

Faculty Senate
Meeting Minutes
Tuesday, November 9, 2021

Opening:

Meeting was called to order at 3:39 PM

Present:

Katy Dodd
Charlotte Coats-Easter
Christy McCollough
Melinda Rhynes* met remotely

Guest:

Brianna Ingram, Office of CAO

Not Present:

Bobby Sewell
Chris Harkness

Business From the Previous Meeting:

It was brought to Secretary Charlotte Coats-Easter's attention an amendment was needed in the October meeting minutes to clarify further input would be needed on the faculty course evaluations would need further input from the office of the CAO, not the professional development survey.

Discussed Agenda Item #3 from October meeting:

Faculty Course Evaluations were further discussed. The percentage of returned evaluations being the biggest issue. The present committee members were unanimous in the idea that the evaluations should be given during class time to ensure the surveys are completed. To do so, faculty cannot be present. On the Ozark Campus, faculty can receive help from Student Services in order to administer surveys. It was discussed what this would look like on the ATCC Campus. Melinda asked if Student Services had to administer the surveys to students. *Action Item #2

It was brought up that the surveys should remain electronic to aid in digital assessment of data and ease of storage. Ideas presented to increase student participation included: The use of QR codes to administer the surveys was introduced by Christy. All present members agreed if the survey is mobile friendly it will get more attention. Also, the use of text messaging to prompt students to check email and complete the survey.

A questionnaire will be put together for faculty to complete during Spring Professional Development. The questionnaire will cover faculty needs while changes are made to the evaluation process. The questionnaire will also be sent to Assessment Committee Chair Blaine Snyder for input. Katy will meet with Dr. Jacobs to discuss the faculty portfolios and evaluations noting Blaine Snyder's input from their meeting in October and input on the questionnaire.

Mrs. Laura Rudolph, Director of Community Outreach / LFC Director asked to be notified of the time and place for the first Faculty Senate meeting for the Spring 2022 semester in order to get a picture of the entire committee.

Action Item #1: Katy will create questionnaire and submit to committee for input before submitting to Blaine Snyder for input.

Action Item #2: Katy will meet with CAO Dr. Jacobs to discuss the use of the faculty course evaluations.

Action Item #3: Katy will discuss how surveys can be administered on the ATCC Campus in person.

Action Item #4: Follow up with Mrs. Laura Rudolph regarding time and place of our next meeting.

No New Business.

Adjournment:

Secretary Charlotte Coats-Easter motioned to adjourn.

Christy McCollough 2nd the motion.

Adjourned at 3:55 PM.