

Roane State Community College

Minutes of the Monthly Meeting of the Faculty Senate

November 11, 2016

2:00pm

Location of Meeting:

ORBC, Goff 226, 2:00pm

Present at Meeting:

Senators:	Elizabeth Weaver	Ralph Monday
Brad Fox – President	Ben King	Peggy Hilliard
Mike Farmer – Vice President	Kathy Arcangeli	Brooke Lakin
Saundra Stiles – Secre- tary	Sue Sain	Teresa Lucas
Pam Siergiej – TBR Representative	John Brown	Bill West
Jill Denton	Pat Wurth	Laura Vaughn
Ron Sternfels	Stacie Bradshaw	Gary Genna
	Elizabeth Lewis	Michelle Jones
	Fran Kinnunen	
	Matt Waters	Faculty Members:
		David Lane

I. Quorum was established

II. Approval of Minutes – October Faculty Senate meeting minutes approved.

III. **IT Update – Tim Carroll** – Tim discussed several initiatives, some technology challenges and issues that were brought to his attention from a previous FS meeting, and the most recent IT audits that have occurred.

- There have been two IT audits in the last two years, a TBR audit, and a state audit. Both of these are formal, thorough audits. The TBR audit looks at policy and procedures. Because of the findings, RSCC created some new formal policies and/or procedures (i.e. the strong password policy and the cyber security training program). The State Audit looked at the Banner Security. There were some internal passwords that needed to be changed, log in and event monitors. Most of RSCC will not notice these changes, but they were required by the auditors.

- There was an issue found with removing people from Banner in a timely process. This is being updated and corrected.
- Next Generation Firewalls have been installed. These should help prevent some of the junk mail we are receiving.
- The Cyber Security Training is a result of the IT audit and is required by many regulatory agencies too. Reminder – December 16 is the deadline and still several people haven't completed. Please remind colleagues and faculty in your divisions to complete if they haven't already done so.
- IT lost both employees who were over the IDEA room. Elizabeth Hill is now over the IDEA room, it is an extra duty she has picked up. The vacant technician position was just posted and closed at the end of September. Interviews are forthcoming.
- The current bandwidth is 100 megabits. This fall, we reached the limit on 100 megabits. The main reason for reaching the limit is so many people using personal devices on campus, in addition to the RSCC owned devices also being used. A work order has been submitted to increase to 200 megabits, and that should be in place by Spring 2017.
- Banner XE is the next generation Banner, and is a major upgrade. Faculty who are using it in the test phase really like it (i.e. can use a spreadsheet to enter grades).
- Office 365 – all staff, faculty, and students have access to this. Please pass along to colleagues that it is available. Can be used on Mac or PC, lots of storage because it is cloud based, and has many useful tools.
- Rave Alert System – national standard in alerting systems. RSCC just switched to this system, and it is used by almost everyone in the TBR system. Alert Us has the capability to send out alerts on desktops.
- Afterhours support at ORBC – RSCC is in the process of filling positions and moving people around to ensure there is coverage after hours at both Harriman and Oak Ridge.
- Windows 10 in classrooms – there were issues with not having the correct software after upgrades. Faculty need to be aware that an email is sent to all faculty in Spring asking what software is needed in the classrooms for the fall semester. Be sure to respond and let him know what is needed and where. Also suggested we call Elizabeth Hill prior to class to set up a time a technician can meet us in the classroom to make sure the correct software is installed and working properly.

- There are some changes to work orders – Microsoft service desk is being used currently. Elizabeth and Lyle are working on a new system, Service Desk Portal, this will allow work orders to be tracked.
- The projector in D-103 has had issues of not working. Intermittent issues are hard to track and correct. A new projector has been installed and it should be working properly now.
- Can anything be done about the timeout issue on desktops in classrooms? The auditors recommend against allowing for changing this feature. Brad and Tim will discuss further.

IV. TBR Sub-council Update – Pam Siergiej – October 21 was the last meeting. Dr. Denley updated on the Chancellor search. They hope to have 3 finalists by the first week of December. Names will not be publicized until the end of December or first of January, after a vetting process. There will be time for input on the finalists. The Focus Act is still being discussed as the Universities are splitting up. Six trustees of the universities will be confirmed in late January. The Universities will take the TBR policy, but can adapt to their own policies. An issue was raised about requiring faculty to report back to work before the official “report back” date. Faculty at some community colleges are being required by their President to attend meetings, etc. prior to the report back date. While each institution can set their own report back dates, if faculty feel they are being required to work outside their contract dates, they should contact Dr. Denley to discuss. There was also a legal update by an attorney about guns on campus. There are currently 416 registered carry permits for all TBR institutions. Andy Holt will advance the student carry bill in the legislature. Whatever your feelings are about this bill, you should contact your Representatives and let them know.

IV. President’s Report – Brad Fox –

- The Workload Committee met 11/4/16. Diane sent out an email update. The first thing the committee is going to address is how workload is calculated for Science Labs. They will build from there to address other issues. The next meeting is 11/15/16.
- The First 24 Committee has met two times. There are 135 students transitioning at the end of Fall 2016. How will they go from success coach to faculty advisor is what the committee is trying to navigate. Hoping to send out an email to these students and cc the faculty advisor giving the students some instructions. The January report date for faculty is when the actual transition occurs. How students will receive advising during summer and in between semesters is still under discussion. Also being discussed is how to document each person’s meetings with students so that everyone is on the same page. Certificate programs can’t wait for the 24 hours before contacting faculty

advisors. Kat Baker will be meeting with certificate program directors to identify the most appropriate times to involve faculty advisers. Certificate program directors will also be involved in the Success Coach training.

- A faculty member said they sent out a “help button” email but never received follow up. Brad suggested contacting Kat Baker for a follow up.
- The Middle College committee met, there was an email update sent out by Diane.
- Accessibility Committee – continues to look at institution wide accessibility opportunities. When it comes to selecting texts, please ask publishers if it is available in an accessible format. This is especially important for students in those top 30 classes. Faculty member asked - What is the next thing? The top 30 classes are the focus right now – with videos, content, etc. The idea is “more content, more accessible to more people”. If deadlines are given, they need to be feasible with reasonable expectations.
- The campus safety and security committee hasn’t met yet, still gathering volunteers. George Meghabghab will be leading this team and will meet prior to next senate meeting.
- Commencement Ceremony – there will be three now: Friday at 2pm and 7pm, and Saturday at 10am. Senate agreed we should organize ourselves, and have some way to “sign up” for what ceremony each faculty plans to attend. There was discussion about when the Benroth award should be given – at all three ceremonies, just at one, at another time, etc. Brad asked the Benroth committee to discuss this and come up with some ideas to present at a future senate meeting.
- PRG – Form E – can a completed form be brought to the PRG? Policy isn’t too clear if this allowed. It has been requested that faculty be able to complete Form E and bring to the PRG meeting. Could that also include absentees? Brad will work with Diane to re-word the policy and bring to the December meeting for discussion/approval.
- The IDEA evaluation system is going to online only. We need to decide if we want to continue with IDEA and only do online, or go to a different format that allows for paper/in-person evaluations. The Shelley will work with the evaluation committee to create a survey to gather information on preferences, Shelley will compile and present results to the evaluation committee and to senate for discussion/recommendation on how to proceed.

- The President will be at the December meeting. Communication is very important. Senate agreed it would be helpful to have some smaller forums that are open discussion/sharing sessions to talk with the President. Someone suggested trying to hold one on each campus and see if there's any interest. A motion was made for senate to create a survey that will go out to all faculty to assess what we feel RSCC is doing well, improvements needed, and to gather information about what is important to faculty. The motion was seconded and passed. Volunteers are needed for this, email Brad with information about what instruments are currently out there and being used to gather this type of information.

VI. New Business –

- There is a delay in extra compensation pay for faculty who do extra work (i.e. peer review compensation, summer extra pay). What is the process, is there a way to streamline it, or to find out why there is a delay? Brad will talk with Danny and discuss the process.
- Travel – while it is probably a state policy, we need to find out about official work station and how that affects travel claims. Brad will discuss with Danny and if we need to re-visit the official work station policy we can do that.
- Student conduct statement for syllabus – still need volunteers (preferably one from each division). Would like to have a statement to add to spring syllabus. Let Ben King know if you are interested in working on this.
- Staffing of Middle College classes – each semester faculty are chosen to teach middle college classes. Sometimes, the staffing of these classes can cause problems in the division related to staffing other courses, scheduling of classes, availability of particular faculty for other courses, etc. The following motion was submitted, seconded, and approved:

Whereas, It is the role of the Faculty Senate to express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty; and

Whereas, It is also the role of Faculty Senate to initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals; and

Whereas, the creation of the Middle College has increased the demand on the resources of the college; and

Whereas, Staffing of classes in multiple divisions for the Middle College have resulted in undue burden on certain faculty members in those divisions; and

Whereas, Academic Deans and Department Chairs are acutely aware of the needs of the faculty under their supervision; therefore

Resolved, that it is the opinion of the faculty at Roane State, in accordance with PA-24-02, that Academic Deans are experts in their field and are responsible for staffing of the classes in their division.

Resolved, that if there is a specific requirement that a full-time faculty member teach a class, the staffing decision of the Academic Dean should be respected provided that faculty member is qualified to teach the class and is in good standing with the college.

Resolved, that, in particular, Middle College administration should not interfere with the discretion of the Academic Dean in staffing decisions.

- SAP process – Questions were raised specifically in regards to Certificate programs, the process as a whole, and defining/interpreting the RSCC policy and Federal policy. Faculty are concerned with how the process is being implemented and how interpretation of the policies may be negatively impacting student success and completion. Brad is going to request a meeting with Robin Townson and faculty senate representatives to discuss issues and gain a greater understanding of procedures/policies.
- Site Director ORBC – some faculty brought up concerns over search for the new Site Director in relation to President Whaley’s video update that was emailed. Discussion and comments included – concern of narrowing search to include only internal candidates restricts ability to bring in new ideas and promote growth within the college, narrowing search to include specific qualifications discourages applicants due to appearance of job description targeting specific individual(s), RSCC has a practice of using internal only searches for many job postings and that limits growth possibilities. The following motion was made, seconded, and approved:

In order to increase diversity and encourage growth within the college, the Faculty Senate recommends all tenure and administrative positions be both internal and external searches.

VII. Meeting adjourned