

# Faculty Handbook Committee

## Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: July 16, 2018	MEETING TIME: By email	MEETING PLACE: Frances B. Ross Ballroom
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 3/6/18

MEMBERS (P = Present and N = Not Present)

OTHERS PRESENT

P/N	Name and Title (list all members)	Business Affiliation	Name and Title
P	Dwayne Ferguson, Chair		
N	Don Cocklin, Liberal Arts & Sciences		
P	Mike Edens, Human Resources		
P	Tonya Fotinos, Liberal Arts & Sciences		
P	Tamra Mothershed, Liberal Arts & Sciences		
P	Natalie Oswald, Dean of Arts, Science & Technology		
P	Kelly Reed-Hirsch, Dean of Health Sciences		
P	Steve Stewart, Nursing & Health Sciences		

### AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Call to Order	Mr. Ferguson sent an email to the group on July 13 asking committee members to respond to proposed changes to the handbook by July 16.	D. Ferguson
Roll Call	Seven of eight committee members responded to the email which constitutes a quorum for this meeting.	D. Ferguson
Approve Minutes from Last Meeting	The committee will be asked to review and approve minutes at the Fall 2018 meeting during in-service.	D. Ferguson
Members' Reports	None	
Old Business:	None	

New Business:	Update the <i>Panola College Faculty Handbook</i> as requested by the Instructional Deans Council.	
Announcements:	None	
Adjournment:	N/A	

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business:	<p>Natalie Oswalt, Dean of Arts, Science &amp; Technology, sent an email to Mr. Ferguson on July 11 asking the chair to convene the Faculty Handbook Committee to consider changes to the <i>Faculty Handbook</i> proposed by the Instructional Deans Council. Since it is summer and some employees are not on campus, Mr. Ferguson sent an email to the committee on July 13 asking them to respond to the proposed changes by July 16.</p> <p>Proposed changes are as follows:</p> <ol style="list-style-type: none"> <li>1. Pg 26 – Definition of Faculty Titles <ol style="list-style-type: none"> <li>a. Add – Full-Time Faculty - A full time faculty member is defined as one having a 9-month contract with a 30 semester credit hour load</li> <li>b. Add – Part-Time Faculty – A part time faculty member is defined as an adjunct faculty member meeting the same qualifications as a full-time faculty member, but teaches a maximum of 9 semester credit.</li> </ol> </li> <li>2. Pg 35 – Teaching loads shall normally consist of 15-18 semester credit hours per week in a long...remove 18 and leave at 15 and say unless determined otherwise by program accrediting body.</li> <li>3. Pg 23 – Adjunct Instructors - add to introduction of this section – maximum teaching load will be 9 semester credit hours.</li> <li>4. Pg 24 – 9. add required to participate in orientation and be enrolled in the Faculty Resources Course...take academy off.</li> <li>5. Pg 25 – Course Development - Full-time faculty are responsible for the integrity of their program by staying current with state and national curriculum changes and making adjustments in a timely manner. These responsibilities include revising courses, developing new courses, revising syllabi, and revising core curriculum.</li> <li>6. Pg 33 – Overload Pay – <ol style="list-style-type: none"> <li>a. A face-to-face class shall <ol style="list-style-type: none"> <li>i. Have a minimum of 12 students</li> </ol> </li> <li>b. An online class shall <ol style="list-style-type: none"> <li>i. Have a minimum of 12 students</li> <li>ii. When the class reaches 45 students, the instructor will receive ½ overload pay</li> <li>iii. When the class reaches 60 students, the instructor will receive double overload pay</li> <li>iv. Shall not exceed 65 students</li> </ol> </li> </ol> </li> </ol>

- c. Low enrollment classes (allowed so students can complete their program or certificate) will be compensated by the following:
  - i. When a class has 1-4 students, the instructor will receive 1/3 overload pay
  - ii. When a class has 5-8 students, the instructor will receive 2/3 overload pay
  - iii. When a class has 9-12 students, the instructor will receive full overload pay
  - iv. Determination of offering will be based on evaluation of student need and institutional benefit
- d. A full time faculty member shall
  - i. Teach 5 classes
  - ii. Be allowed up to 2 extra classes as overload
  - iii. Be allowed more than 7 classes in an emergency with approval by the VP of Instruction
- e. A department chair shall
  - i. Teach 4 classes
  - ii. Be allowed 1 extra class as an overload
  - iii. Be allowed more than 5 classes in an emergency with approval by the VP of Instruction
- f. Payment per course overload/adjunct - paid by course or contact hour depending on program or accrediting body requirements
  - i. 3 hour lectures – full load
  - ii. Labs (Math, Computer, Business, Education, Spanish) – ½ load
  - iii. Labs (Science & Health Science) – 2/3 load
  - iv. Clinicals – paid by contact hour based on current overload rate
- 7. Pg 41 – duties – JD needs to mirror
  - a. Add –
    - i. Revise courses keeping up to date with state and national curriculum changes
    - ii. Developing new courses
    - iii. Revising syllabi
    - iv. Revising core curriculum.
- 8. Pg 29 – Gradebooks, update #1 to say maintained electronically in the current Learning Management System
- 9. Pg 30 – take the Q grade out
- 10. Pg 25 – Course Syllabi – Change this statement: Changes to a syllabus must be approved by the appropriate Dean and are reviewed periodically by the Academic or Technical Assessment Committee....to this Syllabi are reviewed and updated each year and are approved by the appropriate Chair or Dean.
- 11. Pg 26 intro paragraph of Dual Credit Course – classroom observation by the appropriate Chair, Dean, or Designee. Add that they must participate in adjunct orientation once per year and be enrolled in the Faculty Resources Course.
- 12. pg 31 take out.. Any unit with a budget or any academic unit with courses in the CORE is required to participate in the IE process. Replace with.... Any unit dealing with academic transfer coursework, vocational/technical training, continuing education, and developmental or remedial education along with all institutional support services are required to participate in the IE process.

Revisions were made to the handbook, highlighted in yellow, and sent to the committee. Responses from the committee were as follows:

- **Mike Edens** - I have 2 comments on the wording of Definition of Faculty Titles on Page 26. I think it should reference 9, 10, 11, or 12-month instead of just 9 month. And then on Part-Time Faculty, I think it should read "a maximum of 9 semester credits per long semester.

*Full-Time Faculty - A full-time faculty member is defined as one having a 9-month contract with a 30 semester credit hour load.*

*Part-Time Faculty – A part-time faculty member is defined as an adjunct faculty member meeting the same qualifications as a full-time faculty member but teaching a maximum of 9 semester credits.*

On titles within the committees, the following employees need Dr. prefixes:

Dr. Bob Wilkins  
Dr. Denise Wilkins  
Dr. Sherlynn Hall  
Dr. Julie Leming  
Dr. Kevin Rutherford

Response from chair: The new handbook will include these revisions.

- **Steve Stewart** - Regarding the part where grades are turned into the Dean, is it acceptable to turn them into the Director who can then forward them on after review?

Response from chair: Technically they are submitted through PC Dropbox, so the next supervisor in line has access to them first and ultimately it ends with the dean. No revision necessary in the handbook.

- **Kelly Reed-Hirsch** - I approve changes with the following revisions to Committee representation:

p. 49 - Information Technology - Change Lynn Davis to Becky Walker  
p. 49 - Distance Learning - Change Ron Singleton to Sharon Peace  
p. 51 - Technical Program Review - Change Steve Stewart to Lynn Davis

Response from chair: The new handbook will include these changes.


- **Tonya Fotinos** - My vote is No on the faculty overload portion but I'm fine with the rest of the changes. PFA was still deliberating and it's critical to have their input on drastic overload pay changes.

Response from chair: The PFA was not able to come up with a quorum to vote on recommendations for overload pay policy in Spring 2018. However, the PFA membership has agreed with the majority of the language in the policy and this is the way administrators are paying overloads currently so the language needs to appear in the new handbook as proposed. Once PFA makes a recommendation, the policy can be revisited. No revision necessary in the handbook.

- **Tamra Mothershed** - Tiny typo on pg. 34 under Overload pay. C iii The word "have" should be "has"

Response from chair: The new handbook will reflect this edit.

	Revisions listed above were made to the Faculty Handbook and submitted to Dean Oswald for Board approval on July 16, 2018. After Board approval, the electronic version of the handbook will be updated on the Panola College website.
Other:	

CHAIRPERSON SIGNATURE (or designee): 	DATE: 7/16/18	NEXT MEETING: August 2018
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