

***Roane State Community College***  
**Minutes of the Monthly Meeting of the Faculty Senate**  
**October 4, 2019**

**Location of Meeting:** Roane Co – O’Brien Building Room 106, 2:00 pm Eastern

**Attendees:**

Deborah Miles, President	Steven Carriger	Ted Stryk
Sue Sain, Vice-President	Valerie Herd	Geol Greenlee
John Brown, TBR Rep.	Becky Fields	Laura Vaughan
Elizabeth Weaver, Parl.	April Insko	Stacie Bradshaw (Alt)
Kathy Arcangeli	Marianna Mabry	Krystie Anderson (Alt)
Saeed Rahmanian (Alt)	Vickie Harris Pierce	Jayla Daniel
Pam Siergieje	Michelle Jones	Visitors: Geol Greenlee
Elizabeth Lewis	Ralph Monday	

I. Quorum established at 2:00 pm

II. September minutes approved

III. AAUP Update – Kathy Arcangeli

The first meeting was held today. Chapter bylaws were approved and the Executive Committee was elected: President, Kathy Arcangeli; Vice-President, Don Windham; Secretary-Treasurer, Anna Davis; Member At Large, Sue Sain. The Executive Committee will meet to make plans for the next meeting. All faculty are welcome and encouraged to join.

IV. TBR Faculty Sub-Council – Update – John Brown

The next Sub-Council meeting is November 1<sup>st</sup>. The agenda has not yet been published.

V. Vice President's Report

A. President Whaley responded to Sue’s email requesting that he announce the decision about the survey and address his alternative plan. He replied that he had included the listening sessions in the video message he sent to employees over the summer. Additionally, he said this would be mentioned again in a forthcoming video. Since the summer video made no mention of the survey being cancelled, Sue replied to state that it was not clear in the video that the survey would not occur. President Whaley has not responded.

B. The Faculty Senate constitution was updated in recent years to reflect the combination of the Allied Health and Nursing Divisions into one Health Science Division and to add the requirement that all senators have a teaching workload of at least 8 hours. The constitution may be amended whenever the Faculty senate deems it necessary.

C. There was good response to the new monthly Faculty Senate Interest survey. Sue will investigate how to allow for multiple submissions. Survey responses are collected a couple of weeks before the Faculty Senate meeting to allow inclusion on the agenda as needed.

VI. President’s Report (Future Work Group Reports)

A. Work Group Process

1. Deborah Miles explained her vision for accomplishing the process improvement goals of Faculty Senate. The formation of work groups to address topics under consideration for improvement was described.

2. Nine topics generated from the Faculty Senate Interest survey and from the September meeting were posted around the room. All present were asked to move to their first choice topic and take a few minutes to discuss what motivating questions needed to be answered and what data needed to be gathered for that topic. Names of the group members and the name of a work group chair were to be written on the poster. For second and third choice topics, the process was repeated.

3. The accomplishments thus far of two previously formed work groups, Zoom Room and D2L/Outlook Email Integration, were shared as models for the new process.
- B. Current Work Groups
1. Adjunct Representation on Senate
    - a. Motivating Questions
      - i. Should Faculty Senate Constitution be amended to allow for adjunct membership?
      - ii. If so, how many and how should they be elected?
    - b. Work Group Chair: Jala Daniel/Geol Greenlee
    - c. Work Group Members: Krystie Anderson, Kathy Arcangeli, Pam Siergiej
  2. Advising
    - a. Motivating Questions:
      - i. Should the Transitions Committee should be meeting regularly to address ongoing issues in this area and sharing minutes of meeting with all faculty?
      - ii. Should faculty who administrate small programs be allowed to advise their students?
      - iii. How can inaccurate information conveyed by success coaches and success coaches' advising of students based on teacher preference be addressed?
    - b. Work Group Co-Chairs: Stacie Bradshaw and April Insko
    - c. Work Group Members: Kathy Arcangeli, Geol Greenlee, Valerie Herd, Michelle Jones, Elizabeth Lewis, Ralph Monday, Saeed Rahmanian
  3. Availability of Committee Minutes
    - a. Motivating Questions
      - i. Should minutes be taken at college-wide committee meetings and made available to all faculty?
      - ii. If so, what is the best venue for sharing these minutes?
      - iii. Should any committees be exempt?
    - b. Work Group Chair: Deborah Miles
    - c. Work Group Members: Kathy Arcangeli, Laura Vaughan
  4. Bookstore Issues
    - a. Motivating Questions
      - i. What leverage can be applied to end the problem of not enough textbooks being ordered for students each semester and some students not having textbooks three weeks into the semester?
      - ii. Is there any way that student aid can be released to students to purchase their books through vendors of their own choosing?
    - b. Work Group Co-Chairs: Jala Daniel and Steve Carriger
    - c. Work Group Members: John Brown, April Insko, Pam Siergiej
  5. Email Integration
    - a. Motivating Questions
      - i. What are the advantages/disadvantages of integration?
      - ii. What percent of faculty are for/against this move?
    - b. Work Group Chair: Steve Carriger
    - c. Work Group Members: Krystie Anderson, Elizabeth Lewis, Saeed Rahmanian, Laura Vaughan
    - d. Action: Steve has created a Google Doc to collect the pros and cons of integration. All faculty have been invited via email to share their opinions/concerns. There have been 15 responses so far with the cons having a majority. The Google Doc will close on October 16th. Steve will send a reminder before it closes. The work group will meet with CTAT to clarify/confirm any technical issues noted on the Google Doc. Final results will be sent to faculty and a poll of all faculty will be conducted to determine the final recommendation of the work group.
  6. Faculty Workload
    - a. Motivating Questions:

- i. Should individual departments/divisions have written workload policies exist so that faculty know from semester to semester exactly what credit will be given for specific responsibilities/teaching duties and that those policies are being objectively implemented?
    - ii. Should there to be a written college-wide policy regarding release time?
    - iii. How should release time for program managers be determined?
    - iv. Should there be stipends for lead faculty?
    - v. What about DE AFWC – OTA Program Distance Education Fieldwork Coordinator?
  - b. Work Group Co-Chairs: Sue Sain and Michelle Jones
  - c. Work Group Members: Becky Fields, Geol Greenlee, Michelle Jones, Mike Laman, Marianna Mabry
- 7. Standardization of FS Division Senator Elections
  - a. Motivating Questions
    - i. Should Senator elections be held in a uniform, transparent manner to ensure that FS members are elected as representatives by their peers?
    - ii. If so, what is the best process?
  - b. Work Group Chair: Valerie Herd
  - c. Work Group Members: Deborah Miles, Ralph Monday, Sue Sain
- 8. Syllabus
  - a. Motivating Questions:
    - i. Should college-wide policies be shared with students through some venue other than syllabi?
    - ii. Should syllabi be reserved for class policies and information the instructor chooses to share?
    - iii. Other than TBR Accessibility Initiative compliance, what syllabi components should be mandated?
  - b. Work Group Chair: Ted Stryk
  - c. Work Group Members: Krystie Anderson, Saeed Rahmanian, Pam Siergiej, Elizabeth Weaver
- 9. Zoom Room
  - a. Motivating Questions
    - i. What specific issues and with frequency are faculty experiencing technical difficulties?
    - ii. Should there be faculty input on which classes are/are not appropriate for this format?
  - b. Work Group Chair: Dave Rath
  - c. Work Group Members: Connie Blalock, John Brown, Jason Fishel, Dan Hyder, Jimmy Miller
  - d. Action: Dave has created a log specifically designed to record Zoom Room issues. All faculty teaching in Zoom Rooms this semester are using the log to identify the main issues to be addressed.

C. Work Group Next Steps

- 1. Within two weeks, the group chair will send a list of questions/issues the group plans to address and a timeline for action to President Miles.
- 2. Work Groups will report goals and plans for achieving goals at the next Faculty Senate meeting.
- 3. When a written recommendation is presented by a work group, the group will present to Senate for suggestions and approval.
- 4. Approved recommendations will be sent to President Whaley and/or other appropriate Administrators. The recommendations will include a request for an initial response within a week and a written action plan or refusal of recommendation within a month.
- 5. President Whaley's response will be shared at the following Faculty Senate meeting.

VII. Adjourned at 3:25 pm