

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

November 10, 2017

2:00pm

Location of Meeting: ORBC, Goff 226, 2:00pm

Present at Meeting:

Senators:

Mike Farmer – President	Jimmy Miller
Saundra Stiles – Vice President	Pam Siergiej
Stacie Bradshaw	Matt Waters
Fran Kinnunen	Teresa Lucas
David Blevins	Marcia Shloush
Gary Genna	Lea Duncan
Melinda Gill	Cody Villarreal
Michelle Jones	Pat Wurth
Marilyn Mascaro	Dave Rath
Elizabeth Lewis	Laura Vaughn
Ryan Campbell	Ruth Palmer

I. Quorum was established

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

III. **Mandatory Advising – Amy Keeling, Susan Pearson.** Some **positives** that have come out of mandatory advising — lots of faculty interactions with students, making contacts with students they might not have originally made contact with. This has doubled, and it’s been great and both faculty and students seem pleased. Adding things in DegreeWorks “notes” has been a huge help (thanks Cody Villarreal for the suggestion). This is a great way to share information between advisors, and to leave information for students to refer to later. Many best practices have come out of mandatory advising from faculty involvement with students (ex. outreach from faculty to students using the advisee listing). Many great ideas have come out and ARC is asking faculty to share their experiences and tell them what has worked good so that it can be disseminated to other faculty. Some **challenges**—change of major forms were originally processed for the future term, that was recognized as needing to be changed sooner and they believe they’ve resolved that. Now a student turns in a change of major, and it should be processed by records and a new advisor assigned within 2 days. Other challenges, students wanting advisors at particular campuses. ARC is working on

finding a scheduling software that will help with making appointments with students. Another issue is advising nursing and health science majors. ARC is working with faculty who are doing this because it is difficult and involves a lot of information. Faculty asked why anyone other than health science faculty are advising those students? Due to the requirement by Dr. Ward to limit each faculty member to only 25 advisees. Question - how are students assigned advisors? It is based on major, location, and then the 25-person limit per faculty. Several faculty made comments that they loved mandatory advising, and the only issue was wanting all students in their major, not wanting to have other faculty who were not "experts in the field" advising students. A faculty member said ask Dr. Ward if you want more than 25. Question - do allied health majors need a PIN to register? No, once they are admitted to a program, a PIN is not required. Question - why are certificate program students not in the same category as those allied health students in a program? Certificate programs only allow students to take certain classes, so a PIN should not be required for registration. Amy said she would discuss this with Dr. Ward. Question - if most AS and AA programs are dependent on where the student needs to transfer, but the classes are very similar (according to TTP's) shouldn't those students be spread out among faculty, but AAS students should be given to the faculty in that specific discipline even if it puts them over 25 students? Question - if a student is supposed to be with a success coach for the first 24 hours, why are they coming to see faculty advisors during that time? That's a Kat Baker question. Question - success coaches do not seem to be familiar with some majors and the handoff after 24 hours is not smooth and more of a "dump." Many students feel dropped. Suggestion - maybe during that first 24 hours with the success coach, they should recommend reaching out to the faculty advisor so that they know who they are and are familiar with their name and the role they will play at the end of the 24 hours. Amy said she would talk to Kat about that. Question - who do success coaches report to? Jamie Stringer and Kat Baker, not advising. Advising does part of the training and works with them. Question - can we put the Degree Works tab on the Advisee Listing page? It would be so helpful. They will ask about that and see if it's a possibility. Question - as we get near the end of the semester, and students still haven't contacted us about a PIN, how long are we (faculty) responsible to respond to students requests for PIN. For example, once we leave for Christmas break, if a student contacts us, what is our responsibility and is there anyone else who will have the PIN? Deans are the backup. It's also a good idea to make a note in DegreeWorks that we've tried and not made contact with those students. There are 562 new students for spring, they will get a PIN from advising. Also, if no advisor assigned, they will get the PIN from advising. Question - are new faculty advising? Yes. Response - that is somewhat concerning, and could really cause a problem for the new faculty depending on what major they are advising. Maybe they should have a lighter load, or being only in spring, or shadow someone for the first semester rather than advising all on their own.

IV. **Benroth Update - Stacie Bradshaw.** A meeting is scheduled for 11/17/17 to discuss the new rubric. They hope to have a draft to Senate by 12/1/17.

**V. Constitution Update - Saundra Stiles.** We are still working on updates, we will meet soon and bring the updates to the December Senate meeting for review.

**VI. Form E update** - Brad sent out new wording for review, Mike has sent to everyone. Please review and we will discuss next meeting when Brad is available.

**VII. TBR Sub-council Update - Stacie Bradshaw** - they have rebranded and are now TBR “the college system of Tennessee”. They would like to do a common application for all community colleges, but will not implement until all agree. Banner 9 is coming, it does not require Java and is compatible with Mac. They are also redoing all TBR policies, they will look different when finished. Also redoing transfer agreements between TCAT and community colleges. Question - was there any mention of making guest wi-fi password protected on all campuses? No, it was not but Stacie can ask if that is something we need to be aware of at the February meeting. Question - there was a resolution about privatizing maintenance and grounds contracts. All community colleges, except RSCC, have signed it. Take back to faculty and gather input, we will vote at December meeting. Question - has anyone at RSCC done research to confirm that this will be cost saving? Mike will talk with Marsha Mathews and ask, will bring answer to December meeting. Question - didn't we already do this by hiring contract janitorial service? This would include both maintenance and grounds employees too.

**VIII. Faculty Report Dates update - Saundra Stiles.** Emailed Dr. Whaley with questions, he has asked someone at TBR for further information and clarification. He will get back to Saundra in a few days. Update will be given in December.

**IX. Mike - surveys done in class.** Karen Brunner said if faculty have a class that they know is not “eligible” or don't think they are good candidates for a particular survey, just to contact them and they will look at making that class exempt (ex. if you have a class of middle college, or dual enrollment, etc.).

**X. New Business -**

- Salary letters - on some salary letters the target salary had changed from the last salary letter (it was less). The explanation was it was a miscalculation the first time. We would like a better explanation of this. Also, we would like to know how this number is calculated (what is the formula)? How old is the calculation? When were those salaries calculated (recently, or several years ago)?
- Work load vote - we want to wait until next meeting to vote on the suggested work load issue (pay 1:1 for classroom lab and lecture time). Take this information back to faculty and discuss. Bring concerns/comments to next meeting before vote.

**XI. President's Report - Mike Farmer.**

- Zoom Rooms - we have several - Oak Ridge, Crossville, Harriman, and Campbell. Check them out and try out the technology to see what you think.
- Thursday and Friday afternoon (11/16 and 11/17) - Patrick Henry College will be in Harriman presenting their Foundations Course on Cooperative Learning. In Spring they will return for utilizing Cooperative Learning online. Let Mike know if you want to attend.

- The search for the Foundation Executive Director is underway. Two finalists are doing meetings so that everyone can ask questions and get to know them.
- VP Finance interviews will be at the end of November, have 5 candidates.
- TN RECONNECT will begin in Fall 2018. RSCC anticipates 600-700 new students.
- Campbell County science lab is scheduled to be complete in Fall 2018.
- RSCC Masterplan identified Knox Campus as needing updates. The first request was approved by THEC and will go on to the General Assembly for approval. Utilization numbers show a need for expansion and updates on that campus.
- Roane County school system continues to plan to purchase the land adjacent to the Roane County campus in Harriman.
- Roane State is restarting the Golf team for the 2018-2019 academic year.
- RSCC is hosing the first annual tree lighting, come out and enjoy the festivities.

Question - is there any update on the allied health science dean? There is a meeting scheduled for 12/15/17 to discuss.

Bookstore update? There are 4 finalists, a decision will be made in January/February and the new contract will start in July it is a 7 year contract for all TBR institutions.

The Bookstore has lost book orders again, what do we need to do? This has been an ongoing issue. Hopefully it will be better with new contract. There has also been a problem not ordering enough books (even when faculty request a certain amount). Again, maybe it will be better.

## **XII. Adjourn**