

**Roane State Community College**  
**Faculty Senate Minutes**  
**November 11, 2022**  
**O-101**  
**Harriman Campus**

- I. Established Quorum at 2:01 PM ET.
- II. Approved October 21, 2022 Faculty Senate Minutes with no discussion.
- III. TBR Faculty Sub-Council: Update from John Brown
  - A. No updates as of today's meeting. (The next meeting is January 27, 2023.)
- IV. Vice President's Report – Jala Daniel
  - A. Nothing to report at this time.
- V. President's Report
  - A. Old Business
    1. Faculty Workload and Compensation – Ongoing
    2. Policy Reviews
      - a. Tenure and Promotion Policy
        - Meeting set for December 8
      - b. BA-01-01 – General Travel
        - Marsha Mathews sent out an email with details on this being approved. Faculty Senate is officially included in this policy (retroactive to July 1, 2022).
      - c. Remote Work Policy
        - No updates as of today's meeting. TBR has the structure for Roane State to implement this for staff.
    3. Academic Misconduct Agreement: Update from Turner Bowling
      - a. Electronic Version - Online options
        - No updates as of this meeting. Turner is waiting to hear from Volunteer State regarding their progress with this policy.
    4. Student Completion Rates: Update from Dave Rath
      - a. Elizabeth Weaver provided us with an update. The group met with Jeff Tinley to explain what they want to achieve with the data-collection process. Jeff will come to our next Faculty Senate meeting to discuss the process.
    5. Form E – Update – Will be updated with policy
    6. Dr. Arthur Lee - Update
      - a. A link with a video of the ceremony will be shared in the next Communicator (Monday, November 14, 2022).
    7. Syllabus
      - a. Scholarship Statement
        - No updates as of today's meeting.
      - b. April is anticipating a new syllabus statement regarding Honor Lock, which will notify the students in advance that they'll have to scan their room before taking a test.

- Someone asked if this policy could be required only for faculty who use this program.
  - April will try to find out more information.
8. Grade Submission; Convocation; Graduation; Form E – completion/attendance
- a. April met with Dr. Ward about these issues.
  - b. Faculty attendance at convocation and graduation: A discussion arose about how to hold faculty accountable for attending these required events, and a variety of comments and suggestions were made:
    - Someone mentioned that in the past, sick leave was deducted for not attending required college events. Someone suggested that we have a sign-in sheet. Someone else thought that the deans should have their own policies for keeping up with who attends convocation and graduation. Someone else said that these issues could be handled by working with individuals who aren't fulfilling their job requirements instead of making this a college-wide issue. Another person recommended that deans should be the ones who document issues with their faculty.
    - Concern was expressed that tenured faculty are setting a poor example for tenure-track faculty, who will see the lack of accountability at the college and assume that is the norm.
  - c. Graduation: Several in attendance expressed interest in having fewer graduation ceremonies, as well as having faculty sit up front instead of behind the students. Someone asked if adjunct faculty are invited to graduation. Someone else suggested that if there is not enough space indoors, the college should consider having ceremonies outdoors.
9. Faculty teaching online courses
- a. No updates as of today's meeting.
  - b. April said that the college is moving forward with evaluating online courses. Perhaps this is a way to check in with faculty to make sure that standards are being met. So far, there aren't any details on who will evaluate these courses or how the evaluation process will be conducted.
  - c. Someone expressed concern about whether full-time faculty can have access to adjuncts' online courses, especially if there's concern about whether the instructor is keeping up with the course or not.
10. Faculty and Staff Relief Fund – Update from David Blevins
- a. David and his group of faculty volunteers met with President Whaley and Marsha Mathews last Friday to talk about creating this new fund. Admin. approved the idea and contacted TBR about the financial process that will be involved. Progress is being made to work with our HR department (Chattanooga State has something like this, so David is looking into how they handle the program). It's likely that the Foundation Office will house this fund. David is hopeful that an announcement will be made in January regarding this new resource for Roane State faculty and staff.

## B. New Business

### 1. Policy Reviews

- a. [AA-03-01 – Registration after the start of classes](#) (Late Registration)
  - See the above link or Appendix A for the policy.
  - Question: What if deans approve a student's late registration but the faculty member doesn't? Even though the policy states that the dean and a faculty member have agreed on allowing a late registration,

situations have occurred in which this policy has not been followed.

- Suggestion: The policy should not apply to abbreviated terms, such as winter and summer, because students would miss a substantial amount of the term.

## 2. Mentor Responsibilities

- This topic has been tabled until next month. (Note: The mentors in question are the faculty members who have been assigned tenure-track faculty to mentor.)

## 3. Team-Teaching and Course Evaluations

- a. The college's evaluation policy states that tenured faculty members can choose which one of their classes is evaluated each semester.
- b. Discussion: What criteria are used to evaluate faculty members? Several faculty members noted that they received 'Exceeds Expectations,' 'Meets Expectations,' or 'Does Not Meet Expectations' based on the students' course evaluations.

## 4. Student Game Room at Harriman Campus

- a. The Walden Ridge Room is going to be converted into a gaming room.
- b. Suggestion: The Raider Room is a lot bigger, so perhaps that one could be converted into a student gaming and hangout spot. This could be a student lounge, essentially.
- c. Question: How was this decision made? Were our students asking for this? Could there be a college-wide poll?

## 5. The Drop-Class Deadline

- a. This date was on a Saturday this year. Was this an error? Next semester, this date is on a Monday. It seems like the dates for this (and others related to students' registration) should be consistent and should be on a day that students can visit and/or contact the One Stop.

## 6. Reduced Workload

- a. Some faculty are willing to teach a class for reduced or no workload, but others are not. This past summer, workload was reduced due to low enrollment, but what if this happens in fall and spring?
- b. Workload is determined by credit hours, and if classes don't meet the enrollment requirements, their credit hours are reduced, which means they must teach more classes to reach their workload requirements.
- c. Action item for those in attendance: We will ask (take a vote, really, to get everyone's input) our respective divisions if they're OK with having a college policy that states that classes will go to adjuncts if the college won't pay full-time faculty the full credit amount.
- d. Comment: Students have had classes change from on-ground to online before the first day, and that's not what they signed up to take. Is there a modality switch because of low-enrollment? This has happened after the semester has begun, but it's unofficial, and it's because of instructors' personal choice to do so.

VI. Adjourned at 3:38 PM ET.

## **Appendix A: Policy AA-03-01 – Registration after the Start of Classes (Late Registration)**

### **Roane State Community College**

**Policy Number: AA-03-01**

**Subject: Registration after the Start of Classes (Late Registration)**

Registration after the start of classes permits students to enroll in and enter classes after the term has officially begun. The last day of registration must always precede the first official day of classes. The institution develops and publishes in the college catalog an academic calendar designating the period of registration, the beginning of classes, and the last day to add or drop courses. In developing academic calendars RSCC strives to assure that students, for their own benefit and that of the institution, register for classes in a timely manner.

During the first week of classes, students who intend to add a class after the class has met must receive written approval from the instructor and dean of the appropriate academic division. Only by exception, as may be granted for justified cause by the Vice President of Student Learning, may students be allowed to enroll in or add a class after the first week of classes.

The academic calendar is developed in accordance with TBR policy 2.04.00.00.

Revision History: 03/06/2000, 01/06/2015

**TBR Policy Reference:** 2.04.00.00

**Revision Date Effective:** 01/06/2015

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

**Original Date Effective:** 07/01/1995

**Original Approval By:** Sherry L. Hoppe, President

**Office Responsible:** Vice President Student Learning

**Reviewed:** 04/18/2017