

**Roane State Community College**  
**Faculty Senate Minutes**  
**17 February 2023 at 2:00 PM ET**  
**Oak Ridge Campus - City Room**

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**Attendance**

<b>Officers</b>	<b>Positions</b>
April Insco	President
Jala Daniel	Vice-President
Krystie Anderson	Secretary & Senator
David Blevins	Parliamentarian & Senator
John Brown	TBR Faculty Sub-Council Representative & Senator

**Senators and Alternates**

Health Sciences Division

Marianna Mabry  
Gabriel McAteer  
Nikki Newberry - Alternate for Karyn Goins  
Vickie Pierce - Alternate for Becky Fields

Humanities Division

Turner Bowling  
Gary Gravely  
Melanie Hildebrandt  
Ted Stryk

Math and Science Division

Deborah Miles  
Jillian Miller  
Sylvia Pastor  
Elizabeth Weaver  
Connie Blaylock - Alternate for Kathryn Wibking

Social Science, Business, and Education Division

John Brown  
Mike Farmer  
Valerie Herd  
Jill Landenberger  
Karry Garcia - Adjunct Representative  
Elizabeth Lewis - Alternate for Dave Rath

- I. Established Quorum at 2:02 PM ET.
- II. Approved the January 27, 2023, Faculty Senate Minutes without discussion.
- III. TBR Faculty Sub-Council Update – John Brown
  - A. Because the next meeting will be April 28, 2023, we won't have any more updates this spring.  
(There are four meetings every year, with one occurring every three months.)
- IV. Vice President's Report – Jala Daniel
  - A. Benroth Award
    1. Three divisions are currently tied, so there will have to be tie-breaker votes, which will open next Monday, February 20 and will close on Wednesday, February 23.
    2. This year's winner will receive a 1099 Form, so the IRS can tax the award.
    3. The trip to Hawaii (to The Great Teachers Seminar) has been put on hold until 2024.
- V. President's Report
  - A. Old Business
    1. Policy Reviews
      - a. Tenure Policy, including Form E
        - This policy has similar wording to the Promotion Policy.
        - Currently, Cathy Smith is reviewing this policy, marking what's distinct (as compared to the Promotion Policy). April will share this with us for our March meeting, so we can vote on it at the April meeting.
        - Someone suggested that tenure-track faculty create “mini portfolios” that include images and documents relevant to their Tenure Portfolio. April asked administration about this idea and was told that it's something that can be considered for fall of 2023.
        - Several in attendance expressed concern about faculty who have been reprimanded for their Form E feedback to colleagues.

- Division volunteers to work on the Tenure Policy, which includes Form E:

- Turner Bowling – Humanities
- Jillian Miller – Math and Science
- David Blevins – Health Sciences
- John Brown – Social Science, Business, and Education

b. Promotion Policy

- The promotion policy has similar wording to the Tenure Policy.
- The tenure policy has not been reviewed yet.

c. Remote Work Policy

- RSCC is waiting for guidance from TBR on this policy.

d. PA-22-02: Academic Freedom

- Motion to approve the updated wording on this policy was passed without discussion or opposition.

e. PA-26-02: Faculty Evaluation

- Dr. Ward is planning on attending the March 2023 meeting of Faculty Senate, so she can address questions about updates to this policy.
- This new policy is expected to be implemented in fall of 2023.
- Someone asked if there will be an extra expense involved in having more evaluations processed by the company who creates the IDEA evaluations.
- Someone asked about the purpose and the usefulness of the data the college is collecting from the IDEA evaluations.
- Discussion ensued regarding the number of students who respond to course evaluations. How can we encourage more responses? Some colleges will send a pop-up message to students every time

they sign into a college-related account. Another question is how we might encourage students to provide meaningful feedback when they complete their evaluations. Do they understand that the survey asks questions about the quality of the course *and* the quality of instruction?

- April recommended that everyone bring other questions that come to mind regarding this topic to the March 2023 Faculty Senate meeting, so Dr. Ward can address them. Senators should ask their divisions for their thoughts, as well.

## 2. Syllabus

- a. Two new statements have been added: The Scholarship statement and the Honor Lock statement, both of which are optional.
- b. Laura Vaughn will be updating the Library's statement.

## 3. Faculty and staff relief fund – Update – David Blevins

- a. Chattanooga State's policy regarding this type of fund is what we're going to model ours upon.
- b. Scott Niermann would like to have this fund in place by July 1, 2023.

## 4. Graduation

- a. There were no updates as of today's meeting.

## 5. Final Exam Schedule

- a. Dr. Ward will address this topic when she comes to next month's Faculty Senate meeting.
- b. From Dr. Ward's communication with April: The updated version prevents overlap in students' exam schedule.

## 6. Adjunct Faculty – David Blevins

- a. In response to the question of whether adjuncts could take classes for free, David noted the wording in [P-130: Educational Assistance for TBR System Employees](#), which excludes adjuncts but includes part-time employees. (Some wondered what the difference is between these titles.) Community colleges can

be stricter with TBR policies, but they can't be more lenient.

b. President Whaley is fine with David pursuing this issue further.

#### 7. Mentor Responsibilities

a. The college should have some type of document that helps make clear what the faculty mentor role requires. What are a mentor's responsibilities? What should a mentee expect?

b. The following faculty members volunteered to work on this document: Turner Bowling, Jillian Miller, John Brown, and Jala Daniel, Vickie Pierce, and David Blevins.

### B. New Business

#### 1. Policy Review

a. GA-21-04 Food and Drinks in the classroom

- This policy hadn't been reviewed since 2017, so it's time for a review.
- Several Friendly Amendments were accepted and rescinded. A final motion was made for a Friendly Amendment to adjust the wording to the following: "All general classrooms (excluding those with carpet) will be open for food and drink. Exceptions for carpeted rooms may be made by center directors."

#### 2. CTAT Updates and Course-embedded Textbooks

a. Can updates be timed when students don't need to be using D2L?

b. When (and how) are students notified that their tuition includes the textbooks? When are they able to opt out? Some students are buying hard copies of their books because they don't know that they already have digital access.

#### 3. HyFlex/Hybrid Teaching

a. HyFlex/Hybrid classes comprise students who are in-person, as well as those who join on Zoom. (This style is like the Idea classrooms, but the difference is that students may be joining on their own devices.)

b. Some faculty in the Math and Science division are being assigned HyFlex

classes without knowing what is involved in this type of format. The rationale for using HyFlex classes was to combine class sections with low enrollment.

- c. Some faculty are concerned about the engagement levels and overall student success in HyFlex/Hybrid classes.
- d. Someone asked if there were any policies for this type of teaching.

#### 4. Email Merging

- a. Should D2L email and Outlook email be merged? April gauged the room by asking who was for and against having the two accounts combined. The majority were in favor of keeping these separate.

#### 5. Microsoft Teams

- a. The college pays for Microsoft Teams, which offers more features than Zoom. Not many faculty and staff use Teams, though, but why is that?
- b. April suggested that we need training on how to use Microsoft Teams, and we also need more awareness amongst faculty and staff that we have this platform.

#### 6. President/Vice-President Nominations

- a. Look for an email from Krystie Anderson regarding the upcoming nomination process and timeline for the next Faculty Senate President and Vice-President election.

#### 7. Adjunct Pay at Roane State

- a. Roane State is one of the lower-paying community colleges in Tennessee.
- b. Some colleges increase pay based on longevity.

VI. Adjourned at 3:41 PM ET.