

**FACULTY SENATE
MEETING MINUTES
April 23, 2021**

Location: Via Zoom
Time: 10:00 AM-12:00PM
Chairs: Tracy Redd (SR) and Shaylee Graham (JR)
Attendance: Allison Fahrner, Andrew Childress, Daniel Elash, Debora Coen, Deb Murphy, Donna Mae Fiore, Glen Moulton, Jennifer Richard, Jim Shaw, Karl Brake, Kathy Foster, Kristi Kowalski, Ky Travis, Marina Whitchurch, Mary Ann Blinkhorn, Mary Middleton, Robert Felthousen, Shaylee Graham, Steven Crum, Teri Smith, Tina Weyland, Tom Pike, Tracy Redd, Vanessa Newman
Guest: April Hamlin
Recorder: Amy Durst

Agenda Item	Discussion
Introductions and Welcome: Co-Chairs and Members	Tracy started the meeting asking everyone to introduce themselves and something they are looking forward to this weekend.
Approval of Meeting Minutes	February 2021 meeting minutes were approved .
Co-chair elections	Please let Tracy and Shaylee know if you are interested in co-chairing Faculty Senate in 2021-22. Both Shaylee's and Tracy's position are open.
Commencement Speaker	Nominations are open to select the speaker at commencement. This year's speech will be recorded then played versus a live speech. It does not have to be a Faculty Senate member. Marina volunteered. Amy Durst also received a nomination for Tracy Redd. Commencement will be a "Car-mencement" or drive-through Redwood campus event. The group gave feedback on ensuring the all students can participate by offering rides through campus for those without vehicles. Tracy will pass along this feedback to the Commencement committee.
Short Topics	<p>1) Faculty Senate Awards – Tracy Redd</p> <ul style="list-style-type: none"> i) Deadline was extended out to today (4/23). If you are thinking about nominating someone, please do – there is still time until 5pm today. ii) The selection committee will be making the selecting the category recipients and they will be announcements at Inservice. They will also be recognized at the Faculty Senate Awards. <p>2) Student RCC Emails -Tracy Redd</p> <ul style="list-style-type: none"> i) Student will be required to us their RCC email in the future. The transition will begin in November. It is important all faculty are aware of this change taking place and start sharing the information with students. Students will have to be pro-active in setting up the email; it will not be an automatic set up. ii) The committee had questions (listed below) that wil be addressed at future meetings: <ul style="list-style-type: none"> • Will the class roster be populated with the student email now?

**Short Topics
(cont.)**

- Will we (RCC) be collecting their personal email addresses now? Will we be purging this information later?
- Are faculty able to respond to students who contact them through personal emails? (Respond back to the personal email)
- How do students get access to their student email?

3) GIFTS at Inservice – Tracy Redd

- i) The date for presenting a GIFT at Inservice has been extended. There have been several great presentations here in Faculty Senate; please consider sharing your GIFT at Inservice.
- ii) If you are interested, there is quick form to fill out which was sent out by Cathy Kemper-Pelle.

4) Faculty Senate Awards – Shaylee Graham

- i) Awards will be virtual this year on May 28 from 10am-11:30am.

5) Student Huddle – Shaylee Graham

There are three sets of notes to report on from the Huddle:

- i) Winter
 - Students were still expressing lots of stress and the online environment
 - Students appreciated having the recorded lectures.
 - Many students are looking forward to getting back on campus to have a place to study.
 - Shaylee reminded the group that faculty should keep referring students to resources available to them.
- ii) March
 - There was a shift to more positivity in comments and discussions.
 - Students expressed excitement about registering for Spring term and a return to normalcy soon.
 - Students want to be inspired to excel; no “C’s get degrees” comments are appreciated.
- iii) April
 - Lots of love for Ossie’s Cupboard; it is helping a lot of students!
 - Students shared resources with each other.
 - Counseling is doing a lot of awareness this month.
 - Student expressed their textbook was out of stock with Ambassador, however a staff member in the huddle said the book was available at the library.

6) Course Hero – Mary Middleton

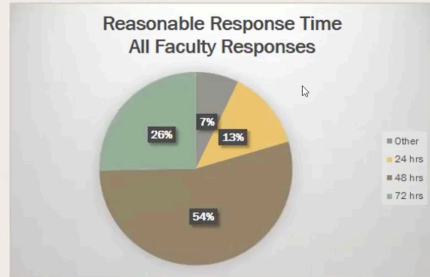
The CARES team as well as administration have been alerted about Course Hero.

- i) Course Hero is a website that touts itself as a “course hero” or course-specific help.
- ii) You can subscribe to the site for \$9.95 a month or “earn” free access by upload pages to student resources.
- iii) There are over 4 million results that correspond to RCC. This is a problem as many homework assignments, quizzes and tests are posted.
- iv) A discussion ensued. Comments and topics brought forth:
 - Many sites are going to continue to pop up. Faculty have to be creative to ensure student learning past traditional methods that may not work anymore.
 - Most students do not consider this cheating, finding answers online. Students may need more ethics education early in their college careers.

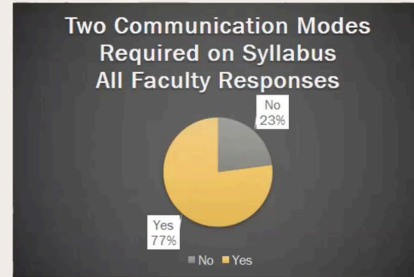
Short Topics (cont.)	<ul style="list-style-type: none"> • Changing tests and quizzes every term may eliminate the issue, however that is also incredibly time consuming. • Taking Library 127 early versus later will solve. Department code of ethics helps as well. <p>This is a topic the Senate will explore further.</p>
Teaching & Learning	<p>GIFT #1: Zoom Tips & Tricks – Amy Durst Amy shared five Zoom tips and tricks for the group:</p> <ol style="list-style-type: none"> 1. Sharing slides as a Virtual Background (Put yourself into your powerpoint) 2. Turning of the “doorbell” sound when students enter or leave a Zoom session. 3. Muting all participants 4. The benefits of video settings- how to not only improve your appearance, but also manage student videos and interactions. 5. Zoom release notes and enhancements. <p>**PowerPoint is attached with notes for links to tips***</p> <p>GIFT #2: Zoom Presentation Polish – Marina Whitchurch Marina shared some tips to polish your Zoom presentations. She will also be presenting this GIFT at Inservice sessions.</p> <ul style="list-style-type: none"> • Be mindful of what’s in your background – no dirty laundry back there! • Have all your notes ready and accessible prior to your class. Give yourself some set-up time. • Make sure you have read all your student emails and course message prior to class. • Have an introductory ice-breaker. Favorite TV show or snack? What are your biggest fears? • Be high-energy! Display excitement for your content. • Be aware of your introverts – they may need extra time after class. • Stay in your Zoom until everyone has signed out – you may have some lingering questions! • Inspire your students to keep their cameras on, but also be understanding for those that cannot. <p>Professional Development – Shaylee Graham At the last faculty Chat with Cathy meeting, Cathy asked the group about professional growth interests. She asked if Faculty Senate representatives could start a conversation with their department chairs to get input on different professional growth opportunities. Please discuss with your area(s) and give feedback to Shaylee/Tracy or your dean.</p>
Shared Governance	<p>Administrative Procedure (AP) & Syllabus statement regarding faculty responsibility in communication with students –Faculty-led discussion and creation</p> <p>Tracy shared the results of the communication survey. (Recap below, powerpoint is attached)</p> <ul style="list-style-type: none"> • There were 83 responses to the survey.

Our Two Main Questions

Q2 What is the maximum time frame that a faculty member should have to respond to a student?



Q4 Are you open to being required to specify a primary and secondary mode of communication with students in your class, and include this information on your syllabus?



- 54% state 48 hours is the maximum time frame that a faculty member should have to respond to a student.
- 77% were open to being required to specify a primary and secondary mode of communication with students in your class and include this information on the syllabus.

Tracy shared a draft of the administrative procedures to forward to Juliet. She asked for feedback on 48 hours versus 72 hours. The group decided to forward as-is to Juliet for more decision on the time requirements.

Next Meeting:

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June 4, 2021
All-Faculty meeting!**