

**Roane State Community College**

**Faculty Senate Minutes**

September 23, 2022

Harriman Campus

O'Brien - Room 101

**ATTENDEES**

Officers

- April Insko                      President
  
- Jala Daniel                      Vice-President
  
- Krystie Anderson              Secretary  
    Senator from Humanities Division
  
- David Blevins                  Parliamentarian  
    Senator from Health Sciences Division
  
- John Brown                      TBR Faculty Sub-Council Representative  
    Senator from Social Science, Business, and Education Division

Senators

- Health Sciences: Becky Fields, Karyn Goins, Gabriel McAteer
- Humanities: Turner Bowling; Gary Gravely; Melanie Hildebrandt; Ted Stryk
- Social Science, Business, and Education: Mike Farmer; Valerie Herd; Jill Landenberger; Dave Rath; Karry Garcia (adjunct); Elizabeth Lewis (alternate)
- Math and Science: Deborah Miles; Jillian Miller; Sylvia Pastor; Kathryn Wibking; Scott Jamison (adjunct)

Visitors

- Jessica Dalton-Carriger (Social Science, Business, and Education) came to give updates in place of Elizabeth Weaver regarding Dr. Lee's memorial.

- I. Establish Quorum at 2:02 PM ET.
- II. Approve April 8, 2022 Faculty Senate Minutes: Passed with unanimous approval.
- III. TBR Faculty Sub-Council Update – John Brown

- 1. See Appendix A for his notes.

- B. Enrollment

- 1. Down across the state
- 2. Project Calypso
  - a. Have students' first 12 hours focus on workforce/gen-ed classes, so students can take care of a job credential.
  - b. The goal is to improve retention.
  - c. If students leave after their first year, they'll at least have a credential.
- 3. Divisive Concepts Video
  - a. Video from Convocation
- 4. Career-Track Programs
  - a. Working with TCAT
  - b. Mechatronics
  - c. Surgical Tech
- 5. Law Enforcement Collaborate
  - a. Colleges working with law enforcement to help students work toward degree

- IV. Vice President's Report – Jala Daniel

- A. Benroth Update

- 1. Motion passed in April to change the wording for how full-time faculty are elected
- 2. The change was put forth on the website
- 3. "Minimum" has been changed to "average" when referring to the number of hours full-time faculty have to have in order to be nominated.

- B. Adjunct Faculty

- 1. Adjunct faculty now have representation on Faculty Senate from the following division

representatives:

- a. Dr. Scott Jamison – Math Sciences
- b. Keri Garcia – Social Sciences, Business, and Education
- c. The other two divisions didn't have adjuncts to nominate. Jala reached out to division secretaries to find out the number of adjuncts and will work to fill these positions for Spring 2023.

#### C. Flexible schedule email

1. A comment came from an anonymous message in the Faculty Senate “comment box” email. The commenter touched on the following points:
  - a. Students request more online classes, but these sections fill up quickly and have twice the enrollment as on-ground classes.
  - b. We should offer more flexibility for students and faculty to work online and from home.
2. Not all disciplines have programs that can be offered online.
3. If faculty are seeking more flexible schedules, they're encouraged to speak with their deans, so they can discuss personal needs.
4. Please see April and/or Jala if you have any questions regarding this issue.

#### V. President's Report

##### A. Old Business

1. Faculty Workload and Compensation – Ongoing
  - a. No updates as of today's meeting.
2. Policy Reviews
  - a. Tenure and Promotion Policy
    - Updates were made to wording (separate ‘tenure’ and ‘promotion’ guidelines).
    - When the new policy is updated, it won't go into effect until next year.

### 3. Library Representative

- a. This was approved in February.
  - The representative will be an ex-officio member because we no longer have a librarian who is a faculty member.
  - The representative can come to Senate, but the person will not have voting rights.

### 4. Academic Misconduct Agreement – Turner Bowling

- a. How are other schools managing?
  - Most schools use their academic policies (honor codes) included in their student manual regarding academic honesty/integrity.
- b. Electronic Version - Online options
  - Vol State wants to incorporate this into Momentum. Students must acknowledge the policy when they sign into the LMS for the first time each semester. This action ‘unlocks’ their courses. Students would do this once per semester.
  - We don’t need to get a physical signature from students; an electronic acknowledgement will suffice.
- c. Is a quiz acceptable as a “signature”?
  - Once the Academic Misconduct Committee meets, they’ll discuss this question. Turner will also be sitting in on Vol State’s next meeting on this topic.

### 5. Student Completion Rates – Elizabeth Weaver (Note: Dave Rath provided updates, as he is the new lead, and Elizabeth wasn’t present at today’s meeting.)

- a. Faculty members who have questions or suggestions about this request for information (see Appendix B) should contact Dave Rath, who has taken the lead on this issue and will be working with Jeff Tinley on collecting the data.
- b. If faculty have information about students’ previous success in other classes, they could better advise them in what classes to take and in what formats (online, on-ground, hybrid).

## 6. Form E – Update

- a. David Blevins and April Insko met to discuss this, then April met with admin.
  - As of today's meeting, Form E is still being reviewed because the Tenure policy is currently under review.
- b. Faculty are wondering how helpful these forms are. Many times, tenure-track faculty receive comments that state 'I don't know this person.'
- c. Ideally, the form should let tenure-track faculty know if they're meeting the requirements for tenure.
- d. Idea: Tenure-track faculty could work on a D2L course shell that their full-time colleagues would have access to, which would allow them to get to know the faculty members better and find out how they're working towards tenure requirements.
- e. Faculty mentors are supposed to be advocates for their faculty mentees, so they can speak to their accomplishments during the Promotion and Tenure meeting in their respective division.
- f. Idea: Mentors should be reminded of what their role is. (Check the Tenure Policy for details on what's expected.)
  - Jala will write up the process the Math Sciences division follows when mentoring new faculty.

## 7. Dr. Arthur Lee update – Elizabeth Weaver/Sylvia Pastor/Jessica Dalton-Carriger

- a. Elizabeth wasn't present today to provide updates, but Sylvia and Jessica were.
- b. Jessica took the lead on today's updates. She also showed us a mock-up of what the plaque will look like. (See Appendix C for images and proposed details.)
- c. Trees are the traditional way to memorialize a deceased faculty member.
  - Brad Fox is donating a tulip poplar to the college (the donation is going through the Foundation Office) that will be planted on the Oak Ridge campus in late October or early November.
- d. Because Dr. Lee was a geologist, Jessica proposed a display case for rocks, something that can be mounted on a wall at the Oak Ridge campus. If we don't go with that option, perhaps something framed or art-based would be a better option.

The plaque could be hung by his former office or lab area.

- e. A motion was passed to get a plaque for Dr. Lee. Jessica will work on following through with this decision.

## B. New Business

### 1. Summer Workload

- a. Currently, there's no directive to pay more for overloads. Workload was reduced in the summer for teaching a reduced number of students.
- b. Question: Do adjuncts get reduced pay for lower headcount?

Answer:

- For full-time faculty, there's a formula to calculate the percentage of pay an instructor will receive for teaching a class that doesn't have the minimum number of students.
  - Adjunct faculty do not have their pay reduced due to a low number of students enrolled in their courses.
- c. April recommended that faculty send her any further questions about this policy.

### 2. Approved Policies

NOTE: The following policies have been updated. If anyone has any concerns with the approved policies, please let April know.

- a. GA-25-02 – Program Advisory Committee
- b. AA-08-01 – Class Interruptions
- c. AA-09-01 – Class Rolls, Attendance, Records
- d. GA-28-01 – Intellectual Property
- e. TBD – Development & Operation of Off-Campus International Education Programs
- f. GA-18-05 – Use of Email as Official Correspondence

### 3. Policies in process

- a. BA-01-01 – General Travel
  - Reimbursements for attending meetings, such as Faculty Senate
  - The new policy was supposed to go into effect on July 1, 2022.

- The policy is expected to go to President's Council in October for approval.
- Reimbursement should be allowed for events that support the welfare of the college (examples: department meetings, committee meetings, and Faculty Senate).
- There won't be retroactive reimbursement for the Spring 2022 semester.
- April will bring Senate an update when she knows more.

b. Remote Work Policy

- TBR policy
- Roane State is still working on this policy. There are questions as to how it affects Faculty.

4. Syllabus

NOTE: Turner will bring this issue to the Academic Misconduct Committee meeting, as there's overlap with Roane State's Academic Misconduct Agreement.

a. Scholarship Statement

- The Foundation Office created the wording for this.
- April will get in touch with Scott Niermann about the statement.
- A motion was passed to make this statement an optional item that faculty can include in their syllabi. (Note: The outcome will depend on approval from Dr. Ward and Scott Niermann regarding the wording of the statement.)

b. Signature Page

- A Faculty member requested that a signature page be added to the syllabus. (See Appendix D.) This will be reviewed with Admin to see if there are any issues.

c. Web links in place of boilerplate information (i.e., college policies)

5. Simple Syllabus

- a. Encouraged in August 2021
- b. April created a focus group last year to discuss this.
- c. The focus group determined that a Simple Syllabus was not something that the college should pursue.
- d. Several TBR colleges use a Simple Syllabus.
- e. Based on current experience with Simple Syllabus, Faculty Senate is not interested in pursuing this product.

6. Grade Submission; Convocation; Graduation; Form E – Completion/Attendance

- a. No time today to discuss this meaningfully.
- b. Ponder for next meeting: What happens if faculty don't attend these or participate?

7. Volunteers for P&T Committee

- a. Karyn Goins – Health/Sciences
- b. John Brown – Social Sciences
- c. Gary Gravely – Humanities
- d. Jala Daniel – Math/Sciences

VI. Adjourn at 3:32 PM ET.



## APPENDIX A: John Brown's Notes from TBR Sub-Council Meeting on July 22, 2022

### Informational Items:

- Reimagining the Community College Proposal (Deaton/Moreland):
  - Idea is to better fulfill open access mission
  - Also known as Project Calypso
  - Goal is to improve student success
  - Taken in response to changed environment due to Covid and Reconnect
  - Tries to build on existing programs, including SAILS, HIPs, etc.
  - Reimagining student experience:
    - Extensive pre-college career exploration, with career advising and soft skills development
    - Workforce-ready embedded certificate in first semester
    - Contextualized general education courses
    - Reengineered transfer pathways (front-loaded courses in discipline)
    - Concern expressed about moving gen-ed courses to second year and the fact that faculty were not involved early in process
    - First 12 hours would be workforce-related gen ed courses
    - Idea is for students who don't graduate to leave with something
- Divisive Concepts (Blackwood):
  - TBR legal will not get into how you teach concepts, but will provide video and scheduled session for how to deal with this
- Articulation:
  - 7 current systemwide agreements: dental assisting, surgical tech, welding, aviation, administrative professional tech, CIT, and EMT
  - 23 new ones, including mechatronics, HIT, nursing
- Law Enforcement Collaborative:
  - Expand exploration and engagement with law enforcement, beginning in elementary school
  - CCs and TCATs to offer correctional officer program
- General Education Core (Denn):
  - Statement of purpose for general education core prepared

## APPENDIX B: Institutional Data Request

Faculty Senate would like to request access to institutional data regarding student success rates of students enrolled by course. Faculty advisors would like to be able to explore success rates for any student enrolled in the class, from the first day of class, not only after the date of the census. Faculty advisors would also like to be able to identify the delivery mode—in-person, H (hybrid), S (synchronous), T (Zoom), W (pure web), X (web + travel), etc.—and term length (full-term, 5-week, 7-week, 10-week). The faculty would like to use this data to help advise students and to make informed decisions about modes of delivery and other course components that are under the faculty member's control.

Faculty senate would also like to request information on the following:

1. For the college, as a whole, how do web classes compare to on-ground (H, S, T, X, W vs. ###)?
  - Comparison of letter grade in order to compare success vs. completion vs. withdraw
  - Data from DAY 1, not the drop deadline or census, through the end of the term
  - Cut out Spring 2020 (COVID @ Spring Break)
  - Cut out Fall 2020 (Web-heavy, skewed data)
  - Compare Spring 2019-Fall 2019, Spring 2021-Fall 2021, and Spring 2022
2. Toggle between department (MATH vs. BIOL vs. HIST, etc.)
3. Questions to be answered:
  - Do students do better with web or on-ground classes?
  - To what extent?
  - Is there a significant difference?
  - How do students in full-term classes compare to accelerated classes?

### APPENDIX C: Memorial for Dr. Arthur Lee

The Arthur Lee Memorial Subcommittee would like to propose Faculty Senate sponsor a memorial for Dr. Arthur Lee to be displayed in the Goff Building (proposed location: Goff 245, if approved). The memorial will include a display of rocks and a plaque honoring his time as a professor at Roane State. For the plaque, the committee recommends the following:



## *Rocks for Arthur*

In Memory of



# Dr. Arthur Lee



Esteemed Professor of Geology

[Year] – 2022

Division of Mathematics and  
Sciences

A display case (pictured below) from Social Sciences will be repurposed with permission from Interim Dean Hyder. The RS Foundation will pay for the plaque to be made. Rocks will be provided by the division and/or Elizabeth Weaver.

If approved by FS, a representative will reach out to the family to make sure they are okay with a memorial being placed in Arthur's honor. Donations will be collected for a table or podium for the display case to safely reside.



Figure 1: Possible display case for Dr. Lee's memorial

**APPENDIX D: Sample of a Syllabus Acknowledgement Form**



**REVIEW OF and ACKNOWLEDGEMENT OF  
UNDERSTANDING OF SYLLABUS**

I have read and reviewed the syllabus for XXXX XXXX I have had the opportunity to ask questions and have all sections of syllabus explained/clarified, if needed. I understand the requirements for XXXX XXXX as presented in this syllabus. I understand that if any changes are made to the course syllabus, that I will be notified in writing of any changes and will have the opportunity to have the changes explained/clarified, if needed.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_