

Roane State Community College
Minutes of the Monthly Meeting of the Faculty Senate

January 20, 2017

2:00pm

Location of Meeting:

Oak Ridge campus, Goff 226, 2:00pm

Present at Meeting:

Senators:

Brad Fox – President

Mike Farmer – Vice President

Saundra Stiles – Secretary

Jill Denton

Elizabeth Weaver

Ben King

Karyn Goins

Michelle Jones

David Blevins

Cody Villarreal

Dave Rath

John Brown

Stacie Bradshaw

Fran Kinnunen

Ralph Monday

Matt Waters

Jason Fishel

Teresa Lucas

Brooke Lakin

Marcia Shloush

Laura Vaughn

I. Quorum was established

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

III. **Bookstore Initiative** – Saundra Stiles/Dave Rath. Dave Rath is serving on a committee as the RSCC representative. This committee is TBR – wide and is working on getting proposals for a new bookstore contract for the TBR institutions. Currently, it is in the very preliminary stages. Dave provided the RFI – request for information that was sent out. This is a vague document that describes what is to be included in the RFP due February 17, 2017. Some questions that Dave raised: Does RSCC want a brick and mortar storefront or just an online store? This isn't addressed in the RFI. There is no clear indication if TBR will be paying someone to be the bookstore vendor, or if the vendor will be paying the institutions to be their exclusive supplier. There is no pricing required in the RFP either. Dave will report back after their next meeting, which hasn't been set yet. Dave also provided a copy of the RFI for review.

IV. **Benroth Update – Mike Farmer.** Mike will send out a request to the Divisions soon regarding nominations for the Benroth Award. We previously voted to use a survey monkey tool to actually cast ballots for the award. The Benroth Committee is working on the revisions to scoring and other items associated with the Benroth. They will meet February 3. Mike will have an update at the next FS meeting. Brad requested that any revisions be sent out prior to the next FS meeting if possible to allow Senators time to review. Additionally, this discussion led to graduation ceremonies (because we will have three starting May 2017) and the actual presentation/awarding of the Benroth Award. A faculty member suggested that this award is more for faculty, and graduation is more student focused; therefore, the Benroth should be presented at another time separate from graduation. Senate agreed, and suggested that Mike put in his revisions to the Benroth policies that the announcement of the winner be made at Convocation, rather than graduation.

V. **TBR Sub-council – Pam Siergiej.** No report.

VI. **President's Report - Brad.**

- **Work Load Committee** – Met after the last senate meeting and decided the focus would begin with allied health programs. These seem to be the ones with the most variation. A survey has been sent out to get an idea of what each program is currently doing in regards to how hours are counted. The deadline to submit the survey is the end of January. The results will be compiled and reported on after that. They are also compiling the definition of labs, job responsibilities, etc. to get a better idea of how everything is currently being calculated. The ultimate goal is consistency across programs and across the college, when possible and applicable.
- **The First 24 Committee** – 120 students were transitioned from success coach to faculty advisor. The focus this semester will be on creating processes to successfully transition students from Success Coach to faculty over the summer. There are some questions about how this transition will take place due to faculty being off in summer. The next meeting is 1/31.
- **Be Safe Committee** met 1/20/17. They are making progress. More emphasis needs to be placed on getting information out and making it available to students, faculty, and staff. There will be different ways of communicating the information and it will be available at the various campuses. Brad also apologized for the latest syllabus update that was sent out. He said he got that submitted late, and that is why we received it right before the semester began. Please begin using that syllabus with the Be Safe information as soon as possible. A question about phones in classrooms came up, and the classroom phones will call 9-1-1. There is currently one touch dialing for security and police. If you have an emergency in your classroom call 9-1-1, it will go to the police and RSCC police will also be notified and respond. If you call 9-1-1

from your cell phone, you will be connected to local police, but RSCC police will not be notified immediately. They will be notified by the local police. Encourage everyone to explore the Be Safe webpage and look over the information. Someone asked if there should be a “button” on the homepage for easier access. Brad will suggest this. If anyone has suggestions for this committee, let Brad know. He also noted that the committee will have student representation on it.

- **Faculty Forum with the President** – this was 12/7/16 in Harriman. There were about 12 faculty present. Brad said the meeting was a good, open conversation with the President. Feedback from the meeting was positive. Brad asked for suggestions for time/day for next Forum, and he will be sending that out soon.
- **Faculty Survey** – we discussed having a survey about what’s going on that faculty are happy with, things that need improving, suggestions, etc. Achieving the Dream has one that we will be taking in February/March. Brad had a copy of it, we will be looking at using this survey or deciding if we need to create our own to better suit our needs and gather the information we want. Brad will send out the Achieving the Dream survey for everyone to look over more thoroughly and give feedback. There was a suggestion that we might want to make a smaller survey to gather better data (the ATD survey is lengthy). We might invite Karen Brunner to next meeting to discuss survey to see if we can use it, amend it, take some information from it, etc.
- **Concerns over Peer Review** payments being done timely were addressed with Danny Gibbs. Danny will be working to make this process done electronically with the help of new software they are purchasing. He also asked that Senate get the word out about payment time frame. All paperwork needs to be completed (with all required signatures) before the 15th of each month in order to receive payment. If turned in after, payment will be the next pay cycle. He is also aware of the need of numerous signatures, and is looking at eliminating some if not necessary.
- **The IT issues** addressed a few months ago related to dedicated classrooms and computers timing out (instructors having to log back in during class). IT has said if it is a dedicated classroom, only used by one instructor, they can extend the timeout length in certain instances. Contact Brad or IT to discuss your needs.
- **Infosilem-** is the new scheduling software RSCC purchased. Catawba Community College will be on campus to answer questions and give training on how to use in March. If anyone is involved in scheduling, talk with your Dean to get more information and to be involved when Catawba representatives and Infosilem representatives are on campus.

V. New Business-

- Dave asked Senate to give suggestion about wanting a brick and mortar store vs. an online only option for the new bookstore. Some discussions were about financial aid, and how it is impacted if there is no actual storefront for students, also about the possibility of students buying other merchandise in a store (i.e. pens, calculators, RSCC clothing). Consensus was that we should have a storefront on campus for students.
- Security issue in Knox County – two faculty and one staff member asked a senator to bring up security at Knox County. They are concerned because there are times when there is no security present, and other times when security is on campus and there aren't classes or activities going on. Students are aware of the lack of security. The classes there seem to have students who are highly emotional (due to the pressure of the programs, etc.) and they feel having a security presence is very important. Often security will be seated at the front desk with headphones in, no badge, and seem to not be paying attention to what is happening on campus. Brad asked them to make sure they take their concerns to Kirk Harris the Interim Site Director first, and make him aware of what is happening. Brad will also talk with Danny and Chief Stefano to raise the concerns.

VI. Adjourn