<p style="text-align:center">Roane State Community College
Faculty Senate Minutes
27 January 2023
Harriman Campus – O'Brien 101</p>

Attendees (Officers)
April Insco, President
Jala Daniel, Vice-President
Krystie Anderson, Secretary and Senator
David Blevins, Parliamentarian and Senator
John Brown, TBR Faculty Sub-Council Representative and Senator

Attendees (Senators, Alternates, and Guests)
<u>Health Sciences</u>: Becky Fields; Marianna Mabry; Gabriel McAteer
<u>Humanities</u>: Turner Bowling; Gary Gravely; Melanie Hildebrandt; Ted Stryk
<u>Math and Science</u>: Jillian Miller; Sylvia Pastor; Elizabeth Weaver; Saeed Rahmanian (Alternate for Katie Wibking)
<u>Social Science, Business, and Education</u>: Mike Farmer; Valerie Herd; Karry Garcia; Elizabeth Lewis (Alternate for either Jill Landenberger or Dave Rath)

I.   Established quorum at 2:01 PM (Eastern).

II.   Guest: Keri Phillips, Chief Information Officer

     a. Keri gave everyone updates from the IT department:
         i. Reminders about new email policy: Not everyone has access to the "RSCC" email group. If college-wide messages are necessary, contact Sarah Self, Roane State's Director of Marketing and Public Relations.
         ii. MFA login: All faculty who haven't yet set this up should do it soon, but if not, they'll be prompted to do so in the next several weeks. Keri will send out an email with instructions.
         iii. D2L login button: If anyone (students or faculty) is still having issues logging in with the new, blue button, contact the Help Desk. The 'Alternate Login' option will work for now, but it will not always be there.
         iv. Keri took questions from those in attendance:
            1. Someone brought up a concern about Wi-Fi connectivity at Oak Ridge and other satellite campuses. If we notice "dead" spots or experience issues with certain rooms, let Keri and the Help Desk know.
            2. If students need help with logging into their accounts, and if they don't have a cell phone to get a code, they can call the Help Desk to get a one-time code.

> v. Once IT gets everything set up with MFA, everyone will soon be required to create a one-time, 14-character password/passphrase, preventing the need to change passwords several times a year.

III.   December 2022 Minutes were approved without discussion.

IV.   TBR Faculty Sub-Council – Update from John Brown

> i. See **Appendix A** for his notes from the January 27, 2023 meeting, which address the following topics:
>   1. Accessibility standards
>   2. Intellectual Diversity survey
>   3. TCAT to community college articulation
>   4. New academic programs
>   5. SAILS course performance
>   6. Promoting General Education courses
>   7. Tennessee eCampus and their "Simple Syllabus"

V.   Vice-President's Report – Update from Jala Brown
> a. She received a concern from an anonymous faculty member about a press release that mentioned an accreditation visit for the Nursing program. The concern was that faculty members weren't given time to submit questions before the site visit.
>   i. During today's meeting, a faculty member commented that this was most likely an oversight.

VI.   President's Report
> a. Old Business
>   i. Faculty Workload and Compensation – Update on Survey
>   1. Many faculty didn't understand the issue of workload, so their vote may not have been as well-informed as it could have been.
>   2. Results by division:
>   a. Social Science, Business, and Education
>   i. This was the same for both fall/spring and summer
>   1. 4 – I support this statement fully
>   2. 0 – I support this statement with exceptions
>   3. 17 – I do not support this statement
>   b. Humanities
>   i. This was the same for both fall/spring and summer
>   1. 7 – I support this statement fully
>   2. 9 – I support this statement with exceptions
>   3. 6 – I do not support this statement
>   c. Math and Science
>   i. For fall/spring
>   1. 27 – I support this statement fully
>   2. 3 – I support this statement with exceptions
>   3. 0 – I do not support this statement

ii. For summer
1. 13 – I support this statement fully
2. 13 – I support this statement with exceptions
3. 4 – I do not support this statement
d. Health Sciences
i. For fall/spring
1. 28 – I support this statement fully
2. 6 – I support this statement with exceptions
3. 0 – I do not support this statement
ii. For summer
1. 26 – I support this statement fully
2. 8 – I support this statement with exceptions
3. 0 – I do not support this statement
3. Workload is going to be removed from the Agenda.

ii. Policy Reviews
1. Tenure Policy (including Form E)
a. This policy is being adjusted to reflect the new format of digital portfolios.
b. Faculty Senate will look at possible updates to Form E (based on concerns and suggestions from each division).
c. The goal is to have the Tenure Policy updated by this summer, so it can come to Faculty Senate in the fall of 2023.
d. Faculty would like to have input on the Tenure Policy revision and Form E. April will make this request to those in administration.
2. Promotion Policy
a. April is planning to take this policy for review in February, so it can be voted on at the March meeting.
3. Remote Work Policy
a. Faculty are not included in this policy, only staff.
b. April will ask for an update about this policy at her next meeting with President Whaley and Dr. Ward.
4. AA-03-01: Registration after the Start of Classes (Late Registration)
a. Faculty Senate recommended the wording be changed in the "only by exception" statement, and the language was adjusted accordingly.

iii. Academic Misconduct Agreement – Update from Turner Bowling
1. Electronic version (online options)
a. Turner spoke with Zach in CTAT to see if he had ideas about what we, as a college, could do to create and implement an electronic version of this statement.

b. No traction has been made, so, moving forward, this will be removed from the Agenda.

 iv. Syllabus
  1. Scholarship statement (approved)
   a. Faculty Senate is supposed to review the Syllabus each year to approve it. It should be approved by the month of April each year, so it can be put in use the following fall. The scholarship statement will be added with the remote test proctoring statement (see below) for review and approval of Senate.
   b. Honor Lock statement: See **Appendix B** for the Remote Test Proctoring statement that faculty can add to their syllabi. (Note: This is an optional statement, as not all faculty use remote test proctoring.)
  2. Other syllabus changes: None at this time.

 v. Faculty and Staff Relief Fund – Update from David Blevins
  1. He will send out another survey to those on the Faculty and Staff Relief Fund to help them figure out a time to meet and discuss the policies they want to implement for this fund.

 vi. Team Teaching – Evaluations
  1. Dr. Ward's goal is that all courses will be evaluated, regardless of anyone's tenure status.
  2. Regarding all course evaluations: In order to improve our courses, it's important to receive feedback about all classes.

 vii. Walden Ridge Room
  1. This room is being converted to an E-Sports room for students.

 viii. Graduation
  1. April met with Cody Miller and Dr. Ward about how many graduation ceremonies the college will have this spring. April was told that administration is considering three or four ceremonies. The numbers are still being reviewed to ensure we remain in compliance with the recommended number of people in the gym.
   a. If there are three ceremonies, the plan is to have them at 7:00 PM on Friday and 10:00 AM and 2:00 PM on Saturday. If there are four ceremonies, the plan is for 2:00 PM and 7:00 PM on Friday and 10:00 AM and 2:00 PM on Saturday.
  2. April took recommendations to Cody Miller regarding where faculty sit and how faculty and students will enter the auditorium for commencement.

b. New Business

    i. Updated Policy Reviews:
1. PA-27-01: Faculty Qualifications – This updated policy was approved by Faculty Senate vote.
2. PA-26-02: Faculty Evaluations – It was requested that Dr. Ward be available at the February meeting to discuss the changes to this policy.
3. PA-24-02: Job Description for Academic Deans – This updated policy was approved by Faculty Senate vote.
4. PA-22-02: Academic Freedom and Responsibility – Most changes are from TBR. Faculty will review, then vote on the policy during the February 2023 meeting.

    ii. Final exam schedule
1. April received the schedule in July 2022 for review.
2. April met with Dr. Ward in January to learn why the final exam schedule changed this past fall. (The reason was to accommodate night classes.)
3. Someone asked why faculty were not notified that the Final Exam Schedule was changed.

    iii. Adjunct faculty – Update from David Blevins
1. Problem: These are the only faculty members who don't currently have access to free and discounted classes.
2. Proposed solutions: Those of us on Faculty Senate should advocate for the adjuncts, so they can get the same discounts that full-time faculty do. We need to incentivize adjuncts working for us. President Whaley can take this issue to the Chancellor of TBR.
3. Action: April will take this issue to President Whaley and Dr. Ward when she meets with them next.

    iv. Mentor Responsibilities
1. April is interested in Faculty Senate forming a small committee to work on what new faculty members are provided with when they're given a (new) mentor.

    v. Course-embedded Tutors – Update from Krystie Anderson
1. Krystie is working with a writing tutor from Roane State's Learning Center to pilot a new role in D2L for course-embedded tutors. The new role is called "Tutor - Enhanced)," and it allows tutors to have the same abilities as those with the "Librarian" role, meaning they can create discussion boards and content items.
2. Interested faculty should contact Krystie Anderson and CTAT to find out more details about how this role enables tutors to fully interact with students.

3. Faculty members who use a course-embedded tutor will need to request the "Enhanced" role, as the regular "Tutor" role will be the default option.

    vi. Updated email policy
1. The college has certain activities that require sending emails to a large group.
2. April will check with President Whaley about who has access to large email distribution lists.

VII.   Adjourned at 3:40 PM ET.

APPENDIX A: John Brown's Notes from TBR Sub-Council Meeting on January 27, 2023

Proposed new policy on Micro-Credentials:
-   Principles and procedures for quality control

Accessibility Update:
-   340 courses measured so far at CCs and TCATs
-   Improvement in publisher materials, little change in handouts and content, decrease in syllabi, visual aids
-   Results for each college sent to that college's accessibility chair
-   DOJ uses WCAG 2.0 to determine accessibility (with very limited exceptions)
    -   UC-Berkeley investigated by DOJ; basically, we want to avoid this
-   Some discussion of this being "dumped on faculty" with little help from admin

Intellectual Diversity Survey:
-   Some discussion of this not being announced prior to being sent out

TCAT to Community College Articulation:
-   Work to ensure transfers between the two
-   Webpage now being revised—TBR would like faculty feedback by 2/13:
    -   https://www.tbr.edu/academics/tcattocc
-   31 pathways total

Legislative Updates:
-   Not many substantive bills proposed yet (still early)

New Academic programs:
-   Approved: butchery, correctional officer
-   Proposed: avionics tech, commercial music, distilled spirts, game art and design

SAILS Course Performance:
-   55% of fall students completed SAILS statistics (improvement from 49% in previous year)
    -   TTU, MTSU, Austin Peay, and UT-Southern now take SAILS Statistics
-   71% completed SAILS reading (up from 69%)

General Education:
-   PR effort to establish importance
-   Core architecture to be reevaluated, possibly this term, by faculty

TN eCampus:
-   Simple Syllabus about 95% fully implemented

Email:
-   New policy encourages colleges to determine who can send out mass emails

APPENDIX B: Remote Test Proctoring Language

The following is an optional statement for those who use remote test proctoring to include in their syllabus.

Some, or all, tests, quizzes, or other graded activities required in this class will be offered in a remote testing environment. As part of a test proctoring protocol designed to help ensure the integrity of each student's testing environment, a student may be asked to conduct a video room scan of the location from which they are taking the test. By choosing to enroll in this section of _____ (Course name/number), registered students consent to the scan as a condition of participating in the class and taking any test. Students who choose to not facilitate a video scan of their testing environment as directed, will not be able to take the test and may receive a failing grade for that test. Students that do not want to permit a video scan of their testing environment prior to any test should consider selecting another section of the course that permits live on ground testing in a classroom or in the College's testing center.