

Roane State Community College
Minutes of the Monthly Meeting of the Faculty Senate
November 1, 2019

Location of Meeting: Oak Ridge Branch Campus, 2:00 pm Eastern

Attendees:

Deborah Miles, President	Valerie Herd	Jala Daniel
Sue Sain, Vice-President	Becky Fields	Robert Alfonso
Pat Wurth, Secretary	Marianna Mabry	Bryan Wilkerson
Elizabeth Weaver, Parliamentarian	Vickie Pierce	Gary Jenna
Saeed Rahmanian (Alt)	Michelle Jones	
Pam Siergiej	Geol Greenlee	Guest, Steve Ward
Elizabeth Lewis	Stacie Bradshaw (Alt)	
Steven Carriger	Krystie Anderson (Alt)	

- I. Quorum established at 2:00 pm
- II. October minutes approved
- III. AAUP Update – Saeed Rahmanian
 - A. As of October 16th, there are 15 members in our chapter.
 - B. Chapter is working with Jeremy Pulficer to create a RSCC AAUP webpage.
 - C. Anna Davis sent an invitation to members for the fall AAUP TN Conference which is November 23rd at TTU. Carpooling is available.
 - D. The next RSCC AAUP meeting will be December 6th at 12:30 pm in the Zoom rooms at ORBC and Harriman. The agenda will include a report on the TN conference and plans for 2020.
- IV. TBR Faculty Sub-Council Update – John Brown was at the Sub-council meeting. The update will be at the December meeting of Faculty Senate
- V. Vice President's Report – Sue Sain
 - A. FS “Suggestion box’ – Questions arose about faculty relationship policy with the bookstore. TBR Policy 2.07.00.00 states “campus policy should not restrict the option for students to purchase new or used textbooks from the vendor of their choice.” Discussion arose re: RSCC courses that have a required fee for online resources. Bookstore Sub-committee is aware of this.
- VI. President’s Report
 - A. Work Group Reports
 1. Adjunct Representation on Senate
The group is gathering data by looking at other TBR schools and reviewing the Constitution.
 2. Advising
The committee emailed Dr. Ward with issues and are awaiting feedback from Dr. Ward.
 3. Availability of Committee Minutes
Deborah Miles requested clarification on standing committees. Cathy Smith forwarded her request to President Whaley who is reviewing the policy.
 4. Bookstore Issues

Many complaints have been reported on the Google Doc for this issue. There have been problems with book shortages, getting Health Science uniforms, return of unused items that were purchased mistakenly. It was suggested that issues continue to be documented and that a survey be conducted.

5. Email Integration

CTAT reported that integration is easy to do, but there are pros and cons and would have to be done for the whole institution or no one. It was suggested that this be discussed in the spring division meetings. Steve Carriger will request a list of known potential problems to be shared by CTAT.

6. Faculty Workload

Within 1-2 months various faculty will ask cohorts at other TBR institutions what their release time is or how their workload is calculated. This same information will be gathered nationally if possible. Austin Peay has its detailed faculty workload published. RSCC administration is looking at workload as well.

7. Standardization of FS Division Senator Elections

The committee is gathering information. Comments were posted on Google Doc both for and against standardization. This process is likely to be affected by new election process mandated by TBR.

8. Syllabus

At TBR Sub-Council, John Brown is talking to other schools about their syllabus template policies. John will report his findings to Steve Carriger, work group chair.

9. Zoom Room

Dave Rath has created a log specifically designed to record Zoom Room issues. All faculty teaching in Zoom Rooms this semester are using the log to identify the main issues to be addressed. Zoom Room instructors have also participated in a survey on the subject. Results will be shared in December.

B. New Business

1. TBR Mandate for FS President Elections. A revision to TBR Policy 1:03:10.00 requires a change in future elections for Faculty Senate President and Student Government Association President:

If an institution policy provides for a chief student officer, such as a student government president, that officer must be elected by a general vote open to all students eligible to vote as defined by that institution's policy. If an institution provides for a chief faculty officer, such as a faculty senate president, that officer must be elected by a general vote open to all faculty members eligible to vote as defined by that institution's policy.

This policy must be implemented in the upcoming/spring elections for these offices. It will require an amendment to RSCC Policy GA-32-01, the Faculty Senate Constitution. An amendment to the Constitution requires a 2/3 majority of Senate for ratification. Deborah Miles will work on a proposal with Mike Farmer and John Brown.

2. Electronic Signatures for Work Contracts – Sue Sain will follow up to determine what contracts require wet-ink signatures and the feasibility of changing them to electronic signatures.
3. Standardized Schedule or More Advanced Notice of Convocation & Divisional Meetings

Health Science programs need to set up meetings with students before classes begin and are having to reschedule meetings each semester due to the late announcement of the in-service schedule. This issue was addressed in Spring 2018 FS minutes. There was a motion to have a standard schedule of

convocation during the 5-day week prior to classes starting but the motion was not mentioned again that academic year. Deborah Miles will follow up.

4. Criteria for Establishing Salaries of New Hires – Faculty have been told there is a formula for determining salaries for new employees but the formula has not been shared. Criteria needs to be objective and transparent.
5. A senator asked that convocation dates be announced earlier or follow a common calendar. Deborah Miles will follow up.

VIII. Adjourned at 3:25 pm