

Roane State Community College Faculty Senate Minutes for October 23rd, 2020 Meeting at 2:00 Eastern

Location of Meeting: Roane County: D-209, Oak Ridge: Goff-225, and Zoom Meeting ID: 967 8609 7923

Attendees:

Deborah Miles, President	Pamela Siergiej	Abby Schoolfield
Sue Sain, Vice-President	Steve Ward	Connie Blalock, alt
Gary Gravely, Secretary	April Insko	Victoria Findlay, guest
Steven Carriger	Teresa Lucas	Saeed Rahmanian, guest
Casey Cobb	Marianna Mabry	Matt Waters, guest
Valerie Herd	Vickie Pierce	Lyndy Wibking, guest
Elizabeth Lewis	Jerri Kiser	Pat Wurth, guest
Jessica Dalton-Carriger, alt.	Geol Greenlee	
Jillian Miller	Melanie Hildebrandt	

- I. Establish Quorum at 2:06 pm.
- II. Approve September 11th, 2020 Faculty Senate Minutes
 - A. Motion was made to accept minutes. Motion was seconded. A question was asked that two statements be added to the minutes. Discussion followed.
 - B. Minutes were approved as written by 17 members with two abstentions and one opposed.
- III. TBR Faculty Sub-Council Updates
 - A. John Brown was not present, but sent an update that was read by President Miles.
 - B. There is a proposed admissions policy change for community colleges wherein applicants who already have an associate's degree from an accredited institution would not have to submit high school transcripts.
 - C. A proposal has been made to TBR to create an 18-hour certificate for eldercare.
 - D. No official decision has been approved on a platform to replace D2L. No contract has been signed, and negotiations are still underway, as is required by state law. The process is taking longer to complete than anticipated, but contract with D2L runs until 12/31/21, and the goal is to have some time when two systems overlap, allowing classes to migrate over.
 - E. Salary cuts are being proposed at Southwest, which has experienced a 24% enrollment decline. Nothing has been decided yet.
- IV. Vice President's Report – Sue Sain
 - A. She has been working on updating Benroth procedures and working with Foundation. Goal is to have Benroth portfolios submitted digitally.
 - B. Suggestion Box. One comment was made regarding workload during the pandemic. Another comment was about tenure portfolios being digitized. Another comment was about AAUP updates not being included in Faculty Senate agenda.
 - C. Comment was made that the Faculty Senate President is allowed to set the agenda.

D. The Suggestion Box survey has been replaced by a Questions and Comments link on the Faculty Senate website. Submissions will be emailed anonymously to the FS President and Vice President or, for an individual response, may be submitted by name.

V. AAUP Update – Kathy Arcangeli

- A. Unredacted comments were sent to President Whaley and copied to Mike Batson since there is an ongoing audit at Roane State.
- B. Employee satisfaction survey had been asked for in the past, and AAUP believes that faculty has a strong desire to share concerns.
- C. AAUP would like to meet with President Whaley, but they have not heard back. Looking to follow up.
- D. AAUP meeting occurred earlier today. Working on a white paper to document research regarding the need for third-party faculty survey.

VI. President's Report

A. Old Business

- 1. Vote: Faculty Senate Resolution on Shared Governance (See Appendix 1)
 - a. Survey has already been issued.
 - b. Response was 42 total people with over 75% in acceptance.
 - c. Motion and second were made to accept. No further discussion.
 - d. Poll was submitted. Passed with 89%. 11% Against.
- 2. Vote: Faculty Senate Resolution on Faculty Responsibility for Methods of Instruction (See Appendix 2)
 - a. Motion and second were made to accept.
 - b. A comment was made that the resolution still had AAUP language. Another comment was made that AAUP language was also in TBR policy. A comment was made that perhaps AAUP and TBR should both be referenced as a source of language. Another comment said that a direct quote should be attributed to the original source. Comments were made that the phrasing of how it was presented could make it seem like faculty had final say regarding Zoom courses. A change of wording was proposed.
 - c. A motion was made to accept with a revision to the last sentence. Second was made. 19 voted to accept.
- 3. Vote: Faculty Senate Resolution for Faculty Workload and Compensation Protocols (See Appendix 3)
 - a. Motion was made to accept. Motion was seconded.
 - b. A question was asked as to whether once a month was too frequent -. Question was answered that workload had been a significant issue in FS for the past five years.
 - c. A comment was made that the resolution seemed to be further reaching. A response was made that the wording was regarding Faculty Senate's role and the rationale for the committee.
 - d. Poll was opened. 18 voted in favor. 1 against. Motion approved.

4. Update on TBR's Digital Engagement Initiative
 - a. Special digital versions of texts offered by publisher at lower cost.
 - b. Advantages
 - i. Cost of text billed directly to student along with tuition and fees
 - ii. Students have their text the first day of class
 - c. Disadvantages
 - i. Students are automatically opted in but sometimes would prefer to buy a hard-back text
 - ii. Sometimes students don't realize they are being automatically billed for a text. They have to use the Purchase Books button in Raidernet to see the notification "Above item is part of a program where course materials are included in a course charge or tuition."
 - iii. The bookstore manager sends an opt-out link to each student's Raidernet email. Student has to complete procedure within 14 days to receive a refund. Often students don't check email regularly or have full inboxes.
 - iv. Entire process not well-publicized to faculty and students
 - d. Contact publisher rep to see list of DEI texts.
 - e. Update- Dual enrollment grants don't cover DEI texts.
- B. Work Group Updates
 1. Adjunct Representation on Senate – Jala Daniel and Geol Greenlee
 - a. No progress at this time.
 2. Transition/Advising Committee – April Insko (See Appendix 4)
 - a. Transitions Committee has not been meeting on a regular basis.
 - b. Committee needs to meet more regularly so everyone knows expectations.
 - c. Motion to accept resolution. Seconded. No further discussion. Poll was conducted. 18 voted. 16 in favor. 2 against. Resolution passed.
 3. Virtual Portfolios for Promotion & Tenure – Matt Waters
 - a. Have met with Deans who are on board with this proposal as well. Three different shells in Momentum would be available. One for Promotion Only. One for Tenure Only. And One for Promotion and Tenure.
 - b. Tenured instructors would be admitted into shells as students.
 - c. A temporary override of the policy would go into effect in order to have an electronic option. Future policy would need to be implemented later in order to make this exist beyond our current circumstances.
 - d. Matt Waters and Jessica Dalton-Carriger met with Vice President Ward, Susan Sutton, and others.
 - e. Current policy is that tenured faculty meet in person to discuss and that discussion remain private.
 - f. Motion was made to allow temporary override to give permission that administration allow faculty members to have an electronic option to submit tenure portfolios. Seconded. Motion passed by voice -affirmation.

4. Syllabus Template (See Appendix 5)
 - a. VPSL Ward has stated that she is unaware of any TBR requirements for syllabi other than ADA compliance, learning outcomes, common assessments, and formula for issuing a grade and is willing revisit syllabus template with Faculty Senate.
 - b. The syllabus template sets forth the minimum standard for information to be included in every course syllabus. It contains course-specific guidelines; college-wide information on student resources is optional as it is available to students elsewhere. Faculty are free to add provided statements on these resources and any other relevant information on their own syllabi if they choose to do so.
 - c. Ideas for institutional information not included in individual course syllabi:
 - i. VPSL's or VPSS's office provides a separate page of student resources which is emailed to students or automatically loaded into Momentum each semester
 - ii. Student Resources tab or widget is created for Momentum course shells
 - iii. Scrolling Student Resources Banner on RSCC Homepage
 - iv. Ensure that all Student Resources are listed on Student Services website
 - v. Goggle doc will be posted for Faculty Senate to make remarks regarding where this information could be included.
5. Faculty Senate Election Procedures – RSCC Policy GA-32-01 Section V.
 - a. Considerations for change:
 - i. Section V.B.4b – Nominations will only be accepted from current FS members. Why?
 - ii. Section V.B.4d – Nominees for P&VP must be tenured faculty members who have served on FS for at least one academic year. Time Period?
 - iii. Section V.B. 4f – To be listed on the ballot for P&VP, nominees must accept the nomination via email to Election Committee within one week. Needs to be reworded to ensure all nominees know when they are nominated in time to accept/decline and be nominated with different partner if desired.
 - iv. Section V.C – Should we stick with virtual voting?
 - v. Section V.E.4 – The following year's TBR Sub-Council Representative will be nominated at the last meeting of spring semester. Must he/she be a senator elected for the following year?
 - vi. Other suggestions from last year's election committee regarded emails, not policy. D. Miles with this year's EC Chair to implement these changes.
 - b. Process for amending election procedures in FS Constitution
 - i. D. Miles will create a Survey Monkey poll to assess Senators' preference on above considerations by October 28th.
 - ii. Responses due by November 2nd.

iii.D. Miles will *try to* draft revisions for Constitution and email to all Senators by November 6th.

iv. Revisions will be voted on in November 13th FS meeting.

VII. Adjourned at 3:31.

APPENDIX 1

Faculty Senate Resolution on Shared Governance

Date Proposed: 02/21/20

Approved by the Faculty Senate:

Whereas, the TBR Policy 1.03.10.00 states as its purpose, "To provide for shared governance at TBR institutions by establishing effective means whereby students and faculty can have input into the development of policies and programs relating to student and academic affairs, while recognizing that the authority for decision-making rests solely with the administration."

Whereas, the TBR Policy 1.03.10.00 on Student & Faculty Participation in Development of Campus Policies & Programs states that "while recognizing the value of input from the students and faculty of an institution on issues of common interest, the Tennessee Board of Regents has delegated to the presidents of its institutions the responsibility and authority to make decisions regarding the operation of the institution, subject to TBR policies and procedures and applicable laws. Students should have a primary interest in matters of student life, including discipline, and faculty should have a primary interest in academic affairs, including curriculum, program changes and development, and admission and graduation requirements."

Whereas, the RSCC Policy GA-23-01 on Student and Faculty Participation in Development of Campus Policies & Programs states that "provision is made for both student and faculty participation in development of campus policies and programs through standing and ad hoc committees, including but not limited to activities of the Student Government Association (SGA) and Faculty Senate, involvement in review of college policies and procedures, and input via surveys and meetings."

Whereas, the RSCC Policy GA-32-01 lists among the duties and powers of the Faculty Senate

- A. To express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty.
- B. To initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals.
- C. To define and recommend general educational objectives, subject to approval by the president, and to participate fully and actively in the determination of programs and policies that pertain to academic matters and faculty welfare.
- D. To aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and such other benefits and improvements in conditions as will enable faculty to function effectively, and to provide a forum for the open discussion of faculty grievances and student concerns involving the faculty as a whole.

Be it resolved that Roane State should renew its commitment to shared governance by establishing broad and continuous two-way communication and mutually informed dialogue between Faculty Senate and administrators, and that the role of Faculty Senate as an elected body whose primary purpose is to provide input, feedback, and recommendations to administration on all matters of concern to faculty should be recognized. Furthermore, Faculty Senate requests the establishment of a President's Forum to be held regularly throughout the academic year with both virtual and live attendance capabilities. The forum will be open for all faculty members, both full-time and adjunct, to ask questions and relay individual concerns to the administration and allow the administration a venue to respond to said concerns.

APPENDIX 2

Faculty Senate Resolution on Faculty Responsibility for Methods of Instruction

Date Proposed: 02/21/20

Approved by the Faculty Senate:

Whereas, it is the role of the Faculty Senate to express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty; and

Whereas, the American Association of University Professors' Statement on Government of Colleges and Universities states that "*The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process*" and that the faculty should have the final decision on such matters in all but exceptional circumstances; and

Whereas, the Faculty Senate Zoom work group survey conducted fall 2019 reported that two-thirds of respondents expressed less than positive attitudes towards teaching in Zoom Rooms; and

Whereas, the Faculty Senate Zoom work group survey conducted fall 2019 reported that 44% of respondents indicated they would be unlikely or very unlikely to recommend a Zoom class to their advisees; and

Whereas, prioritizing class delivery utilizing Zoom technology as number one for Manly and Summer Instruction Grants without faculty input on this decision disregards the faculty's role in shared governance; and

Whereas, the installation of Zoom technology in all classrooms on the Scott Co. campus and removal of white boards without faculty input on this decision disregards the faculty's role in shared governance.

Be it resolved that, the priorities for Manly and Summer Instruction Grants be determined by a committee whose majority is made up of faculty. The current priorities should be re-evaluated by this committee.

Be it resolved that, all future classroom, lab and other instructional facilities modifications require approval by a committee whose majority is made up of faculty.

Be it resolved that, the assignment of particular courses to the Zoom room method of instruction should be determined by the faculty teaching the courses in all but exceptional circumstances.

APPENDIX 3

Faculty Senate Resolution on Committee for Faculty Workload and Compensation Protocols

Date Proposed: 09/11/20

Approved by Faculty Senate:

Whereas, current RSCC policies do not adequately address workload and compensation and are not applied consistently within each division, and

Whereas, it is a role of Faculty Senate, per the Faculty Senate Constitution to

- To express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty.
- To initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals; and
- To aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and such other benefits and improvements in conditions as will enable faculty to function effectively, and to provide a forum for the open discussion of faculty grievances and student concerns involving the faculty as a whole, and

Whereas, the Faculty Senate has attempted to address the issues of workload and compensation for multiple years, and

Whereas, the Faculty Senate has been advised that the college has a committee exploring workload but no updates have been made available to the Faculty Senate in recent years,

Be it resolved that either the current administrative committee be amended to include one representative from each academic division to be recommended by the Faculty Senate or a new committee be formed for addressing faculty workload calculations and compensation protocol. In either case, the committee shall include administration and faculty recommended by Faculty Senate from each academic division.

- The goals of this committee should include clear, consistent written policies to serve as a reference and to ensure policies are applied equitably across situations.
- This committee should meet once per month during the academic year and provide updates at each Faculty Senate meeting.

Related Policies: PA-24-01 Faculty Job Description and AA-24-01 Assignment of Credit hours

APPENDIX 4

Faculty Senate Resolution on Transitions Committee and Student Advising

Date Proposed: 09/11/20

Approved by Faculty Senate:

Whereas, there are no consistent meetings of the Transitions Committee or any committee to review policies regarding student advising, and

Whereas, the Faculty Senate Constitution lists among the duties and powers of the Faculty Senate

- To express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty.
- To initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals.
- To provide a forum for the open discussion of faculty grievances and student concerns involving the faculty as a whole.

Whereas, questions/concerns about student advising and the Success Coach model are documented in the Faculty Senate Minutes for sixteen out of thirty Faculty Senate meetings in the past four years.

Be it resolved that an Advising Committee should meet regularly (once/month). The goals of this committee should include clear, consistent written policies to serve as a reference and to ensure policies are applied equitably across the institution. The committee should have faculty representatives recommended by Faculty Senate.

Current Statement of Purpose for the Transitions Committee:

To provide advice to the administration regarding the transition process of students from success coaches to faculty advisors and other student resources.

Appendix 5 Proposed Syllabus Template

Sans serif font
per ADA
guidelines

ROANE STATE COMMUNITY COLLEGE Division of Course Rubric & Name Current Term Syllabus

Syllabus Heading: 4
lines rather than 6

INSTRUCTOR INFORMATION

Name:
Office:
Office Hours:
Phone:
Email:
Other:

7 ALL-CAP BOLD
subheadings rather
than 28

COURSE INFORMATION

Course Type:
Day and Time:
Course Catalog Description: (Includes credit hours, prerequisites, co-requisites)
Course Objectives (or Specific Learning Outcomes):
The student who completes this course will be able to:
• Type your text here.
Other:

Replace Learning
Outcomes, Course
Topics, and Specific
Course
Requirements with
Course Description
and Course
Objectives.

COURSE MATERIALS

Textbook:
Supplementary Materials:
Other:

GRADING INFORMATION

Assignments and Evaluations:
Grading Scale:
Other:

Removed Grading Procedure

PLAGIARISM AND ACADEMIC INTEGRITY

Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Fabrication, and Facilitation. Academic misconduct is prohibited. Upon identification of misconduct, an instructor has the authority to assign an "F" or a zero for the exercise, the examination, or the entire course. Students found guilty of academic misconduct that would typically result in the grade of "F" for the course will not be permitted to drop the class in which the academic misconduct occurred. The instructor will contact the appropriate Division Dean who will then contact Records and request that an administrative hold be placed on the course in question. The instructor will notify the student of the appropriate due process/appeal procedure. The administrative hold will remain in place until the academic misconduct matter is concluded.

STUDENTS WITH DISABILITIES

Qualified students with disabilities will be provided with reasonable and necessary academic accommodations if determined eligible by the appropriate disability services office staff. Prior to granting disability accommodations in the course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services office staff. It is the student's responsibility to initiate contact with the disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

SYLLABUS CHANGES

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Each instructor may include other information as desired including, but not limited to, the following Roane State Student Resources:

TITLE IX COORDINATOR: PREVENTING SEXUAL DISCRIMINATION AND HARASSMENT

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Title IX covers discrimination in programs, admissions, activities, faculty-to-student sexual harassment, and student-to-student sexual harassment. RSCC's policy against sexual harassment extends not only to employees of the college, but to students as well. If unlawful sexual harassment or gender-based discrimination is encountered, please bring this to the attention of the class professor, or contact Mr. Odell Fearn, Title IX Coordinator, at (865) 354-3000 ext. 4212 or ext. 4679 or email at fearnao@roanestate.edu.

POLICE DEPARTMENT: EMERGENCY SITUATION RESPONSE

To assist in preserving your personal safety, the Roane State Police Department recommends that you view the [Run Hide Fight video](http://www.roanestate.edu/?10249-Options-to-Survive-an-Active-Shooter-on-Campus-Run-Hide-Fight) (<http://www.roanestate.edu/?10249-Options-to-Survive-an-Active-Shooter-on-Campus-Run-Hide-Fight>) that is taught to the members of RSCC Faculty and Staff. If after viewing this video you have any questions please contact any member of the [Police Department](http://www.roanestate.edu/?6826-Police-Department) (<http://www.roanestate.edu/?6826-Police-Department>).

Additional information for your safety can be found online at [Be Safe \(Website\)](http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State)
(<http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State>)

TECHNICAL SUPPORT

CTAT: If you are having problems logging into your course on Momentum, timing out of your course, using your course web site tools please call CTAT at (865) 882-4556, M-F, 9-5 EST.

Help Desk: For all other technical problems call Help Desk at (865) 354-3000 Ext 4357. On campus dial 4357 from any phone to be connected directly to the Help Desk.

HONORS PROGRAM

This course may be taken for Honors credit. If you are interested in the Honors Program, or in receiving Honors Credit for this class, please talk to the instructor. See the following Honors Program webpage for more information: [Roane State Community College Honors Program \(Website\)](http://www.roanestate.edu/?5873-Honors-Program) (<http://www.roanestate.edu/?5873-Honors-Program>).

LIBRARY SERVICES

Roane State Libraries are here to help all Roane State students in every discipline. Your librarians can help you find the books, articles, videos, databases, and websites you need for academic success. They can also help you learn how to be a better researcher.

Roane State has libraries at the Harriman, Oak Ridge, and Scott campuses. Books and graphing calculators from these three libraries can be sent to any other Roane State teaching location upon request. Laptops and iPads may be checked out from Harriman and Oak Ridge.

The library also offers eBooks, eJournals, online videos, and other online resources to support students wherever they need to learn.

Visit the Library website: [Roane State Library \(Website\)](https://library.roanestate.edu/home)

(<https://library.roanestate.edu/home>)

Explore your library with research guides: [Research Guides \(Website\)](https://library.roanestate.edu/researchguides)

(<https://library.roanestate.edu/researchguides>)

Discover recommended reads at your libraries: [Roane State Reads \(Website\)](https://roanestatereads.wordpress.com/)

(<https://roanestatereads.wordpress.com/>)

LEARNING CENTER

Roane State's Learning Centers are a resource for extra help understanding assignments and course content. The Learning Centers offer tutoring in many subjects. For more information,

visit the learning center website: [Learning Center \(Website\)](http://www.roanestate.edu/?6143-Learning-Center)

(<http://www.roanestate.edu/?6143-Learning-Center>)

COUNSELING CENTER: SUICIDE PREVENTION