation standpoint, having administrators take on up to three courses is seen as beneficial, especially in comparison to full-time faculty carrying higher teaching loads. The suggestion was made that establishing a policy could clarify this arrangement, potentially by outlining that administrators are to be treated similarly to adjuncts in the course assignment process. Including this information in the Faculty Handbook was proposed to create transparency and consistency.

Additionally, it was noted that rising enrollment numbers have created a greater need for course offerings, requiring both faculty and administrators to remain flexible in accommodating these needs.

III. New Tool for Faculty Evaluations

A new faculty evaluation tool is being created between HR, VPI's and Division Chairs, and will be implemented in the fall 25 semester. More information and the timeline will be released about this soon

IV. Telephone Service Issues

Concerns were raised about ongoing issues with the telephone service, particularly in situations where staff are unable to log in or receive calls, which could be problematic during emergencies for those without cell phones. It was noted that desk phones should remain signed in unless a password change is required, which occurs every 180 days. Recent firmware updates completed after hours may have contributed to the current issues, but IT staff are investigating backend problems to determine the root cause.

Staff experiencing issues were advised to submit an IT ticket to facilitate a timely response. IT also suggested the option of installing a common area phone to provide a reliable access point for staff in case of emergencies.

Further, additional phone requests were noted, including a need for extra phones at the Palestine campus's cosmetology department. There was also a mention of viewboard issues at the same location, which IT confirmed could be addressed upon ticket submission. IT staff reassured attendees that they have extra phones available and will work on resolving both the phone and viewboard concerns as tickets are submitted.

The meeting was adjourned at 10:05 a.m.