

***Roane State Community College***  
**Minutes of the Monthly Meeting of the Faculty Senate**  
**December 6, 2019**

**Location of Meeting:** Roane County Campus, 2:00 pm Eastern

**Attendees:**

Deborah Miles, President	Saeed Rahmanian	Ralph Monday
Sue Sain, Vice-President	Elizabeth Lewis	Geol Greenlee
Pat Wurth, Secretary	Steven Carriger	Laura Vaughn
Mike Farmer, Past President	Valerie Herd	Ted Stryk
John Brown,	Casey Cobb	Jala Daniel
TBR Faculty Sub Council	Cody Miller	Bryan Wilkerson
Kathy Arcangeli	April Insko	Jillian Miller
Pam Siergiej	Mindy Brown	Guest, Steve Ward

- I. Established Quorum at 2:00 pm
- II. November FS Minutes approved
- III. Address by SGA President – Eli Anderson
- IV. TBR Faculty Sub-Council Update – John Brown
  - A. Policy 02:01:02: Institutional Relationships and Off-Campus Offerings
    1. Reexamined in post-FOCUS Act world
    2. Service area – Is 30 miles still appropriate?
  - B. Motion: Create database of problems students have had in transferring under TTPS - Passed
  - C. General Education Review:
    1. 5 year process, team to come together in spring
    2. Communication, math, natural sciences, humanities, social/behavioral sciences, history
    3. UT also going through process
  - D. Digital Engagement Institute Mission:

All students have access to all digital materials they need before Day 1 of class at reduced cost
  - E. Open Educational Resources (OER)

RSCC Classes: GEOG 2010, PHED 1750, HEA 2020, COLS 1010
  - F. Math Alignment Group: Bridge gap between high schools and colleges
  - G. Tennessee Pathways Certification: Connect K-12, Higher Education Workforce
  - H. BrightSpace/D2L:
    1. Contract ends December 2021; Process of new adoption underway
    2. Vendors showcasing immediately after spring break at Nashville State and Chattanooga or Pellissippi
    3. Faculty and students get to weigh in as do TCATS

4. D2L will pursue contract
- I. TN eCampus:
1. All 19 partners retained after FOCUS Act
  2. Enrollment way down
  3. Master of Science in Nursing going away
  4. Mission changes to increasing access to online courses
  5. Excels in both high demand and low demand courses
  6. Fallback if institution doesn't have course online or enough seats
- J. Chief Academic Officers encouraged to examine HIP classes, list them  
Average is 32% participation, but Roane State is 45%
- K. Some TBR presidents do not allow reps to attend TBR Faculty Subcouncil
- L. Dave Vinson, PSTCC, wants TBR Faculty Senates to pass resolution re: Accessibility issues
- V Vice President's Report – Sue Sain received the following concerns that she will address.
- A. Request that faculty be automatically notified when students drop a class.
  - B. Question about signage stating this is a non-smoking campus yet there are designated smoking areas
  - C. Is there any support from SACS for Learning Based initiatives?
- VI AAUP Update – Kathy Arcangeli
- The RSCC chapter is investigating a faculty satisfaction survey.
- VII. President's Report
- A. Announcements
1. Student Transition Committee has been added as a standing committee.
  2. Central times have been added to Final Exam Schedule.
  3. Fall 2020 Proposed Schedule – pending approval of Academic and Curriculum Council
  4. Dr. Ward has agreed to post dates for convocation and division meetings for both fall and spring on online academic calendar if possible and to stipulate that these meetings will be held within the first three days of faculty returning to campus each semester.
  5. Spring 2020 In-service Opportunities:
    - a. Thursday, January 16<sup>th</sup> QEP Brainstorming Workshop. "Best Practices for Collaborative and Activating Learning" led by Stacie Bradshaw and Jessica Dalton-Carriger.
    - b. Friday, January 17<sup>th</sup> "Train the Trainer" session led by Bronte Miller, Patrick Henry CC
- B. Work Group Updates
1. Adjunct Representation on Senate – Jala Daniel and Geol Greenlee  
A motion was made and passed for adding adjunct representation on Faculty Senate. The group will now work on how to move forward.
  2. Advising – Stacie Bradshaw and April Insko

The group asked several questions to Dr. Ward. Will create a log of issues in Google Docs.

3. Availability of Committee Minutes – Deborah Miles

4. Bookstore Issues – Jala Daniel and Steve Carriger

Tim will address issues.

5. Email Integration – Steve Carriger

There needs to be training before integrating emails.

6. Faculty Workload – Sue Sain and Michelle Jones

The group hopes to have a proposal by the next meeting; focusing first on Health Science.

7. Standardization of FS Division Senator Elections – Valerie Herd

Has become part of the Faculty Senate General Elections process below

8. Syllabus – Ted Stryk

Syllabi vary from school to school. There is a big issue with many blurbs linked to another document. Ted Stryk will come up with a proposal.

9. Zoom Room – Valerie Herd (for Dave Rath) See Appendix 1

#### C. Faculty Senate General Elections

1. See Appendix 2: Motion made and passed

***Motion: With sincere effort to comply with TBR's mandate of a general election for Faculty Senate President to be held in Spring 2020 and following years, with intent to create a faculty senate election process with unquestionable integrity and transparency which empowers every full-time faculty member to participate in the selection of his/her representation in the Faculty Senate, and with realization of the resulting time constraints, we agree to allow the FS Election workgroup to prepare a proposal for necessary revisions of the FS Constitution over the following month. We accept the responsibility to carefully consider, seek feedback from colleagues, and offer input regarding suggested revisions during this time period. We agree that a vote to approve the amended constitution will occur on Monday, January 13<sup>th</sup> at which time a decision regarding nomination of senators at divisional meetings on Tuesday, January 14<sup>th</sup> must be made. We agree that if the amendment is not approved on Monday, January 13<sup>th</sup>, emergency Faculty Senate meetings will be called by the Faculty Senate President until an amendment outlining an election process complying with TBR's mandate is approved by a majority of 2/3 of Faculty Senate members.***

2. President Miles will email Elections Considerations Form, see Appendix 3.

VIII. Adjourn 3:30 pm

## Appendix 1 Zoom Room Survey Report

### Slide 1

- Zoom room implemented 18 months ago to replace the IDEA Room technology
- So far, there has been no formal attempt to get faculty/student feedback on the effectiveness.
- Through an informal poll, it was clear that faculty using Zoom technology from their offices were not experiencing consistent difficulties, therefore the survey conducted was only focused on Faculty using the Zoom Room to Zoom Room technology.
- 8 member team took 6 weeks to log problems:
  - Solar key boards not working because the automated lights in the rooms timed out and went out.
  - Sessions not starting/ending on time.
  - System shutdowns that required unique passwords to log back in.
  - Problematic cameras.
  - Inadequate microphones.
- The team created a 10 question survey.

### Slide 2 and 3

- 29 faculty were solicited, 28 responded

### Slide 4

- 28% expressed “extremely negative” or “negative” feelings
- 36% were neutral
- 32% were positive
- 4% were extremely positive
- In sum, two-thirds of respondents expressed less than positive attitudes towards the Zoom Rooms

### Slide 5

- Question 3 was invalid because it is not policy to file a work order for problems that can be fixed over the phone

### Slide 6

- Question 4 results indicate that almost half of the instructors had taught a class via Zoom when one or more of the campuses had a large enough enrollment to justify a stand-alone section.

### Slide 7

- Question 5 indicates that problems are experienced system wide, regardless of campus.

### Slide 8

- None of the faculty surveyed rated the Zoom equipment as completely reliable.
- 44% rated it as reliable
- 56% rated it as unreliable.

### Slide 9

- Faculty surveyed indicated that audio issues were the predominant problem – 85%
- An informal poll of faculty indicated that the audio problems centered on faculty not being able to hear students and not the other way around.

### Slide 10

- Comparing the IDEA Room to Zoom Room, 43% reported the new system to be similar or worse than the old system.

Slide 11

- Question 9 states: “During our summer 2018 training it was stated that “Zoom Room teaching will be as easy as walk-in-and-teach”. How well has the Zoom Room lived up to that expectation?”
- 22% said this happened most of the time
- 41% stated this was somewhat true
- 37% stated that this was rarely the case.

Slide 12

- The faculty polled were only those that use Zoom Room regularly and are the most familiar with it.
- When asked if they would recommend it when advising students, only 18.5% reported that they would; 44% reported that they were unlikely or very unlikely.

**Summary**

This is not a complete nor extensive evaluation of the Zoom Room delivery system. It is only a beginning however, it evident that most faculty who use the system have concerns that need to be addressed. This survey only involved faculty and it is noted that student concerns could provide meaningful data.

***Motion:***

***Faculty Senate Zoom Room Survey and subsequent Report be shared with RSCC President along with a request for a plan that address the issues and concerns raised by the faculty utilizing the delivery method.***

The motion was made and passed.

## Appendix 2

### RSCC FACULTY SENATE ELECTIONS

#### **TBR Policy 1:03:10.00 Student & Faculty Participation of Development of Campus Policies and Programs**

Before September 2019 Board Meeting:

". . . Each institution shall establish effective means whereby students and faculty can participate in and make recommendations concerning the formation of policies and programs relating to student and academic affairs.

Due to differences in sizes of the various institutions, and existing methods at some institutions which may effectively provide for faculty and student participation, each institution shall determine and make known the method and degree of student and faculty involvement in specific areas of institutional decision-making, subject to the approval of the Chancellor."

Added at September 2019 Board Meeting:

". . . If an institution policy provides for a chief student officer, such as a student government president, that officer must be elected by a general vote open to all students eligible to vote as defined by that institution's policy. If an institution provides for a chief faculty officer, such as a faculty senate president, that officer must be elected by a general vote open to all faculty members eligible to vote as defined by that institution's policy."

Goal: To create a faculty senate election process with unquestionable integrity and transparency which empowers every full-time faculty member to participate in the selection of his/her representation in the Faculty Senate.

FS Election Workgroup: Deborah Miles, Mike Farmer, John Brown, Valerie Herd

Google Doc: Link to be sent by email

Considerations:

#### 1. Election Commission

- a. Consists of current FS Executive Board plus one member from each division not already represented by the Executive Board. If such division member(s) need to be selected, they will be chosen by the current Senators of those division(s).
- b. Commission will choose a chair and co-chair prior to first FS meeting of spring semester
- c. Each commission member will recuse himself/herself from the oversight or tallying of any ballot on which he/she is listed.

#### 2. Elected/Appointed Positions:

- a. President & Vice President (Joint Ticket)
- b. Five senators and two alternates elected from each division; eligibility unchanged
- c. TBR Sub-Council Representative elected at last FS meeting of spring semester
- d. Secretary and Parliamentarian appointed by President-elect at last FS meeting of spring semester

### 3. Nominations

- a. At divisional meetings during spring in-service an Election Commission member will accept nominations for division senators. Nominees willing to accept the position will be listed on ballot for division senators. If any division submits fewer than five nominees, that division will have fewer than five representatives in Faculty Senate the following year.
- b. During the third full week of January, nominations for President and Vice-President will be accepted via email to entire election commission.
  - i. Email announcing nomination period will be sent to all faculty members
  - ii. Nominations will only be accepted from current Faculty Senate members but any faculty member may suggest a nominee to his/her division senator(s)
  - iii. Nominees for President and Vice-President must also be nominees for senator
  - iv. Nominees for President and Vice-President must be tenured faculty members
  - v. Nomination period will remain open for one full week
  - vi. President and Vice-President nominees must accept nomination by email to Election Commission
  - vii. Nominees for President and Vice-President will be listed jointly on ballots

### 4. Voting

- a. To be held on the day of Academic Festival
- b. Paper ballots and roster of eligible voters will be prepared by Election Commission
- c. Eligible voters will be determined by TBR Policy 5:02:01:00 which defines faculty as follows: "The term 'faculty' shall be limited to regular, full-time personnel at institutions . . .whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor or instructor at the institutions. . . Institutions and schools may limit, but may not expand the scope of the definition of faculty for the purposes of this policy."
- d. Absentee ballots will be available for faculty members who are excused by VPSL from Academic Festival. VPSL will provide a list of excused faculty members at least two weeks prior to the election. Absentee ballots will be emailed to excused faculty members. Ballots must be sent via courier or USPS to the RSCC Roane County mail room to the attention of Faculty Senate Election Commission where they will remain until Academic Festival is completed at which time they will be retrieved by two members of the Election Commission and brought to the location where votes will be tallied. Any ballot not returned by the day of the election will not be counted. If more ballots are received than were distributed to excused faculty members, absentee ballots will be sent again and must be resubmitted within one week.
- e. Upon request, each eligible voter in attendance will receive two ballots (FS President/Vice President and Senators for his/her division) and voter will be denoted on roster as having received ballots.

- f. Ballots may be completed and placed in respective ballot boxes immediately or returned to ballot boxes any time before the announced time of poll closing.
- g. Ballot boxes will be attended by at least three Election Commission members at all times, in shifts, as excused from other duties by Vice President of Student Learning.

#### 5. Tallying of Votes

- a. Conducted by entire Election Commission immediately after conclusion of Academic Festival
- b. All positions will be elected by a simple majority
- c. In case of a tie for president/vice president, these positions will be determined by election at the last FS meeting of spring semester in which all current senators and senators-elect will be allowed to vote.
- d. In case of a tie for division senator, the Election Commission will open electronic voting to all members of division for one week.

#### 6. Announcement and Assumption of Office

- a. With the exception of positions for which a tie must be broken, announcement of all division senators and FS President-elect and Vice-President-elect by 5:00 p.m. on day of Academic Festival.
- b. All current and elected members of Faculty Senate will attend the last Faculty Senate meeting of the spring semester and allowed to vote for President-elect and Vice-President elect in case of tie.
- c. All Faculty Senate Officers and Senators will assume their elected positions of the last day of the spring semester for a term of one year.

#### Final Notes:

- Draft of revised Sections IV and V of the Faculty Senate Constitution will be prepared by Election Workgroup and emailed to all FS members by January 6<sup>th</sup>.
- Written questions/suggestions regarding draft revision between January 6<sup>th</sup> and January 13<sup>th</sup> would be appreciated immensely. If adequate feedback is provided, it is hoped that the revision will be approved by 2/3 majority of the Senate at the next FS meeting.
- **Next Faculty Senate Meeting: Monday, January 13<sup>th</sup> (Faculty Return Date) at a time to be determined and announced next week. Attendance Required. Draft will be discussed and voted on so be seeking input from your division's colleagues *now*. If amendment is not approved, the next FS meeting will be on Wednesday, January 15<sup>th</sup>. If amendment is not approved at Wednesday, January 15<sup>th</sup> meeting, the next FS meeting will be on Friday, January 17<sup>th</sup>.**
- Regularly Scheduled FS Meeting: Friday, January 24<sup>th</sup> 2:00 Eastern OR Goff 226
- Beginning now, all previous versions of the FS Constitution will be archived and available on FS webpage



**RSCC FACULTY SENATE CONSIDERATIONS**

I need a completed form returned (paper or electronic) from each Faculty Senate member by Saturday, December 14<sup>th</sup>, 2019. Please identify yourself only so that you can be contacted individually for discussion of your concerns regarding any part of this proposal.

Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Proposal	Likely to Support As Is	Unlikely to Support As Is but Would be Likely to Support If . . .
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