

**Faculty Affairs
Sept. 23, 2021, minutes**

From Tonkawa, 9-23-2021

Concerns from Tonkawa for today:

1: "I have a concern for faculty affairs. In Blackboard the students are given the choice of using their personal email versus an NOC email. When faculty or staff send out an email to the personal email, which is not secured, does this violate the FERPA laws? This came about because a student was sent an early alert. Sandra Jensen did not want to send grades and personal college information through an unsecured email. I feel that all emails on Blackboard should use the students' NOC email.

Not pertaining to FERPA, I send out class emails through Blackboard because it is easiest to have all the emails in one location. I have students who say they didn't get the email because they didn't remember which email they chose to use as their primary email. Then I have to go look up what email I used and that gets to be a time consuming project.

If this is not faculty affairs, who should I contact?"

Gene's RESPONSE

"I can answer this, yes, it would be a violation of FERPA. We can only provide information to the NOC e-mail. With that stated, your point concerning personal e-mail on BB (or even J1), should be NOC's e-mail, therefore, I will bring up at our next meeting.

The second issue, does occur often enough that it would be alleviated if we simply use the NOC-email for students. They either need to understand that e-mail goes to their NOC account, which they need to check regularly or link to their personal e-mail/phone. I will bring this up as well.

Great points."

September 2021 Update: See below for response on same topic.

2: What do we ever implement as a result of surveys? Is there evidence that surveys actually work and something tangible results?

September 2021 Update: There are many ways in which surveys are used at NOC, and results are viewed and discussed by Executive Council, committees, and individual offices to guide decision-making. Dr. Harris has also reviewed results of the cost-saving survey though that was administered prior to his term beginning.

When surveys are sent to the entire student body or all employees, there are always comments that are just venting, but many offer constructive ideas that can be and are used.

A few examples:

Surveys are sent to members of the professional development committees (faculty and staff) to guide the offerings the following year, and some initial topics have been sent to the coordinator based on employee survey responses.

Students are surveyed on their satisfaction with library tools and these responses plus tracking of which resources are used most often has guided budget for categories.

Employees have commented every year in the annual employee survey about how important health insurance and other benefits are to them, and this message has been reinforced from what supervisors report in budget hearings. As Anita has commented in her fall in-service updates, this input has guided budget decisions, including retaining the high level of benefits even in years when this required eliminating some positions.

Both student and employee satisfaction surveys are part of our institutional assessment plan and different departments incorporate questions into their review plan. Examples: Residence hall surveys have been used to identify summer maintenance projects. Division chairs are asked to share their divisional plans with faculty so they can see results of surveys students complete on the division (e.g. class evaluations and access to student support services).

One example: internships are tracked every year; Assessment Committee is reviewing the experience now to identify ways to make these more successful.

Goal 3: Provide opportunities for students to enhance learning through avenues such as internships, practicums, service learning, study abroad, and career explorations.

Measured Outcome 3.1: Students will have access to a minimum of one study abroad opportunity per year, as well as an internship, practicum, independent study, or service learning opportunity within each division.

Assessment Results 2020-2021: Ten NOC students, representing three academic divisions, completed internships during the academic year as noted below. This number is down from 23 the prior year as the pandemic reduced opportunities for internships with more businesses restricting who was on site.

Use of Assessment Results from 2020-2021: Photos and news stories of student interns will continue to be used on the NOC website to promote future internships. NOC will continue to support advisory boards and encourage increased participation.

The Assessment Committee also met in August 2021 to discuss common assessment measures for internships that would more clearly and intentionally link to general education competencies. Intern supervisors currently all require a resume and final report and are working in Fall 2021 to review the rubrics for these requirements to ensure they align with the communication competency and other general education competencies as applicable (e.g. social/cultural awareness and problem solving).

One example of student surveys/focus groups guiding student activities:

Measured Outcome 1.3: Students participating in a focus group will report satisfaction that health facilities are meeting their needs.

Assessment Results 2020-2021: Student focus groups were identified and surveyed on health facilities. The following suggestion was a common theme: More activities were wanted because of COVID restrictions.

Use of Assessment Results from 2020-2021:

In response to the focus group feedback, the following activities were scheduled:

COVID 2020- provided online workouts for members to promote movement and healthy habits during quarantine, including upper body workouts, full body workouts and Cardio circuits. We provided mental health tips in each workout to promote positive mindsets during quarantine.

Fall 2020- Wellness was only open 8-12 due to the pandemic with limited capacity. No activities were organized in the Wellness Center

Spring 2021- We did a Wellness Mile Challenge April- May. We only had 2 participants sign up.

Fall 2021- Replaced belts on 3 treadmills, new seats on upright bike, new heart rate grips, elliptical belts, and new cable on lat pulldown machine; we also ordered 6 new slam balls. We are in the process of adding window decals to the wellness entrance and windows around the building.

Also, use of responses related to residence hall survey:

Prior Year Use of Data:

The Office of Student Affairs is doing the following as a result of reviewing the survey findings:

-200 meal block and 250 meal block were offered. Snack bar increased variety of food options for taking and heating later.

-Food survey was given to Northern Management.

-I.T. was informed about WIFI issues. Work is being done over summer 2019 in Threlkeld and Bush to improve WIFI.

-Student workers were hired to clean residence halls.

-All residence hall directors have phone numbers on doors to their room and in lobby.

-Financial Affairs will be sending out bids for new laundry provider.

Drawing examples from past Employee Satisfaction Survey, these are some of the items that were changed as a result of feedback--note: All surveys are posted at [Surveys | Northern Oklahoma College \(noc.edu\)](https://www.noc.edu/surveys).

- Many comments addressed issues with advising, including problems with advisees being encouraged to take just 12 hours. Another comment noted that if faculty are going to be academic advisors they need more training.
 - -15-to-Finish lesson as shared in advisor training and was incorporated into Freshman Orientation classes.
 - Mid-semester faculty meeting began focusing on advisement issues prior to advising opening.
 - An Advisor Handbook was developed and has been updated annually for 11 years now.
- Many comments talked about deficiencies in the Stillwater classroom locations (i.e. the “strip mall” environment).
 - A new classroom building in Stillwater addressed many of these issues.
- In satisfaction surveys and in employee feedback from town halls, there were requests to review new academic programs that could be added. Division chairs have regularly reviewed all programs and added the following within the past 10 years:

- 2013-Certificate in Practical Nurse Eligibility
- 2013-Accounting Option under AAS in Business Management
- 2015-Certificate in Administration and Management of Child Care Programs
- Respiratory Care program was reintroduced in partnership with Autry Technology.
- 2016-HPER-Personal Trainer Option
- 2016-4 options under Agricultural Science—Ag Business, Ag Communications, Plant and Soil Sciences, Pre-Vet
- 2020-Electronics Technology-Wind Energy Technician
- 2018-Business Management-Hospitality Option

3: “If the CDC guidelines have been consistent with 6’ physical distancing, and OK can’t require masks or vaccines, why would the Emergency Council or whatever we call it, not require 6’ physical distancing for classrooms? Gene, I hope you are all over this...it’s insane...why are you and Kurt not on that Committee?”

Gene’s RESPONSE

“I’m not sure why NOC didn’t require the 6’ distance, I concur with your assessment. The lack of science and health representation on the Committee that produces the plan is apparent, and has been brought up several times...but Admin’s reluctance is beyond me. I’m working on another informative paper to address issues, including this.”

September Update: The 6’ distancing guideline was dropped from the plan prior to the Delta surge and after vaccinations became widely available. Students were strongly encouraged to use masks but without the ability to require masks, neither this nor distancing could be reinforced outside of the classroom, where most exposures are occurring. Instructors were asked to use seating charts, which could allow distancing where enrollment had not already surpassed.

4: What is the budget for the investiture? While it’s tradition, if we are struggling with finances, why are we wasting the money?

September 2021 Update: As approved at the September 15, 2021 NOC Board of Regents meeting, the budget, date, etc. were approved. (See attached.) Included in the budget is \$2,500 allocated for faculty regalia rental through the NOC Bookstore and van rentals for Enid and Stillwater employees so there was no added expense passed along to faculty attending the occasion. The budget represents the maximum amount that will be spent. Dr. Harris has already identified some cost-saving measures.

5: J1, J1, J1, J1, J1, nuff said.

See ya’s all this afternoon.

Respectively,
Gene

From Stillwater, 9-22-2021

Concern that add date is too late. Email was sent by student on Thursday, August 26th about adding. It was an OSU student that supposedly added the course. Hopefully communication between OSU advisors and OSU students can increase. Students don't know they may need supplement coming from OSU. Enrolling by Friday means they miss an entire week. Understand the financial situation, but still. (Sorry for the bad grammar, I was typing as they were talking to me).

September 2021 Update: Official add date ended the Friday of the first week. Some schedule adjustments that happened afterwards were because of advisor errors. If there are instances beyond this, please make Academic Affairs aware of whom so that we can investigate why.

One of the biggest problems with J1 is that faculty logging in as a student violates FERPA. It is sometimes necessary so the student is fully enrolled before they leave our office, and enrolled on the correct campus, but that could be an issue in the future.

September 2021 Update: See below on FERPA issue. Advisors can ask the students to log in while they're in the office but should never ask for students' log-in information.

Another issue with J1 is that the course schedule is either not updated or in a different window.

September 2021 Update: Live Course Availability is still being worked on by J1. It was a bug that was supposed to have been fixed in May 2021 but is still pending.

Faculty said they don't feel like they are being heard with the J1 problems. Faculty made mention that we should try to mirror OSU's enrollment system, because OSU students enroll themselves but don't have near the amount of problems or complaints. The students that enroll at OSU and take an NOC class or two have much more trouble enrolling with our system than with OSU's.

OSU enrollment is not streamlined. If it is a complicated system, Stillwater faculty fear that students would get frustrated and just enroll in an OSU course simply due to ease of enrollment systems.

Response: The system is continually being worked on. There are discussions about putting NOC's offerings for Stillwater students into the OSU system but this will require an adjustment in the MOU and agreement from OSU. Currently, the approach to enrollment is significantly better than the 4 a.m. enrollment calls of the past.

Stillwater Faculty would like to be able to print a full roster directly off of J1. It only shows ten students per page, so you have to print multiple pages and it would be easier to print the whole roster on one page from J1.

Response: Can faculty print rosters from Blackboard where sections are combined and because it pulls up in an Excel sheet there is less spacing?

When will OSU retention be fixed? OSU students are listed as 600, 700 and 800 courses and only one of those shows up on the MyNOC retention tab. Most OSU students are still unlisted on the retention tab of J1.

September 2021 Update: This issue has been forwarded to Jenzabar and we are waiting on response, but team will also be visiting with the J1 team again later in October to follow up on issues.

Diana Watkins' response, 9/24/2021:

OSU enrollment

The OSU system already has all of the OSU student information (ACT scores, prerequisite courses, etc.), so it's easy for a student to simply log in and enroll. We need students to submit that info so we can make sure they meet the requirements for enrolling in our courses. I disagree that the process isn't streamlined; it's clearly outlined on our webpage (we're in the process of updating for spring and I'll send the link out when complete) and when students complete this information they get an email from us with a copy of instructions for enrolling on MyNOC. I'll also share a copy of the email that will go out. If a student is missing part of the information, Sherryl contacts them to get the missing info.

We're going to email the process to all OSU academic advisors before enrollment begins there on October 18th & students can start submitting their forms then. Anything received by Wednesday Nov 17th will be processed and ready to go on Nov 29th when OSU enrollment opens.

The retention early alerts have some wondering about retention specialists. As listed in an email sent out 9-22-2021, it gives the impression that the primary advisor should follow up with retention efforts. If they don't within a week, the retention specialist clears the list so it doesn't get too long, which leads some faculty to wonder what the retention specialists are doing other than clearing lists? There is surely a better way to ask this without putting the onus on the retention specialist, but as described, it doesn't sound much like they're specializing in retention as much as they're specializing in clearing lists of retention efforts completed by others.

September 2021 Update: The Retention Specialist is also contacting students and that happens before any list is cleared. The information is kept more visible in the system so that advisors can also reach out to students but is cleared with just the RS contact if needed so that no new entries are missed in the long lists. Retention Specialists keep logs of who they contact and resolutions, where possible.

The investiture thing is not going over well with faculty. It seems like it will lower morale of faculty who are "highly encouraged" to attend on a Friday, during a pandemic, in order to raise the morale of one person. It doesn't seem we are sending the right message to the rest of the state as educators. If we want Stitt to install more precautions for schools, but then have a large gathering indoors, again, doesn't feel like the right message to be sending. Also along these lines, cancelling Friday afternoon classes doesn't seem to be in the best interest of students. Some suggestions for how to fix this: 1) Cancel the event so we don't become super-spreaders and spread covid to the student body. 2) Make attendance voluntary, without it being necessary to contact admin if you are unable to attend. 3) If the event is necessary, don't take away employees Friday. Do it during the week sometime. 4) Reward those that come with dinner, like a hamburger or hot dog or something.

September 2021 Update: Feedback will be shared with everyone involved in planning. Seating will be spread out for event, which was also moved a little later in fall to avoid peak. Faculty were not asked to cancel Friday afternoon classes. Many do not have classes late on Friday and responses were asked for so that we'd have a count for seating.

Additional response from committee co-chair, Sheri Snyder: When determining the date and location of the event, administration took into consideration NOC's Protocol currently in place. The date was selected based on feedback from President Harris and administration – we

selected a day during the work week (Monday through Friday between regular business hours of 8 am to 5 pm). We chose the Foster-Piper Fieldhouse, our largest venue in Tonkawa to hold the event at 70% occupancy. Additionally, the reception following will be held outdoors on the campus lawn. Classes were not canceled on Friday afternoon. The College will remain opened with basic services available and ceremony will be live-streamed to view. Event will follow NOC's protocol* to ensure the health and safety of all who attend.

The investiture of our Dr. Harris as the 14th President of Northern Oklahoma College coincides with the 120th anniversary celebration of the College. The investiture of a president is a significant milestone in the life of a college – and one of the oldest and most treasured traditions in academia. An academic procession takes place that includes delegates from other colleges and universities, trustees and college faculty and leadership. Since its founding in 1901, Northern Oklahoma College has now been guided by 14 presidents, each of whom has left a lasting mark on the history of the College.

From Stillwater 9-22-2021

As soon as I hit send I realized there was another FA request in my inbox:

Any chance the wellness days make a return at any point?

September 2021 Update: See reply to Enid below.

Sent 9-3-2-21

Jeff, I'll work more on responding to the other Faculty Affairs issues next week. This week was spent primarily on the salary-related ones, but I did want to respond to part of what you sent this week.

On item 1, I don't think the information is being used for anything else because the discussion was to be very careful about who it's directed to (only the one person needed to pull names).

On item 2, all advisors have been encouraged to work with students as they're enrolling to discuss the classes but new system or old students have been able to take classes that weren't agreed upon, adding and dropping after the "approved" class was created by the advisor.

On item 4, we won't have the Wellness Days because those were scheduled in lieu of a spring break in spring 2021. We have the spring break restored for March 2022.

September 2021 Update: Days are all needed to meet State Regents requirements for seat times. With our MOU stipulating that our start and end days are the same as OSU's, there is not room for further adjustment.

I'll add more later.

Thanks,

Pam

Enid Faculty Affairs August 31, 2021

1. Concern: Some faculty are wondering what the school plans to do with the data gathered from the Vaccine Incentive Contest.
 - a. Answer: We have all of the information directed to one address so that numbers can be randomly pulled for awarding of prizes. We will not be verifying documentation or sharing any of the names except for those drawn to award prizes. We hope to get a sense of the numbers of students and employees vaccinated, and that information (not names) may be helpful in decisions such as the need for future vaccination clinics.
 - i. Concern: At the end of the incentive, the school will have two lists of people: vaccinated and unvaccinated. Will the lists be kept or will they be destroyed? What other decisions aside from vaccination clinics might the data be used for?
2. Concern: Enrollment: I have found, with students having the capability to enroll themselves, several enrolled incorrectly into math classes. I spent a lot of time the week before classes started going through rosters. I looked up each student's ACT score to make sure they were correctly enrolled (very time consuming). Several students were incorrectly enrolled so then began the task of contacting each one so they could get their schedule adjusted. In the future, will J1 correctly restrict students from enrolling in classes they are not eligible to take? (This concern was seconded by at least three other faculty.)
3. Concern: Extra duties beyond regular teaching and committee duties. For example, J1, WebAssign, PACE, O-Live, and other sub-committees are turning into a part-time job in themselves. One faculty member related having to drive to Enid High School to deliver and collect items for class because no courier route is in place.

September 2021 Update: Noted, J1 obligations and changes related to the pandemic have been a huge wear on every employee, including non-faculty.

Faculty used to be required to participate in two committees. They've been asked to participate in one in recent years. WebAssign is faculty chosen. O-Live was necessary for pandemic. The PACE Project meets our requirement for HLC initiative.

4. Concern: Will we have "recreation days" this semester like we did last semester?

See response below.

Sent 8-31-2021

Hello, all. I wanted to give some updates on the items Luke sent in last week.

Faculty Affairs August Stillwater issues:

Proposal for Odd number course sections to be MWF courses, Even number sections TR. Or allow us to customize the course name on blackboard so we can easily tell which courses are MWF and which are TR. It's a small issue, but not everyone memorizes their course section numbers.

and

Blackboard has randomly eliminated some online courses and coursework for instructors. One faculty member said their online class emailed her on Wednesday of the first week of class stating that no work was showing up and upon investigation the online course that was previously ready to go had eliminated all but the final assignment. The assumption is that something happened with integration between J1 and blackboard.

and

The difficulty of merging blackboard courses into the parent course has been a source of faculty frustration as well. Not really a question, but I wanted to bring it up because multiple faculty have stopped by my office and mentioned it.

Response: Blackboard does not seem to be working terribly well with customizations in the new system. It syncs with J1 regularly which means that adds/drops are dynamic, which they weren't in the old system, so that is a good thing, but we've had many issues with the sync overriding intentional changes in Blackboard. We've been troubleshooting with a J1 rep these first couple of weeks to try to correct as many of the issues as possible.

September 2021 Update: The spring schedule is being revamped to address some of the challenges we've had—i.e. separating labs and lectures back out in J1—and J1 reps have been contacted regularly to troubleshoot Blackboard and most issues seem to have been resolved.

Faculty/Advisors need a way, or the student needs a way without having to contact IT, to look up their username and password. This has been a major holdup in the enrollment process when everything has to stop and wait on IT because a password isn't working or the student doesn't remember it.

and

When advising, faculty can't see/find the student's schedule easily, unless logging in as the student. Some advisors would like to be able to see what times/rooms advisee's classes are in to make sure they're showing up to class the first week. If we can't see this on our side, we need access to student's logins so we can verify they are signed up on the correct campus and at the correct times etc.

Response: We can't allow faculty/advisors to look up student username and password because that same log in is tied to their financial aid information. I don't know of any way the students can reset with a security question but I've sent that to Mike and Lori to ask.

Sept. 2021 Update—Mike responded 8/31 that there is no way to have a password lookup function as we had in POISE with J1.

Can we create a dummy student account on J1 so we can see what courses are still available? The students can see it on their side of J1 when enrolling, but faculty can't see it. A suggestion was to create a fake student like "Mickey Mouse" that faculty can use to see which classes have open enrollment and which are closed.

This would be helpful for many reasons. We will try to find out if this is possible.

Sept. 2021 Update: There is a dummy student account in J1 Web and J1 Desktop (For myNOC: UN: RTest001; PW: R99909) that can be used but it does not link to the recruitment module (CRM). Rick is going to investigate with the J1 trainer for the CRM if anything can be done on that side.

There is some confusion about extra advising hours in Stillwater. An email was sent from administration the week of August 9th requesting what hours faculty are available for extra advising, specifically availability on Thursday the 12th and Friday the 13th. Are other campuses required to advise the week before school? What about Freshman Fridays? It feels the number of available advisement hours are being extended beyond contractual time, especially this week before school when that time should be used for getting prepared for classes.

Response: Stillwater faculty who have the extra week of Gateway advising on their contracts are compensated an extra \$697.32. They have also been given the opportunity to opt out of this extra contract week and have the stipend removed from their contracts. Traditionally, the demand for late enrollment has been highest at NOC Stillwater, thus why this option was added for that campus in years past and has continued.

Pay. Faculty have no idea what our paycheck is going to look like. Some have been told there were no changes to compensation from 2020 to 2021 due to budget restrictions, but Dr. Evans said this in her June 16th email:

I'm pleased to share more good news about compensation as NOC will be increasing base salaries for all employees in this budget. As requested by faculty, a budget priority was allocating resources to continue crediting steps related to post-master's coursework as well as recognizing years of service with funds allocated to increase salaries for those who have not yet had the first 20 years of service credited. In addition, an increase was made to the standard base salary for faculty, increasing from \$41,725 to \$42,000. Faculty will receive varying amounts based on these criteria; however, the institutional cost for addressing these step increases was 3.22% over the prior average salary.

Will faculty be receiving a pay increase? How will faculty know what their new paycheck will look like? This is a request by many Stillwater faculty for a salary summary like we received in the past, so we can know specifically what type of pay increase we received and how it was calculated.

Response: Early last week HR was creating and sending out the official appointment letters. I had a faculty member request the follow-up salary breakdown letter that Academic Affairs has sent before so I'd already requested copies of the letters from Shannon and had begun working on that separate communication. Pam Keeler helped send these out through the courier this week so most faculty should have received them by now. The only exceptions may be faculty who

were just hired and they would have seen their salary breakdown in their initial hire paperwork. I sent wrong years in one email communication to one faculty member asking about salary changes and mistakenly said there were not adjustments from 2020 to 2021. That was incorrect.