

Roane State Community College

Minutes of the Monthly Meeting of the Faculty Senate

December 2, 2016

2:00pm

Location of Meeting:

Harriman, O-101, 2:00pm

Present at Meeting:

Senators:	Jill Denton	Stacie Bradshaw
Brad Fox – President	Elizabeth Weaver	Elizabeth Lewis
Mike Farmer – Vice President	Ben King	Fran Kinnunen
Sue Sain	Sue Sain	Matt Waters
Saundra Stiles – Secre- tary	Karyn Goins	Jason Fishel
Mike Goggin	Mike Goggin	Teresa Lucas
Pam Siergiej – TBR Representative	John Brown	Marcia Shloush
	Pat Wurth	Rosemary Bird

I. Quorum was established

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

III. Committee Updates (Brad)-

- Workload Committee - Has met a few times, working on three broad categories of things - lecture, lab, and clinical hours. Trying to assess how each of these categories assign hours. Hopeful all variations will fit under one of these categories. Working on a questionnaire to hand out to allied health (because programs are broad and handled uniquely). This should help gather information so the committee can begin working on the policy.
- First 24 Committee - looking at success coach process and how the students will transfer from success coaches to faculty advisors. Some special programs need to have contact with students early, this has been noted in committee meetings and being taken under advisement. There are currently 120 students transitioning this semester. While faculty are off from Fall to Spring semester, students will continue to meet with success coaches. Faculty will not be expected to meet with students who are transitioning until they return in January. VP Ward is sending out an email outlining process to all faculty. Also, Kat

Baker is sending out an email to students, if you are one of the advisors of the 120 transitioning students, you should receive a copy of that email. Discussions are ongoing about how to track communication with the students. Looking at using the “notes” section of degree works. The committee meets again 1/24/17.

- Faculty Sick Leave Bank - the committee met 11/28/16. A new procedure was developed for enrolling in the sick leave bank. This was necessary due to the new process of electronic leave reporting in Banner. No change to the policy was made, just the way faculty enroll. Sandra Stiles is the new chair of the committee (Peggy Hilliard is out-going chair, and her term was up).
- Benroth Committee - A new scoring rubric has been created. The system used in selecting nominees in the past involved a lot of paperwork (handing out paper ballots to each faculty member via courier or in person). Mike Farmer would like to use an electronic system. A motion was made to allow the Vice President of Faculty Senate to work with Institutional Effectiveness to create an electronic way of selecting the Benroth candidates using Survey Monkey. Motion was approved. Question was raised — what if someone is nominated and that faculty member wants to opt out. The Committee has discussed this and believe the best solution is to allow the faculty to accept the nomination by their peers, but have the option to not submit a portfolio to the committee for review.
- Security Committee and Threat Assessment Team-This committee met 11/22/16, there are meeting minutes available if anyone wants to look over (they were made available for Senate to see, Brad has a copy). Several other items were brought up by other faculty: sidewalks around Dunbar and Tech building in Harriman are uneven and in bad shape, could pose hazard for anyone walking at night especially or in a wheelchair; Morgan County handicap access doors are not working properly. Brad suggested these things be brought to the attention of the person in charge at each of the different campuses first, and then if necessary, we will let the committee know. The Threat Assessment Team met for the first time in two years. Will begin meeting regularly for the time being and then quarterly. Brad also suggested that the Faculty Senate President sit in on this committee in the future. They are focusing on three main areas-awareness, policies, and resources. Brad also suggested changing the name of the Threat Assessment Team to Be Safe because we already have existing things utilizing this name. This might make it more recognizable. Also suggested having resources available at the campus locations. Additionally, the committee is looking at the past policy of the previous Dean of Students and discussing if this is something that needs to be implemented in relation to student behavior in the classroom.

IV. Promotion and Tenure Form E Wording– There are issues surrounding the policy, because as it is now the tenured faculty complete Form E at the PRG meeting. This doesn't allow much time for thoughtful feedback, or for absentee input. Brad is working with VP Ward to reword the policy (made available for Senate to view). They would like the new wording to be in place for January the PRG committee begins. A link to Form E is embedded in the policy, so anyone can access it when necessary. Brad asked for discussion, Senate was in agreement and accepted the new wording. One faculty member suggested sending out an email a few weeks prior to the PRG meeting, reminding faculty that Form E could be filled out prior to the meeting and where it could be accessed. Senate again acknowledged this would be helpful, especially since this will be a new process in filling out the Form.

IV. Faculty Survey (Brad)-At the last Senate meeting we discussed creating a survey to send out to all faculty that would gather information on the state of things at RSCC. Brad has since learned that Achieving the Dream wants to send a survey which covers some items Senate is interested in. He suggested we wait to see what the Achieving the Dream survey says, and that we continue working with Karen Brunner to gather data from that survey or to use that in creating our own. Senate agreed we should continue with the survey, because we think it's important to gather information about how faculty feel about things at RSCC.

V. New Business-

- Final Exam schedule - for classes that meet once a week is not optimal. These classes lose a whole class period at the end of the semester because of when their final is scheduled. The Faculty member asked that this be looked at in the future, and perhaps a better final exam schedule could be created.

VI. President's Report - President Whaley

- Legislative update finished Friday 12/2. This is something TBR has each institution to do. RSCC usually does theirs at the beginning of December, prior to when the Legislature starts their session in the spring. They basically discussed-
 1. Raises using the THEC data from funding based on outcomes. RSCC saw an increase in number of students progressing to 12, 24, and 36 hours. Increased slightly in dual enrollment numbers. Increased in associate degrees awarded. Also increased in Reverse Articulation (this is where students transfer from RSCC prior to obtaining their Associates degree, but when they begin attending the four year institution, they can transfer back some of their credits to RSCC to complete the AS degree). We had 75 this year who did this. We increased in job placements and contact hours (this is noncredit workforce related with Kim Harris and

Teresa Duncan). Increased in awards per FTE. RSCC did see a decrease in the number of certificates being awarded, could be related to workforce numbers. Also decreased in transfers to public higher education institutions. This could mean more transfers to private institutions, which isn't traced or more students remaining at RSCC to complete. Because of all of this, RSCC could stand to gain a considerable amount of money. We should know by May/June after the Governor's budget is submitted in January, and the Legislators meet in early spring. RSCC could see a redistribution of funds. If no changes are made in the current budget, RSCC would receive \$287K, if changes are made RSCC could potentially receive up to \$999K in new funding. Salary plan is a high priority, as well as looking at adjunct salary. Any raises (cost of living, etc. whatever state employees are receiving) would come from this money.

- 2. There is a bill that will be filed to allow high schoolers taking full-time college courses (our middle college students) to receive lottery scholarships. Currently, students cannot access Promise or Hope money until they graduate high school.
- 3. There is likely to be a bill proposed to allow students to carry guns on campus. At the legislative luncheon, two Board of Regent members voiced strong opposition, while some legislators voiced support. The Governor's stance is not known. He had reservations about signing the bill last year which allowed full-time faculty and staff to carry handguns on campus. There is speculation he would have reservations about this bill, but that is not known. If/when a bill is filed, President Whaley will make the faculty aware of it. The vote would probably be in February/March time frame.
- 4. TBR is currently seeking a new Chancellor. The four finalists should be announced (sometime after we adjourn). Those individuals will be made available the following week (December 5 - 9) for Presidents and Directors to interact and meet. The Governor is chairing the search committee. He wants the new Chancellor in place in January.
- 5. Miscellaneous: Dr. Denley discussed success initiatives, the importance of pathways. Also, RSCC had its first Student Regent, Josh Spurling, who did a great job representing RSCC. March/April is the official timeframe for the new Boards to take control.
- Dr. Whaley addressed the issue of the importance of more communication. He said he tries to remember being a faculty member, and having so many things to do. He doesn't want to inundate faculty with trivial things, but in doing so he may

have created an impression that he was trying to hide things. He assured us this couldn't be further from the truth. He said he heard loud and clear that he needs to make things more clear to faculty, open communication more, and that his door is always open for us to communicate with him when we see the need for something. He said we can reach out to him in any way and he will listen. He knows there is room for improvement and that more faculty involvement is needed. He is not sure exactly what this looks like yet, but is aware it is something faculty want and he needs to make happen. He said he also heard loud and clear from faculty that we want job postings to be both internal and external. He has made the search for the Oak Ridge Site Director both internal/external. He discussed how vacancies are handled in general. It is basically his authority, as the President of the college to hire internal, internal/external, or by appointment (promotion). He feels he has utilized all of these avenues at different times and for different positions. He sees two legitimate interests - growing our own, promoting people and upward mobility of current staff and adding to the diversity of the college. He gave some statistics about previous hiring since June 2015: 82.5% of positions have been internal/external posting, and 17.5% have been internal only posting; that was 80 positions total that were filled. In January, Dr. Whaley plans on assembling a group of faculty and support staff to discuss future vacancies and what we are doing in terms of the vision, values, etc. of the college as we hire new people. A question was asked: Of the 80 positions that were posted and the 82.5% that were internal/external posting, how many were filled with internal candidates? Dr. Whaley didn't have that information, but said he would get it and thinks that is a good conversation to have. Another question: Was their administrative hiring data? Professional? Support staff? Also, TBR has a hiring policy of having a committee, why is that different from the college policy? Dr. Whaley said his best guess would be to allow President's to have the flexibility to fill positions at their institutions as they saw appropriate.

- Middle College – he thinks this is wonderful for high school students, but it has been taxing on the college. He made the correlation about starting any new program, and putting resources and attention toward that new program to help make it successful; but eventually a long term plan and some changes might be necessary to sustain the program. He said he has an advisory group for middle college and it is time to start talking about long range planning for middle college.
- Chris wants to talk to faculty, he wants input, and he wants to keep communication open. Do not be mistaken, and think that he does not want to hear from faculty. He assured us he was available and wants to hear from faculty.

VII. Motion to adjourn – approved.