

Oklahoma City Community College
Faculty Association Meeting Minutes
October 23, 2018

Meeting called to order at 12:34pm.

1. FA Staff Recognition – Angela Cotner recognized Donita Graves, division secretary from the Business and IT Division.
2. Meeting Minutes Approval – September 25, 2018
Carlotta Anglin made a motion to approve the minutes. This was seconded by Reeca Young, and the minutes were approved unanimously
3. Endowment Update
Dana Glencross, Immediate Past Chair, announced the \$10,000 mark has been met. This will allow \$500 to be given in scholarships per year as long as the association is in existence. She encouraged members to solicit donations from the community. She proceeded to introduce Mr. Von Allen, the Executive Director of the OCCC Foundation. He announced that the Faculty Association is the “Fundraiser of the Week” and congratulated the association on the endowed scholarship. He described the team he has built in the Foundation office. He also shared some numbers regarding the FA scholarship: the FA has historically raised \$75,828.93 that has helped 248 students, with over \$62,000 has been awarded to students. His office will be reviewing their and our records to determine if any reconciliations are in order. He went on to mention that the Foundation is preparing to open scholarships for this semester on October 29. They will close on November 18. He noted that most scholarships require letters of reference and that the number has been decreased from three to two. He also announced a new position – the “Scholarship Czar” – that will help serve students better in terms of helping them find out about all scholarship-related questions. This position will be in the Office of Financial Aid.
4. Treasurer’s Report - Mary Ohansi
Operating Fund \$8686.00
Ray McCullar Scholarship Fund \$8027.82
Scholarship Fund \$13226.94, note that \$10,000 is part of the endowment.
Jennifer Ball made a motion to approve the minutes. Lisa Buckelew seconded this, and the report was approved unanimously.
5. Chair Report:
 - a. Regents update:
-Workforce development plan for the new Professional Development Center is moving along. The first set of architectural drawings have been prepared, and the new facility is anticipated to be two times the size of the current facility. The first phase will include nine classrooms, with the main entry facing the southwest.

The project has an anticipated start date of March 2019, and an anticipated completion date March 2020. This is most expensive project in college's history, after the VPAC, and it will be completed without any anticipated debt.

-Incidental report from Vice-President of Enrollment and Student Services Jeremy Thomas. He indicated that enrollment is down just over 3%, which is about half of what other schools are down in OK. He indicated that retention remains to be an issue, and that online enrollment is up 15.8%.

-At a recent regents' education conference – Governor Fallon recognized OCCC and its administration as leaders of efficient operation in the state.

-OCCC recently had a “totally clean” audit for which the regents praised the school financial offices and officers.

b. 4th Tuesday Resolution (see September 2018 Minutes)

The chair has presented the approved resolution regarding recognizing the 12:30 – 1:20pm hour on the 4th Tuesday of the month as being reserved for Faculty Association meetings. President student has not yet replied, stating he will investigate if such a resolution is necessary.

c. Email vs. Texting Student Communication Update

Vice-President of Academic Affairs Greg Gardner indicated it will likely be next fall before faculty can use this tool. This semester, it is being rolled out for enrollment and admissions. This group will do work to attempt to ascertain why non-returning students have not returned. Chair Newman noted that texting students will not be through our personal phones; texts are sent via our OCCC email accounts and replies will come to our OCCC email accounts.

d. Chair Newman has been informed that OCCC is moving forward with McGraw-Hill to integrate their system (Connect) with Moodle/Open. There are concerns about major issues with ADA compliance. A member mentioned that the Instructional Learning Committee is working on a template on which faculty can model an ADA compliant syllabus/course. A member did note that the sales representative from McGraw-Hill did not know about the potential integration as of this morning.

e. Resolution Proposing Uniform Guidelines for the Application for Online Teaching According to OCCC Policy 4009. See the end of this document for the verbiage of this resolution.

A motion to bring the resolution to floor for discussion was made by Dana Glencross, and Stephen Morrow seconded. After discussion, the resolution was approved unanimously without amendments.

f. Lactation Areas – Chair Newman was informed that this is an HR issue, but she has not yet been able to meet Vice-President of Human Resources Regina Switzer to discuss it.

g. Branding Ourselves: Wear Shirts to 5th Tuesday meeting – The Chair encouraged that members to wear their FA t-shirt wear it to next week's 5th Tuesday meeting.

6. Other

a. Scott Carter, Parliamentarian, put forth to the association to form a “PR” committee or similar group that would work to help promote our accomplishments and activities outside of the school. The aim is for articles related to faculty and teaching/learning accomplishments to be submitted as an independent endeavor by the Faculty Association. Several members volunteered to serve in this group.

6. Scholarship Committee - Soup & Bake Sale: Tuesday, October 30 from 11am - 1:30pm

7. Door Prizes – Members who have paid their dues as of today's meeting drew for door prizes.

8. Adjournment – Meeting adjourned at 1:21pm by unanimous consent

Next meeting November 27th

The FACULTY ASSOCIATION of Oklahoma City Community College

**Resolution Proposing Uniform Guidelines for the Application for Online Teaching
According to OCCC Policy 4009**

WHEREAS, the faculty of Oklahoma City Community College has experienced disparate treatment regarding the application for and awarding of exceptions to the unwritten policy of permitting a faculty member to teach exclusively online as part of a faculty member's regular workload, and

WHEREAS, disparate treatment of faculty regarding the application for and awarding of this workload exception results in inconsistent applications of policy which could be construed as favoritism or discrimination and which negatively affects morale, and

WHEREAS, there is no current policy which specifically ensures that all faculty applications for teaching exclusively online as part of a faculty member's workload are treated equitably and provide an opportunity for due process, and

WHEREAS, the President of Oklahoma City Community College has decreed that Oklahoma City Community College should have the best online program in the world, therefore the college should strive to retain talented faculty, especially those with online experience, then

LET IT BE RESOLVED that the Faculty Association of Oklahoma City Community College, on behalf of the faculty of Oklahoma City Community College, requests a uniform and equitable policy for the application for and awarding of online teaching as part of a faculty member's workload be created and implemented, with opportunity for faculty input and review before said policy becomes effective, to ensure that all such faculty requests are consistently administered, and

LET IT BE FURTHER RESOLVED that requests for an all online teaching load be granted where a faculty member initiates the request due to conditions necessitating the care and supervision of "family" members not covered by the Family Medical Leave Act (FMLA) and/or where FMLA leave has been exhausted. The term "family" should be construed as caring for a dependent person with a strong relationship to the faculty member, not necessarily a relation by blood, and

LET IT BE FURTHER RESOLVED that requests for a teaching load which include primarily online instruction rather than on campus teaching be granted where increased student enrollment demand for online classes has been demonstrated for several semesters, especially in cases where the faculty member consistently has added enrollment to existing online course sections. This measure will provide increased stability and consistency in the quality of such courses over the increased reliance upon adjunct professors, and

LET IT BE FURTHER RESOLVED that all such requests be reviewed and a final decision rendered within 7 business days by a majority of a review committee consisting of the faculty member's immediate supervisor, the Division Dean (in cases where the Dean is not the faculty member's immediate supervisor), the Vice President of Academic Affairs, and the Vice President of Human Resources, where the faculty member is permitted to present material relevant to the request, and

LET IT BE FURTHER RESOLVED that any such request which is denied be conveyed in written form to the faculty member indicating the reason(s) for the denial, and

LET IT BE FURTHER RESOLVED that an opportunity to appeal the denial to the Executive Vice President be afforded. The Executive Vice President would have the ability to overturn the decision of the review committee, and

LET IT BE FURTHER RESOLVED that nothing in this resolution be construed as establishing a permanent exception for any faculty member without completion of the review process except in instances where the supervisor deems prudent, and

LET IT BE FINALLY RESOLVED that nothing in this resolution be construed as effecting current College policy regarding any other online teaching situation.

Respectfully submitted,

Peggy Newman
Chair
Action:

Date