

Roane State Community College Faculty Senate Minutes for December 3, 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
Krysten Anderson
Turner Bowling
Jessica Dalton-Carriger
Becky Fields, alternate
Karyn Goins
Gary Gravely
Melanie Hildebrandt
Stefanie Holmes
Elizabeth Kitts
Elizabeth Lewis
Teresa Lucas
Teresa Manis
Jillian Miller
Jimmy Miller
Vickie Pierce
Pamela Siergiej
Dustin Stutts
Elizabeth Weaver
Sylvia Pastor, visitor
Keri Phillips, visitor
Saeed Rahmanian, visitor

- I. Established Quorum at 2:00 PM Eastern.
- II. Keri Phillips - Admin Privileges
 - A. Keri stated that she instructed the technicians not to put admin privileges on new machines. This is a means of addressing a concern from a recent IT audit. Admin privileges on old machines will also be revoked in the future. Multi-factor authentication will also be coming soon. The goal of these protocols is to protect our environment. She didn't announce this up front as she wanted to feel it out and see what issues arose. Not having admin privileges can prevent faculty and staff from installing certain software on Roane State owned computers. If you need a piece of software installed on a computer, you can contact the Help Desk for assistance. An issues was mentioned involving admin privileges needed for installing Firefox updates. Keri is going to look into this.
- III. Approve November 12, 2021 Faculty Senate Minutes.
 - A. A motion was made to approve the minutes from the November 12 meeting. The motion received a second and passed unanimously.
- IV. TBR Sub-Council Update – John Brown

A. There were no updates and the next meeting is scheduled for February.

V. Vice President's Report – Jala Daniel

A. Anonymous Question submitted regarding Standing Committees - Follow up

1. The administration will look at the committee moving forward. There was a concern with having 1 representative from each academic division as this could put the student representative being the tie breaker.

VI. President's Report

A. Old Business

1. Follow through on Administrative supports for FS Resolutions.

a. Faculty Workload and Compensation

a. Still in progress

2. Suggestions for Future Workgroups:

a. Final Exam Schedule

- i. Elizabeth Kitts will head up a small group to look into all the facets of this issue and meet with Dr. Ward in the spring. Jessica Dalton-Carriger will participate in this also.

3. Policy Reviews

a. PA 28-01 Emeritus Faculty

a. There is nothing to update on this one.

b. Dr. Whaley stated that it is very important to have Faculty Senate input on policy changes. He plans to meet with Karen Brunner and discuss the possibility of adjusting the dates so they don't fall on breaks.

b. Tenure and Promotion Policy - Update Jessica Dalton-Carriger

a. The Deans will look at this first. Then Jessica and her group will look at it. Lastly, it will come to Faculty Senate.

4. Meeting with Dr. Whaley

a. Notification of employees no longer employed at RSCC - update

a. Marsha Matthews stated that information for faculty new hires will be provided in the Communicator.

b. A meeting with TBR legal will take place the week of December 6 to discuss notification of employees no longer employed at RSCC.

b. Nursing Audit - Health Science Division - update

a. Nursing investigation is still on going. Some findings from the investigation will be disclosed but others will not.

b. April plans to ask Cynthia Cortesio how long the investigation will last and where the results will be housed.

c. The purpose of this investigation is to address a variety of concerns from the health science faculty, nursing faculty, staff, students and graduates that were brought to Dr. Whaley.

5. Library Representative - Update from Elizabeth Weaver

a. See appendix 1 for details

- b. A motion was made to pass this amendment to the Faculty Senate Constitution. This motion received a second. A vote was taken. The motion passed 21 to 0.
- 6. Academic Misconduct Agreement - Turner Bowling
 - a. A motion was made to endorse the following forms that were submitted by Turner Bowling during the November 12 Faculty Senate Meeting: Academic Misconduct Report Form, Summary Academic Misconduct Appeal Form, and the Academic Misconduct Agreement. The motion was seconded and the vote passed unanimously. See Appendix 2.
 - b. Some revisions are needed for the Academic Misconduct Steps for Faculty Members to Follow Form.
- 7. Marketing of programs
 - a. This is not currently defined but Dr. Whaley is open to ideas.
- 8. Committee for documentation submission timeline/policy revision protocol
 - a. Elizabeth Weaver is working on this.
- B. New Business
 - 1. Face Masks
 - a. If you want to adjust or make changes to the mode of delivery of a course you teach, you will need to go through your Dean.

VII. Adjourned at 3:35 PM Eastern.

Appendix 1 (Amendment to the Faculty Senate Constitution)

IV. Membership

A. Senators

1. Eligibility

- a. Senators shall be members of the faculty who are employed for no less than one academic year on a full-time basis have a primary teaching role at the college, and have a teaching load of at least 8 hours per semester. Librarians holding faculty ranking are also eligible to be Senators. Division heads may not be elected as senators; however, they are represented in their capacities as teachers by the division senators.
- b. Faculty members are eligible after one year's employment (which may be waived for the formation of a new division).
- c. Representation of academic divisions shall be equal, with five Senators and two alternates elected from each. The library shall be considered a division with one senator and one alternate elected. In addition, the senate membership will include the president, vice president, secretary, past-president, RSCC TBR Faculty Sub-Council representative, and the parliamentarian (if appointed from outside...
- d. The library will **continue** to be considered a division with one senator and one alternate elected. The library representatives will serve as ex officio members and shall be employees of the library who are employed for no less than one academic year on a full-time basis; primary teaching role and minimum teaching load of 8 hours not applicable. As ex officio members, the library representative may participate fully in all senate business and attend all meetings, but will not have voting privileges.

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.

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 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#
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Course instructor	Course Number/Section	Date
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Sources: *Webster's Dictionary*; Anne Raimes, *Keys for Writers*; *MTSU Rights and Responsibilities of Students Handbook*; RSCC *Academic Misconduct Committee*.

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.