

**Roane State Community College Faculty Senate**  
**Minutes for November 12, 2021 Meeting at 2:00 pm Eastern**

Attendees:

April Insko, President  
Jala Daniel, Vice President  
Deborah Miles, Past President  
Monica Boles, Secretary  
David Blevins, Parliamentarian  
John Brown, TBR Faculty  
    Sub-Council Representative  
Turner Bowling  
Jessica Dalton-Carriger  
Karyn Goins  
Melanie Hildebrandt  
Stefanie Holmes  
Elizabeth Kitts  
Elizabeth Lewis  
Teresa Manis  
Jillian Miller  
Jimmy Miller  
Vickie Pierce  
Pamela Siergiej  
Ted Stryk  
Dustin Stutts  
Elizabeth Weaver

- I. Established Quorum at 2:00 PM Eastern.
- II. Approved October 1, 2021 Faculty Senate Minutes.
- III. TBR Sub-Council Update – John Brown
  - a. Every Community College is in good shape financially.
  - b. There are no anticipated changes to the tenure policy.
  - c. At this point it is unclear if vaccines will be mandated by TBR or not.
  - d. The new Vice Chancellor, Dr. Jothany Blackwood, is currently working on articulation agreements between Community Colleges and Tennessee Colleges of Applied Technology.
  - e. There was discussion of the effectiveness of using GPA instead of ACT scores as a pre-requisite. Students with 3.6 or higher high school GPA did better going right in to college level courses than those with a high school GPA under 3.0
  - f. Chattanooga State gave a presentation on 7-week classes. They found that this format led to better outcomes for low income families. April requested to see the data, and John will request this from the presenters. The majority of the classes taught in this format were general education. Humanities classes were the least popular due to the quick turn around with grading papers. Faculty didn't completely love the 7-week format.
  - g. TBR does require us to have a Final Exam week but we do have some flexibility with it.
- IV. Vice President's Report – Jala Daniel
  - A. An anonymous concern was received on the Faculty Senate Question or Comment page regarding the academic misconduct appeals committee. The concern relates to how the

committee was formed and if there is sufficient faculty representation. The committee currently consists of: Dr. Shelley Esquivel (chair - Director of Academic Program Initiatives and Grant Development), Dr. Matt Waters (Associate Professor of Communications), Dr. Michelle Cash (Assistant Professor / Nursing Program Director), and Deborah Porter (student representative). An additional concern is that Dr. Cash is a new faculty member and should only be required to serve on the New Faculty Academy this year. The committee members were selected by Dr. Ward and this committee is only convened as needed, when a student appeals. April will ask Dr. Ward if one faculty member from each division can serve on this committee moving forward. Elizabeth Lewis is interested in serving on behalf of Social Science.

B. Anonymous questions or concerns can be sent to Faculty Senate by following this link:

<https://www.roanestate.edu/?12638-Faculty-Senate-Question-or-Comment>

C. The following individuals volunteered to share this link with their respective divisions: Monica Boles (Social Science), Elizabeth Weaver (Math/Science), Turner Bowling (Humanities), and April Insko (Health Sciences)

## V. President's Report

### A. Old Business

1. Follow through on Administrative supports for FS Resolutions.

#### a. Faculty Workload and Compensation

- a. April has already met with several clinical workload stakeholders but is still arranging meetings with others.
- b. April is open to thoughts and/or suggestions on clinical workload.
- c. A Faculty/Staff forum has been scheduled for Tuesday, November 30 at 2 pm eastern time.

2. Suggestions for Future Workgroups:

#### a. Final Exam Schedule

- i. John Brown learned that TBR does require a Final Exam Week but we do have some flexibility. Some suggestions were made for aligning finals with class schedule but this would not work for dual enrollment, Thursday evening classes (due to grades being due on Friday at noon) or Friday classes, as there is no final exam day. A question was posed asking if grades could be due Monday instead of Friday. John is going to check with TBR to see if they set the grade deadline or if this is an in-house decision.

3. Library Course reserves

#### a. Housing of old scanned Senate/Sub-Council Notes

- a. April discovered that these can't be housed on the Roane State website because they are not accessible. She asked if we would agree to have them housed on [\\NASSRV](#) where employees would still have access to them.
- b. A motion was made for the old scanned Senate/Sub-Council Notes to be housed on [\\NASSRV](#). The motion was seconded and the vote passed unanimously.

4. Policy Reviews

- a. Jessica Dalton-Carriger shared the results of her survey regarding an addendum to the Faculty Senate Constitution for policy changes that must take place outside of our normal 10 month work schedule (see appendix 1). Much discussion ensued and April decided to table this. In the meantime, we were encouraged to look at this and think about how to move forward.
  - b. April plans to ask Dr. Whaley and Dr. Ward if there is a commitment to shared governance, specifically, is there a commitment by the administration to allow Faculty Senate to have a say in policy changes and revisions. A recent example is that April received an email seeking approval of a revision to PA-28-01 on the Monday of Fall Break. She was out of town at the time but responded when she returned. In answer to her response, she was informed that the revision had already been approved by the President's Cabinet.
5. Meeting with Dr. Whaley
- a. CTAT
    - a. April met with Amy Keeling and requested to have faculty representation on the hiring committee the next time the Director of CTAT and Distance Learning position is vacated. Amy consented to this request.
  - b. Admin privileges on computers
    - a. Keri Phillips will be attending the next Faculty Senate meeting on December 3 to address this topic.
  - c. Notification of employees no longer employed at RSCC
    - a. Dr. Whaley stated that the administration is still working with TBR legal on this.
  - d. Nursing Audit - Health Science Division
    - a. April was informed that Cynthia Cortesio is leading the audit and that Dr. Jenkins has no administrative capacity in this audit.
    - b. April will find out if the audit is still underway and how/if these results will be disseminated.
    - c. The administration stated that the high attrition of nursing faculty was due to natural attrition according to a Senator.
    - d. The administration stated they are aware of the situation in the Health Sciences Division and are open to suggestions for establishing a stronger working relationship with the dean.
6. Library Representative on Faculty Senate
- a. Elizabeth Weaver will type something up for us to vote on during the December 3 meeting.
7. Academic Misconduct Agreement
- a. A motion was made to endorse the academic misconduct agreement that was provided during the last meeting. The motion was seconded and the vote passed unanimously.
  - b. New documents were presented for review before the next meeting. See Appendix 2.
8. Marketing of programs

a. This topic was not discussed

B. New Business

1. PA-28 -01 Emeritus Faculty

a. Revision to this policy was approved by the President's Cabinet before April responded.

2. A committee was created to establish a timeline for submitted documents for review to the Senate. Will also establish a protocol for policy revisions that are seeking Faculty Senate endorsement. The aim of this revision will be to allow sufficient time for the revision to be discussed by Faculty Senate based on criticality.

3. A question was posed asking if faculty are held responsible for ensuring that students complete course evaluations. A faculty member has been reprimanded by their Dean for low response rates.

a. April will take this question to the administration.

VI. Adjourned at 3:40 PM Eastern.

## Appendix 1

Based on the survey results and conversation with David below is the proposed addendum to the constitution.

Title: V.I. D. Summer Voting Session

Description: In the case where administration reaches out to the Senate President during the summer semester and faculty input is needed for a critical change to RSCC policy a special virtual summer voting session shall be convened. If possible, the following procedure shall be followed:

1. The special summer sessions will only be used for RSCC policy changes, any changes to the Faculty Senate constitution will need to be discussed and voted on during regular academic year sessions.
2. The Senate President will email the proposed policy change with all pertinent information to the Faculty senators from the previous academic year. The Senate President will need to establish a reasonable time frame to review the policy based on the deadline given by the Administration.
3. Using a Third Party Survey Platform the Senate President will create a survey form to be sent out that shall be anonymous and request feedback on the proposed policy.
4. Once a reasonable period of time has been given for feedback the survey responses will be compiled by the Senate President and emailed to all of the Senators for review and Senators will need to cast their vote after reviewing all the feedback.
5. The Senate President will then design a second survey using a Third Party Survey Platform to take a roll call vote to prevent duplicate votes.
  - a. The survey will include a section for the Senator's Name and a Yes/No Voting Section to cast their vote.
  - b. The Senate President will need to establish a reasonable time frame for voting.
6. A motion will be carried with a simple majority vote.
7. Once a vote is taken, the Administration will be informed of the Senate's vote and feedback and the vote will be recorded by the Senate Secretary.

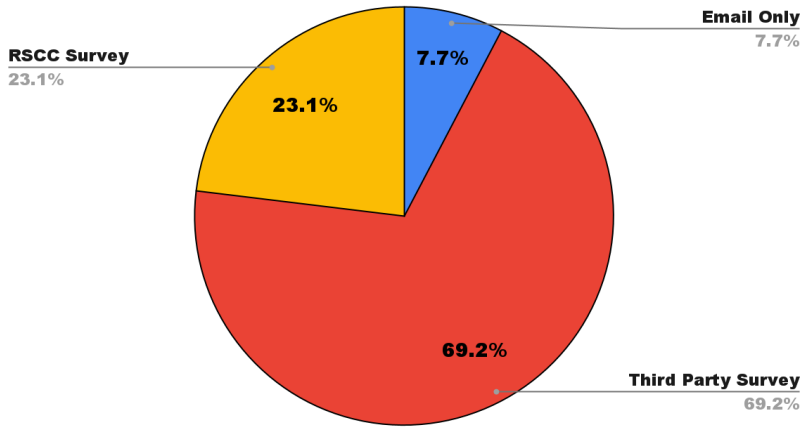
## Survey Results:

I sent one survey with no reminders which was a good dry run for a potential summer survey.

I had 13 people respond.

Delivery Type: By far a Third Party Survey Platform was the most popular.

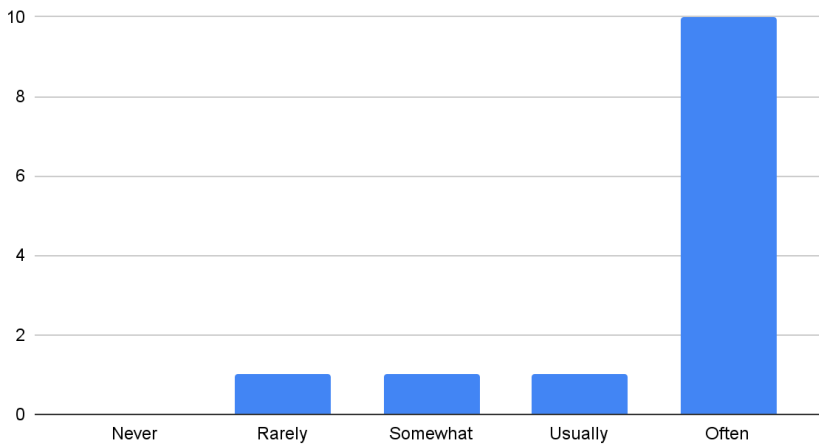
## Delivery Type



How Often Do You Check Your Email During the Summer:

It seems that most people are checking their email to some extent. So if the Senators are made aware this is a reality that can be on their radar for the summer.

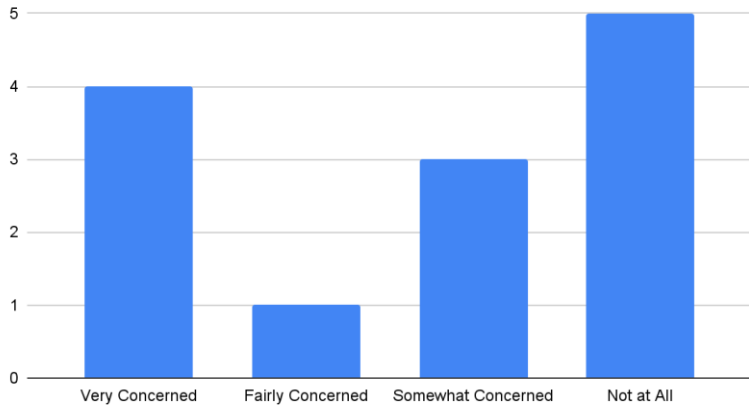
## How Often Do You Check Your Email During Summer



How concerned are you with your name being visible?

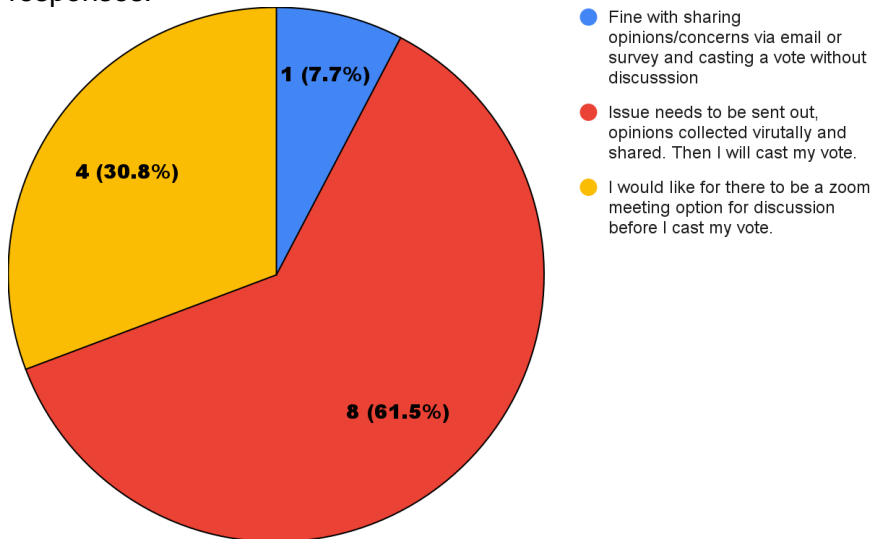
While the results here are mixed after speaking with David we believe that a roll call vote will be necessary and it will have to be assumed the Senate President will keep the names confidential and only the vote itself will be recorded in the Senate minutes.

### Concerned Over Associated Name



### Discussion and Voting

By far most people would rather not have a zoom meeting but would like to see other people's responses.



Appendix 2

Academic Misconduct Report Form

Student Name:

Student R#:

Instructor Name:

Course Name and Section Number:

Type of Assignment, Essay, or Examination:

Type of Academic Misconduct Committed:

\_\_\_\_\_ Plagiarism

\_\_\_\_\_ Cheating

\_\_\_\_\_ Fabrication

\_\_\_\_\_ Facilitation

Consequence:

\_\_\_\_\_ Receiving a lowered grade on the assignment, essay, or examination

\_\_\_\_\_ Receiving a zero on the assignment, essay, or examination

\_\_\_\_\_ Receiving an "F" for the course

Witnesses (if applicable):

Date of Incident:

Narrative Summary and/or Documentation of Incident:

Instructor Summary of Student Response:





# **Roane State**

## **COMMUNITY COLLEGE**

276 Patton Lane  
Harriman, Tennessee 37748

### **SUMMARY ACADEMIC MISCONDUCT APPEAL FORM**

#### **TO BE COMPLETED BY INSTRUCTOR:**

Student Name: \_\_\_\_\_ Student R Number: \_\_\_\_\_

has been charged with Academic Misconduct in:

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Type of Academic Misconduct: \_\_\_\_\_

With an academic misconduct sanction/consequence of: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Student signature acknowledges receipt of this form, not agreement with the academic misconduct allegation. If student refuses to sign, Instructor may note on student signature line that student was notified but refused to sign.

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#### **TO BE COMPLETED BY STUDENT AND RETURNED TO THE APPROPRIATE DIVISION DEAN**

As a result of this alleged charge, I have been advised of my right to appeal this decision through the appropriate Division Dean. I choose one of the following options, thereby waiving the other listed option:

**(Please check one of the following as the chosen option.)**

\_\_\_\_\_ I choose to have an Institutional Hearing, to follow the appeals process outlined in the Roane State online Student Handbook.

\_\_\_\_\_ I have decided not to contest the instructor's decision and waive my right to any of the hearing processes listed above.

Failure to return this form to the appropriate Division Dean's office at RSCC within five (5) business days of receipt of the form shall constitute a waiver of all hearing options.

## Academic Misconduct Steps for Faculty Members to Follow:

1. As soon as possible, distribute the Academic Misconduct Agreement to students in your class. Read and discuss the Agreement with students and have them sign it. Collect the Agreements, make a copy of them, return one copy to the students, and keep one copy for your own records.
2. When you suspect a student of academic misconduct, discuss the incident with the student within five business days.
3. Decide the consequence of the academic misconduct:
  - a. A lowering of the grade on the assignment, essay, or examination
  - b. A zero for the assignment, essay, or examination
  - c. An "F" for the course
4. Inform the student of the consequence.
5. Tell the student of his/her right to due process in appealing the grade.
6. Fill out the top half of the Summary Academic Misconduct Appeal Form and have the student sign the form. Make two copies of the form, one for the student and one for yourself. Send the original form to your Division Dean.
7. Complete the Academic Misconduct Form. Send a copy to your Division Dean and keep a copy for your records.
8. If you wish to prevent the student from dropping the course in order to not receive an "F," contact your Division Dean.
9. The student has two options:
  - a. To have an institutional hearing (See Student Disciplinary Policy SA-06-01 for detailed description of the appeal process).
  - b. To waive his/her right to an appeal to a hearing process.
10. To have an institutional hearing:
  - a. The student will check the appropriate box on the Summary Academic Misconduct Appeal Form and send it within five days to the appropriate Division Dean.
  - b. Within 15 business days, the Academic Misconduct Appeals Committee will hold a hearing. The Committee will be comprised of at least three individuals and include at least one student who do not have an interest in the case.
  - c. Through the leadership of the appropriate Division Dean (who will serve as a non-voting member), the matter will be resolved by the Academic Misconduct Appeals Committee, which will uphold, lessen, or overturn the penalty.
11. To appeal the decision of the Academic Misconduct Appeals Committee, the student informs the President of the College in writing within five business days of receipt of the Committee's decision. The President's decision is final.
12. To waive his/her right to an appeal to a hearing process:
  - a. The student will check the appropriate box in the Summary Academic Misconduct Appeal Form and send it within five business days to the appropriate Division Dean.
  - b. The student's failure to return the Academic Misconduct Appeal Form to the appropriate Division Dean within five business days of receipt of the form constitutes a waiver of all hearing options.

c. The matter is over.

## Appendix 3

### Roane State Community College

**Policy Number: PA-28-01**

**Subject: Emeritus Faculty Status**

#### I. Purpose

Faculty having served Roane State Community College for a minimum of ten years shall be eligible for emeritus faculty status upon retirement from the institution. Emeritus faculty status is an honor bestowed for distinguished institutional services. Faculty having served Roane State Community College for a minimum of ten years shall be eligible for emeritus faculty status upon retirement from the institution. Emeritus faculty status is an honor bestowed for distinguished institutional services.

#### II. Procedures

- A. The president may recommend to the Tennessee Board of Regents (TBR) a retiring/retired faculty member for faculty emeritus on a quarterly basis. The recommendation for the honor of emeritus status must include written justification for awarding such status. The recommendation by the president to TBR will be routed through the on-line routing and approval system. In consultation with the Vice Chancellor for Academic Affairs, the Chancellor will make the recommendation to the Board for approval.
- B. A faculty member may nominate an individual to be considered by the president for emeritus status. The nomination must include written justification for awarding such status. An individual nominated for emeritus status must be affirmed by a majority of faculty within the candidate's division and endorsed by the division dean and the Vice President for Student Learning. The Vice President for Student Learning will submit the individual(s) nominated for emeritus status to the president to review and make the recommendation(s).
- C. The title of Faculty Emeritus may be revoked if the emeritus faculty member engages in dishonesty in teaching or research or is convicted of any felony or crime involving moral turpitude or capricious disregard of accepted standards of professional conduct.
- D. Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as the institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority. Such privileges and benefits may include an identification card designating the holder as emeritus faculty and entitling the holder access to certain institution facilities and services commonly available to faculty. The privileges and benefits carry with them the same responsibility as for regular faculty.

Revision History: 06/14/2010

**TBR Policy Reference:** 5:02:01:10

**Revision Date Effective:** 11/02/2021

**Revision Approval By:** Christopher L. Whaley, President

**Original Date Effective:** 09/09/2002

**Original Approval By:** Wade B. McCamey, President

**Office Responsible:** Office of the President

**Reviewed:** 10/26/2021