



Instructional Affairs Council Meeting

Friday, September 11, 2020

1:30 PM

Virtual via Zoom

Ex-Officio Members:

Dr. Michael Heindl*

Mr. Jeff Horton*

Dr. Tonyalle Rush*

Mr. Dan Smith*

Council Members:

Katie Broadway

Jared Brownlee

Dwayne Casey

Calvin Cooper

Dr. Matthew Domas, Chair

Angela Dortch

Sarah Holt

Guests: Mr. Brian Hale

Phyllis Johnson

Dr. Don Jones

Jay Lowrey

Audrie McCann

Shelley Miller

Dr. Stephanie Mullins

Lori Philley

Dr. Keith Reed

Stacy Taylor

Carla Townsend

Cathy Wilburn

Dr. Carolyn Wiley*

Denise Willis

Dr. Melissa Wright

**Denotes absence*

I. Call to Order/Agenda Review

Dr. Matthew Domas called the meeting to order at 1:34 PM. There were no changes to the agenda.

Dr. Matthew Domas requested the agenda to be changed to reflect agenda item IV to become agenda item II, agenda item II to become III, and III to become IV. Mr. Dwayne Casey made a motion to approve the agenda item changes, and Dr. Stephanie Mullins seconded the motion. All approved and the motion carried.

II. Approval of Minutes

Ms. Stacy Taylor made a motion to approve the minutes of the IAC meeting held August 28, 2020 with no amendments. The motion was seconded by Ms. Phyllis Johnson and carried unanimously.

III. Instructional Policy Manual Procedures (601-610; 607 & 608 omitted due to replication)

a) Notification of Teams/Suggestions: Dr. Domas identified each person as it relates to the policy number they are assigned.

601: Definition & Role of Faculty

602: Definition & Role of Adjunct

Dr. Carolyn Wiley

Jay Lowrey

Dr. Melissa Wright

Lori Philley

Stacy Taylor

603: Faculty Authority

604: Faculty Hours of Work

Dr. Stephanie Mullins

Jared Brownlee

Calvin Cooper

Denise Willis

Katie Broadway

Dr. Don Jones

605: Teaching Loads/Overloads-Faculty
606: Teaching Loads-Adjuncts/Admin Staff

Dwayne Casey

Dr. Stephanie Mullins

Carla Townsend

Cathy Wilburn

Phyllis Johnson

609: Faculty Meetings

610: Faculty Growth & Development

Dr. Keith Reed

Sarah Holt

Audrie McCann

Shelley Miller

Philip Corroero

Dr. Carolyn Wiley

- b) Guidance/Expectations: Dr. Domas shared information regarding the expectations of suggestions for procedures. The policies as written between the black lines cannot be changed. These have been approved by the Board of Trustees and will stand.
- Policy 601 should mirror policy 602 with suggested amendments in procedures.
 - Policies 603 & 604 questions related to procedures may include: how is a faculty member elected/appointed to committees, term limits, limit to number of committees serving. 604- must keep in mind that the set hours are not feasible for all faculty member and must include exceptions.
 - Policies 605 & 606 hours differ by program and should be equitable for all and defined as such.
 - Policies 609 & 610 should reflect how a department is defined and faculty meetings should be system-wide, not just by campus. Additionally, minutes should be taken as it is an official college meeting. As it relates to faculty growth and development, it must be clarified as to what constitutes faculty growth and development. There must be clear evidence of faculty growth and development professional hours.
- c) Questions to consider for each policy number: discussed above.
- d) Deadlines: Dr. Domas provided a deadline of September 25, 2020, the next IAC meeting. He also asked if anyone wishes to serve on additional policy committees to please notify Angela Fletcher.

IV. Questions

Dr. Domas announced Winter session schedules will be available October 5. Stacy Taylor Expressed a need for A&P Lab to be included for future sessions. Sarah Holt informed the group the Natural Science Department held a meeting and there are several instructors interested in teaching the Winter session. Carla Townsend asked when instructors will be paid for Winter session and about faculty loads. Dr. Domas referred to the 4-4-1 regarding the 10-class limit.

V. Adjournment

The meeting was adjourned at 2:09 PM

