

Roane State Community College Faculty Senate Minutes for September 10, 2021 Meeting at 2:00 pm Eastern

Attendees:

April Insko, President	Turner Bowling	Jimmy Miller
Jala Daniel, Vice President	Jessica Dalton-Carriger	Nikki Newberry, alt.
Deborah Miles, Past President	Karyn Goins	Vickie Pierce
Monica Boles, Secretary	Melanie Hildebrandt	Abigail Schoolfield, alt.
David Blevins, Parliamentarian	Stefanie Holmes	Pamela Siergiej
John Brown, TBR Faculty Sub-Council Representative	Elizabeth Kitts	Ted Stryk
Krysten Anderson	Elizabeth Lewis	Elizabeth Weaver
	Jillian Miller	Cindy Ardelle, visitor

- I. Established Quorum at 2:00 Eastern.
- II. Approved April 23, 2021 Faculty Senate Minutes.
- III. TBR Sub-Council Updates
 - a. A meeting occurred in July. There is a 7% system-wide decline in enrollment. No definitive explanation exists but there is speculation that we are losing 2nd year students.
 - b. Global learning outcomes are still being worked on with General Education committees at various institutions.
 - c. We have a new Vice Chancellor for Academic Affairs – Dr. Jothany Blackwood
 - d. There has been discussion about face masks and COVID.
 - e. The next meeting will be in October and John Brown plans to ask for an update on 7-week class formats and if the Final Exam Schedule is a TBR requirement or just tradition.
- IV. Vice President's Report
 - A. Revised Constitution with addition of Adjunct Committee is still under review by Dr. Whaley.
- V. President's Report
 - A. Old Business
 1. Follow through on Administrative supports for FS Resolutions.
 - a. Improved Communication: Faculty Forums with President.
 - a. There is still a desire for improved communication through faculty forums with the President to discuss concerns. Students should not be present for these. The timing and frequency of these could vary as issues arise and as important items come down from TBR. April will discuss this with President Whaley when they meet on September 22.
 - b. Faculty Input into educational priorities:
 - a. Some faculty feel they should have a voice in instructional decisions like Manly Grant priority, Zoom, Middle College, and 7-week classes.
 - c. Faculty Workload and compensation:
 - a. There was mention that some divisions, especially Health Sciences, do not receive contracts in a timely manner. It was stated that this delay could be due to enrollment, so could a preliminary contract be provided with workload expectations prior to the official contract? Also, since clinical workload was one of the few recommendations from the audit, maybe we should work on this area first by assembling a group of stakeholders from

clinical coordinators, human resources, payroll, the business office, etc.
April will work on this.

2. Suggestions for Future Workgroups:
 - a. Digital Portfolios and Zoom meetings for Promotion and Tenure committees.
 - i. The policy timeline needs updated. April will send a request to Dr. Ward's office. There was also mention of streamlining this as the order of documents currently varies for promotion and tenure.
 - b. Making testing more secure
 - i. It is felt that Honorlock has made on-line testing more secure.
 - c. Final Exam Schedule.
 - i. There is an interest in making class and final exam times match. John Brown will ask whether a Final Exam schedule is part of a TBR requirement at the next meeting.

B. New Business

1. Library Course reserves:
 - a. The question was made as to what we should do with the Faculty Senate Minutes in the Library Reserves. A vote was taken and it was unanimously passed that these will be scanned and made available on the Faculty Senate website. Jessica Dalton-Carriger has volunteered to do the scanning. We are missing the minutes from 1992 – 2002. Tamsin Miller is going to look for these and let April know if she finds them.
2. Policy AA-04-01 Faculty Appointment and Salaries. April approved a change to this policy that changed the way pre-hire experience is calculated. There is concern that this change was made without Faculty Senate Input.
3. Committee Assignments
 - a. Academic and Curriculum Council Faculty Reps - April Insco, Ted Stryk, Elizabeth Weaver, Steven Carriger. Confirmed by voice vote of acclamation.
 - b. Promotion and Tenure Committee - Karyn Goins (Health Science), Jimmy Miller (Math Science), John Brown (Social Science), and Abbigail Schoolfield (Humanities). Confirmed by voice of acclamation.
4. Face Masks
 - a. Disciplinary issues should be taken to Lisa Steffensen (865) 882-4540
5. A concern was expressed in how we maintain anonymity in the electronic submission of supervisor evaluations since login is required. There was also mention of getting the email distribution lists updated because not all faculty are receiving these.
6. A concern was expressed that there is no in-person help from CTAT on the Harriman campus.
7. There was mention of having classes on 2 hour time blocks to allow for classroom cleaning.
8. There is a concern about important committees that are listed but do not appear to have any members or are not meeting.

VI. Adjourned at 3:29 PM

Appendix 1

Policy Number: AA-04-01

Subject: Faculty Appointment and Salaries

I. Purpose

Within the guidelines established by the Tennessee Board of Regents and the compensation plan for Roane State Community College, faculty members are appointed at a salary consistent with academic preparation and number of years' experience. Recommendations for salary increases are made on an annual basis and are a function of the TBR and legislative funding determinations.

II. Employment

Faculty members are usually employed on an academic year basis beginning with the notification from the Vice President for Student Learning for the fall term and continuing through graduation day without obligation for, or guarantee of, summer school employment. Salaries for the academic year are paid in twelve separate checks, beginning August 31 and ending July 31.

III. Salary Adjustment

If a faculty member on an academic year contract is granted leave without pay or if employment is voluntarily terminated during the academic year contract period, the salary adjustment will be made as follows:

The employee's full academic term salary will be determined by dividing the annual (academic year) salary by the number of terms in the academic year. This will then be reduced by an amount equal to the number of work days absent, divided by the number of work days in a particular term, times the term salary.

IV. Conditions for Salary Determination

Initial rank is negotiable based upon experience and education.

V. Credit for Prior Experience

Credit for prior experience as listed here is allowed only for salary considerations, not for tenure purposes.

Non-teaching related experience	Full credit
Teaching experience for High School/College	Full credit
Teaching experience for Elementary or below	Half credit allowed unless directly related; then full credit allowed
Part-time experience	The total part-time credit hours taught will be divided by 30 to equal the number of years granted. No more than one (1) year credit may be awarded in any twelve (12) month period.

Any exceptions to this salary guide must be approved by the president in advance.

VI. Credit Courses

Faculty compensation for teaching credit courses as an overload will be made in accordance with TBR Guideline P-055. Access the detailed TBR Guideline P-055 at <https://policies.tbr.edu/>.

Note: TBR policy 5:02:02:00 was replaced with 5:02:07:00 on 04/04/2004.

TBR Policy Reference: 5.02.07.00

TBR Guideline Reference: P-055

Revision Date Effective: 08/20/2021

Revision Approval By: Christopher L. Whaley, President

Original Date Effective: 01/11/1988

Original Approval By: Cuyler A. Dunbar, President

Office Responsible: Vice President Student Learning

Reviewed: 02/24/2021