

**Roane State Community College Faculty
Senate Agenda
February 18, 2022
Oak Ridge Campus
City Room**

Attendees:

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

- I. Quorum established at 3:00 pm
- II. Approve January 28, 2022 Faculty Senate Minutes
 - A. A motion was made to approve the January 28 Faculty Senate Meeting Minutes. The motion received a second and passed unanimously.
- III. TBR Faculty Sub-Council Update (see Appendix 1)
- IV. Vice President's Report – Jala Daniel
 - A. Benroth nominations are due soon.
 - B. Our guidelines might need to be revisited in the future as some people who have previously been eligible for nomination are no longer eligible.
- V. President's Report
 - A. Old Business
 1. Follow through on administrative support for FS Resolutions
 - a. Faculty Workload and Compensation – Ongoing
 - i. There has been a shift of focus to program director release times. There is some inconsistency in this.
 - ii. A concern was expressed about doing some work in the fall and not being reimbursed. Changes won't come about until the current positions become vacant.
 - iii. Compensation for clinical courses is being evaluated. The plan is to look at one part at a time.
 2. Suggestions for Future Workgroups
 - a. Final Exam schedule – Update from Elizabeth Kitts (see Appendix 2 for survey results)
 - i. Elizabeth has discovered 3 major problems - a variety of offerings are affected, the final exam schedule is confusing in how it is written, and

faculty would like to turn in grades later. TBR says that grades are due on Monday of the 17th week.

- ii. Elizabeth Kitts is meeting with Dr. Ward on Wednesday, February 23 to discuss.
3. Policy Reviews
 - a. Tenure and Promotion Policy – Update from Jessica Dalton-Carriger
 - i. No updates at this time.
4. Meeting with Dr. Whaley – Next meeting February 23, 2022
5. Employees still listed in the directory
 - a. Elizabeth Hill has requested that we provide her with some examples. If you have any examples, please send these to April Insko inscoam@roanestate.edu
6. Library Representative – Update from Elizabeth Weaver
 - a. This was sent to Dr. Whaley on February 10 and Elizabeth is waiting for his response.
7. Academic Misconduct Agreement
 - a. Online options – update from Turner Bowling
 - i. Turner spoke to the committee chair who will follow up after confirming with Dr. Ward. This will be deferred to next month.
8. Committee for document submission timeline/policy revision protocol – Update from Elizabeth Weaver (See Appendix 3)
 - a. Senators, please review and be prepared to approve during our next meeting.
9. April Senate Meeting – update
 - a. The April Faculty Senate Meeting originally scheduled for April 22 has been moved to April 8 due to Active Shooter Training on the Oak Ridge campus on April 22.
10. Desk Spacing
 - a. Dr. Ward has requested that we send her the specific campuses or classrooms where this is a problem.
 - i. Oak Ridge G-200 was identified during the Faculty Senate Meeting.
 - ii. Email April Insko if you have a specific classroom request.
11. Late Start classes end dates
 - a. There is no update on this yet.
12. Student completion rates (see Appendix 4)
 - a. Elizabeth Weaver met with Dave Rath and will get with Jeff Tinley.
 - i. Please review the rough draft and send any additional requests to Elizabeth Weaver at weaverea@roanestate.edu.
13. Testing Center proctors
 - a. Can these be provided real-time during Zoom classes
 - b. Requests must go through the testing center but the testing center is not approving them
 - c. This issue might be further reaching than we realize

B. New Business

1. Office hours

- a. The Roane State policy states that full time faculty members must be on campus 10 hours per week even if they teach all online classes. These questions were asked: “Should these hours have to be made up if a conflict arises?” “How do you do your leave report if such situations arises?”
2. Technical Support during night classes
 - a. A concern was brought forward regarding technical support during night classes. How do we handle this?
3. IT question Does RS have anything in place to prevent attacks like what happened to Pellissippi State
 - a. Response from Keri Phillips:

We are in the process of rolling out several changes....changes that has come directly because of new requirements for our Cyber Insurance policy-

 - 1) MFA (multi-factor authentication)
 - 2) Policy of least-privilege access- Admin privs on computers
 - 3) Separate admin accounts for IT staff
 - 4) Endpoint response and detection on all machines
 - 5) An offline backup system

I will say this however, everything that was impacted at PSTCC happened to systems on-premise. Their Banner/D2L systems were not affected as those systems are off-site/hosted. The same applies to us. Our Banner system and Momentum are both systems in the cloud. Not to say they cannot be compromised...just that they have robust backups/solutions in place for those...solutions that we cannot duplicate given our resources. However, we are making the changes above as quickly as we can, in addition to our normal backup routines. But, again...the student data mentioned below was not compromised at PSTCC. It was a perfect storm of events that led to the ransomware attack and we are evaluating and addressing our own infrastructure to make sure what happened there does not happen to us.
4. Form Es
 - a. This question was asked: “Can we go back to the digital Form Es if there is no vote required?”
 - i. April will check on this and follow up.
5. Faculty Senate Election
 - a. Faculty Senate President/Vice-President Nomination Period Ends Friday, 2/25

VI. Adjourned at 3:29 pm

Appendix 1 (John Brown's Notes from TBR Sub-Council)

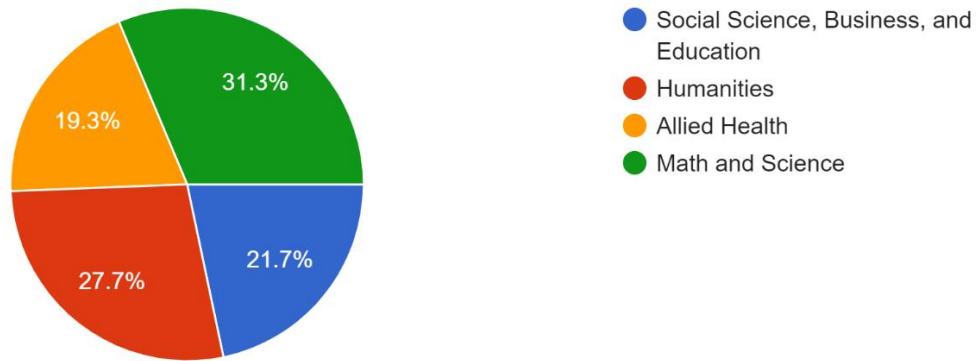
- 1) Review items:
 - 1) Outside employment: policy revised to recognize that parttime employees are likely to have outside employment and thus does not need approval as required for full time employees
 - 2) Faculty compensation during summer session:
 - i. Summer session and Maymester continued to be paid at 1/32 rate
 - ii. If teaching assignment is not part of Summer session (including Maymester), it's paid at overload rate
 - iii. Change is to ensure consistency
 - 3) Voted to recommend adopting exhibit 2 for giving schools flexibility to determine placement in DE courses based on cut scores for Placement into College Level Courses
 - i. Pilot pass rate (those with high GPAs in high school) similar to pass rates in previous years (when ACT was used)
 1. Those with GPAs of 3.6 or above were as successful with learning support
 2. Below 3.6 = succeeded at lower rates as those with learning support
 - ii. Based on evidence from two year pilot, high school GPA of 3.6 added as metric for bypassing learning support
- 2) General Education Core:
 - 1) Revisioning project meeting this month with representatives of all CCs
 - 2) Determining core competencies for general education courses
- 3) TBR Academic Affairs
 - 1) Dr. Treva Berryman has decided to retire
 - 2) New position created: Assistant Vice Chancellor for Academic Innovation and Assistant Vice Chancellor for Academic Affairs & Workforce Alignments positions listed and closed
- 4) QUILTS initiative:
 - 1) Workforce training 18-hour program to meet competencies for long term caregivers
 - 2) 60,000-100,000 employees needing this training, 50% turnover
 - 3) TCATs and CCs will be able to deliver this program as credit and noncredit
 - 4) Credit programs supposed to be online by fall 2022
- 5) Transfer programs:
 - 1) Work ongoing on transfer of hours from TCATs to CCs
- 6) Competency-Based Education:
 - 1) Grants to jumpstart these programs
 - 2) Grants money being distributed based on strength of applicants and number of eligible applicants
- 7) TTPs:
 - 1) Work ongoing with Health Sciences cohort; Business and STEM cohorts finalized
 - i. About 230 faculty members across state coming together to look at curriculum
- 8) Policy 1.03.04.00. Councils:
 - 1) Suggestion that TCAT reps to Faculty Subcouncil be elected by colleagues
 - 2) Discussion: suggestion for longer terms for Subcouncil reps (2 years at least)
- 9) H/R Complaints Process:
 - 1) Employee at unnamed college in system that "really taxes the system"
 - 2) People using HR complains to intimidate colleges
 - 3) Suggestion for employee training on proper use of HR
 - 4) Feedback: process must be followed
- 10) HIP Ambassador Program
 - 1) Each focus area getting its own ambassador

Appendix 2: Final Exam Survey, administered online to all full time and adjunct faculty 2/2 – 2/11/2022.

83 responses (20.6% response rate based on 402-person mailing list)

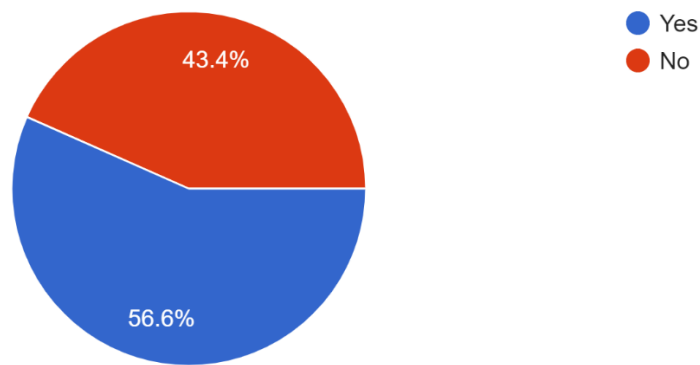
What is your Division?

83 responses



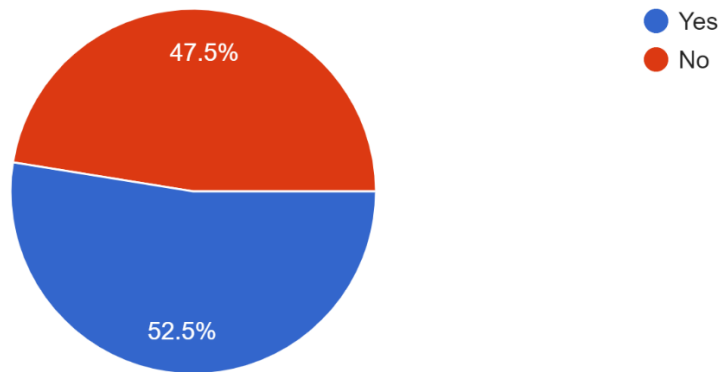
Do you give a live final exam during the designated final exam week?

83 responses



If you do give a live in person final exam do you need the entire 2 hour time slot?

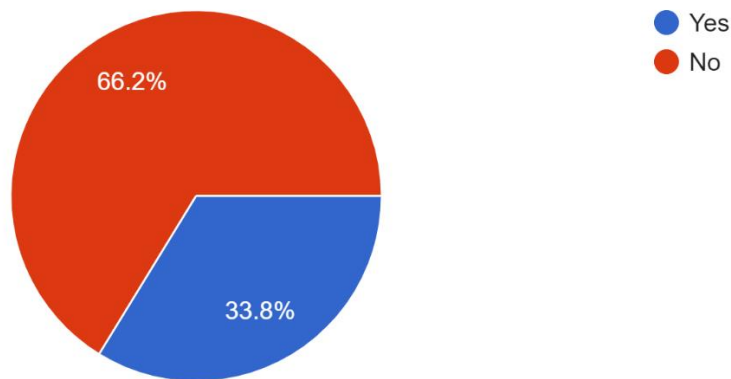
59 responses



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Have you experienced problems with the existing final exam schedule?

77 responses



Comments:

- Class is once weekly and I simply do not have time in the schedule to hold the final exam on the last day of class. I have to do the exam during final exam period even though I am not supposed to.
- Exam schedule is outside the time for the room schedules for the class. Often have difficulty trying to get a professor to change so our students may test where

they are familiar. 125-150 test questions can take up to 3 hours for nursing students and then we have accommodation times that could take much longer.

- The current schedule is not clear how long each exam is expected to last, and there are no breaks scheduled between them. The issue I have had is that students come into the classroom for the next exam while my students are still working on their final essays.
- I have been scheduled for a final exam from 12p-2p in Harriman and then another from 2p-4p in Oak Ridge. Travel times that are generally available during the semester are sometimes not accounted for in the final exam schedule. If this is true for faculty, I imagine it's also true for students.
- The finals start 2 days after the last day of class. Students should have more than 2 days to study. Also, grades are due by noon on Friday also 2 days after the final exam period. Faculty could use at least another half day to grade finals and process grades.
- I think it is ridiculous that some classes do not get a final exam period which shortens their instruction time. It is not fair to students in those sections either.
- There are not enough days to spread out final exams
- Occasional problems - another teacher will reschedule their exam and my students have had to make a choice as to which one they miss, are late to, or have to leave early; some students are under the impression that if one teacher does not give a final on the appointed days other teachers do not as well; parents plan vacations starting on Tuesday; and the scheduling process for working students can pose challenges
- Time from final exam to final grade submission deadline is unreasonable.
- The existing final exam schedule does not account for classes that meet 1 day per week for 3 hours. If we could fix our final exam schedule to run on the regular proposed class times throughout the semester, then classes that meet once per week could utilize final exam week.
- I taught a Friday class, but luckily I didn't have to give a Final Exam that semester. So I decided not to give a Final Exam because of the issues with scheduling. I would have had to rush through material in order to use the last day of class to take the final exam. Friday classes already lose extra class time due to holidays in the Spring, so having to use class time to give the Final Exam would have been very difficult in my class.

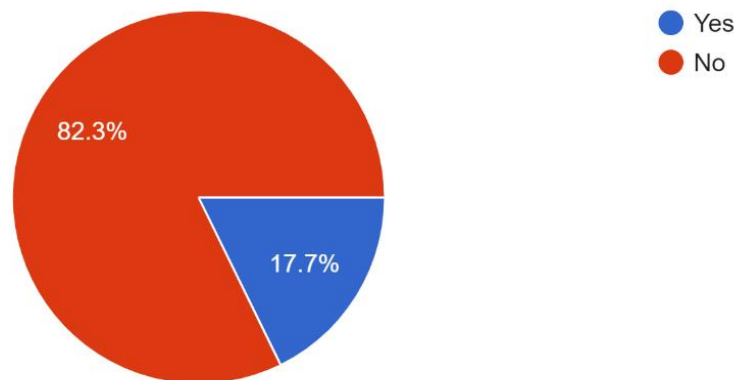
- First, to clarify, I use Final Exam period for completing any final or pre-approved make up speeches. Second, the only problem I had is when I thought exam was during regular class session. (I didn't know about Final Exam Schedule!) Other than that, I've heard some students say their teacher did not use the assigned Exam time for their finals.)
- There have been some time conflicts with evening finals. Also, I'm not sure that this survey covers the scope of grade submissions as well, but the time frame in which grades are due after the final exams is much too short.
- There is very little time to get things done before grades are due.
- Giving a final exam on the last night of the class for classes that only meet once a week screws the students out of a week of instruction that other classes that meet multiple times a week get.
- Because the current final exam schedule only includes final exam times for classes beginning at 2:00pm ET at the latest, certain 2 day per week classes lose a class period (i.e., 3:30 - 4:50 ET classes, 5:00 - 6:20 ET classes, etc). It seems unfair that those students should lose a class day just because they had to sign up for a later class. Utilizing the Thursday make-up day to compensate for this issue is often not feasible because students taking the later classes usually work.
- Night and weekend classes need to have a final exam schedule
- My normal class schedule is a Thursday evening/night and with the grades due the following day by noon it is sometimes time-challenging to grade and submit final grades.
- No final exam period for night classes, Friday classes - this means I have one less class period for instruction
- I have a 3:30 TR class and there is no time slot for it, so I have had to work around that. But I have done so.
- There have been conflicts with instructors who do not follow the exam schedule. Problems also arise due to the different time zones and students and instructors who have a presence on different campuses.
- The exam period does not work well with one day a week night classes.
- I teach the same class on different campuses, so my times for the same class are different. Therefore, my classes do not show up on the exam schedule. My

once-a-week class is supposed to test on their final class day, and that has always been a problem, because they lose the review. It's a 4 hour class.

- Due to travel time between campuses one semester I had to reschedule an exam.
- Not all classes fit on the schedule, even though they're daytime classes that meet twice a week. (The 2:30 classes seem to be a misfit every semester, for example.)
- Sometimes, the final exam for a class is very late in the day, making the official time 4:00-6:00, even though the class normally met at 1:00 or 2:00 throughout the semester.
- The dual-enrollment students aren't always able to stay for the full two hours, since they have to go back to their high school.
- For all of these reasons, I've gotten away from having a final exam during the allotted time.
- It's difficult to get essays written on Thursday graded by the noon deadline for turning in grades on Friday.

Have your students reported issues with the final exam schedule?

79 responses



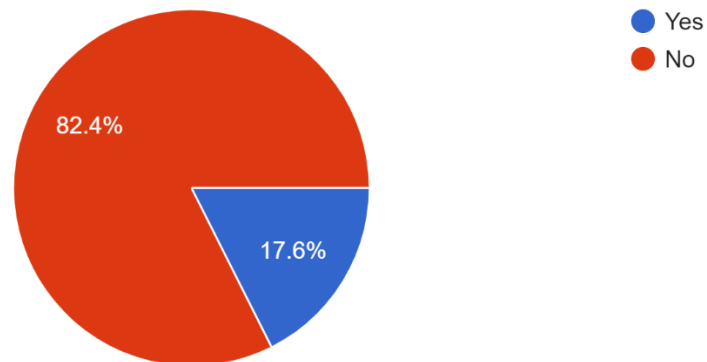
Comments:

- The LPN mobility students did not want to come in to take the Wednesday morning final exam because they have work scheduled. Their lecture time is Monday evening 5p-9p and they have clinical on the weekend

- Student work schedules are typically a barrier.
- It can be challenging for Middle College students to take our finals during final exam periods and still get back to the high school on time.
- final exam period is too intense
- Sometimes faculty do not adhere to the schedule and students have conflicts. I usually tell the student to prioritize what is mandatory and do that final first. It still is confusing for students if all faculty are not on the same page with the schedule.
- Yes, mainly work schedules which were adapted to the entire semester then have to change for the final
- As shown above, for instructors who don't know about Exam schedule (like me early on), they may use regular time of class, causing conflict. Also some students say some instructors intentionally don't use the assigned exam time. (But this could have been a reason not to make up a speech for me.)
- Time conflicts with evening finals.
- Too many exams in one day, or on successive days to study well.
- Some teachers do not follow the final exam schedule and give their final during their normal class period and it conflicts with the final exam schedule for my class
- There have been a few conflicts but I have always been able to work around them.
- See comments on previous question
- Some faculty don't use the schedule. Some students don't realize we have a final exam week and plan other things.
- They may have to travel from one campus to another, and there's not always time for them to make both exams.

Are you unable to give a final exam during the designated exam week due to dual enrollment, Friday only class, night class, or other?

74 responses



Comments:

- I usually give my final on the Wednesday before grades are due if a Monday/Wednesday group and a final on Tuesday, if a Tuesday/Thursday group. I usually have to clear out of the school due to End of Course exams given in the High Schools. This also gives me time to average final grades and get them submitted before grades are due.
- The current policy requires classes that meet after 3:30 to give finals on the last day of class instead of the final exam period.
- To be clear on the previous question, I have had that problem in the past, but do not currently teach a section that has that problem.
- If I gave a final exam in a night class, I would just give it the last night of class rather than during exam week.
- Have had conflicts with dual enrollment classes at high schools in the past because of school schedule constraints and having to travel between campuses.
- See previous statement regarding night class instructions
- Yes, see the explanation provided with my response to question 4.
- I have not been 'unable' to conduct the final exam during the designated exam week but there has been discussion of whether it could be acceptable to test earlier (ie the previous week or similar).
- Grades are due on Friday at noon, so there is no way to give a final on Friday

- For night classes was forced to give exam 3 and an optional final exam on the last day of class.
- Yes, see previous comments.
- (This response is the same as the one above regarding experiencing an issue with the exam schedule.)
- Not all classes fit on the schedule, even though they're daytime classes that meet twice a week. (The 2:30 classes seem to be a misfit every semester, for example.)
- Sometimes, the final exam for a class is very late in the day, making the official time 4:00-6:00, even though the class normally met at 1:00 or 2:00 throughout the semester.
- The dual-enrollment students aren't always able to stay for the full two hours, since they have to go back to their high school.
- For all of these reasons, I've gotten away from having a final exam during the allotted time.

Please share any other thoughts or concerns about a possible change to the final exam schedule.

- When Brenda Rector was here, the end date for courses closing was put in Banner as the last day of final exams. Since Brenda retired the end date for courses (not full semester courses) has changed to the last day of class. Because Banner dates drive what is in D2L my classes close before the students have taken their final exam. I was told when I called records and registration that if you teach a short term class that you should give your final exam before the end of your last day of class and not during final exams week. I have never had my students take a final exam except during final exam days. Shouldn't all courses have an end date as the last day of the final exam period if it ends on the last week of the semester?
- No problems here at Lenoir City High School (Mechatronics)
- I use my class period/time to do my final exam. So if my class meets on Monday of final exam week, I just have my final on that Monday. So nothing really changes for me or my students.
- I feel like the final exam schedule ends too close to the due date for grades.

- I am satisfied with the schedule.
- I don't care how it changes but please don't shorten the time period - my classes give presentations and we need the FULL 2 hrs. 3 hr would be even better.
- I also think it would be nice if students had a reading day before the exam period started.
- I've always used the final exam schedule as is because this is how colleges and universities have been doing things since almost the 1800's. I can't imagine not using the final exam period for a last in-class meeting it has been so much the norm for my teaching.
- Personally I do not have a problem giving final exams to dual enrollment students because my classes are at 7 am and I use the days of final week to give the exam. They are informed the first day of class to plan on being in class both days of exam week. A suggestion - Give the final week a Class/Final designation with regular class times. This allows schedules to remain the same, possibly an exam would need to be divided. It would also allow grades to be posted by Friday at noon for all classes except for those scheduled on Friday which possibly they could be posted by Saturday
- I support the changes necessary to accommodate all classes.
- On occasion, I have a student who cannot test with their class. I have them test with another class of mine or at the Testing Center. Since they do not have exams in all their classes that week, it is usually not an issue. Thank you!
- I do not have any classes this semester that cause any issues with the final exam schedule, but I am aware of the issues it will cause if I again have a Friday only class
- By "final exam week" do you mean the three days before grades are due? I have answered these questions as if the "week" referred to the three days.
- I appreciate that exam schedules are now listed in ET and CT, btw. THANKS!
- Again, the time frame in which grades are due right after the final exam is an issue. Where I worked previously, we had 2 weeks to submit final grades. Not that I'm trying to convince anyone that we need 2 weeks, but the Monday following finals week would be great!
- The administration needs to stop being lazy and make a unique final exam schedule for every semester instead of following the exact same one repeatedly. all finals should have a time to be given during finals week, not the week prior.

- I teach in Cumberland. Before the Central times were added, everyone who taught in Cumberland was confused about the hour the exams were supposed to start. More than once, my and other teachers' exams would overlap. After the teachers at Cumberland petitioned Diane Ward to add the times for Central, I haven't had another issue.
- It would be optimal to have a final exam time period for night and Friday classes and have grades due Saturday or Monday after finals
- This is the only school I have ever worked at where finals were basically held on a mere two days. That puts a lot of burden on students to take 4-6 finals on those two back-to-back days. Although Thursday is an optional finals day, it is a burden on teachers to have to give finals on Thursday and complete grades by Friday noon.
- We are completely online now, so we don't have any issues. We did have issues in the past, but do not now.
- I teach lab classes and haven't taught lecture classes. The lecture classes generally have a final exam, the lab classes do not have a final exam (we have weekly quizzes). The labs end the day before finals start and our grades are due the first day or two of finals week before finals are over so that the lab grades can be combined with the lecture grades.

Results Summary: Faculty Senate Final Exam Survey

(see expanded faculty feedback by topic p. 4-10)

Problem: exam schedule does not accommodate or account for some classes and students

- Classes that meet once weekly for three hours (any day)
 - Friday classes
 - Evening classes
 - Classes that start after 2:00 p.m.
 - Weekend classes
 - Late start / short term classes
 - Dual enrollment
 - Middle College
- RSCC policy dictates that classes that meet one time per week, or on Saturdays, or during a time not listed on the final exam schedule (i.e., any class starting after 2:00 p.m.) are required to give the final exam during the last class meeting. Faculty feel this penalizes students in those classes by shortening their instructional time by up to four hours as compared to other sections.
 - Dual enrollment and Middle College students are unable to follow the final exam schedule because the lengthened exam time interferes with their high school schedule.
 - Late start / shortened term classes are not able to give exams during finals week due to D2L settings.

Problem: exam schedule is confusing and results in multiple conflicts

- Exam times overlap/have no defined end time, with no scheduled break between exam periods (i.e., 8-10, 10-12, 12-2). This results in:
 - students arriving for their upcoming exam interrupting students finishing an earlier exam.
 - students and instructors being unable to travel between campuses for exams
- Exam times are different than regularly scheduled class times, causing conflicts with students' established work and childcare schedules, especially with classes that begin after noon.
- Some instructors are not aware that a final exam schedule exists, or they choose not to follow it, instead holding class at the originally scheduled time. This results in students being confused and being forced to choose which exams they have to prioritize or reschedule.

- Students are not aware of final exam days and believe they are finished with the semester after the last official day of class.
- Exam schedule previously did not account for different time zones on several campuses; that issue appears to have been resolved.

Problem: the final exam period is too short for both students and instructors

- Students do not have enough time to study for finals after the last of class.
- Due to the compressed schedule for finals, students have too many exams per day, making it hard to prepare and study.
- Instructors do not have enough time to finish grading before grades are due at noon on Friday.

Suggestions from faculty:

- Adjust the final exam schedule to match the regular class schedule. This would eliminate time conflicts and allow once-a-week and other special classes to have a final exam during finals week.
- Extend finals week. This would give students more time to study (reading day(s)) and faculty more time to complete grades.
- Change the deadline for submitting final grades to give faculty more time to complete grades. Changing the deadline to the following Monday at noon was suggested multiple times.
- Change end date of classes to the end of the final exam period as opposed to the last day of class.
- Create a final exam schedule specific to each semester, allowing all classes to give finals during the designated finals week.
- Extend period for each exam to 3 hours.

No changes needed / positive faculty feedback:

- We are completely online now, so we don't have any issues. We did have issues in the past, but do not now.
- I teach in Cumberland. Before the Central times were added, everyone who taught in Cumberland was confused about the hour the exams were supposed to start. More than once, my and other teachers' exams would overlap. After the teachers at Cumberland petitioned Diane Ward to add the times for Central, I haven't had another issue.

- I appreciate that exam schedules are now listed in ET and CT, btw. THANKS!
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- Personally I do not have a problem giving final exams to dual enrollment students because my classes are at 7 am and I use the days of final week to give the exam. They are informed the first day of class to plan on being in class both days of exam week
- I am satisfied with the schedule.
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- I usually give my final on the Wednesday before grades are due if a Monday/Wednesday group and a final on Tuesday, if a Tuesday/Thursday group. I usually have to clear out of the school due to End of Course exams given in the High Schools. This also gives me time to average final grades and get them submitted before grades are due.
- There have been a few conflicts but I have always been able to work around them.

Faculty feedback and comments by topic

Problem: exam schedule does not accommodate or account for some classes and students

- Classes that meet once weekly for three hours (any day)
- Friday classes
- Evening classes
- Classes that start after 2:00 p.m.
- Weekend classes
- Late start / short term classes
- Dual enrollment
- Middle College

Faculty Comments:

- Class is once weekly and I simply do not have time in the schedule to hold the final exam on the last day of class. I have to do the exam during final exam period even though I am not supposed to.
- I think it is ridiculous that some classes do not get a final exam period which shortens their instruction time. It is not fair to students in those sections either.
- The existing final exam schedule does not account for classes that meet 1 day per week for 3 hours. If we could fix our final exam schedule to run on the regular proposed class times throughout the semester, then classes that meet once per week could utilize final exam week.
- I taught a Friday class, but luckily I didn't have to give a Final Exam that semester. So I decided not to give a Final Exam because of the issues with scheduling. I would have had to rush through material in order to use the last day of class to take the final exam. Friday classes already lose extra class time due to holidays in the Spring, so having to use class time to give the Final Exam would have been very difficult in my class.
- There have been some time conflicts with evening finals.
- Giving a final exam on the last night of the class for classes that only meet once a week screws the students out of a week of instruction that other classes that meet multiple times a week get.
- Because the current final exam schedule only includes final exam times for classes beginning at 2:00pm ET at the latest, certain 2 day per week classes lose a class period (i.e., 3:30 - 4:50 ET classes, 5:00 - 6:20 ET classes, etc). It seems unfair that those students should lose a class day just because they had to sign up for a later class. Utilizing

the Thursday make-up day to compensate for this issue is often not feasible because students taking the later classes usually work.

- Night and weekend classes need to have a final exam schedule
- No final exam period for night classes, Friday classes - this means I have one less class period for instruction
- I have a 3:30 TR class and there is no time slot for it, so I have had to work around that. But I have done so.
- The exam period does not work well with one day a week night classes.
- My once-a-week class is supposed to test on their final class day, and that has always been a problem, because they lose the review. It's a 4 hour class.
- Not all classes fit on the schedule, even though they're daytime classes that meet twice a week. (The 2:30 classes seem to be a misfit every semester, for example.)
- The dual-enrollment students aren't always able to stay for the full two hours, since they have to go back to their high school.
- The current policy requires classes that meet after 3:30 to give finals on the last day of class instead of the final exam period.
- Time conflicts with evening finals.
- The LPN mobility students did not want to come in to take the Wednesday morning final exam because they have work scheduled. Their lecture time is Monday evening 5p-9p and they have clinical on the weekend
- It can be challenging for Middle College students to take our finals during final exam periods and still get back to the high school on time.
- If I gave a final exam in a night class, I would just give it the last night of class rather than during exam week.
- Have had conflicts with dual enrollment classes at high schools in the past because of school schedule constraints and having to travel between campuses.
- Not all classes fit on the schedule, even though they're daytime classes that meet twice a week. (The 2:30 classes seem to be a misfit every semester, for example.)
- The dual-enrollment students aren't always able to stay for the full two hours, since they have to go back to their high school.
- I have not been 'unable' to conduct the final exam during the designated exam week but there has been discussion of whether it could be acceptable to test earlier (ie the previous week or similar).
- For night classes was forced to give exam 3 and an optional final exam on the last day of class.

- I do not have any classes this semester that cause any issues with the final exam schedule, but I am aware of the issues it will cause if I again have a Friday only class

Problem: exam schedule is confusing and results in multiple conflicts

Faculty Comments:

- Exam schedule is outside the time for the room schedules for the class. Often have difficulty trying to get a professor to change so our students may test where they are familiar. 125-150 test questions can take up to 3 hours for nursing students and then we have accommodation times that could take much longer.
- Sometimes, the final exam for a class is very late in the day, making the official time 4:00-6:00, even though the class normally met at 1:00 or 2:00 throughout the semester.
- The current schedule is not clear how long each exam is expected to last, and there are no breaks scheduled between them. The issue I have had is that students come into the classroom for the next exam while my students are still working on their final essays.
- I have been scheduled for a final exam from 12p-2p in Harriman and then another from 2p-4p in Oak Ridge. Travel times that are generally available during the semester are sometimes not accounted for in the final exam schedule. If this is true for faculty, I imagine it's also true for students.
- Occasional problems - another teacher will reschedule their exam and my students have had to make a choice as to which one they miss, are late to, or have to leave early; some students are under the impression that if one teacher does not give a final on the appointed days other teachers do not as well; parents plan vacations starting on Tuesday; and the scheduling process for working students can pose challenges
- First, to clarify, I use Final Exam period for completing any final or pre-approved make up speeches. Second, the only problem I had is when I thought exam was during regular class session. (I didn't know about Final Exam Schedule!) Other than that, I've heard some students say their teacher did not use the assigned Exam time for their finals.)
- There have been conflicts with instructors who do not follow the exam schedule. Problems also arise due to the different time zones and students and instructors who have a presence on different campuses.
- I teach the same class on different campuses, so my times for the same class are different. Therefore, my classes do not show up on the exam schedule.
- Due to travel time between campuses one semester I had to reschedule an exam.
- Sometimes, the final exam for a class is very late in the day, making the official time 4:00-6:00, even though the class normally met at 1:00 or 2:00 throughout the semester.
- Student work schedules are typically a barrier.

- Sometimes faculty do not adhere to the schedule and students have conflicts. I usually tell the student to prioritize what is mandatory and do that final first. It still is confusing for students if all faculty are not on the same page with the schedule.
- Yes, mainly work schedules which were adapted to the entire semester then have to change for the final
- As shown above, for instructors who don't know about Exam schedule (like me early on), they may use regular time of class, causing conflict. Also some students say some instructors intentionally don't use the assigned exam time. (But this could have been a reason not to make up a speech for me.)
- Some teachers do not follow the final exam schedule and give their final during their normal class period and it conflicts with the final exam schedule for my class
- Some faculty don't use the schedule. Some students don't realize we have a final exam week and plan other things.
- They may have to travel from one campus to another, and there's not always time for them to make both exams.
- When Brenda Rector was here, the end date for courses closing was put in Banner as the last day of final exams. Since Brenda retired the end date for courses (not full semester courses) has changed to the last day of class. Because Banner dates drive what is in D2L my classes close before the students have taken their final exam. I was told when I called records and registration that if you teach a short term class that you should give your final exam before the end of your last day of class and not during final exams week. I have never had my students take a final exam except during final exam days. Shouldn't all courses have an end date as the last day of the final exam period if it ends on the last week of the semester?

Problem: the final exam period is too short for both students and instructors

Faculty Comments:

- The finals start 2 days after the last day of class. Students should have more than 2 days to study. Also, grades are due by noon on Friday also 2 days after the final exam period. Faculty could use at least another half day to grade finals and process grades.
- There are not enough days to spread out final exams
- Time from final exam to final grade submission deadline is unreasonable.
- Also, I'm not sure that this survey covers the scope of grade submissions as well, but the time frame in which grades are due after the final exams is much too short.
- There is very little time to get things done before grades are due.

- My normal class schedule is a Thursday evening/night and with the grades due the following day by noon it is sometimes time-challenging to grade and submit final grades.
- It's difficult to get essays written on Thursday graded by the noon deadline for turning in grades on Friday.
- final exam period is too intense
- Too many exams in one day, or on successive days to study well.
- Grades are due on Friday at noon, so there is no way to give a final on Friday
- I feel like the final exam schedule ends too close to the due date for grades.
- I also think it would be nice if students had a reading day before the exam period started.
- Again, the time frame in which grades are due right after the final exam is an issue. Where I worked previously, we had 2 weeks to submit final grades. Not that I'm trying to convince anyone that we need 2 weeks, but the Monday following finals week would be great!
- This is the only school I have ever worked at where finals were basically held on a mere two days. That puts a lot of burden on students to take 4-6 finals on those two back-to-back days. Although Thursday is an optional finals day, it is a burden on teachers to have to give finals on Thursday and complete grades by Friday noon

Faculty Suggestions

- The existing final exam schedule does not account for classes that meet 1 day per week for 3 hours. If we could fix our final exam schedule to run on the regular proposed class times throughout the semester, then classes that meet once per week could utilize final exam week.
- The finals start 2 days after the last day of class. Students should have more than 2 days to study. Also, grades are due by noon on Friday also 2 days after the final exam period. Faculty could use at least another half day to grade finals and process grades.
- Night and weekend classes need to have a final exam schedule
- When Brenda Rector was here, the end date for courses closing was put in Banner as the last day of final exams. Since Brenda retired the end date for courses (not full semester courses) has changed to the last day of class. Because Banner dates drive what is in D2L my classes close before the students have taken their final exam. I was told when I called records and registration that if you teach a short term class that you should give your final exam before the end of your last day of class and not during final exams week. I have never had my students take a final exam except during final exam days. Shouldn't all courses have an end date as the last day of the final exam period if it ends on the last week of the semester?

- I don't care how it changes but please don't shorten the time period - my classes give presentations and we need the FULL 2 hrs. 3 hr would be even better.
- I also think it would be nice if students had a reading day before the exam period started.
- A suggestion - Give the final week a Class/Final designation with regular class times. This allows schedules to remain the same, possibly an exam would need to be divided. It would also allow grades to be posted by Friday at noon for all classes except for those scheduled on Friday which possibly they could be posted by Saturday
- I support the changes necessary to accommodate all classes.
- Again, the time frame in which grades are due right after the final exam is an issue. Where I worked previously, we had 2 weeks to submit final grades. Not that I'm trying to convince anyone that we need 2 weeks, but the Monday following finals week would be great!
- The administration needs to stop being lazy and make a unique final exam schedule for every semester instead of following the exact same one repeatedly. all finals should have a time to be given during finals week, not the week prior.
- It would be optimal to have a final exam time period for night and Friday classes and have grades due Saturday or Monday after finals
- This is the only school I have ever worked at where finals were basically held on a mere two days. That puts a lot of burden on students to take 4-6 finals on those two back-to-back days. Although Thursday is an optional finals day, it is a burden on teachers to have to give finals on Thursday and complete grades by Friday noon.

No changes needed / positive feedback

- We are completely online now, so we don't have any issues. We did have issues in the past, but do not now.
- I teach in Cumberland. Before the Central times were added, everyone who taught in Cumberland was confused about the hour the exams were supposed to start. More than once, my and other teachers' exams would overlap. After the teachers at Cumberland petitioned Diane Ward to add the times for Central, I haven't had another issue.
- I appreciate that exam schedules are now listed in ET and CT, btw. THANKS!
- On occasion, I have a student who cannot test with their class. I have them test with another class of mine or at the Testing Center. Since they do not have exams in all their classes that week, it is usually not an issue. Thank you!
- I've always used the final exam schedule as is because this is how colleges and universities have been doing things since almost the 1800's. I can't imagine not using the

final exam period for a last in-class meeting it has been so much the norm for my teaching.

- Personally I do not have a problem giving final exams to dual enrollment students because my classes are at 7 am and I use the days of final week to give the exam. They are informed the first day of class to plan on being in class both days of exam week
- I am satisfied with the schedule.
- No problems here at Lenoir City High School (Mechatronics)
- I use my class period/time to do my final exam. So if my class meets on Monday of final exam week, I just have my final on that Monday. So nothing really changes for me or my students.
- I usually give my final on the Wednesday before grades are due if a Monday/Wednesday group and a final on Tuesday, if a Tuesday/Thursday group. I usually have to clear out of the school due to End of Course exams given in the High Schools. This also gives me time to average final grades and get them submitted before grades are due.
- There have been a few conflicts but I have always been able to work around them.

Unclassified comments

- For all of these reasons, I've gotten away from having a final exam during the allotted time.
- See comments on previous question
- Yes, see previous comments.
- (This response is the same as the one above regarding experiencing an issue with the exam schedule.)
- See previous statement regarding night class instructions
- Yes, see the explanation provided with my response to question 4.
- To be clear on the previous question, I have had that problem in the past, but do not currently teach a section that has that problem.

Appendix 3 (Document submission timeline/policy revision protocol from Elizabeth Weaver)

In seeking collaboration to review academic policies, the Faculty Senate requests creation of a policy review process for the request of Faculty Senate endorsement.

We recommend a Policy Review Cover Form identifying

- Priority level and Timeline
 - Routine; 30+ days
 - Elevated; 2-weeks turnaround
 - Critical; 1-week turnaround
 - or specific deadline as identified by the need
- Synopsis of Changes made
- Rationale/organization prompting said changes.
 - An example of this would be Policy Template Update by the Tennessee Board of Regents.

Appendix 4 (Student Completion Rates from Elizabeth Weaver)

Data Request

College as a whole—How do web classes compare to on-ground?

- Asynchronous (W)
- Synchronous (S)
- Hybrid (H)
- Zoom Room on campus (T)
- Live on-ground (#)

Letter grade (to compare success vs. completion vs. W, etc.) if possible

Data from DAY 1, not drop day or census, through the end of the term

Spring 2020—cut out, split semester

Fall 2020—web-heavy, skewed data

Spring 2021-Fall 2021

Spring 2019-Fall 2019

**Check farther back?

**Check highest enrollment years?

Can we have a toggle to view based on department (MATH vs. BIOL vs. HIST)?