

Faculty Handbook Committee Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 8/24/17	MEETING TIME: 9 a.m.	MEETING PLACE: Rm 209 Gullette
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 1/9/17

MEMBERS: (P = Present)

OTHERS PRESENT:

(P?)	Name and Title <small>(List all members)</small>	Business Affiliation	Name and Title
P	Dwayne Ferguson, Chair		Teresa Brooks, Dean Distance & Digital Learning
P	Mike Edens, Human Resources		
P	Tonya Fotinos, Liberal Arts & Sciences		
P	Tamra Mothershed, Liberal Arts & Sciences		
P	Lindsey Hibbard, Liberal Arts & Sciences		
P	Steve Stewart, Nursing & Health Sciences		
NP	Kelly Reed-Hirsch, Dean of Health Sciences		
P	Don Cocklin, Liberal Arts & Sciences		
P	Natalie Oswald, Dean Arts, Science & Technology		


AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Call to Order		D. Ferguson
Roll Call		D. Ferguson
Approve Minutes from Last Meeting		
Members' Reports		
Old Business:	Review old minutes	
New Business:	Discussion about editing/formatting <i>Panola College Faculty Handbook</i> .	D. Ferguson

Announcements		
Adjournment		

MINUTES

Key Discussion Points	Discussion
Old Business:	All of the changes recommended by the committee at the January 9, 2017, meeting have been made and the faculty handbook was published to the College website on April 13, 2017. The committee reviewed the minutes from the last meeting and no changes were made.
New Business:	<p>Mr. Ferguson asked the committee members to open a draft of the revised handbook on the computer in front of them. He began the meeting by reviewing the major changes that were made to the handbook last spring, primarily the new campus carry section and updates to the faculty evaluation section including a link to the Performance Improvement Plan.</p> <p>Natalie Oswalt sent Mr. Ferguson the list of committee assignments last week so this section was already updated in the draft.</p> <p>Natalie Oswalt asked if the policy for hybrid courses should be added to the Office Hours section of the handbook. Everyone agreed that we should add the statement from the <i>Distance Learning Handbook</i> to the paragraph under Office Hours that references virtual hours for distance learning instructors. Teresa Brooks volunteered to send Mr. Ferguson the statement that needs to be added.</p> <p>Tonya Fotinos asked about the form for tracking unsatisfactory performance and stated she would like to see the first page added back to the document. Natalie Oswalt stated that Dr. Billy Adams, the Vice President of Instruction, is currently updating a number of college forms. When the new forms have been updated and posted to the College website, the committee will need to make sure that all links are working correctly in the handbook.</p> <p>The meeting adjourned at 9:20.</p>
Other:	

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 8/24/17	NEXT MEETING: TBA
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