

**Roane State Community College**  
**Faculty Senate Minutes from 25 October 2024**  
**2:00-3:30 PM (ET)**  
**Oak Ridge Campus - City Room**

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**ATTENDANCE**

**OFFICERS**

<u>Name</u>	<u>Position(s)</u>
Jala Daniel	President
April Insko	Vice-President
John Noto	Secretary and Senator

**VISITORS**

<u>Name</u>	<u>Division</u>
Matthew McDonald	Humanities
Heather Doncaster	Library

**SENATORS**

**Health Sciences**

Donna Boxell (Alternate attending for David Blevins); Gabriel McAteer; Montana Nealon; Ricky Terwilliger; Elizabeth Thomas

**Humanities**

Robert Alfonso; Maggie Bouldin; Brenda Luggie; Jayme Nair; Ted Stryk (Alternate attending for Krystie Anderson)

**Math and Science**

Isabel Benitez-Ramirez; Keenan Golder; Stefanie Holmes; Pamela Siergie

**Social Science, Business, and Education**

Stacie Bradshaw; Steven Carriger; Jessica Dalton-Carriger; Sandra Stiles

- I. Established Quorum at 2:04pm.
- II. Approved September 20, 2024, Faculty Senate Minutes.
- III. TBR Faculty Sub-Council Update (Krysten Anderson)

A. Krysten was not present; an update will be provided at the next meeting.

#### IV. Vice President's Report – April Insko

A. Faculty and Staff Relief Fund (David Blevins)

1. David was not present for this meeting.

#### V. President's Report

A. Old Business

1. EPSOS (Early Post-Secondary Opportunities) Clarification

a. Jala met with Diane to confirm that instructors teaching dual enrollment courses must meet the teaching requirements of postsecondary institutions.

2. Academic Festival Feedback

a. Jala discussed with Dr. Ward the possibility of making the Academic Festival a recruitment day for program directors. This would allow them to showcase their programs in addition to regular competition events. A second survey to target program directors was proposed to gather further faculty feedback. Engagement with rural communities will be emphasized, and program directors will be updated on survey roll-out details.

3. Academic Misconduct Reporting Process

a. The reporting process is now entirely electronic, though syllabus statements remain the same. Notably, the previous Academic Misconduct Committee was dissolved without notice at least 3 years ago; and an Academic Misconduct hearing committee functions in place of the previous committee. Jala has requested that this committee include different male and female Faculty Senate members each year and is awaiting a response from Dr. Ward.

4. Form F

a. Jala and Zach Corder from CTAT are finalizing the Form F process. Faculty will receive an email update in the next week when the form is ready for input.

B. New Business

1. Salary Equity

a. The salary focus for the upcoming year is on staff. The usual \$1,000 December bonus for faculty will instead contribute to the salary equity fund for staff. Faculty

questions about this should be directed to Marsha Matthews. Additionally, Dr. Whaley indicated that once staff salaries are addressed, there will be an effort to review adjunct salaries.

2. Possible Spring 2025 In-service Workshop on Classroom Technology

- a. Dr. Ward proposed an in-service workshop facilitated by IT to address technical issues faculty face with classroom technology. Instead of the proposed workshop, faculty would prefer for IT to make instructional videos (similar to CTAT) that outlines how to use various modes of technology in our classrooms.

3. Approved Policies:

- GA-21-01: Smoking and Tobacco Product Use (October 21, 2024)
  - Re-emphasizes the prohibition of tobacco product use in college-owned vehicles.

4. Policies in Process

- PA-26-01 Faculty Promotion
  - Dr. Ward and Academic Deans are currently working on this policy to align it with the Faculty Tenure policy.

5. Received Emails – FS Inbox

a. Locking of classroom doors

- Faculty have requested signage on locking mechanisms for classrooms. However, this request was denied to prevent active shooters from using the information.

b. Mid-semester resignations

- Following a recent adjunct resignation mid-semester, faculty wondered if there was a policy for covering classes in such cases. Currently, these instances are managed case-by-case, with full-time faculty absorbing additional responsibilities as needed.

c. Office Hours

- Per TBR policy, the college president sets office hours requirements. Faculty raised the possibility of adjusting on-ground hours to allow more online hours, but Dr. Ward confirmed that the policy of 10 on-ground hours is unlikely to change.

d. Carpeting of Faculty Offices in Oak Ridge

- Dr. Whaley apologized for the short notice given to faculty regarding packing for carpet installation, acknowledging administrative oversight.

C. Future Items for Consideration

1. Employee mandatory online training, Title IX student training

- a. The completion window for mandatory online training has been shortened (deadline: December 2). Faculty are encouraged to remind students to complete Title IX training, as efforts are underway to integrate this into COLS 1010 (First Year Seminar) for students. Marsha Matthews is exploring additional strategies to boost student compliance.

VI. Adjourn – 3:18p