

Roane State Community College

Minutes of the Monthly Meeting of the Faculty Senate

March 18, 2016

2:00pm

Location of Meeting:

ORBC – Goff Building Room 209, 2:00pm

Present at Meeting:

Brad Fox – President

Mike Farmer – Vice
President

Saundra Stiles –
Secretary

Pam Siergiejs – TBR
Representative

Jill Denton

Joye Gowan

Vickie Hensley

Gary Genna

Stacie Bradshaw

John Brown

Pat Wurth

Elizabeth Lewis

Brenda Luggie

Jason Fishel

Marcia Shloush

Brooke Lakin

Marianne Mabry

Teresa Lucas

Kathy Arcangeli

Tammy Hannon

Laura Vaughn

Fran Kinnunen

Sue Sain

Elizabeth Weaver

Lauri Sammartano

Michelle Jones

- I. **Quorum was established**
- II. **Approval of minutes** - February Faculty Senate meeting minutes approved.
- III. **CTAT – Susan Sutton** – Accessibility is the current main goal of CTAT. Secondary goal is to support faculty with D2L and Momentum. If there are any issues with D2L, faculty (and students) need to email the CTAT mailbox, CTATmailbox@roanestate.edu. This mailbox is monitored regularly, and also issues can be tracked through this mailbox. Dr. Sutton said 24 hour response time should be expected, but we would probably receive a response much sooner.

A faculty member asked this question in relation to making courses accessible – if a class is a grounds class, no special needs students are enrolled, and the instructor is using Adobe Connect as an enhancement for the course, what can be done about close captioning the Adobe videos? They cannot be cc'd currently. Dr. Sutton said this is a question for the Deans to answer. It will be up to the Deans and VP Ward to define accessibility and determine how the college is going to handle situations such as this.

Someone will be on campus April 29 to do training on accessibility. Brad shared RSCC is in the process of making things more accessible, it is a process and not something that is expected

to be completed overnight. He suggested faculty not take any videos down that are not currently close captioned, but rather leave them up for course enhancement and continue to work toward making things more accessible.

Dr. Sutton said if faculty have made videos, let CTAT know so they can begin transcribing them.

CTAT can do department specific or discipline specific trainings upon request.

There is a new employee spot, an Instructional Design Specialist. The job search was restarted and the search committee includes four faculty members – George Meghabghab, April Insko, Gloria Drake and Brad Fox.

A faculty member asked about access to screen readers on various campuses. If they are on campus, can faculty use them to check accessibility on documents being used in class? Dr. Sutton said they are on every campus and should be made available for all faculty to utilize as needed.

Accessible syllabus template was sent out April 2015, and an html template is available on Momentum. There are several training sessions scheduled, a calendar has been emailed out, and faculty need to make plans to attend one to work on syllabi. If we are unable to attend, let CTAT know and they can come do a one-on-one training.

Brad suggested CTAT sending out a survey to faculty regarding email and Momentum. It is a closed system, but there is a possibility of emailing in from outside sources. We need to know if faculty want to keep it closed, or make it a more open system for receiving emails.

Faculty members shared a few ideas for browsers – Puffin is free and will help with reading and responding to email in Momentum. Also, NVDA is a free reader that will check for accessibility. iPad also has accessibility features, and Dr. Sutton would like to do a training specific to that eventually.

A faculty member suggested creating a CTAT Advisory Council that would help with dispersing information and gathering questions/concerns. Dr. Sutton said such a committee already exists. It is the Ed Tech Committee. She said if anyone was interested in serving, email her and she will add their name to the committee list.

- IV. **Benroth Award Update – Mike Farmer** – Email sent with 10 individuals receiving nominations. There are no provisions in the Benroth process if someone doesn't want to be eligible for the award. If a nominee does not want to be considered they can just not submit a portfolio for review. We currently do not really have a process for declining the nomination. Mike suggested a review of the process prior to next year to make the procedures clearer. Chairperson of the Selection Committee is the FS Secretary, Sandra Stiles. Sandra will

email faculty senate asking for committee volunteers rather than have Brad appoint (because he is nominated for award).

- V. **President's Report – Brad Fox** – Accessibility initiative is in full force. Dr. Sutton is the lead for RSCC, and all processes at the school are being reviewed. This includes, but is not limited to, purchasing, web pages, courses, textbooks, defining what accessibility is, etc. The training on 4/29 for Accessibility Liaisons has been canceled. . There will probably also be multiple training opportunities for train the trainer sessions. Who will attend first has yet to be determined.

Budget presentation meetings have concluded. Currently, the prioritizing phase of the budget is underway.

Two Gun Bills are pending the Governor's signature. One would allow students to carry on campus, but would require they keep the weapon in the trunk of their car. The other would allow faculty/staff to carry weapons on campus.

Faculty/staff wearing badges may be required in the future. It may be required in order to identify people more clearly and easily.

Suggestion to add "run, hide, fight" overview and links wording to Syllabus template. Also, may need to add links to security webpage that would have videos and other security information. A faculty member suggested posting "run, hide, fight" information in classrooms and around campus, as well as posting links to videos in Momentum.

Achieving the Dream conference in Atlanta – Brad attended and said this project is funded by the Governor (RSCC and Jackson State received funding to participate). It's all about best practices related to completion, and many things tie into TBR initiatives.

Security is a priority in the upcoming budget. Brad mentioned the speakers in OR not working, also the parking lot issue. There were some suggestions made (in the budget meetings) that will hopefully remedy these problems.

Brad said the Administrative Council meeting was not video recorded this last time, but VP Gibbs assured him the next meeting will be and it will be posted on website for viewing.

Graduation reception will continue this year. Faculty were polled, and most would like to see it or something similar continue. Many faculty suggested making things better, such as photo opportunities with students. There may be changes in next year's graduation festivities with input from faculty.

Many classrooms need new desks, which will eventually happen. Until then, if you have students who are unable to fit comfortably in the old style desks, let maintenance know and

they will replace with newer table style desks. A faculty member suggested using various styles of chairs rather than just one type in all classrooms. This might help with student comfort.

Clocks in the classrooms are being updated, as well as blinds that need to be replaced/repaired.

Photo Directory – Brad will email overview that has been created, and feedback is appreciated. It will be for internal use only, only people within RSCC will be able to view photo that is sent with email in Outlook. If you send email to someone outside of organization, if you are “social networking friends with that person” they will be able to view your photo, otherwise, there will be no picture attached. RSCC is taking precaution to make photos secure – i.e. they will have watermark, will be using the picture from our RSCC badges which are low resolution, and pixelated when enlarged. There is an opt-out feature, and instructions for doing that are in the overview.

- VI. **Work Load Subcommittee** – Brad shared that this issue is getting attention, and there may be forthcoming changes. Brad also shared his concerns with FS trying to create a policy, but did ask if a policy committee was formed that FS have representation. Several faculty members disagree, and think a policy is what is needed. Many faculty think consistency is the issue, and policy needs to be created to ensure this is happening.
- VII. **New Business** – Jeff Snell from Counseling and Disability Services addressed Senate. He distributed a handout defining accessibility vs. accommodations. He shared what his office does, took questions from faculty, and offered to do a more in-depth accommodations training in in-service if requested. He briefly shared that accessibility is access for all, while accommodations focus on specific special needs of students. Students must come see someone in their office (Jeff Snell or Tracy Watson) to discuss accommodations and get the required paperwork. Faculty are only required to make accommodations for students who have documentation from their office. If faculty have questions or concerns, they should contact their office to discuss. Jeff said they are available to help, answer questions, and work through issues faculty may be having with accommodations. Pregnancy is not a disability, but rather falls under Title IX. This would be handled through the Department/Dean. Faculty need to be careful and not put absolute or exclusive wording in documents (such as syllabi). For example, do not put “no exceptions” in relation to an attendance policy. There is a disability committee, and faculty can be on it or ask questions as needed.
- VIII. **Meeting adjourned**