



TVCC Faculty Association Executive Council

**Friday, April 1, 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 9:00 am on Friday, April 1, 2022. The following members were present *in representation of all TVCC faculty*:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Regina Clary
- Karen Shipman
- Dana Curry

The following administrators were present:

- Dr. Jerry King, TVCC President
- Dr. Kristin Spizzirri, TVCC Vice President of Instruction
- Dr. Philip Parnell, TVCC Vice President of Student Services

**I. Welcome**

Dr. King welcomed everyone and began the meeting.

**II. Roster certification**

A concern was raised as to the recent roster certification of the 8-week semester. Email notice was sent at approximately 9 am with a deadline of 4 pm the same day. Some faculty were already busy working and did not see email until after deadline. Dr. Parnell explained there was a new issue with DREG that they were unaware of and could not open up certification until resolved. Dr. Parnell hopes for no future issues but states that DREG can be challenging not just for TVCC but other colleges as well.

**III. Dorm issue**

A follow up discussion was had regarding a dorm issue with a student. From the student's perspective, the issue was lightly dealt with. Dr. Parnell addressed the concern and mentioned that housing is currently under structural changes that could help monitor the dorms. In addition, Dr. Parnell was excited to mention that TVCC is now being continually monitored for any posing safety hazards.



**IV. Percentage of dorm students in F2F**

Dr. Parnell presented his research of the percentage of dorm students taking F2F courses. Specific numbers were discussed with the average number of courses for dorm students being 3 online. Dr. Spizzirri explained that there has been a shift in the type of class students now take online. Dr. Parnell informed the members of his philosophy for athletes: good citizens, good students, and good athletes respectively. Dr. Parnell reported and praised the high GPA averages of our athletes. Dr. King confirmed that our athletes have had a continual record of having good GPA averages.

**V. My Cardinal Connect access to student records**

A question was raised as to the status of coordinators/faculty having access to student records through My Cardinal Connect. Dr. Parnell explained they are adding new categories, such as super advisor, and will be adding access for coordinators as well, eventually.

**VI. Out of district classification**

A concern was raised concerning a student who now lives in-district but has been paying out-of-district tuition. The student does not have a tax return and was told it is necessary to be considered in-district. Dr. Parnell commented that there should be multiple ways to prove residency and will reach out to find the issue and a resolution for the student.

**VII. Other items**

The need for another Faculty Association meeting before the end of the semester was agreed upon.

*Listed below are items previously discussed at length with Dr. Spizzirri on Thursday, March 31, 2022 at 1:00 pm – meeting adjourned at 3:00 pm. Stephanie Golem was invited to attend the meeting to address financial questions. Regular members present: Carol Pendland, Jennifer Hannigan, Regina Clary, Brian Allen, Karen Shipman, Richard Crosby, Tom Sheram, and Dana Curry.*

*In addition, the following items were briefly discussed with Dr. King on Friday, April 1, 2022. Dr. King's comments are included below.*

**I. Travel forms and travel procedure policies**

The procedure for filling out travel forms was discussed. Stephanie Golem addressed the issues for clarification. Ms. Golem explained the Travel Advance Form and the Travel Expense Form are fillable forms, however, the form should be printed, signed, and submitted to their immediate supervisor. Ms. Golem stressed the form *cannot* be submitted electronically. It was agreed that the wording of the instructions for the forms can be confusing and Ms. Golem agreed to revise. Ms. Golem emphasized that the accounts payable department will guide any faculty or staff who needs help with the travel reimbursement process; this applies for purchasing procedures, as well. Dr.



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Spizzirri reminded the members that the forms are necessary for permission to travel and to assure reimbursement of faculty. In the Faculty Association meeting on Friday, April 1, Dr. Spizzirri confirmed that the unclear wording on the website had been changed to a more clear explanation.

### **II. Graduation**

A question was raised as to requirements of faculty attendance of the graduation ceremonies. Dr. Spizzirri confirmed that faculty must attend at least one ceremony; nursing, AA, or AAS/dual credit. If a faculty member has an issue with attending graduation, they are required to notify Dr. Spizzirri in writing (email and copy their immediate supervisor on the email) and must fill out an Absence Report Form covering 3 hours. If needed, faculty can interchange times. Dr. Spizzirri reminded the members that faculty should be an active participant. Division chairs and leads will be notating. The Faculty Association will provide snacks and drinks.

### **III. Committee assignments**

A question of the status of getting a list of committees and their members on the website was addressed. Dr. Spizzirri will check on getting one posted in the employee portal on the website.

### **IV. Funding for bringing back students**

Discussions were made regarding funding for bringing back students. Dr. Spizzirri explained that Higher Education Emergency Relief Fund (HEERF) funding has been used to offset the contact hours and that there is money for marketing to increase enrollment. Discussions ensued concerning various ways to advertise, such as radio ads, billboards, and at Palestine soccer fields.

### **V. Division chair openings**

Questions concerning the division chair openings were discussed. Dr. Spizzirri noted there are four division chair openings and they would like to hire at least 2 in workforce.

### **VI. Grade challenges vs. grade change appeals**

A concern was raised regarding the student grade appeals process. This issue has been addressed in previous Faculty Association meetings. Please see the minutes from [March 4, 2022 on the Faculty Association page of the TVCC website \(or click here\)](#). As noted previously, Dr. Spizzirri reiterated that TVCC will not limit a student's freedom to file a complaint. In addition, most complaints are handled at the chair level and fall back to the course syllabus. Dr. Spizzirri reminded the members that if anyone has any questions, please feel free to set up a meeting with her and she will gladly discuss.

### **VII. Faculty policy for F2F classes**

A question was asked as to the legality of the F2F policy if it is not in handbook. Dr. Spizzirri confirmed that the policy is legal and is looking to have a meeting at the end of the semester to discuss this issue with faculty.



**VIII. Proctored and non-proctored exams**

The concern was raised as to proctored and non-proctored courses; specifically concerning the Terrell campus. This issue has been addressed in previous Faculty Association meetings. Please see the minutes from [March 4, 2022 on the Faculty Association page of the TVCC website \(or click here\)](#). Dr. Spizzirri reiterated that TVCC will not impede on faculty's academic freedom and clarified the Terrell campus faculty have the choice as well. Please contact Dr. Spizzirri if need more clarification.

**IX. OER**

The certification process for OER was discussed as to reaching middle ground with online vs. face-to-face courses. Dr. Spizzirri agreed that the online certification is different than if an OER is used in a face-to-face course. The certification process is meant to meet faculty where they are and help guide them to the next steps in the process. If faculty is having an issue with the process, please contact Holley followed by Dr. Spizzirri, if needed. Dr. Spizzirri will follow up with Holley to arrange a possible open meeting for Q&A.

**X. Highlighting advantages of F2F classes**

A suggestion was discussed aimed at highlighting the advantages of face-to-face courses. Dr. Spizzirri mentioned creating Canva flyers to make available to students while been advised for courses.

**XI. Other issues**

Dr. Spizzirri hopes to have the updated faculty handbook available in print for faculty in the fall.

An issue was raised concerning administration teaching overloads. Dr. Spizzirri stressed that if after looking at the schedule of classes, they may have a need to ask administration to teach; however, this will not occur before full-time faculty gets classes. Dr. Spizzirri reminded the members that when faculty is concerned, please just contact her for clarification.

*Meeting adjourned at 10:15 am*