Call to Order

Old Business

1. Student Advising

The following comments were sent by Dean Hall following the last meeting:

- Robin should be responding to you concerning advising. In addition, faculty should have an advisee sign-up sheet which has dates from April 16 through May 10, which are the dates summer/fall registration is open. Pre-registration is April 16-20, but we included dates and times until May 10, which is the faculty’s last day of the semester.
- I have put in a computer support ticket to Anthony Hardy requesting that he make the faculty advisee listing capable of a mass email (“one click”) from the advisor.

The following is a memo from Robin Session:

In response to the advising topic discussed during the Faculty Senate meeting on March 12, 2007. The Student Affairs Division and Dean of Instruction propose the following in an effort to increase advising services:

1. **Remove web authorization for those students placed on Academic Probation and Academic Suspension at the end of each term.** However, since the web authorization will be revoked at the end of the term, when grade processing is complete, students may have already registered for the next term if they took advantage of pre-registration. This means it may be the next term before they are required to see an advisor for web authorization. [Note: If a suspended student has pre-registered for classes, he/she is automatically removed from registration based on the suspension status and is not allowed to re-register unless they formally appeal to the Admissions/Academic Standards Committee and then only if the appeal is granted. Likewise, if a student has pre-registered for a course but did not pass the pre-requisite, he/she is automatically removed from the class roll of the pre-registered course.]

2. **Remove web authorization for those students who completely withdraw from the college (all classes).**

3. **Provide advisors with a list of their advisees who are currently enrolled at the beginning of each term.** The MIS Department has created a system whereby advisors now have access to the list of their current advisees via the JDCC website. Advisors should use this list to correspond with advisees by midterm. See the attached directions to view this list.

4. **The Dean of Instruction’s Office will provide advising sign-up sheets to advisors to cover extended advising periods.** Because web registration is available online for longer periods than just the advertised pre-registration week, advisees/advisors may choose to schedule advising appointments after the designated week. Therefore, sign-up sheets will be modified and distributed to accommodate the extended periods.
The Faculty Senate discussed problems incurred by students who do not see their advisor before applying for graduation and are short the credit hours required to graduate. The following ideas were suggested in order to help students graduate on time:

1. Requiring students to see their advisor during pre-registration the semester before they plan on graduating
2. Moving the date for graduation applications back into their next to last semester
3. Supplying advisors with a list of their advisees who are within a certain number of credits of graduation.

After discussion, the Faculty Senate suggests that the Registrar’s Office send out a separate email to all students before pre-registration encouraging them to see their advisor before registering if they will be graduating at the end of the next term. The Senate also encourages the faculty to announce this to their classes and make students aware of the need for advising in their last terms.

2. Telecommunication Classes

The following are follow up comments from Dean Hall concerning telecommunication classes:

- The IITS surveys are being completed the first two weeks of April.
- I received an email from Jan House concerning the IITS system – Jan has worked diligently with Anthony to resolve the issues. She continues to report any problems and works with Anthony to fix any problems.
- It seems that the recent phone upgrade helped. I have also contacted all instructors as well as those who assist with the system on the Atmore Campus; they are to report any problem with the system immediately to support@jdcc.edu. I have sat in on a few classes when I have been in Atmore and the students said things were much better after the phone upgrade. We will continue to monitor the system. The IITS system will only be used for two classes this summer.

The Faculty Senate meeting over the telecommunication equipment was better this month. It was easier to hear instructors on the other campus, but there was still a problem with feedback. The equipment and volume may just need adjusting. The Senate realizes the need for telecommunication classes, especially on the Atmore Campus.

The Faculty Senate tabled further discussion until results from the student IITS surveys are available.

New Business

1. Overload / Adjunct Pay
Faculty asked the Senate to discuss the need for an increase in overload and adjunct pay. It has been approximately 10 years since there was an increase in their pay. This issue was discussed at the January 2006 Faculty Senate meeting. During the last discussion, the Senate determined that JDCC’s Overload/Adjunct pay was in the middle range for all Alabama community colleges. At that time, due to budgetary constraints the Senate decided not to act upon the issue.
The Senate is aware of the lack of qualified adjunct instructors in certain subjects. They believe an increase in the pay might allow us to recruit adjuncts from outside the immediate area. Also, the cost of living raises which full time instructors received do not apply to Overload/Adjunct pay. With rising gas prices an increase in pay would help encourage instructors to teach at both campuses.

The Faculty Senate asks Cornelia Miller to discuss with Dean Hall the possibility of an increase in the Overload/Adjunct pay. The Senate suggests increases to $1540 and $1700 depending on the instructor’s rank.

2. Late student withdrawals
Faculty has been concerned with students being able to withdraw while failing and receiving the same W as students who withdraw while passing. In the past students would receive either a W or a WF depending on their status in the class. No one remembers why the change to only receiving a W was made. Several community colleges still use WF for student withdrawals. According to Dean Hall changes cannot be made at this time since the new catalog is now finished. This change would be made at a later time after thorough review and discussion.

The Senate tabled further discussion of this item until next year when the catalog and policies could be adequately reviewed.

3. Travel pay
The Senate was asked about who could receive travel pay when commuting between campuses and dual enrollment classes. The Senate is not aware of the guidelines governing travel pay.

Cornelia Miller will ask for clarification on the current guidelines for travel pay.

The Faculty Senate extends its appreciation for Dr. Molino’s contributions to the college and its condolences to the family.

The next Faculty Senate meeting will be Tuesday, May 8th at 8:30 a.m. via telecommunications.

The meeting was adjourned at 2:45 p.m.