

Faculty Senate Minutes
November 4, 2002

Pat Brown, Faculty Senate President, led the November meeting of the Faculty Senate in Room T 312, Roane County campus.

In attendance were:

<u>Math Science</u>	<u>Humanities</u>	<u>Health Science & Nursing</u>
Pat Bailey	Peggy Hilliard	Patricia Crotty
Jeff Sexton	Maria Barriga	Sally Licata
Jim Condon	Wanda Manning	Rodney Byrd
		William West
<u>Business & Technology</u>	<u>Social Science</u>	<u>Library</u>
George Meghabghab	Don Lanza	Rosemary (Todd) Ellis
Gloria Drake	Scott Teeter	
David Puckett	Jim Doyle	
	Don Windham	
	Dan Hyder	
<u>Officers</u>		
Pat Brown, President		
Robert Alfonso, Vice President		
Betty Glenn, Secretary		
Richard Baskin, Parliamentarian		
Betty Denison		

Item 1. Computer Services Address WFF and WFE Concerns

Tim Carroll, Shirley Boles, and Chris Pankratz, Computer Services, opened the meeting by addressing security concerns senators had about Web For Faculty (WFF) and Web For Employees (WFE). Tim explained that the services were secured by Public Key Infrastructure (PKI) security standards that include 128-bit encryption. Tim stated that the whole transaction was encrypted and that there was no record kept of the event. While the service cannot guarantee that others will not see what displays on the screen, Tim assured the senators that it would take an impossibly long time to hack into the system. They advised employees to:

- Change our passwords as soon as we log on to the system to prevent unauthorized entry by someone who might learn our birthday and social security number.
- Ask Human Resources (WFF) or Payroll (WFE) to blank out their accounts if any employees were still uncomfortable with having private information available by this means.

Tim also stated that everyone at Roane State would eventually be issued a new campus wide identification number because of the legal and privacy issues of using Social Security Numbers. He promised to issue another RSCC-wide email with more information about WFF and WFE security and other frequently asked questions.

Item 2. Last Meeting's Minutes

The minutes from the October 7, 2002 meeting were approved without discussion.

Item 3. Calendar 2003-2004

Pat Brown and Gloria Drake presented the following draft of the 2003-2004 Calendar:

Calendar 2003-2004

Fall 2003

Faculty Report	August 7 or 11
Classes Begin	August 18
Labor Day	September 1
Fall Break	October 13, 14, 15
Thanksgiving	November 27, 28
Last Class Day	December 8
Exam Period	December 9, 10, 11
Grades Due	December 12

Spring 2004

Faculty Report	January 5
Classes Begin	January 8
Spring Break	March 8 - 12
Last Class Day	May 3
Exam Period	May 4, 5, 6
Grades Due	May 7
Graduation	May 7

Summer 2004

First Term

Classes Begin	June 1
Classes End	June 28

Second Term

Classes Begin	June 29
Classes End	July 26

Discussion included the desire to have Faculty Report back August 11, rather than 7 and that the extra Thursday during spring semester would be used by Academic Festival if it were to have the mandatory day moved from Friday to Thursday. The calendar was approved unanimously.

Item 4. Update on V.P. Search

Pat Brown reported that Dr. McCamey met with the Advisory Committee today and that she could not attend, so Richard Baskin went instead.

Richard handed out the following notes he took during the meeting.

Meeting notes for Advisory Committee for the VP position, 11/4/02

Dr. McCamey led the entire meeting. He began by announcing that the four candidates—Dr. Wanda Manning, Dr. Adolph King, Dr. Robert Vaughan, and Ms. Sharon Tanner—have submitted one-page descriptions of their administrative philosophies. Those documents will be sent out today to the entire college, and copies were distributed at the end of the meeting.

He said that he has met with each candidate, sharing his ideas about reorganization:

- He wants a structure that will leave the focus on academic programs and the chief academic officer. All credit courses and academic administrative matters will come under this officer, who will be called Interim Vice-President for Academic Affairs. Dr. McCamey will have the flexibility of removing the word “interim” from the person’s title.
- Two major areas will not report to this Vice-President, student services and non-credit continuing education.

This plan is not final, but very likely.

Remaining Process

- Over the next two weeks, committee members should become very familiar with the administrative philosophies of the candidates and get to know them better.
- Dr. McCamey will meet with the candidates as a group Thursday morning, November 7.
- He will ask each candidate to tour the campuses individually sometime in the next six working days. Each candidate will spend one to two hours at each campus. The format for these meetings will be discussed at their joint meeting Thursday, but Dr. McCamey envisions informal group discussions. Candidates may wish to make opening remarks, perhaps addressing points in their philosophy statements, and then time would be allotted for questions and answers.

Important: Advisory committee members should do their best to attend one of these talks for each candidate and should be prepared to travel to another campus if needed. (Times, days, and locations are not yet set.)

- The week after the 15th, Dr. McCamey will make his own tour of the campuses, seeking feedback in one-to-one talks with staff and faculty who wish to talk.
- During the week of Thanksgiving, Dr. McCamey will visit each candidate in his or her office for “final” discussions.
- Dr. McCamey hopes to announce a candidate on November 27, and will certainly do so by the first week of December. (There is a SACs convention in Texas on Dec. 6 that the new VP should attend.)

Dr. McCamey briefly addressed the issue of the candidates being on the advisory committee, and he doesn’t see any problems with it.

After some discussion, the senate moved to contact Dr. McCamey and request that since the VP would be faculty’s contact with administration, faculty wants a stronger voice in the selection proceedings. Therefore, Faculty Senate (FS) requests a meeting with the four candidates on November 18 between 3:00-5:30 in room O-101 where Senators and any other faculty would meet with the candidates individually

for about 30 minutes. FS would like the meeting taped and aired later on the web. In addition, FS requests that each of the candidates email their resumes to the faculty. Finally, Senators agreed to email Dr. McCamey afterwards with their responses.

Item 5. Grade Policy Compliance

Because grades are no longer mailed to students and faculty are now required to report grades on-line, Pat Bailey voiced concerns about three RSCC Policies whose wording no longer appear appropriate. The policies are:

RSCC Policies:

Policy AA-09-01: "rolls will be given for the purpose of reporting grades."

Policy AA-11-01: "faculty members will have a copy for the grades recorded."

TBR Policy SA-01-02: (which reflects AACRAO standards:

- Retention of student grade reports – 1 year
- Retention of change of grade forms – permanently
- Retention of grade sheets – permanently

Pat recommend that RSCC revise institutional policies and ensure proper documentation exists for verification of the actual grade reported. The Senate moved to invite the Registrar to the next meeting to explain how this issue is being handled.

Item 6. TBR Sub-Council Meeting

Our Sub-Council representative was absent. FS will catch up with Sub-Council during the next meeting.

Item 7. RSCC Procedures for Dealing w/ Violent Students

Don Windham reported that he had received a frightening voice mail from a seriously disturbed student. He asked what resources and procedures were in place for dealing with this type of emergency. Senate moved to invite Wayne Christopher, Security, to the next meeting to address this issue.

Item 8. Salary Equity Plan (time frame)

Richard Baskin reported, "In response to a faculty member request, I asked Bill Fuqua if he knew what our prospects were for implementing phase 3 of the plan. Mr. Fuqua said that it would most likely be this time next year before an attempt might be made, and that would depend upon the availability of resources. The three determining factors are

- 1) our appropriation level, tied to state funding,
- 2) our enrollment, and
- 3) fee increases that might be instituted.

Fuqua said that if there is a decent possibility, we will go after implementing phase 3."

Item 9. Next regular meeting December 2, 2002 at 3:30 on the Oak Ridge Campus.

Meeting adjourned.