



TVCC Faculty Association Executive Council

**Wednesday, April 27, 2022**

**Regular Meeting with Dr. Spizzirri**

**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 1:01 am on Wednesday, April 27, 2022. The following members were present *in representation of all TVCC faculty*:

- Carol Pendland
- Jennifer Hannigan
- Tom Sheram
- Regina Clary
- Karen Shipman
- Richard Crosby
- Brian Allen
- Dana Curry

The following administrator was present:

- Dr. Kristin Spizzirri, TVCC Vice President of Instruction

**I. Welcome**

Dr. Spizzirri welcomed everyone and began the meeting.

**II. OER**

The perception about the OER certification process was discussed for clarification. Dr. Spizzirri confirmed an upcoming meeting (“Roundtable Discussions”) set for May 12<sup>th</sup> at which OER will be a topic of discussion. Attending faculty will have the opportunity to question and discuss the OER certification process with Dr. Spizzirri and Dr. Collier. Dr. Spizzirri discussed the certification process further by reiterating that every course will have to go through the recertification process, not just OER. The process is to assure that all courses meet common standards in order to provide the same quality of course for our students. TVCC must show that we continually improve our courses for the fifth year report. Dr. Collier will be there throughout the process to give suggestions and to help; not to control content. Faculty must keep open communication with Dr. Collier when questions arise. Dr. Spizzirri will be happy to sit down with faculty to address concerns.

**III. Student evaluations**

The Faculty Association expressed their appreciation of the current process for student evaluations. A concern was discussed as to the wording of some of the questions that do not apply to students in online classes (many online students answer non-applicable



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questions). Dr. Spizzirri stated that the Faculty Association should send their wording suggestions to Dr. Wagley. A question as to whether there are consequences for the lack of students who complete the evaluations was discussed. Dr. Spizzirri answered that the number will be noted but they look at the evaluation as a whole. Students do need to see the value of the evaluations.

### **IV. Students in dorms**

A question as to the clarification of number of students enrolled in face-to-face courses who live in dorms from last month's Faculty Association meeting minutes. The question addressed the April 1, 2022 minutes regarding item number IV. Dr. Parnell clarified that the most common number of credit hours taken online for dorm students has been three. There were approximately 400 in the fall and 300 dorm students in spring (keeping in mind attrition), of these only 46 carried 7 or more credits online. Dr. Parnell confirmed that they will continue to use the same report to review these ratios each semester moving forward. Dr. Parnell has spoken with the athletic director who will urge coaches and students to register for face-to-face classes when possible. Dr. Parnell is happy to answer any questions.

### **V. Code of conduct for faculty**

A concern was raised as to conduct of students and faculty when representing TVCC in public situations. Dr. Spizzirri explained that many conversations have occurred and the expectations have been established. The handbook is being updated and will be available in the fall 2022. Faculty and staff should always present themselves to students and the public in professional manner as representatives of TVCC and lead by example.

### **VI. Faculty handbook**

Dr. Spizzirri mentioned revisions are in progress and physical copies will be available to faculty during the fall 2022 in-service and an electronic copy will be posted on the TVCC website. It was suggested by a faculty member that policy changes not be implemented until posted in the handbook. Dr. Spizzirri reminded that changes are not bounded by policy and can be implemented regardless of handbook. The handbook will cover general items and practice. Dr. Spizzirri also reminded that changes are usually not immediate. A division chair handbook is being considered for creation. A suggestion was made to possibly include a faculty beta group for faculty input. Dr. Spizzirri will consider the suggestion.

### **VII. Leave policy**

The Faculty Association appreciates the two personal days a semester instead of just one. However, when serving the community, faculty must take a personal day. It was asked if anything can be done to address this issue. Dr. Spizzirri discussed leave time situations and how the intent was to limit the amount of time faculty is away from the classroom.

### **VIII. Other items**



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A concern was raised regarding a lack of communication about important matters from leadership. Dr. Spizzirri discussed and addressed the concern.

A question regarding salary adjustments to account for increases in cost of living was raised. Dr. Spizzirri explained that plans have been discussed regarding the presentation of three proposals to the Board in June. Dr. Spizzirri will send out updates, if possible.

Dr. Spizzirri discussed the process for hiring the AVP for Terrell. The process will be similar to the AVP hire in Palestine. There will be a committee to review and narrow down the applications. There will be a time set for faculty to meet the candidates, ask questions, and provide feedback. The committee will drive the hiring processes.

An issue was discussed concerning receiving a Viewboard even though it is not needed at this time. Dr. Spizzirri addressed the issue and mentioned the campuses are moving towards Viewboards in all classrooms, however, it may take some time for Palestine. The maintenance on the Viewboards is cheaper than the cost of one lightbulb for the projectors.

A concern was again raised regarding TDCJ certificates that have yet to be received. Dr. Spizzirri explained that discussions have been had and a plan has been made to resolve the problem. Another concern regarding the lack of TSI testing at TDCJ was discussed. Dr. Spizzirri will follow up on the TSI testing to check on the status. Also, the limiting of enrollment of academic courses via ITV at TDCJ was discussed. Dr. Spizzirri addressed the issue and noted that there must be a balance of faculty load and ability.

Since all agenda items were addressed, it was decided that Friday's scheduled Faculty Association meeting with Dr. King and Dr. Parnell was not needed at this time. A meet and greet of the new officers of the Faculty Association executive council will happen in August, hopefully during in-service.

*Meeting adjourned at 3:43 pm.*

*Dr. King and Dr. Parnell will be informed of the topics addressed and the corresponding discussions.*

*Minutes were created by Dana Curry*