

Roane State Community College

Faculty Senate Minutes

December 2, 2022

Oak Ridge Campus – City Room

Attendees (Officers)

April Insko, President

Jala Daniel, Vice-President

Krystie Anderson, Secretary and Senator

David Blevins, Parliamentarian and Senator

John Brown, TBR Faculty Sub-Council Representative and Senator

Attendees (Senators, Alternates, and Guests)

Health Sciences: Becky Fields; Karyn Goins; Marianna Mabry; Gabriel McAteer

Social Science, Business, and Education: Valerie Herd; Jill Landenberger; Dave Rath, Karry Garcia

Humanities: Gary Gravely; Ted Stryk

Math and Science: Deborah Miles; Jillian Miller; Sylvia Pastor; Elizabeth Weaver; Scott Jamison; Connie Blalock; Saeed Rahmanian

- I. Established Quorum at 2:04 PM (Eastern).
- II. Guest: Sarah Self
 1. Updated everyone on the temporary email procedure: All emails that need to go to all students go to Student Services right now until a more definite policy goes into effect in January 2023. The BCC feature will need to be used for all student-wide emails. Roane State will be following TBR's "Broadcast Email Policy." Currently, we're one of the only TBR colleges that currently doesn't follow this policy, so adopting it will bring us in-line with everyone else in the system. For more information, search TBR's website for "Broadcast Email Policy" for the [policy](#), or open the following link: (<https://policies.tbr.edu/use-broadcast-email>).
- III. Guest: Jeff Tinley
 1. Updated everyone on the data-collection project that was requested regarding students' success rates in various course modalities. He showed us some charts that explain data collected so far. (Name of chart: Course Success and Delivery Analysis.). During 2020-21, we were ~70% online. Now, we're ~50% online. Jeff can provide summary

information about our own courses and our division's courses. His data covers all the college's courses. Dual-enrollment students are not included in the data because they complicate the results. He can, however, view their results separately within the data. A big takeaway: Academically underprepared students do much worse online than those who are better prepared. See **Appendix A** for the grade-distribution data Jeff collected from 2021-22.

- IV. Approve November 11, 2022 Faculty Senate Minutes
 1. Motion to approve passed unanimously without discussion.
- V. TBR Faculty Sub-Council – Update from John Brown
 1. No updates as of today's meeting. The next meeting will be in January 2023.
- VI. Vice-President's Report – Update from Jala Daniel
 1. No updates as of today's meeting.
- VII. President's Report – Update from April Insko
 - A. Old Business
 1. Faculty Workload and Compensation – Ongoing
 - a. Update from Deborah Miles
 - b. Reminder: In January, all Senators should discuss the document (see **Appendix B**) at their respective division meetings before conducting a survey for those in attendance.
 - c. A paper survey will be created for Senators to share with their colleagues at the spring division meeting. The survey should address spring, fall, and summer workload.
 2. Policy Reviews
 - a. Tenure and Promotion Policy including Form E
 1. April has a policy meeting on December 8th and will bring updates to the January or February meeting.
 - b. Remote Work Policy
 1. No updates as of today's meeting.
 - c. AA-03-01 – Registration after the Start of classes (Late Registration)
 1. April distributed a copy of the updated policy. (See **Appendix C**, or view online [here](#).)
 3. Academic Misconduct Agreement – Update from Turner Bowling
 - a. Electronic Version - Online options

1. No updates as of today's meeting. (Turner was unable to attend today's meeting, but he hadn't mentioned anything about meeting with Volunteer State regarding updates.)
4. Student Completion Rates – Update from Dave Rath
 - a. Discussion: The information is useful for all divisions, but what should be done with it now? Perhaps the division deans could review this information with their faculty, then discuss what changes, if any, should occur based on what the data revealed. Senators should let their division colleagues know about this data, then ask Jeff to present the data to interested divisions during our next division meetings.
5. Syllabus
 - a. Scholarship Statement – approved
 1. April is still following up on this item.
 - b. Honor Lock Statement
 1. April will follow up with Diane Ward about this item.
6. Grade Submission; Convocation; Graduation; Form E – completion/attendance
 - a. Graduation:
 1. April spoke with Cody Miller about the number of ceremonies. It's likely that the college will have three ceremonies in the spring. Because graduation will be held in the gym at the Harriman campus, the college must follow guidelines from the Fire Marshal.
 2. Discussion: Where should faculty sit during graduation ceremonies? Some were opposed to in front of the students, and some were opposed to behind the students, so it was suggested that faculty sit on each side of where the students sit.
 - b. Convocation: The Zoom link has caused confusion, but it has always been on the convocation agenda because some faculty/staff can only meet this way. In the future, the link will be distributed to those on an as-needed basis. (Deans will have the link to send to faculty.)
 - c. Form E: No updates as of today's meeting.
7. Faculty teaching online courses
 - a. Deans will observe faculty. Faculty will know if/when their dean will be added to their class. The goal is to have all online classes evaluated.

This policy was in effect this semester and will continue. Faculty who teach online should expect to have their online courses evaluated by their dean at some point.

- b. Discussion: What happens to faculty who change the class modality (going online, for example, despite the class being an in-person class)? It was mentioned that some faculty have in-person classes and are changing them to zoom/online classes without going through the proper process. Will students have the option to drop a class if the modality changes from in-person to Zoom?

8. Faculty and staff relief fund – Update from David Blevins

- a. The Foundation’s board won’t meet until February. In the meantime, Scott Niermann has asked that David Blevins and others on the committee put together a proposal that details policies for this fund.

9. Team Teaching – Evaluations

- a. April met with Diane Ward about this issue. Dr. Ward suggested that a way to resolve this problem would be to have all courses evaluated, not just one, which is the minimum tenured faculty must have evaluated each semester.

10. Walden Ridge Room

- a. April met with Diane Ward to ask about questions that arose from the November Faculty Senate meeting. The Raider Room is not a possibility because it’s needed for larger events. The Walden Ridge conference room is being converted to a place for students.

B. New Business

1. Mentor Responsibilities

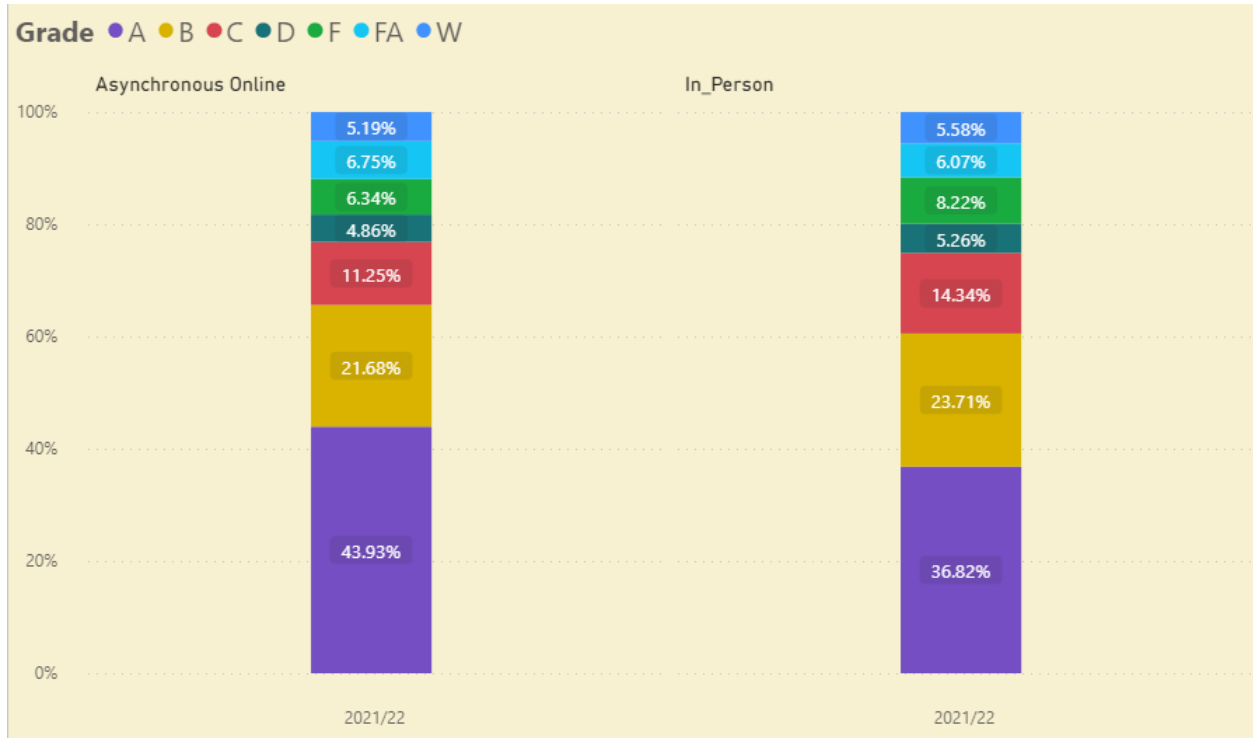
- a. This item will be addressed at the January 2023 meeting.

2. Election Committee (for Faculty Senate) – Will meet at the conclusion of the Senate Meeting to select a Chair and Co-chair.

- a. Election committee met. Krystie Anderson was selected as Chair of the election committee.

VIII. Adjourned at 3:43 PM (Eastern).

Appendix A: Grade Distribution from 2021-22



Appendix B: Statement Regarding Faculty Workload

At the March 15th, 2019 Faculty Senate meeting the Senate expressed support for the statement: "Anyone assigned to teach courses with low enrollment shall be credited with the full workload" by a vote of 13 for, 0 against, 6 abstained.

This statement was carefully crafted after lengthy discussions about workload in multiple Faculty Senate meetings. The simplicity of the statement acknowledged and addressed concerns which had been expressed:

1. The statement should fully support our administrators' right and responsibility to safeguard Roane State's financial solvency. Faculty desire to be considered in budgetary decisions that affect our performance in the classroom, but we ultimately recognize that the administration must sometimes make difficult decisions about the financial priorities of the institution.
2. The selection of classes offered each semester illustrates administrative priorities such as commitment to a robust offering of courses on sites other than Harriman and Oak Ridge, classes required for small programs, upper-level classes which are needed by fewer students than most general education classes, and classes which are required for graduation. It is up to administration to determine its level of support for these needs, but the statement merely indicates that if it is determined that a class will be offered, the financial burden of offering it should not rest on a faculty member's willingness to teach it for lower pay.
3. The statement should in no way impact a faculty member's right to seek funding for an "independent study" consisting of a small number of students taught at a reduced rate. This special case is initiated and driven by faculty, not by request from administration.
4. The statement illustrates tenured faculty's support for non-tenured faculty who, at times, feel that accepting lower credit for low-enrollment classes is an expectation and that being unwilling to accept lower credit for low-enrollment classes will negatively impact perceptions of them being a "team player."

Two other considerations were widely discussed in Faculty Senate:

1. A faculty member's time commitment to a class is largely unaffected by the number of students in the class. Prep-time for a class is generally independent of enrollment. The instructor must still be in the classroom 3 hours a week for a 3-credit-hour class. Some classes require more extensive hands-on grading by instructors and that time commitment would be influenced by the number of students in the class, but for many classes, that isn't the case.

2. No budgetary consideration is given to the fact that enrollment of 12+ students in most classes balances out the lower enrollment sections. If it is reasonable to propose that the instructor of a class with fewer than 12 students should receive less work-credit, doesn't it follow that an instructor of a class with more than 12 students should receive more work-credit? Should we try to develop a system for assigning work-credit for every class based on enrollment to ensure that the instructor of a class of 30 students is paid three times as much as a class of 10 students, or should we keep it simple and grant whatever credit the college catalog states the class is worth?

Though the practice of granting partial-credit for low enrollment classes had already been implemented in limited circumstances for several semesters, a sense of urgency for adopting this statement during the spring semester of 2019 followed two deans sharing that they had been instructed to inform faculty of a new policy of assigning work-credit for classes based on enrollment. Administrative officers stated that there was a misunderstanding, and no faculty member would ever be asked to teach a class for reduced credit. Three years later, it was announced that the policy of assigning work-credit based on enrollment had become the official policy for summer classes. Many faculty are concerned that without continued resistance to this policy, the practice will inevitably "trickle up" into the fall and spring semesters.

The questions remain:

1. What is our administrators' commitment to the inevitability of some low-enrollment classes each semester?
2. Who does our administrators think should bear the burden of low-enrollment classes, the college or individual faculty members?
3. How may faculty show their collective displeasure for the continuation of the policy of reduced work-credit for low enrollment classes for *any* semester?

Appendix C: Roane State's Late Registration Policy

Roane State Community College

Policy Number: AA-03-01

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

Roane State Community College (RSCC) 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 college, register for classes in a timely manner. The last day of registration must always precede the first official day of classes.

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. After the first week of classes, only by exceptions may be granted for justified cause by the Vice President for 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 Academic and Registration Calendar. Access the complete TBR policy 2.04.00.00 at <https://policies.tbr.edu/>.

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

TBR Policy Reference: 2.04.00.00

Revision Date Effective: 01/03/2023

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: 11/21/2022