

# ***Roane State Community College***

## Minutes of the Monthly Meeting of the Faculty Senate

September 7, 2018

2:00 p.m. EDT

### Location of Meeting:

Oak Ridge, Goff 226

### Present at Meeting:

#### Officers:

Mike Farmer—President

Stacie Bradshaw—TBR Faculty Senate

Saundra Stiles—Vice President

Jason Fishel—Parliamentarian

Elizabeth Weaver—Secretary

#### Senators:

David Blevins

Pam Siergiej

Melinda Gill

Jeanne Evans

Sue Sain

Teresa Lucas

Robert Alfonso

Donna Ogle

Marilyn Mascaro

John Brown

Matt Waters

Elizabeth Lewis

Kathy Arcangeli

Pat Wurth

Debora Miles

Darren York

Jillian Miller

Laura Vaughn

#### Faculty Members:

Jill Denton

Adolf King

### Agenda:

I. Quorum established at 2:01 p.m.

II. Introductions

III. Approval of Minutes—Amended April Faculty Senate meeting minutes approved (spelling error noted and corrected).

#### IV. Committee Appointments

##### A. Academic & Curriculum Council

1. Health Sciences—Sue Sain
2. Humanities—Ted Stryk
3. Math/Science—Elizabeth Weaver
4. Social Science—Mike Farmer

##### B. Promotion and Tenure & Hearing Committees

1. Health Sciences—David Blevins
2. Humanities—Robert Alfonso
3. Math/Science—Pam Siergiej
4. Social Science—Pat Wurth
5. Library—Laura Vaughn

#### V. New Business

##### A. Syllabus Template—Mike Farmer

1. Discussion regarding ownership of the syllabus template concluded with the understanding that Faculty Senate owns the syllabus template as it was Faculty Senate who was asked to come up with the original document.
  - a. Request recorded as being made in the September 16, 2011 Faculty senate meeting minutes: “Dr. Goff [asked] the senate to work on the possibility of faculty using an online locator and a standard syllabi” (September Faculty Senate Minutes, 2011, p. 2).
  - b. Original syllabus template created by a Faculty Senate committee was voted on and approved at the March 16, 2012 Faculty Senate meeting: “a motion was made to approve the standard syllabi template presented by George [Meghabghab, Vice President and Committee Chair]. A motion was seconded by Ollie [Nolan, Faculty Senate member, Library] and all voted in favor to approve the new standard syllabi for RSCC” (March Faculty Senate Minutes, 2012, p. 3).
2. Motion: Proposed changes to the syllabus template must be submitted for consideration to Faculty Senate prior to the February senate meeting.
  - Motion seconded and passed
3. Motion: Create a committee within Faculty Senate to review the syllabus template.
  - a. Motion seconded and passed
  - b. Committee:
    - i. Health Sciences—Jeanne Evans
    - ii. Humanities—Robert Alfonso
    - iii. Math/Science—Deborah Miles
    - iv. Social Sciences—John Brown

- B. Tuition Reimbursement—Mike Farmer
  - 1. Issue: Reimbursement for courses (dissertation, reading courses, topics courses, etc.) with the same course number
  - 2. Motion: Create an investigative committee, the Tuition Reimbursement Advisory Committee, to advise policy maker(s) for the tuition reimbursement program.
    - a. Motion seconded and passed
    - b. Committee—Mike Farmer, Saundra Stiles, and Matt Waters
- C. TBR Subcouncil—Stacie Bradshaw
  - 1. Next Subcouncil Meeting: Mid-October (date not set yet)
  - 2. If you have an issue (or issues) that you feel TBR needs to address, get information to Stacie
- D. Votes from April 2018—Mike Farmer
  - 1. Motion: Postpone votes from April 2018 Faculty Senate meeting to October 2018 Faculty Senate Meeting.
  - 2. Votes Pending
    - a. Motion: **Reaffirm the resolution from November 2016 meeting** (April Faculty Senate Minutes, 2018, p. 3).
    - b. Motion: **Whereas Middle College students, faculty, and administrators are eligible for the same privileges as all other Roane State Community College students, faculty, and administrators, they should be governed by the same college-wide policies and responsibilities** (April Faculty Senate Minutes, 2018, p. 4).
  - 3. Motion: Faculty Senate will establish a committee to develop a survey to address college effectiveness.
    - a. Motion passed
    - b. It was determined that an external survey (to be determined) to gauge employee (faculty, staff, and administration) satisfaction will be investigated by a committee of senators.
    - c. Committee--Melinda Gill, Marilyn Mascaro, Saundra Stiles, Laura Vaughn, Elizabeth Weaver, Darren York
- E. Policies for Review—Mike Farmer
  - 1. Review, discussion, and vote for approval during October 2018 Senate Meeting
  - 2. Policies under consideration (sent via email from Mike Farmer):
    - a. PA-22-01—Academic Tenure
    - b. PA-24-01—Faculty Job Description
    - c. PA-26-01—Faculty Promotion
    - d. PA-26-02—Faculty Evaluation
  - 3. Mike will send an email to all faculty, encouraging them to speak with their senators regarding these policies.

F. Dual Enrollment—Saundra Stiles

1. Issue: Faculty/adjunct instructors prepare to teach dual enrollment class(es), but at the last minute enrollment is low or zero
2. Issue: Scheduling, enrollment, registration forms not entered, notification of classes need and/or cancelled within days of classes beginning, etc.
3. Note: One out of every 5 RSCC students is a dual enrollment student (from Dr. Ward's report at Convocation).
4. Faculty Senate would like a timeline, guidelines, communication plan, etc. in place to aid in a more consistent experience for all dual enrollment students, instructors, staff, deans, counselors, etc.

G. Transition Committee—Saundra Stiles

1. Meeting September 17, 2018 at 3:00 p.m. in the Walden Ridge Dining Room
2. Refer to email from Dr. Ward for details
3. Send questions/concerns to Saundra prior to 9/17 meeting

H. Safety and Security Concerns

1. Senator from Oak Ridge campus brought up the issue of campus safety at ORBC at night and suggests the consideration of two officers on location at night; stated that the drills performed during evening classes highlighted this concern
2. Senator brought up a concern regarding student disability accommodations—specifically medical issues—being sent to faculty earlier in the semester
  - a. Cited the flashing lights used during drill as a potential trigger for epilepsy as a significant reason to have this information sooner
  - b. Another senator clarified that students are responsible for getting documentation to the Disability Services Office, which may prevent a change in the distribution of this information

VI. President's Report—Mike Farmer

A. Further Comments on Employee Satisfaction Survey

1. Initially proposed during the 2016-17 academic year: "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" (November Faculty Senate Minutes, 2016, p. 5).
2. It was decided that the Achieving the Dream survey would be given instead.
3. Faculty Senate has revisited the idea and the committee has been formed.

B. Zoom Room

1. Known issues—sound, technical, other bugs—are being addressed.
2. Call Elizabeth Hill if you are experiencing any difficulties
3. Question: What is the status on NTS support staff trained to help with Zoom room issues? When are trained individuals available?
4. Issue: Drills this year were not held at the same time on all campuses, causing lost class time for many distance education/Zoom room classes.

VII. Next Meeting—October 19, 2018 at 2:00 p.m. EDT, Harriman (O-101)

VIII. Adjourned at 3:36 p.m.