



TVCC Faculty Association Executive Council
Friday, May 3rd, 2024
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 8:59 a.m. on Friday, May 3rd, 2024. The following were present:

- TVCC President Dr. Jason Morrison
- VP of Student Services Dr. Philip Parnell
- Dr. Spencer Wagley (incoming VP of Instruction)
- Jennifer Hannigan
- Tom Sheram
- Jennifer Stephens
- Mike Young
- Regina Clary
- Angel Martinez-Ellis
- Valerie Holmes
- Jenny Cooper
- Lesa Hendrix
- Deanna Frye
- Keith Patton
- Sam Smith

I. Introduction of New Executive Board

The Faculty Association Executive Board for 2024-26 was officially introduced during the faculty association meeting. Board members will be:

- President – Tom Sheram
- Vice President – Angel Martinez-Ellis
- Treasurer – Valerie Holmes
- Secretary – Jennifer Stephens
- Athens Rep – Jenny Cooper
- HSC Rep – Lesa Hendrix
- Palestine Rep – Deanna Frye
- TDCJ Rep – Keith Patton
- Terrell Rep. – Sam Smith

- Past-president – Jennifer Hannigan

II. AVP Workforce

Faculty asked what the process would be for selecting the Associate Vice President for Workforce Education. Dr. Morrison said the details for selecting that position haven't been finalized, but he was considering both internal and external options. Once Dr. Wagley officially comes on board as the VPI and settles into his new position, a hiring committee will be formed to fill the AVP of Workforce Education position.

III. Grade Submission Deadline

During the meeting, concerns were raised regarding challenges with the current grade submission deadline, particularly the recent change to 10 a.m. Tuesday. Dr. Morrison noted there are numerous factors in play during the process, including the importance of meeting state deadlines, the workload of the Registrar's Office, and faculty workload. During the discussion, suggestions were made to improve the process, such as moving course deadlines, holding graduation on Saturday, and declaring potential graduates as candidates instead of certified graduates (which would allow them to be officially certified after graduation). The faculty noted the specific challenges with the current schedule, especially in areas such as TDCJ, and expressed a need for flexibility. Dr. Morrison suggested Faculty Association collaborate with Cardinal Takeover Committee to find a mutually beneficial solution.

IV. Student Evaluation of Instructor

Proposed changes to the Student Evaluation of Instructor questionnaire were discussed and approved. Over the semester, Dr. Wagley, Faculty Association, division chairs, and the AVPs have worked to streamline the questions and eliminate the more confusing questions. The new questions must be used for three years, said Dr. Wagley, and will be implemented for Fall 2024. The faculty approved the changes to the questionnaire (see Appendix 1). The motion to approve the changes was put forth by Tom Sheram and seconded by Angel Martinez-Ellis. It was approved unanimously.

V. Student Scheduling

A question regarding residential student enrollment in online classes and whether or not having residential students in online classes has an impact on campus culture. Some faculty have suggested limiting the number of online courses to encourage more on-campus engagement. Dr. Parnell noted that 2022 numbers from the Registrar's Office show few residential students are taking more than two online courses each semester. Various perspectives were shared, including considerations of faculty and student culture, financial factors, and student circumstances. Ultimately, it was agreed to table the issue for further discussion and consideration.

VI. Other Items

During this portion of the meeting, several miscellaneous items were discussed. Plans for the faculty graduation reception were confirmed. Additionally, there was appreciation expressed for the outgoing Faculty Association Executive Board members. Challenges regarding scheduling of the Executive Cabinet meeting were also discussed. The Faculty Association President is a member of that committee, but the meeting time is at 9 a.m. Tuesday, a time that conflicts with class schedules. Incoming Faculty Association President Tom Sheram and Dr. Morrison discussed a few possible solutions for that conflict.

The meeting was adjourned at 10:02 a.m.

Appendix 1

Student Evaluation of Instructor

Current Questions

1. The instructor relates the importance of the subject matter to real life.
2. The instructor is very knowledgeable of the subject matter
3. The instructor encourages questions and discussion from students.
4. The instructor follows the provided syllabus for classroom instruction and assignments
5. The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
6. The instructor's teaching methods are effective in helping me learn
7. The instructor expects students to take responsibility for their learning.
8. The instructor establishes a climate of respect.
9. The instructor is well-organized and prepared for each class.
10. The instructor is available to me on matters pertaining to the class.
11. Instructor provides feedback/grade for each assignment, quiz, or exam within 1 or 2 weeks for major assignments.
12. The instructor meets class and starts class on time, do not answer this question if class was online.
13. This instructor has challenged me to think.

Revisions Effective Fall 2024

1. The instructor knows and understands the subject matter.
2. The instructor follows the provided syllabus for classroom instruction and assignments.
3. The instructor gives assignments (tests, projects, essays, etc.) that reflect the class material.
4. The instructor encourages students to be responsible for their own learning.
5. The instructor establishes a climate of respect.
6. The instructor challenges students to think critically.
7. The instructor teaches the course in such a way that students are encouraged to ask questions and participate in the class.
8. The instructor relates the subject matter to real life situations.
9. The instructor is well organized and prepared for class.
10. The instructor is available during posted office hours and answers emails and messages within the time frame indicated in the class syllabus (generally 24 hours during the week and 72 hours on weekends).
11. The instructor provides feedback and grades within 2 weeks after the due date for most assignments and within 3 weeks after the due date for major projects such as presentations, essays, or research papers. (For 8-week classes, within 1 week for most assignments and within 2 weeks for major projects).