



Friday, December 1st, 2023

Regular Meeting 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 9:30 a.m. on Friday, December 1st, 2023. The following were present:

- TVCC President Dr. Jason Morrison
- Jennifer Hannigan
- Tom Sheram
- Jennifer Stephens

I. Campus Presence

Faculty Association presented an inquiry regarding the Terrell, Palestine, and Kaufman campuses. Faculty at those campuses have noted they would like to have Dr. Morrison on campus more frequently. Dr. Morrison agreed his additional presence on all campuses is needed. He emphasized the importance of making sure he is aware of events, stating, "Get me on your calendar; I live by my calendar." So, if a campus is hosting a special event, he requested organizers send him a calendar invite if they would like him to attend. He also asked that faculty on those campuses please keep him informed of any upcoming regular events. Dr. Morrison noted he aims to establish specific days for regular campus visits in the future.

II. Course Evaluations

A discussion was held addressing the procedure for changing language on specific sections of the student course evaluation of instructor form. There is a need for clearer wording in certain questions on those evaluation surveys. Dr. Morrison suggested engaging Spencer Wagley in discussions about modifying the language. He also recommended exploring alternative tools for collecting evaluations, with a commitment to keeping Dr. Wagley and his office as part of any discussion. Tom Sheram brought up that certain courses lack the ability to digitally collect evaluations. In response, the possibility of conducting evaluations on paper for cohort-style classes was suggested. This item will move forward to a future agenda, as needed.

III. Communication

Jennifer Hannigan addressed various communication topics, including communication studies, email correspondence, and improvements to TVCC Info messaging. Dr. Morrison said he has begun communication with Kevin Johnson regarding the launch of communication-based professional development in Spring 2024. The approach will focus on small groups of TVCC employees and will include some professional self-evaluation as well as an OAD (organization

analysis and design) study. The goals of this process are to improve TVCC's organizational communication and to assist individuals in maximizing their potential. The outcome of this process also will contribute to refining position descriptions.

In addition, faculty explained how TVCC Info messages often go unnoticed simply because a large number of emails on a variety of topics are sent through the TVCC Info conduit. This means important information can easily be missed. The need to improve the visibility of these messages was highlighted, and it was suggested a title be added to those emails to help employees realize when a piece of information is crucial. A decision was made to reach out to Marketing and IT communications to explore adding titles.

IV. Semester Calendar

The Faculty Association discussed concerns regarding the duration of the semester and its impact on student success. This semester, the calendar contained fewer class days, resulting in adverse effects on students. Dr. Morrison stressed the need to improve calendar planning and collaborating with the registrar to establish a two-year calendar cycle. He emphasized the importance of maintaining federal compliance, highlighting the need to adhere to regulations. The concerns will be considered when building the 2024-25 Academic Calendar.

V. Faculty Retreat

A discussion was held concerning the Faculty Retreat. Concerns were brought forward about the event format, specifically having division chairs in the coordinator role for retreat and whether the event can be made more effective for faculty. Faculty attendance has declined, so a short brainstorming session was held regarding how more faculty can be encouraged to get involved. Faculty Association suggested the two groups focus on finding faculty members who would be willing to take on leadership roles and help re-evaluate the event's key elements.

Dr. Morrison suggested the Faculty Association combine efforts with Faculty Retreat. He encouraged Faculty Association to work with the Faculty Retreat Committee to create an environment where faculty are encouraged to attend and to strive to make the event effective for faculty. He noted he would like to see Faculty establish a unified and consistent voice, emphasizing the importance of creating a single, cohesive perspective rather than having input come to administration from multiple conduits.

VI. Employee Accomplishments

The Faculty Association Board discussed approaches to acknowledge the achievements of TVCC employees. Faculty suggested revitalizing the former Cardinal of the year award as a possible way to recognize extraordinary contributions. Dr. Morrison encouraged faculty members to connect with him if they know of another faculty member deserving recognition, as he frequently spotlights individuals at board meetings. He expressed a preference for visually representing these accomplishments to board members during meetings, ensuring they stay

well-informed about the campus activities and achievements. Faculty Association decided to table this discussion for now and come back to the suggestion at a later date.

VII. Grade Submission

The Faculty Association discussed the recent change to the grade submission time frame from noon until 10 a.m. Dr. Morrison explained the importance of faculty considering the workload of others and the potential impact of delays on their ability to complete tasks. Timely completion of grading by faculty members can alleviate the workload for others, and so meeting the deadline is crucial to making sure other offices can complete their needed tasks on time. It was emphasized that being good stewards involves assisting other departments whenever possible. Tom Sheram inquired about the possibility of allowing faculty a day between the end of the semester and the deadline for grade submission. Dr. Morrison indicated that idea would be considered when the discussion on the 2024-25 course calendar takes place.

The meeting was adjourned at 10:54 a.m.