

**Roane State Community College Faculty Senate
Minutes for December 4th, 2020 Meeting at 2:00 Eastern**

Location of Meeting: Roane County: D-209, Oak Ridge: Goff-225, and Zoom Meeting ID: 915 8503 8196

Attendees:

Deborah Miles, President	April Insco	Steve Ward
Susan Sain, Vice President	Elizabeth Lewis	Elizabeth Weaver
Steven Carriger, Parliamentarian	Teresa Lucas	Jessica Dalton-Carriger, alt.
John Brown, TBR Faculty Sub-Council Rep	Marianna Mabry	Tori Findlay, alt.
Casey Cobb	Jillian Miller	Saeed Rahmanian, visitor
Jala Daniel	Sylvia Pastor	Matt Waters, visitor
Geol Greenlee	Diane Raines	David Blevins, visitor
Valerie Herd	Abigail Schoolfield	Jeff Tinley, visitor
	Pamela Siergiej	Mike Farmer, visitor

- I. Established Quorum
- II. Approved November 13th, 2020 Faculty Senate Minutes- Elizabeth Weaver made a motion to approve minutes. Sue Sain seconded motion. Minutes were approved unanimously.
- III. TBR Faculty Sub-Council Updates – None
- IV. Vice-President’s Report- Sue Sain
 - A. Benroth Procedures (See Appendix 1)
 1. Faculty agreed on B under number 2 through survey monkey. C needs to be voted on again: Can nominees be re-nominated the next academic term? Marianne Mabry made a motion against restricting nominees from being nominated again the next term. Valerie Herd seconded the motion. Faculty Senate voted 12 to 8 not to restrict the nominees.
 2. Next, Faculty Senate voted on whether the support staff council will provide member on the Selection Committee. Sue Sain made a motion that the support staff council will provide one member. Valerie Herd seconded the motion. Faculty Senate voted 10-8 in favor of allowing one member of support staff on the Selection Committee.
 3. Sue Sain made a motion that we vote to accept the document with the revisions we made. Pam Siergiej seconded the motion. Faculty Senate voted 20-0 to accept.
 - B. Questions/comments Link – None
- V. President’s Report
 - A. Old Business
 1. Update on President Whaley’s response to Faculty Senate Resolutions- He is still working with TBR staff regarding the resolution and hopes to have a response soon.
 2. Proposed Syllabus Template (See Appendix 2)

- a. Dr. Ward related that TBR Learning Outcomes must be included in syllabi for General Education courses.
- b. Jessica Dalton-Carriger made a motion to accept the syllabus with this addition. Elizabeth Weaver seconded the motion. Faculty Senate voted 20-0 in favor of accepting the new syllabus template. If approved by administration, the new syllabus template goes into effect Fall Semester 2021.

3. Conflict of Interest Clause for FS Constitution

Very rough draft of proposal was presented. Discussion regarded the best way for Senators to address this topic. Some senators suggested commenting anonymously on a Google Doc and using Survey Monkey to determine preferences for disputed items. The goal is to vote on this proposal, along with changes to Faculty Senate elections, during special meeting before spring semester begins in January.

B. Work Group Updates

1. Adjunct Representation on Faculty Senate- Tabled until January
2. Virtual Promotion and Tenure Portfolios/Peer Review Group Meetings- Matt Waters and Jeff Tinley
 - a. Jeff demonstrated SharePoint, the website proposed for tenured faculty to vote on promotion and tenure of tenure-track faculty. Each faculty member signs in with Roane State username and password and votes “yes” or “no” each candidate. Someone must be responsible for overseeing the voting. Matt Waters suggested the Promotion/Tenure Committee Chair and the Monitor from each division. Jeff advised not to leave the voting form open for too long in order to avoid the small chance of hacking. Diane Raines suggested we use SharePoint for Form E’s as well.
 - b. Deborah Miles posed the possibility that SharePoint for Faculty Senate elections also. Votes are anonymous and can be used on multiple devices. More than one person can see and verify the results. This will be investigated further.
 - c. Sue Sain made a motion that we use SharePoint for voting for promotion and tenure and for Form E’s in Spring 2021. Elizabeth Weaver seconded the motion. Senate voted 19-0 in favor of using SharePoint.
 - d. Matt Waters and Valerie Herd will send Jeff Tinley the names of people in each division who will need training to use SharePoint.
3. Faculty Senate Election Procedures (See Appendix 3)
 - a. Deborah Miles proposed that changes to election procedure and conflict of interest clause be added to a new draft of the Constitution and shared with Senators during winter break then voted on in a special-called Zoom meeting before Division meetings on January 13th.
 - b. Deborah will send out a poll to determine everyone’s availability.

VI. Meeting Adjourned at 3:30 p.m.

Sarah Ellen Benroth Award for Outstanding Teaching

Policies and procedures for determining the Sarah Ellen Benroth Award Recipient for Outstanding Teaching

The Faculty Senate President will be responsible for properly implementing the following policies and procedures:

1. The award is open to all full-time faculty meeting the following criteria: The nominee must be employed at least consecutive two years, hold faculty rank, have taught a minimum of 9 hours per term OR be designated as professional staff working in the Learning Center who have class/course teaching responsibilities of an average of 9 hours per fall/spring semester, as part of his/her contract.
2. Nominees for the award are determined by secret ballot from all full-time divisional faculty teaching a minimum of 9 hours per term based upon the previous two years.
 - A. Each division is allowed one nominee per every ten full-time faculty members (or major fraction thereof). If ties occur at the division level, a second vote with a ballot reflecting those individuals involved in the tie will be completed. The Faculty Senate President, or his/her designee, will provide the ballot to those faculty eligible to vote. A faculty member may nominate only his/her divisional colleagues and may nominate himself/herself.
 - B. The Award recipient cannot be re-nominated the next three academic years. After a three-year interval, a former Award winner is eligible again.
 - C. The 3 finalists (or all nominees????) cannot be re-nominated the next academic term. After a one-year (?) interval, a former finalist is eligible again.
3. Final screening of nominees and selection of a recipient is done by a committee, hereafter referred to as "The Selection Committee," consisting of Faculty Senate representatives.
4. The selection committee will use established, specific criteria in the selection of finalists and the recipient of the award.
5. The sole purpose of the Selection Committee is to determine the finalists and the recipient of the Sarah Ellen Benroth Award for Outstanding Teaching.
6. The Selection Committee will have 6 members and be structured as follows:
 - A. The Vice President of the Faculty Senate will act as chairperson and will coordinate the activities of the Selection Committee. If this officer is a nominee for the award, other officers in order of succession will substitute. If all Faculty Senate officers are nominees, then Faculty Senators will be assigned to the Selection Committee by the Faculty Senate President. (1 committee member)
 - B. Additional Faculty will be appointed to the Selection committee by the Vice President of the Faculty Senate. Any full time faculty employed more than 2 years is eligible to be on the selection committee. One representative from each division will be appointed. Requests will be made for volunteers at division meetings, during convocation, and/or via email. From those volunteering, appointment may be based on one or a combination of selection methods including but not limited to years of experience at RSCC, random selection, or first come first served. (4 committee members total)
 - C. The Support Staff council will provide one member. (1 committee member)
7. Each nominee may submit, **by March 18, 2020** a portfolio including:
 - A. Teaching Narrative and artifacts
 1. Faculty evaluation

- a. (may include MBOs, IEPDs, annual professional development goals) from the previous 3 academic years.
 - b. faculty evaluation summary sheet including student evaluation scores for the previous 3 academic years.
 - c. A narrative describing his/her teaching activities with supporting artifacts for the previous 3 academic years.
- B. **Two** documents describing non-teaching activities. **Choose only 2** of the following: institutional service, community service, **or** professional development
- 1. Non-teaching activity- two categories selected from above
 - a. include supporting artifacts from the previous 3 academic years only for the **two areas** chosen.
 - b. A narrative describing the **two areas** chosen with supporting artifacts for the previous 3 academic years
- C. Particularly significant achievements or other contributions, long-term, repeated, or other meritorious accomplishments, completed/earned while employed by RSCC, may be included. This information will be limited to one double-spaced page and will be considered with above category to which it is applicable. This is in addition to any supporting artifacts for that category.
8. Instructions for organization of portfolio:
- A. Each document for A and B above should follow these guidelines: two-page narrative, double-spaced pages, one-inch margins on all sides, 12 point font size.
 - B. Documentation for C is an optional, one-page narrative, double-spaced pages, one-inch margins on all sides, 12 point font size.
 - C. Nominees should place their materials in a hard copy or digital portfolio and label the content areas as listed above.
 - D. Beginning academic year 2021-2022, submissions MUST BE digital.**

Late submissions will not be accepted nor will portfolios that do not adhere to the above instructions. Portfolios are due by 4:30 on March 18 to FS Vice President.

- 9. The Selection Committee will determine three finalists from the list of division nominees.
- 10. From the three finalists, a recipient will be chosen for the Award. This recipient will receive an appropriate plaque and monetary gift. In the event that two, or all three of the finalists, should be of equal merit and The Selection Committee should be unable to agree upon a recipient for the Award, The Selection Committee will have the authority to employ a random selection process in order to determine the recipient.
- 11. The two other finalists will be given “Excellence in Teaching” awards with their names and the year of recognition properly inscribed.
- 12. “Certificates of Merit” suitable for framing will be awarded to the remaining nominees in recognition of their division nomination for the award.
- 13. All nominees will be recognized at fall convocation and will be presented with the appropriate awards.
- 14. Receiving the Award will be noted as a significant achievement in the personnel file of the recipient.

Appendix 2 – Proposed Syllabus Template

ROANE STATE COMMUNITY COLLEGE

Division of

Course Number & Name

Syllabus for Current Term

INSTRUCTOR INFORMATION

Name:

Office:

Office Hours:

Phone:

Email:

Other:

Course INFORMATION

Course Type:

Day and Time:

Course Catalog Description: (Includes credit hours, prerequisites, co-requisites)

[Section below will be included only for courses which fill a general education requirement. The most current TBR Learning Outcomes for each General Education category can be found at <https://www.tbr.edu/sites/default/files/media/2018/06/General%20Education%20Learning%20Outcomes%202018-19.pdf>]

This course fulfills a TBR General Education requirement for [category] by meeting [all or #] of the following Learning Outcomes. Students will demonstrate the ability to:

- Type your text here.

Specific Course Competencies:

The student who completes this course will be able to:

- Type your text here.

Other:

COURSE MATERIALS

Textbook:

Supplementary Materials:

Other:

GRADING PROCEDURE

Assignments and Evaluations:

Grading Scale:

Other:

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.

This template sets forth the *minimum* standard for information to be included in every course 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.

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>)

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

Roane State Community College

Policy Number: GA-32-01

Subject: Faculty Senate Constitution

V. Membership

B. Officers

1. The officers of the Faculty Senate shall be president, vice president, secretary, past president, RSCC TBR Faculty Sub-Council representative, and the parliamentarian. **All officers shall have previously served at least one full year in Faculty Senate.** All officers shall make up the Faculty Senate Executive Board, are members of the Faculty Senate Election Committee, and are voting members of the Faculty Senate.

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V. Election Procedures

A. Election Committee

1. The Election Committee shall consist 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).
2. The Election Committee will choose a chair and co-chair after the last Faculty Senate meeting of the fall semester.

B. Nominations

1. Before divisional meetings during spring in-service, a designated Election Committee member from each division will obtain a list of division faculty who are eligible to be nominated as senator.
2. At divisional meetings during spring in-service, the designated Election Committee member will accept nominations for division senators. Self-nominations are allowed. The list of nominees willing to accept the position will be returned to the Election Committee Chair and these nominees will be included on the ballot for division senators.
3. Each division should submit **at least seven** nominees to ensure a sufficient number of senators in the event that the President and/or Vice-President are elected from the division.
4. During the last full work week of February, nominations for President and Vice-President will be accepted via email to entire election Committee.
 - a. An email announcing nomination procedures will be sent to all faculty members on the Friday before the nomination period

begins. A reminder will be sent on Monday, Wednesday, and Friday of the nomination period.

- b. Nominations will be accepted from any full-time faculty member who has first requested permission from the team he/she wishes to nominate.
- c. Candidates for President and Vice-President shall be nominated as a team and listed jointly on the ballot.
- d. Nominees for President and Vice-President must be tenured faculty members who are nominated as senators for their divisions.
- e. The nomination period will remain open for one full work week (Monday through Friday).
- f. When a team is nominated for President/Vice-President, the Election Committee Chair will notify both members of the team who then have until the end of the nomination period to accept the nomination. If either team member declines the nomination, the other member may be nominated as part of another team as long as the nomination is received within the nomination period.

C. Voting

1. An online election platform will be chosen by the Election Committee with consideration of the following factors: single-vote verification, anonymity, multi-device compatibility, ballot security, and capability of all members of the Election Committee to confirm results.
2. An email announcing voting procedures will be sent to all eligible faculty members on the Monday and Wednesday before the election.
3. Eligible voters will be determined by TBR Policy 5:02:01:00 which defines faculty as follows: "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."
4. On the last Thursday in March, the election will be conducted online from 8:00 am Eastern until 8:00 pm Eastern.
5. All positions shall be elected by a simple plurality. Other than the president and vice-president, the candidates receiving the five highest number of votes in each division shall become the division's senators. Other than the president, vice-president, and elected senators, the next two candidates with the greatest number of votes in each division shall become the division's alternates.
6. In case of a tie for president/vice-president, the Election Committee will open secure electronic voting to all eligible faculty members for one week. Only candidates tied for the most votes will be included on the ballot.

7. In case of a tie for division senator, the Election Committee will open secure electronic voting to all members of division for one week. Only candidates tied for the most votes will be included on the ballot.
- D. Announcement and Assumption of Office
1. With the exception of positions for which a tie must be broken, announcement of all division senators, FS President-elect, and Vice-President-elect will be made after all Election Committee members have verified the results the day following the election.
 2. All current and newly elected members of Faculty Senate will attend the last Faculty Senate meeting of the spring semester.
 3. **The following year's Secretary and Parliamentarian will be nominated from among the newly elected senators** by the President-elect at last Faculty Senate meeting of spring semester and must be approved by majority vote of current and newly elected Faculty Senate members in attendance.
 4. **The following year's TBR Sub-Council Representative will be nominated from among the newly elected senators at the last meeting of spring semester** and elected by majority vote of current and newly elected Faculty Senate members in attendance.
 5. All Faculty Senate Officers and Senators will assume their elected positions after the last Commencement ceremony of the spring semester for a term of one year. In the event that Commencement ceremonies are cancelled for any reason, the new Senate will assume their roles on the day after the scheduled date for the last Commencement ceremony of the spring semester.