

Roane State Community College Faculty Senate Minutes for October 1, 2021 Meeting at 2:00 pm Eastern

Attendees:

April Insko, President	Gary Gravely	Pamela Siergiej
Jala Daniel, Vice President	Melanie Hildebrandt	Ted Stryk
Deborah Miles, Past President	Stefanie Holmes	Dustin Stutts
Monica Boles, Secretary	Elizabeth Kitts	Elizabeth Weaver
David Blevins, Parliamentarian	Elizabeth Lewis	Heather Doncaster, visitor
John Brown, TBR Faculty Sub-Council Representative	Teresa Lucas	Tom Herron, visitor
Krysten Anderson	Teresa Manis	Mike Laman, visitor
Turner Bowling	Jillian Miller	Saeed Rahmanian, visitor
Jessica Dalton-Carriger	Jimmy Miller	
	Vickie Pierce	

- I. Established Quorum at 2:00 PM Eastern.
- II. Approved September 10, 2021 Faculty Senate Minutes.
- III. TBR Sub-Council Update – John Brown
 - a. Update to follow after the October 22 meeting.
- IV. Vice President’s Report – Jala Daniel
 - A. Jala received an email from Dr. Whaley on Thursday, September 30, 2021 stating that TBR has approved the amendment to the Faculty Senate Constitution allowing adjunct faculty participation.
 - B. Jala is planning to get the word out on this soon.
- V. President’s Report
 - A. Old Business
 1. Follow through on Administrative supports for FS Resolutions.
 - a. Improved Communication: Faculty Forums with President.
 - a. A Faculty/Staff forum has been scheduled for Tuesday, November 30 at 2 pm eastern time.
 - b. Faculty Input into educational priorities:
 - a. Zoom instruction
 - i. There are 2 options for Zoom S = Web (synchronous), meets online at specific times using video technology or T = Meets in a classroom connected to additional campuses by video technology. We can work with our Dean if we have a preference.
 - b. Grants
 - i. Follow the focus/priority of the college.
 - c. 7-week Classes
 - i. The college is not changing to this format as a whole but we are currently offering some of these.
 - c. Faculty Workload and compensation:
 - a. April plans to meet with some clinical workload stakeholders on Monday to acquire concerns. She will then take these concerns to Dr. Ward. More updates to come.

2. Suggestions for Future Workgroups:
 - a. Digital Portfolios and Zoom meetings for Promotion and Tenure committees
 - i. Dr. Ward is working with Cathy Smith to correct the timeline. All who are presently up for tenure or promotion have been notified of the change in format.
 - b. Final Exam Schedule
 - i. John Brown will let us know what he finds out at the next TBR Sub-Council Meeting. The next meeting is set for October 22.
3. Library Course reserves
 - a. Destruction of old Senate/Sub-council Notes.
 - a. A motion was made and approved to have the originals destroyed after Jessica Dalton-Carriger has finished scanning them.
4. Policy AA-04-01 Faculty Appointment and Salaries
 - a. The administration felt that the review of this policy was just a clarification but stated that it can be reviewed again by the Faculty Senate if necessary.
 - b. Jessica Dalton-Carriger will head a sub-committee to look at amending the Faculty Senate Constitution to include a method for an asynchronous vote in the event that an approval is needed when Faculty Senate is not in session.
5. Meeting with Dr. Whaley
 - a. Anonymity of Dean Evaluations
 - a. The results of these come to Cathy Smith as anonymous.
 - b. Distribution Lists
 - a. The administration will work to fix this issue because some faculty members did not receive the link to evaluate their Dean.
 - c. CTAT
 - a. Susan Sutton is on the Harriman campus twice per week
 - b. Let April know if there are any issues/concerns and she will take them to Amy Keeling.
 - d. Class Schedule/Cleaning
 - a. It was not mandated by the administration that we change from a 2 day per week to a 3 day per week class schedule for cleaning purposes. Bring these concerns to our respective Dean.
 - b. The administration states that we are going overboard on the cleaning of the classrooms to address concerns expressed by faculty. Bring further concerns to the Faculty/Staff Forum in November.
 - e. Locking doors
 - a. This has been deemed as best practices for the safety of our students. Bring further concerns to the Faculty/Staff Forum in November.
- B. New Business
 1. Admin privileges on computers
 - a. Send any issues to April Insko and she will carry them forward to Dr. Whaley.

2. Notification of employees no longer employed at RSCC
 - a. Dr. Whaley stated that some individuals don't want others to know when they retire or leave RSCC.
 - b. Dr. Whaley and Marsha Mathews are going to consult TBR legal to determine if there are any issues with sending notifications of this nature.
3. Health Science Division
 - a. Dr. Ward has been made aware that employee morale in this division is low.
 - b. Concern was expressed regarding turnover - nursing is currently losing 5 professors per semester.
 - c. Concern was expressed regarding the ramifications of a decline in enrollment in this division, as it will affect the college as a whole.
 - d. Concern was expressed regarding the treatment of certain programs.
 - e. Concern was expressed regarding the Dean serving on the audit committee.
4. Library Representation on Faculty Senate
 - a. Elizabeth Weaver is going to look into this as the library no longer has any faculty but would still like to attend meetings.
5. Academic Misconduct Agreement
 - a. TBR legal wants us to review this document. Please send feedback to Turner Bowling.
6. Marketing of programs
 - a. Are faculty responsible for recruiting students?
 - b. Some professors are asking Program Directors to Zoom into their classes to advertise their respective programs.

VI. Adjourned at 3:40 PM Eastern.

Appendix 1

Unofficial Copy of the Roane State Academic Misconduct Agreement

Roane State Community College

Academic Misconduct Agreement

276 Patton Lane Harriman, TN 37748

Academic Misconduct includes, but is not limited to, **Plagiarism, Cheating, Fabrication** and **Facilitation**.

Plagiarism: Using somebody else's words or ideas intentionally or unintentionally without documentation.

Examples include, but are not limited to:

- Presenting the work of others as your own work by summary, paraphrase, or quotation
- Cutting material from the Internet and pasting it into your assignment without acknowledging the source
- Using the ideas, words, data, theories, opinions, outlines, illustrations, or audiovisual material you find in a print, Web, or audiovisual source without acknowledging where those ideas, words, or images come from
- Forgetting to add a citation to ideas that are not your own.

Cheating: Seeking to misrepresent or mislead others to think you have mastered information when you have not. Examples include, but are not limited to:

- Copying/looking with the intent of copying from another student's test paper, computer program, project, product, or performance
- Collaborating without permission or allowing another student to copy your work
- Using, without permission, the course textbook or other material, such as notes, cell phones, computers, lists, cameras, or other technology or reminders written on skin, clothing, paper, or other surfaces for use during a test
- Resubmitting substantially the same work that was produced for another assignment without the knowledge and permission of the instructor.
- Taking a test for someone or permitting someone else to take a test for you.

Fabrication: Using information that the author has invented or the falsification of research or other findings.

Examples include, but are not limited to:

- Citing information not taken from the source indicated
- Listing sources in a reference not used
- Inventing data, source information for research, interviews, or other academic assignments.

Facilitation: Assisting another individual or group of individuals in being dishonest. Examples include, but are not limited to:

- Letting another individual copy your homework, test answers, etc.
- Giving an assignment, paper, homework, etc. to another student
- Giving test questions to another individual who has not yet taken the exam
- Working as a group on an online exam or any other assignment meant for an individual.
- Copying the questions of any examination by any method for later use.

Academic misconduct is prohibited. Upon identification of misconduct, an instructor has the authority to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the academic misconduct. Students 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 pending final resolution of an allegation of academic misconduct.

I understand the definitions and the consequences above and realize that an act of plagiarism, cheating, fabrication, or facilitation constitutes academic misconduct. I have had an opportunity to discuss these definitions and the consequences set forth with my course instructor.

_____ Student Signature	_____ Print student name	_____ R#
_____ Course instructor	_____ Course Number/Section	_____ Date

Sources: *Webster's Dictionary*; Anne Raimes, *Keys for Writers*; *MTSU Rights and Responsibilities of Students Handbook*; *RSCC Academic Misconduct Committee*.