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FACULTY CAUCUS MINUTES
Tuesday, September 20, 2016
2:15PM   PH 300

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Present: J. Baumann, L. Charbonneau, S. Dar, A. Doughtie, A. Haines-Stephan, R. Huyck, D. Kelly, C. Miller, A. Radlowski, N. Rosero, R. Santos, G. Searles
Guests: B. Dielemans, M. Pearson

CALL TO ORDER
The Caucus was called to order at 2:17 p.m.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING
The minutes from the Tuesday, August 30th meeting were approved after a brief discussion regarding whether names should be included in minutes. Moving forward, it was agreed that only presenter names would be in the minutes.

CHAIR REMARKS
C. Miller commented that a few people have asked her whether non-faculty could attend Caucus. The general response was that unless they've been invited, non-faculty should not attend Faculty Caucus.

C. Miller remarked that she presented a summary of Caucus discussions at the last Senate meeting on September 6th, and then followed up on some of the concerns from the last meeting, including the following:

Dearth of Supplies in AB
C. Miller emailed L. Kahler, K. Linaker, and M. Eannace. The deans are aware of the issue and are attempting to determine how to break up the supply budgets under the redesign. K. Linaker offered to put supplies in her office for the moment, but there isn't a full time office assistant there yet so access may be difficult.

Talks with the President
R. VanWagoner extends his thanks for our comments regarding his desire to have open forums. While he is still finalizing his thoughts about what they will look like, they will likely be a "Futures Forum" to discuss education and technology, and where we're headed.

Agenda Advisory Group
C. Miller extended her appreciation to J. Baumann and D. Kelly, who volunteered to work with her on the agenda.
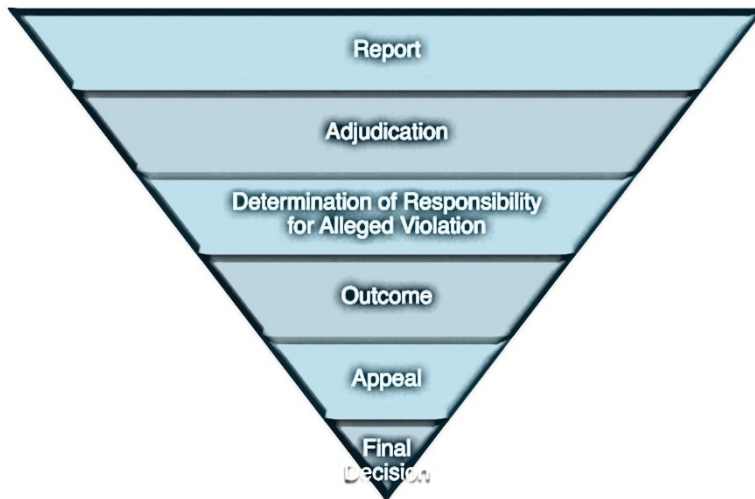
Waitlist Discussion
It was suggested that R. Spetka or J. Sunderhaft should come to the October meeting to discuss concerns about the waitlist. C. Miller will reach out to them.

Microcredential Team
Those who were suggested to form the Microcredential Team were emailed. C. Miller reached out to R. Spetka, M. Pede, T. Thomas, C. Pulquiero, J. Roberts, G. Warchol, and Student Congress.

FACULTY & STUDENT ENGAGEMENT AFTER SUSPENSION

Guests: Morris Pearson, Director of Civic Responsibilities; Brittany Dielemans, Coordinator of Civic Responsibilities; Robert Hyuck, Char of Disciplinary Appeals Board

M. Pearson presented on the adjudication process and what happens with students when they've been suspended from the College. When suspended, students are removed from the College and are banned from all activities on campus. Students may appeal for an immediate investigation, and if they are not found to be a threat or responsible for the incident, they are allowed to continue their coursework and return to campus. The process (illustrated to the right) can sometimes take 5 weeks, and the question about what to do regarding attendance, missed assignments, and tests has come up. In the past, sometimes instructors have allowed students to continue in the course, and sometimes they don't. M. Pearson asked the Caucus for suggestions regarding how the Civic Responsibilities Department could work with faculty so that students realize there are academic consequences to their actions. How can we work together to make sure that the best possible results are taking place in each instructor's classroom while working with their syllabus?

A discussion followed. There was some concern expressed about the phrasing in the notification email that is sent when a student has been suspended. For example, it is unclear whether or not faculty should communicate with the student via email. Moreover, if students are later allowed back on campus, it may not be possible to make up three weeks of lab (for example). Would it be appropriate to give the student an incomplete? M. Pearson replied that faculty *can* email suspended students, and he will work to rephrase the notification email. Additionally, when the student returns, it's up to the individual faculty member how things play out in their classroom. An incomplete could be given, but students might use that to abuse the system.
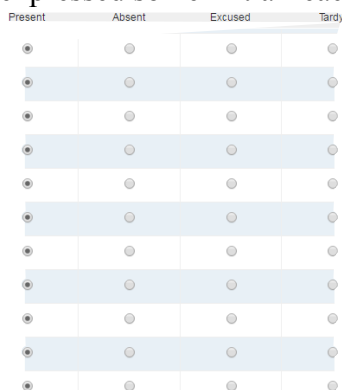
The ultimate decision about what to do grade-wise with these students is up to the individual instructor. However, it was suggested that the email informing faculty when a student is cleared

to return to class would be the best way to inform faculty of the options for working with the student when they return (ex: suggestions regarding grades, incompletes, etc). It was also posited that completion coaches might be able to offer additional support for these students. Completion coaches might also be able to help students (in general) to follow through with incompletes.

M. Pearson thanked the Caucus for their input, and he will follow through with the suggestions. Anyone with further thoughts or questions should contact M. Pearson or B. Dielemans.

STARFISH UPDATE/DISCUSSION

The first round of classes using the PGP Toolkits are being taught this semester. In addition to serving as a pilot for the Toolkits, these courses are also a pilot for the Starfish software. A. Radlowski, who worked over the summer with the Starfish Implementation Team to customize the software, and who is teaching one of the Toolkit courses, gave a demo of the software and expressed some initial reactions in working with it so far, including:

Attendance

When taking attendance in Starfish, you are presented with your roster and the options illustrated to the right. Students are marked "Present" as the default, so you only have to mark students who are absent, excused, or tardy. There is a search bar to make this process easier so you don't have to scroll through the whole list. Additionally, student ID pictures are included in the roster beside their names. While attendance is easy to take in Starfish, there are a few concerns, including duplication of reporting (for example, A. Radlowski is now recording attendance in four places: on a paper roster in class; Starfish afterward; gradebook afterward; & in SIRS for Census reporting). While Starfish can export attendance to Excel, the format is not a useful one, and it does not easily show the last date students attended. The consensus seemed to be that the Attendance feature could be a benefit if (1) it could be done easily in class (for example: students swipe their ID cards similar to DGV events or have a computer or tablet always logged in to Starfish to avoid delaying the start of class) and if (2) Starfish is able to "talk" to Banner so that faculty no longer need to manually enter the last date attended.

Surveys, Flags, & Kudos

Starfish surveys are currently being sent out around the same time as the Athlete Surveys. The survey layout is similar to that for attendance, and you can indicate any concerns you may have for a student by checking off the relevant flag. Some flags you can raise include concerns about students not having materials; poor attendance; suggestion for tutoring; or general concerns. You can also raise kudos for students who are doing well. Comments can be added to both kudos and flags. The Completion Coaches work with flagged students to help them get the support needed to be successful in the course, and the kudos act as a kind of positive reinforcement/competition among the students. Faculty can raise flags and kudos at any time, but the survey also serves as a regular reminder to do so. While this information is useful and might help students who would otherwise slip through the cracks, there is a general concern about the amount of time required to regularly raise flags and kudos. Even if it only takes 30 minutes a class a

week, if you're teaching 5 classes, that time adds up. As discussed at Caucus last year, there seems to be a growing number of expectations for faculty without consideration for the amount of time required to complete those tasks well. It was suggested that those using Starfish this semester track how much time they spend using it to give us a better idea of how much time is actually needed for attendance, flags, and surveys.

Overall, there was a concern about duplication of work (in addition to the attendance example above, some other places of duplication include where we list our office hours; how students can contact us; another platform for people to learn; etc.) and the amount of time required to "do Starfish right." If this software is found to be valuable, then faculty will require time to implement the software correctly. It isn't a question of not wanting to spend the time to help our students, but rather, being able to find the time in our schedules to devote to the software, given all of our other responsibilities and commitments as faculty. There was an overwhelming concern about the time required to "do Starfish right" as well as a concern about that concern not being heard.

To follow up, A. Radlowski will email those teaching the Toolkit courses to request they track their time using Starfish, and C. Miller will reach out to J. Lynch and M. Eannace to discuss our concerns.

CHARGE FOR MICRO-CREDENTIAL TEAM MEMBERS
C. Miller indicated that while she has reached out to the Microcredential Team, the Caucus hasn't developed an official charge for them. We need to provide some kind of direction for the Team. It was suggested to refer to the charge from Senate, and ask the Team to investigate what microcredentials would look like at MVCC and investigate whether it would be supported by financial aid. The Team is not to develop a microcredential, but rather complete a feasibility study and examine what are best practices at other schools, while keeping in mind that faculty develop programs and curriculum.

OPEN FORUM
A question was asked about the status of the Rome campus. The response from those teaching on the campus was that it seems to be coming right along, and construction should be done by January. The library is open but there are no stacks or books (there is a delay in the shelving which was ordered locally). The classrooms are large, the furniture is nice, and students are coping well with the construction.

ADJOURNMENT
The Faculty Caucus adjourned at 4:07 p.m.

NEXT MEETING
The next meeting of the Senate Faculty Caucus will be Tuesday, October 18th at 2:15 p.m. in PH 300.

Respectfully submitted,
Anna Radlowski