

Roane State Community College
Faculty Senate Minutes from 21 March 2025
2:00-3:30 PM (ET)
Harriman Campus – O-101

ATTENDANCE

OFFICERS

<u>Name</u>	<u>Position(s)</u>
Jala Daniel	President
April Insko	Vice President
Krystie Anderson	TBR Faculty Subcouncil Representative & Senator
John Noto	Secretary & Senator

SENATORS

Health Sciences

Donna Boxell (alternate for Montana Nealon)

Humanities

Krystie Anderson; Maggie Bouldin; Brenda Luggie; Jayme Nair

Math and Science

Isabel Benitez-Ramirez; Keenan Golder; Stefanie Holmes; Scott Jamison (adjunct representative); John Noto; Pamela Siergiej

Social Science, Business, and Education

Stacie Bradshaw; Steven Carriger; Jessica Dalton-Carriger; Saundra Stiles; Darren York

- I. Established quorum at 2:03 PM.
- II. Approved February 14, 2025, Faculty Senate Minutes
- III. TBR Faculty Sub-Council Update (Krysten Anderson)
 - A. AI Policy Guidance
 1. TBR may revise AI-related definitions for improved clarity, especially for students.
 2. Emphasis was placed on clear AI expectations in syllabi.
 3. TBR recommends RSCC develop an accessible syllabus template.
 4. Faculty are advised to clearly communicate AI citation and usage policies to students.

IV. Vice President's Report – April Insco

A. VP Constitutional Duties Update

1. Typos corrected in the revised duties section.
2. Changes have been submitted to the President's Cabinet and are expected to go into effect Fall 2025.

V. Faculty and Staff Relief Fund (David Blevins)

VI. President's Report – Jala Daniel

A. Old Business

1. New Syllabus Template Update (Jessica Dalton-Carriger)
 - a. A subgroup is working to make the template more student-friendly.
 - b. Phi Theta Kappa will host a writing contest highlighting the benefits of General Education.
 - c. New student orientation may include a scavenger hunt to introduce students to Gen Ed competency medallions.
 - d. An instructional video to be posted on SharePoint.
 - e. Training planned for Fall 2025 Convocation.

B. New Business

1. Academic Festival Reminder
 - a. All faculty are required to attend.
2. Committee Assignments (Service to the College) – Update
 - a. Faculty will be required to serve on two committees, not including Faculty Senate.
 - b. Existing committee assignments will be reviewed to inform future assignments.
3. Faculty Senate Elections Reminder
 - a. Faculty are reminded to check their email and vote.
4. Faculty Convocation Fall 2025
 - a. Details are posted on the college website.
 - b. A mandatory training session will be included.

5. Motion Regarding Policy Changes

- a. Senators voted in agreement that Stefanie Holmes would review and approve the survey that will be administered to faculty concerning RS social media accounts and accessibility.
6. Approved Policy
- a. BA-05-01 Cost of Textbooks and Instructional Materials
 - Revised for updated language and terminology.
 - b. PA-01-01 Equal Employment Opportunity
 - References to affirmative action and DEI have been removed.
 - c. GA-04-01 Annual Reports
 - Minor typo corrected; DEI impact language removed.
7. Policies in Process
- a. PA-26-01 Faculty Promotion
 - No reported changes.
 - b. TBR Use of AI Policy 1.08.10.00
 - Still in development.
 - c. AA-01-01 General Education
 - Changes submitted to Diane Raines; still under review and not yet approved.
 - d. AA-19-01 Textbook/Supplemental Materials Adoption
 - In draft; updates will reflect e-textbook usage and evolving course materials.
8. Received Emails – FS Inbox
- a. Academic Awards Nomination Process
 - Concerns raised about the nomination process:
 - Shift to electronic submissions made it difficult to include additional context (e.g., student photos).
 - Due date fell during spring break, making submissions more difficult.
 - Nomination announcements were sent via the Communicator email, which many faculty skim or overlook.
 - Some students were contacted for follow-up and mistakenly believed they had already won.

b. Form F Format Request

- A faculty request was submitted to change Form F from a quiz format to a Word document.
- This request will be forwarded to Dr. Miller and Dr. Ward.
- Faculty were reminded that Form F participation is optional and intended to be a simplified version of a tenure portfolio.

C. Future Items for Consideration

VII. Adjourn – Meeting adjourned at 2:40 PM.