

FACULTY CAUCUS MINUTES
Tuesday, November 14, 2017
2:30PM PH 300

Present: D. Ayers-Darling, E. Bush, S. Crocker, S. Dar, A. Doughtie, A. Fried, A. Haines, R. Huyck, M. Kelly, S. McCall, G. Melendez, C. Miller, C. Plescia, A. Radlowski, N. Rosero, R. Santos, B Scantlebury

Guests: J. Ireland

CALL TO ORDER

The Caucus was called to order at 2:33 p.m.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes from the October 17th meeting were approved unanimously.

CHAIR REMARKS

CHAIR ACTIVITIES UPDATE

- A. Haines and C. Miller discussed a term limit of 5 years for Faculty Caucus chair, similar to Senate chair length. The Caucus agreed this seemed reasonable. A discussion about whether Senate committees should have term limits followed. While new ideas is valuable, continuity could be an issue if too many people left at once.
- APSC has compiled a policy regarding micro-credentials at MVCC, which will be brought to Senate in December.
- A. Haines and C. Miller met with Tom Squires and Nick Tutino to discuss concerns about book orders. There were some difficulties this year with the new employees at the start of the semester, and there has been some confusion surrounding OER. A further difficulty is that book orders are not always submitted by departments on time. Tom and Nick have agreed to attend the December Caucus meeting to address any concerns.
- Tom Squires has offered to meet with A. Haines and C. Miller on a monthly basis to address any concerns that may arise at Senate and Caucus.

STARFISH – SHANNON CROCKER

- While at a recent conference, Shannon learned about how other colleges use Starfish, and she shared some reflections with the Caucus. While we instituted Starfish as an early alert system first, and then tried to use it for attendance, other colleges implemented it in the reverse order, which seemed to have better success.
- Due to issues with Starfish this semester, and on the suggestion of the PGP Evaluators, Jim Lynch is going to do a re-launch next year. An Advisory Committee is being created. Those who are interested are encouraged to contact Shannon or Jim.

PGP DIGITAL TOOLKITS – JOCELYN IRELAND

Jocelyn shared a bit of the history surrounding the PGP digital toolkits, and her role in assisting faculty to create them. She is looking to spread the word about the toolkits, as well as to get some advice.

- Toolkits are intended to help increase student retention and outcomes, as well as to serve as a means of sharing successful teaching resources and promoting active learning.
- Toolkits are not here to replace faculty. They are here to help enhance the work that faculty are already doing in their classrooms.
- At the moment, toolkits are housed on Blackboard. This makes it difficult for faculty access toolkits that may be relevant to other courses that they teach. For example, reading strategy materials from the EN101 toolkit may be beneficial to other courses. In the future, Jocelyn is hoping to create a Professional Development site to serve as a warehouse to share resources.

Jocelyn demonstrated a selection of materials from some of the digital toolkits that have been created, and a discussion followed regarding how more faculty could have access to toolkits outside of their own individual courses. Some suggestions include creating a wiki and/or forming a universal Blackboard site for all faculty to access.

COLLEGE-WIDE SYLLABI STATEMENTS

The Caucus discussed the six College-wide syllabi statements, and whether course syllabi is the best way of housing this information and communicating it to students. It is unknown which policies have a legal requirement to them (such as the Title IX statement), and which might be less essential to have on a syllabus. Additionally, there have been talks about a new statement to address food and housing insecurity, so that students are made more aware of the services the College offers to help with this issue.

After a discussion, some alternate suggestions for places to house the statements included putting them in the Student Handbook (available only online at <https://www.mvcc.edu/student-handbook>), or having the information appear as part of the first SIRS login each semester. C. Miller will reach out to Student Congress for feedback on what they think would be the best way to receive the information.

OPEN FORUM

On the library website, there is a new link “OERs used at MVCC,” but it may not be complete. Is there a place where all OERs currently in use are listed? This issue could be brought up to Associate Deans and the Bookstore.

ADJOURNMENT

The Faculty Caucus adjourned at 3:51 p.m.

NEXT MEETING

The next meeting is at 2:30 in PH300 on Tuesday, December 12th.

Respectfully submitted,
Anna Radlowski