

Roane State Community College
Faculty Senate Minutes
December 1, 2023, from 2:00-3:30 ET
Oak Ridge Campus - City Room

ATTENDANCE

Officers

Jala Daniel	President
David Blevins	Vice President
April Insko	Past President
Krystie Anderson	Secretary
John Brown	Parliamentarian

Visitors

Justin Eastwood	Library
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Senators

Health Sciences Division

Gabriel McAteer; Ricky Terwilliger; Elizabeth Thomas
Elliot Mitzelfeld, Adjunct Representative

Humanities Division

Krystie Anderson; Maggie Bouldin; Jayme Nair; Ted Stryk

Math and Science Division

Isabel Benitez-Ramirez; Stefanie Holmes; Jillian Miller; John Noto
Scott Jamison, Adjunct Representative

Social Science, Business, and Education Division

John Brown; Valerie Herd; Elizabeth Lewis; Darren York
Elizabeth Kitts, Alternate for Dave Rath

- I. Established Quorum at 2:05 PM ET.
- II. Approved November 20, 2023, Faculty Senate Minutes.
- III. TBR Faculty Sub-Council Update (from Turner Bowling)
 - a. Turner was absent today.
- IV. Vice President's Report (from David Blevins)
 - A. Faculty and Staff Relief Fund
 - a. See **Appendix A** for David's notes.
 - b. If anyone has suggestions or questions for David, send these to him soon, so he can include them before final submission.
- V. President's Report
 - A. Old Business
 1. Form E2 and Mentor Responsibilities Guidelines
 - a. Soon-to-launch: New faculty will soon have a place in Momentum to post information about themselves, so their fellow colleagues will be able to learn more about them as they progress through the tenure track.
 2. Recruiting for Health Sciences
 - a. Elizabeth Kitts was present to speak on behalf of Dave Rath: What is the college's role when it comes to recruiting for the program?
 - b. Program directors will need to be more involved in recruiting efforts.
 - c. Jala discussed a program called "Wingspan," which some colleges use to help boost their enrollment.
 3. Funding for Leadership Academy
 - a. Marsha Mathews has found more than the requested amount for this professional development opportunity.
 - b. This is a twelve-month program.
 4. D2L Course Deletions
 - a. D2L course deletions may end up *not* occurring over winter break. Diane Ward is discussing the issue with CTAT. Master courses will not be affected. Faculty are encouraged to have CTAT create Master course shells for any material they want to archive and protect from the purge.
 5. Testing Centers/Accommodations
 - a. Jala spoke with Dr. Ward about issues raised in last month's Faculty Senate meeting. If faculty have students with accommodations that will

compromise the integrity of the course, they can contact Disability Services to discuss the appropriateness of the granted accommodations.

- b. Dr. Ward asked for specific examples of when students need to have access to the Testing Center on the satellite campuses. Faculty members can proctor exams, too, should students need a proctor.
- c. If students need to take the Exit Exam, they have the option to do so online.

B. New Business

1. Approved Policies

- a. Recent Update (as of November 9, 2020) - TBR Policy 5.02.03.70:
Academic Tenure for Community Colleges
 - i. Addresses the termination process for tenured faculty. The update changes the cause for termination from “adequate” to “good” but does not define “good cause.”
 - ii. Tenure-track employees on appeal for termination may not be able to receive pay, as the funds going towards the terminated faculty member are not available for the college to hire a new faculty member.

2. Policies in Process

- a. PA-26-01 Faculty Promotion
 - i. Still in progress, as of today’s meeting.

3. Geographic Information Systems (GIS)

- a. Pat Wurth is retiring soon. Adjuncts are teaching the active courses.
- b. President Whaley has contacted TBR about terminating this course.
- c. Keenan Golder could possibly keep the program alive, as he has experience with this field.

4. Traveling Abroad – RSCC Access

- a. Keri Phillips sent a recent email regarding what to do if faculty (and students) travel abroad to maintain consistent access to Roane State accounts.

5. Received Emails from the Faculty Senate Inbox

- a. No emails.

6. Future Items for Consideration

- a. Early Alert
 - i. Jala spoke with Dr. Ward about this feature. Faculty should receive a response within 24 hours, noting that the alert has been received

and is being reviewed for further action. The college is also looking for feedback regarding a new name for “Early Alert.”

b. Success Coaches

- i. The college is currently short on Success Coaches, due to several resignations. Jala spoke with Dr. Ward about why faculty cannot provide more assistance with advising students and helping them get their PIN numbers, so they can register for classes.
- ii. Discussion: Why can't faculty members take on more advisees, so students do not have to wait weeks (or months) to meet with their Success Coaches? Why can't faculty members have access to students' PINs, so they can help students register for classes in a timely manner?
- iii. A motion to evaluate the efficacy of the current registration PIN process was made and seconded. A majority voted to pursue the evaluation process.
 1. Discussion: Someone asked why Roane State would not want to evaluate this process to ensure that it is a successful program. Someone else said Institutional Research would have data (before and after the registration PINs) that would help shed light on the PINs' effectiveness.
 2. Someone noted that the problem with analyzing data from Success Coaches and PINs does not address the frequent problem of students not being able to meet with their Success Coaches in a timely manner. Someone else said that there needs to be a student evaluation for Success Coaches.

c. Timeliness of Faculty Grading

- i. Administration has been hearing more complaints from students about not knowing their grade until the end of the semester.
- ii. The issue happens with full- and part-time faculty members.
- iii. Discussion from Several Senators Present Today
 1. Someone asked whether this issue should be addressed individually with faculty members who are not grading assignments until the last week of the semester.

2. Someone suggested that faculty be required to use Momentum (or something linked, such as Pearson), so students can see their grade progress.
 3. Someone suggested that to reprimand faculty who are not keeping up with their grades, they will have to submit a mid-semester grade update.
 4. Someone noted that faculty should leave notes for students, regarding whether their assignments can be graded or not.
 5. Another faculty member said that even if faculty do not use Momentum to post grades, they can keep up with a physical gradebook.
 6. Someone said the division deans could access the offending faculty member's courses to ensure the grades are posted promptly.
 7. Someone suggested faculty not meeting the job requirements be put on an improvement plan.
 8. Someone asked what Senators should do with this information, and Jala said that we can speak with our departments and divisions during the Spring 2024 in-service meetings.
- d. Current Maintenance Issues on Harriman Campus
- i. Burst pipe outside of the library
 1. This occurred today, but the pipe will not be fixed until Tuesday, December 5, 2023.
 - ii. A leaking skylight
 - iii. Structural issues with the buildings.
- e. Student Evaluations are open through this Sunday, December 3rd. Our IT department is working to address the issue of not all class sections having links for students to take the course evaluations.

VI. Adjourned at 3:26 PM ET.

Appendix A: David Blevins' Notes about The Faculty/Staff Relief Fund
(Edited for conciseness by Krystie Anderson)

Would this be for bills only, or would it be cash-disbursed?

If funds come through the college, will they be noted as part of the wages and be taxed unless we can pay bills directly?

Will the Foundation Office handle all the disbursements, and, if so, will they keep a record of one-time use?

Proposed “Employee Assistance Fund” Key Points

Provides temporary assistance to employees, including faculty and staff, in times of financial distress or because of urgent need.

- Funded through donations from employees and community members
- Does *not* provide assistance to an employee whose expenses regularly exceed net income and who has chronic financial difficulty; assistance is only for an employee experiencing a *temporary* financial hardship.
- Amounts are dependent upon the situation or request, but no award shall exceed \$1,000.
- Discretion may be given in unusual circumstances, but assistance is generally provided only once in an employee’s career.

Eligibility and Criteria

- Any full-time (75-100% FTE) continuous employee, faculty, or staff member.
- Must be experiencing a temporary hardship or significant life event, such as an accident, an illness, or a natural disaster.
- Must have been continuously employed as a benefited employee at the college for at least one year at the time of application. This will not include temporary employees.
- Cannot be in a disciplinary status, such as in progressive discipline or on a performance improvement plan.
- Must provide supporting documentation (lease, mortgage statement, bills, spouse/partner’s layoff notice, paystubs, death certificate, fire, or police report, etc.).

Process

- The employee must complete an application and send to Chief HR Officer, or his/her designee, with supporting documentation.
- HR will receive the application and will forward it to the Committee, provided the employee is not on probation and has at least 75% FTE. HR will remove the employee's name and status prior to forwarding on. The members will receive the application and documentation with as much anonymity as possible (i.e., removal of employee's name and status). The utmost discretion and sensitivity will be used.
- The committee shall be comprised of one representative from each of the following: Faculty Senate, Staff Support Council, Foundation, Site Directors, and Administrative Staff. The committee will determine if the request matches the remaining established criteria of the fund and will vote accordingly.
- Committee members shall serve one- or two-year terms.
- The application process is administered through Human Resources (HR). **All materials are sent to the committee only after HR has redacted all personally identifying information and reviewed for probation and FTE of 75% or above.**

Fund

- The Foundation shall hold the fund, and employees may contribute anytime they are interested through one-time donations, payroll deductions, and periodic fundraising events.