

Jan. 23, 2020, Faculty Affairs Committee Meeting

Attending (via Zoom): Lisa Nordquist, Kathi Shamburg, Gene Young, Pam Stinson

Enid Items

Email items from Kathi Shamburg, 1-22-2020

Two Items in Question:

1) Why do we no longer submit No Shows after the first two days of class? Thought this was implemented to help with retention.

Response, after visiting with Rick Edgington:

Current staffing does not allow for the individual contacts with students who are reported as “no shows” on day one so we are not able to get students dropped quickly enough for other students to enroll in those spots. Pam asked if faculty reps had a suggestion for distributing calling, perhaps asking faculty to assist in contacts. Kathi suggested that revisiting the drop window, discussed below, might assist in spreading out the calls.

2) Can our "Last Day to Add" be revisited? Due to class closings some students are not able/aware of their need to add a class and the window is so short.

Some comparative research I did concerning #2:

All of these schools started classes 1/13/20.

NWOSU: Last day to add is 1-22 (Wednesday of the week two).

UCO: Last day to add in person was 1-17 (Friday of week one), last day to add online was 1-20 (Monday of week two).

OSU: Last day to add 'nonrestrictive' is 1/21 (Tuesday of week two), last day to add 'restrictive' is 1-24 (Friday of week two). Restrictive means with appropriate signatures.

Minimally I would like to see 1-14 'nonrestrictive' and 1-17 'restrictive' for NOC in the future. With our enrollment numbers so low, although it can be inconvenient as an instructor, I feel we need a less strict last day to add.

Some additional faculty comments concerning this issue:

Can we add to the expansion of the add date concern in regards to faculty's ability to add courses for students during the first week. I have noticed and I am sure others have as well, that even though the last day to add was Tuesday, I was not able to alter the students schedule in the system on that Tuesday. I had to fill out the paper form and send them to registration. Now this could have been addressed and I cannot recall. But, if the last day to add courses is Tuesday, why, as faculty can we not do that for the students that come to our office. For me it makes no sense. I should be able to and not have to fill out the paperwork to send them to another office to get it done.

Plus I agree on extending the add date. I find two days ridiculous and it should at least be able to go through the week. That at least gives students time to figure out if they really want to be in the class and if not, add another course to replace it to keep their hours up. We let them drop for two weeks, but only letting them add for two days is just not right for students. If they need to maintain a number of hours, we are forcing them to stay in a class essentially because the add date has passed. I honestly think it is a retention issue and needs to be addressed desperately.

Follow-up email from Kathi 1-22-2020

Additional Information:

I researched some other Oklahoma 2-year colleges on Last Day to Add and found the following.

Redlands: Semester Start - 1/13, 1/17 last day to add

Seminole: Semester Start - 1/13, 1/17 last day to add

Eastern: Semester Start - 1/13, 1/20 last day to add

Western: Semester Start - 1/15, 1/22 last day to add

Follow-up email from Kathi 1-23-2020

Another point of view from a faculty member:

I agree with the hope that we could extend the add date. I assumed it was a change on the state or national level that we were forced to comply with, but that doesn't seem to be the case. At a minimum it would be nice to push it to Wednesday or Thursday.

As far as the early "no show" submissions, I felt that was beneficial for retention as well as freeing up slots that were going to be unused. I have one student that is a no show in a class that is full and I know I had others wanting into the class, but due to the short Add/Drop period and elimination of the first class meeting No Show submission the slot will not be filled. (the classroom was at capacity).

Response:

Yes, we can and should regularly revisit add and drop policies. Current policy on limited window for adds was instituted in line with research that indicates students who add late are more likely to drop and also in response to faculty complaints about not being able to start classes in earnest on day one because of late adds.

We currently have the ability to make exceptions for students with extreme circumstances, but the group agreed that this process is not well known enough to be effective, so we need to formalize process with more feedback on dates. Kathi suggested getting faculty feedback on a survey asking about add and drop dates with one possibility being a policy similar to OSU's but with perhaps different dates, distinguishing between nonrestrictive (perhaps open only to Tuesday still) and restrictive (perhaps open until Friday of week 1 with faculty signatures). Lisa shared feedback that faculty did have concerns in Stillwater that students were being added past the official add/drop period without faculty signing off.

Pam suggested that the forms could come to Academic Affairs for exemptions to ensure faculty had approved changes. Gene asked that as we get faculty feedback we also need to share the data on best practices for drop dates. He indicated that one challenge with late adds is with labs.

Enid Item submitted via email Jan. 29, 2020:

A number of employees responded with concern when a recent student disciplinary issue suggesting a racial conflict between students was noted on social media pages. Enid faculty asked for increased communication from administration when items are being reported in the news or on social media that employees might receive questions about.

Response emailed on Feb. 4, 2020:

NOC will very rarely make public statements on student or employee disciplinary issues for a number of reasons. Investigations often yield different findings than what was first reported, and there are both legal and ethical restraints that need to be respected during these investigations when privacy, as well as personal and professional reputations are at stake. While the Office of

Student Affairs immediately began investigating the recent Enid student issue when it was first reported, the incident yielded a large number of responses on social media after a student posted photos of other students and made public claims. Administration determined that an immediate response was called for to assure those seeing the posts that NOC was conducting an investigation. The subsequent follow-up information, noting that the investigation was completed, was shared internally with employees and students as well as externally through social media. This is the first situation the College has encountered where an online response was deemed necessary. The Executive Council will review all protocol as described in handbooks so that in the future information that is to be shared with the public will be shared with employees either prior to or simultaneously with the social media posting, depending on the urgency of the response. In the event of an immediate threat to the health or safety of our campus community, NOC will follow its emergency notification procedures in order to provide timely notifications to our campuses.

The President and the Vice President for Development and Community Relations are the official media spokespersons for the College. Should any employee be questioned in regards to media relations, it is appropriate to refer those asking to those offices.

Stillwater Items

Email items from Lisa Nordquist 1-22-2020

I remember the two changes when we reduced the number of days the students were allowed to make changes to their schedules. I also remember that many of the folks here in STW complained about students having all week to change their schedule, and that made for many missed assignments and or work. I am not saying they were right or wrong, but I do understand their concerns.

As for not having to turn in no-shows until after the 2nd week, I am guessing the low enrollment (thus, revenue) plays a part in this.

Here are the concerns I have been asked to bring to the committee:

1. When, exactly, are faculty to receive their pay formula worksheet we discussed last semester?

Response:

All information will be emailed out to clarify the letters already sent by HR as soon as a few numbers can be verified by HR for faculty with additional staff assignments.

Follow-up: HR provided another copy of the appointment letters sent in August, and Academic Affairs provided letters showing salary breakdown (degree, experience credited, etc.) on Feb. 10.

2. The faculty here want an elected individual to serve as the chairperson to the Faculty Affairs Committee. They feel that it should not be the VPAA; they feel it should be an elected individual.

Pam's 1-22-2020 email

Lisa, for clarification so that I can take this to President Evans, when you say in #2 that “the faculty want,” you’re referring to one person (a) who requested this?

Follow-up email from Lisa 1-22-2020

Thanks for responding. The concern was emailed to me individually. The individual faculty member responded to an email I had sent out to all the Stillwater faculty reminding them of our meeting tomorrow. I have not had the opportunity to speak with the faculty (as a group) about this concern or any other concerns.

Response from Pam after visiting with President Evans:

Dr. Evans’ schedule does not allow her to track down all of the issues that come up through Faculty Affairs although she is informed of all issues and would be happy to sit in a Faculty Affairs meeting to verify that she receives all updates. Her responses are also often listed in the minutes. While there are individual faculty chairs for each campus, she wants the overall chair to be someone with institutional responsibilities who has more access to retrieving information than an individual faculty member, representing one campus, might. She also suggested that for any issues that faculty would like to address to Dr. Evans directly, the suggestion box on the website could be used, either anonymously or signed.

Lisa clarified that the comment was not about trust issues with any particular administrator but a desire to get more faculty governance in committee work. The group discussed issues with faculty not always speaking up when administrators were present and a desire for more structure to committee meetings. Lisa suggested perhaps sending out guidelines on conducting meetings. The group as a whole discussed the need to change culture to encourage more feedback from all participants in committee meetings but agreed there are no easy answers. Gene will forward information on how to use technology within meeting structures.

Tonkawa Items

Gene reported that the only issue he’d heard from faculty about, other than similar items to what had already been mentioned, was the difficulty of enrolling student athletes, particularly in labs, due to early afternoon practices. He asked if there could be consideration to moving practices to later in the day although the group acknowledged the difficulty of scheduling with one gym per campus and the general willingness of faculty and coaches to work together to address conflicts.

Next meeting—February 20, 1:50, via Zoom