

Roane State Community College
Faculty Senate Minutes
17 March 2023
2:00-3:30 PM (EST)
Harriman Campus – O’Brien 101

Attendance

Officers

April Insko	President
Jala Daniel	Vice-President
Krystie Anderson	Secretary and Senator
John Brown	TBR Sub-Council Representative and Senator

Division Senators, Alternates, and Visitors

Health Sciences

Senators: Becky Fields; Gabriel McAteer
Alternate: Vickie Pierce (for David Blevins)

Humanities

Senators: Krystie Anderson; Turner Bowling; Gary Gravely; Melanie Hildebrandt; Ted Stryk
Visitor: Ann Morpew

Math and Science

Senators: Jillian Miller; Sylvia Pastor; Elizabeth Weaver
Alternate: Connie Blalock (for Kathryn Wibking)
Visitor: Kelly Williams

Social Science, Business, and Education

Senators: John Brown; Mike Farmer; Valerie Herd; Dave Rath

- I. Established Quorum at 2:04 PM (EST).
- II. Guest: Dr. Diane Ward
 1. PA-26-02: Faculty Evaluations
 - a. The update clarifies the current policy to explain what we do, exactly, at Roane State. In the past, the college paid for a specified number of evaluations, which is why tenured faculty have been given the option to select one course to have evaluated. Because of online evaluations, it doesn't cost the college more to have more classes evaluated. Currently, summer, winter, Maymester, and dual-enrollment courses are not evaluated, but getting feedback from these classes is also valuable. In the fall of 2023, we'll have faculty workshops to address student surveys. (Workshop topics may include how to write effective survey questions, when and how to add questions to the IDEA surveys, and examples of pre-made questions we can add.)
 - i. Someone asked if the E sections can be combined with the regular sections, as all students are a part of the same class. If too few students are in a course, the data might not be "statistically significant."
 - ii. Someone mentioned that it would be useful to have some way of knowing if students have completed the course evaluation or not.
 - iii. Someone asked if the student evaluations could be broken up for those who team teach, so each instructor would receive feedback.
 - iv. Someone suggested that it would be a good idea to flag the classes that are piloting a new teaching method or are testing a different approach. Tenure-track faculty, especially, may be reluctant to experiment if they feel that they could receive negative feedback from students.
 - v. Someone recommended that a video be included at the start of the online surveys, so students understand the importance of them, as well as the instructions for completing them. (Rationale: When the college used paper surveys, instructors would read a statement to students beforehand; a video could serve the same purpose for online surveys.)
 - b. Final Exam Schedule
 - i. The updated schedule was posted in the summer, but the update was mistakenly overlooked in the spring 2023 convocation.

- ii. Many of our classes didn't fit in the previous final exam schedule, so the update corrected that as much as possible. Instructors still have the option to schedule an exam the week before final exams officially start.
 - iii. One of the fall 2023 in-service workshops will be about how to craft assessment exams, which will help faculty members work on ways to improve their testing methods, in addition to their grading time.
- III. The February 17, 2023, Faculty Senate Minutes were approved without discussion.
- IV. TBR Faculty Sub-Council Update – John Brown
 - 1. No updates as of today's meeting, as the next meeting isn't until the end of April.
 - 2. John gave us an update about TBR's newest initiative and webpage release: [TCAT to Community College Articulation](#). (See **Appendix A** for more details.)
- V. Vice President's Report – Jala Daniel
 - 1. Benroth Award: Because part of the award is monetary (\$1,000), the IRS now requires that a Form 1099 be sent to the Benroth recipient. Roane State's administrators are checking on how they might assist with this new requirement.
- VI. President's Report – April Insko
 - 1. Old Business
 - a. Policy Reviews
 - i. Tenure Policy including Form E
 - a. Discussed the wording from [PA-22-01](#), (section IV, A, 2)
 - b. Several in attendance mentioned that Form E needs to be reconsidered, as faculty don't get meaningful feedback, or they receive comments that state "I don't know this person."
 - i. Proposed solutions: Online portfolio to help faculty get to know everyone better.
 - c. Questions for Faculty Senate:
 - i. Should Form E also be optional? According to the current language in the policy, other evaluation data, such as course evaluations, is optional.

- ii. Should the flowchart under B (Length of Probationary Employment) be removed? Is it confusing?
 - iii. Should faculty disclose the final vote to the Peer Review Group (PRG)? If so, this step could be added to Section XV: Tenure Timeline.
 - ii. Promotion Policy
 - a. Administration will be working on this policy over the summer.
 - iii. Remote Work Policy
 - a. Updates to this policy are still in-process.
 - b. TBR has a [policy](#) on Alternate and Remote Work arrangements.
 - iv. Academic Freedom and Responsibility ([PA-22-02](#))
 - a. Previously, this policy was updated for grammatical changes, and these changes were approved.
 - v. Faculty Evaluation ([PA-26-01](#))
 - a. Dr. Ward discussed this policy at the start of today's meeting. (See section I for her comments.) April asked everyone in attendance if they felt they received enough information from Dr. Ward to vote on this policy. A motion was made to approve this policy, and the policy was passed without debate.
 - vi. Food and Drink in Classrooms ([GA-21-04](#))
 - a. Faculty Senate's previously recommended updates were approved.
- 2. Syllabus
 - a. April is still awaiting final approval on this. The Scholarship statement, the Library statement, and the Proctored Tests statement are the policies that will be new and/or updated for the new syllabus template.
 - i. Someone asked if the Academic Misconduct statement will need to be updated, as well.
- 3. Faculty and staff relief fund – Update – David Blevins
 - a. The language for this policy is still in-progress, but David will provide Faculty Senate with more updates once this phase has been completed.
- 4. Graduation
 - a. There are three ceremonies this spring.

5. Final Exam Schedule – Dr. Ward discussed this at the start of today’s meeting. (See section I for her comments.)
6. Adjunct Faculty – David Blevins
 - a. David met with President Whaley, Vice-President Mathews, and Vice-President Ward to discuss this topic. Currently, Vice-President Mathews is working on the necessary details to create a proposal for TBR’s approval. Should TBR approve the proposal, it will progress to the Tennessee General Assembly for funding. As the timeline for this project is going to be lengthy, David will provide Faculty Senate with periodic updates.
7. Mentor Responsibilities – Update from Jillian Miller
 - a. Jillian Miller, Jala Daniel, David Blevins, Turner Bowling, Vickie Pierce, and John Brown are working on creating a document that notes mentor responsibilities, and they’re also proposing recommendations for Form E.
8. CTAT Updates and Course-Embedded Textbooks
 - a. CTAT Updates
 - i. CTAT and IT try to hold off on updates when they can, but there are times when they must push new updates during the semester.
 - b. Course-Embedded Textbooks
 - i. Faculty should work with their divisions (deans and secretaries) to discuss the use of e-books (and the associated charges). April also reminded faculty that if a course has an e-book noted on our syllabi, we should be sure to use it, as students have been charged for it as part of their tuition.
9. HyFlex teaching
 - a. Dr. Ward has asked for more guidance about official policies regarding these.
10. Email Merging
 - a. Faculty have email through D2L and Outlook.
 - b. April asked if there’s a way to have an automatic message sent to students who attempt to email faculty via D2L, so they would know that their faculty member doesn’t use that for communication and to use Outlook instead.
11. Adjunct Pay
 - a. Dr. Ward will be checking the rates at other colleges.

2. New Business

a. Promoting Programs

- i. April spoke with Dr. Whaley about what we can do to promote certain programs to potential students in the community. What options can the college pursue?

b. Calendars

- i. Dr. Ward addressed a question about how soon faculty could have access to the next semester's course calendar and said that starting this fall, we'll have a year in advance.

c. Faculty Senate Election

- i. The upcoming election will take place on Thursday, March 30, 2023.

d. Flags

- i. April and Jala received an anonymous email about a Christian flag and a American flag with a thin blue line (representing police) that were being flown outside of Roane State's Expo Center. As it turns out, the flags were from the recent rodeo that had rented the property and were later taken down. TBR's legal department will follow up about specific polices for flags on campus property.

VI. Adjourned at 3:37 PM (EST).

Appendix A: Webpage Release for TCAT to Community College Articulation

Note: The following message was sent to TBR Sub-Council Members.

Good morning,

I am excited to announce the launch of the TCAT to CC articulation webpage. The TBR team has worked hard to create a front-facing site that promotes systemwide transferability and program articulation from TCAT to CC. In addition, the site is intended for College staff to be informed about articulation guidelines and processes for CC registrars and advisors. Each TCAT to CC aligned program contains a view/downloaded transfer articulation document detailing the credit hours associated with each crosswalk. Visit the site at [TCAT to Community College Articulation](#). Feel free to add this weblink to your College website. Please share this email and the weblink with deans, chairs, registrars, and advisors.

The Office of Academic Affairs continues to work on establishing systemwide pathways from TCAT to CC.

For access to the full articulation agreements, visit [Systemwide Articulation Agreements](#).

TBR Marketing team is working on social media kits for Colleges to promote these pathways to students, parents, and the College community. Those kits will be released soon.

If you have any questions, don't hesitate to contact me.

Thanks,

Tachaka

Tachaka Hollins, Ed.D.

Assistant Vice Chancellor for Academic Affairs

TBR - The College System of Tennessee

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