

Faculty Senate Mins

November 15, 4 pm Oaks 102/Virtual

Call to Order Vicki Todd, seconded Amy Banner

Senate President, Welcome – Vicki Todd

Guest Speaker: SCC Foundation – Brett Woods and Mark Ellison

- 2012 -from 21 endowed scholarships to 58 currently
- Assets are doubling
- 873 students with \$1 Million dollars awarded
- Thanksgiving campaign – running through the end of the month
- 24% participation rate with SCC employees – goal is 40%

Old Business

Volunteers for committees for constitution, educational initiative and promoting upward evaluation. Look at the constitution, revisit in the Spring

Sick leave

As stated in the faculty handbook:

If you take leave for any of the above reasons for a portion of the time you are scheduled to be on campus, then you must complete the Request for Leave form indicating the time taken in units of at least one hour with additional quarter hour increments thereafter. For example, if you are scheduled to be on campus from 8:00 a.m. until noon and you take leave from 10:00 a.m. until 11:00 a.m. for a medical appointment, then charge one hour of leave. On the other hand, if your appointment is at 1:00 p.m., you do not need to charge leave.

If you take leave for any of the above reasons for an entire day (Monday-Friday) regardless of your scheduled on-campus time, then complete the Request for Leave form indicating the time taken in units of eight hours per day. For example, if you are scheduled to be on campus from 8:00a.m. until noon and you take leave for that entire period, then charge eight hours of leave.

It should also be noted that in the policy, if you have jury duty, you do not take leave.

Vicki Todd met with Dr Brooks about leave brought forth the following points:

- We are exempt employees. We are paid for a product. Therefore, if we need to go to an appointment or other obligation but we do not miss the entire day, we do not need to take leave. If we are scheduled to be on campus and we miss part of the day, we only have to take leave for that portion of the day. If we are taking care of our classes, we do not have to take leave.
- Which classes can be taught remotely so that faculty do not need to take leave when they are well but can't be on campus? Our leave is not necessarily taken. Thom takes the recommendations from the deans. The following must be met:
 - Can the instructors complete the work remotely?
 - Can the subject be taught remotely?
 - Is it an essential function - ie. most classes cannot be made up. – 16 week semester and is essential that the class must happen

Bottom line: The current committee can meet again to come up with a better statement and examples for the faculty handbook. We also will have a report in the first spring meeting to talk about the information that we received from Dr Brooks. It should also be noted that the employee is entitled to leave with pay for serving on a jury and may also receive compensation for this civic service.

Takeaways from discussion:

If you are seeing this mishandled or employees not able to do this, please report this to Dr. Brooks.

The **leave committee** has looked at what other institutions are doing and found nothing different than what SCC is doing. There was not any formal writings that the committee could find that included substitutes.

Leave committee will meet to develop a better statement in the faculty handbook that reflects the policy in place including examples. It should be noted that if faculty are supposed to be on campus for office hours and miss those hours, they should turn in leave for that time or discuss this with their deans.

New Business

Faculty Form question:

I know that class caps and workloads for faculty can be a sensitive subject. I am hopeful that "the powers that be" will revisit the class sizes for online courses to make them more comparable to seat-based classes. Some courses and subjects have traditionally had lower student caps because of the nature of the class, types of papers to grade, need for individual help, etc. For example, seat-based English and science classes usually have fewer students but the online sections have about 30 usually. Distance classes are hard work for teachers too. We all work hard but I am hoping

that the same thinking that puts lower caps on some in-class sections may be applied to those same courses for online sections.

The answer to this question is very complex. Administration is continually thinking about and looking at class caps. Part of this determination is based on physical space, institutional standards and accreditation requirements. It is on the list for the deans and vice presidents to look at. Given that, there are some avenues that faculty can go down now to be apart of deciding these standards.

1. Faculty interested in being part of the "solution" (proposing changes to existing or new policies regarding class sizes and caps) should volunteer to serve on the Academic policy revision project which was organized by Dr Brooks and is being co-chaired by Danell and Cheryl Davids.

2. In the meantime (because policy change, and especially writing new policies, does take time....as in many months...), any faculty who are feeling unfairly burdened by their class sizes and overall #s of students should communicate with their dean to see what can be done in the short term to alleviate some of the burden so that the person can focus on providing quality student learning experiences.

Motion made to adjourn the meeting

Second

Adjournment 4:48