

**FACULTY SENATE
MEETING MINUTES
November 20, 2020**

Location: Via Zoom
Time: 10:00 AM-12:00PM
Chairs: Tracy Redd (SR) and Shaylee Graham (JR)
Attendance: Andrew Childress, Curt Erikson, Daniel Elash, Debora Coen, Deb Murphy, Donna Mae Fiore, Felishia Jenkins, Glen Moulton, Jennifer Richards, Jim Shaw, Karl Brake, Kathy Foster, Ky Travis, Marina Whitchurch, Mary Middleton, Teri Smith, Terrie Sandlin, Tina Weyland, Vanessa Newman
Guest: Shannon Van Lehn
Recorder: Amy Durst

Agenda Item	Discussion
Introductions and Welcome: Co-Chairs and Members	Tracy Redd and Shaylee Graham opened the meeting by asking all attendees to introduce themselves. Tracy addressed the agenda and gave a short run-down of the items and timeline for the meeting.
Approval of Meeting Minutes	October 2020 meeting minutes were approved.
Short Topics	<p>1) Student Support – Shannon Van Lehn, Advising <i>Coordinator</i> Shannon was invited today to give an update on how RCC is supporting our students during these times of change.</p> <p>a) Registration for Winter 2021 is occurring. The registration dates were moved up to help accommodate the navigation of Campus Nexus and minimize the issues for students. As of today, there are about 1500 students already registered for Winter term. This is great news!</p> <p>b) Students are encouraged to self-register, although in Campus Nexus, it takes a lot of work. Manual registration is also offered to help those experiences issues with the system. Chances are, it is not a user-error, but a system error. Over 400 students have used the manual processing. It is a huge collaboration between Student Services and Faculty, and because of the teamwork, they are caught up on registrations!</p> <p>c) The Save Our Student, or SOS early alert system, is not functioning in Campus Nexus. Faculty are encouraged to contact advising so they can reach out to students in need of support. The SOS system will be reintegrated back into Rogue Net in January.</p> <p>d) Advising is caught up on the backlog of emails and Financial Aid is not far behind in delay. This is great news as well, considering the backlog that occurred over the summer.</p> <p>e) We are working on a Guided Pathways model. You can see how the paths line up here: https://go.roguecc.edu/department/guided-pathways</p> <p>f) Supplemental Funding – There are funds to help students in need. These funds were generous donations from the community. If students need help with textbooks, rent, gas, food, etc. please refer them here: https://web.roguecc.edu/financial-aid/emergency-and-supplemental-assistance</p>

<p>Short Topics (cont.)</p>	<p>2) Committee Reports and Follow-Up Topics –</p> <p>a) Bookstore – Tina Weyland The TAG (Textbook Affordability Group) and members from Auxiliary Services met to discuss the bookstore. Reach out to Felishia Jenkins or Tina Weyland if you have issues as they are troubleshooting problems; Laura Haga-Duffy and Nadine Friesen are tracking issues as well. Felishia added a textbook affordability mandate from the state is due this year. TAG is working on that mandate; please email Felishia if you are interested in serving on TAG or providing input about textbook affordability. fjenkins@rogucecc.edu For questions about ordering textbooks from Ambassador (bookstore vendor), you can email or refer students to bookinfo@rogucecc.edu. <i>To follow up with a question that came up in the meeting, Ambassador (bookstore vendor) estimated shipping time is 5 to 7 business days.</i></p> <p>b) EDI (Equity, Diversity, and Inclusion) –Tina Weyland The EDI committee and subcommittee have been discussing the following:</p> <ul style="list-style-type: none"> • Reading <i>Retaining Latino Students; Culturally Responsive Instruction in College and Universities</i>. Our purpose is to accommodate different cultural understandings and that is a benefit to our courses and to our students. • Preparing students for the future and what they will encounter in the workforce. <p>c) Recording Zoom Lectures follow-up – presented by Andrew Childress Andrew discussed recording Zoom lectures with Josh Ogle and well as Sean Taggart. Oregon Law is very straightforward; recordings are allowed as long as students are made aware they are being recorded. Recording lectures is beneficial for students that miss a class or need to repeat lectures for more comprehension. The Access office encourages instructors to record their lectures as the recordings eliminate the need for other supplementals (note takers, smart pens, etc.)</p> <p>It was requested to have a presentation about Panopto/video recording training session to Faculty Senate.</p> <p>d)Basic Zoom Guidelines in Student Code of Conduct – Shaylee Graham Shaylee spoke with April Hamlin, the new interim director of Advising and Compliance. April is in favor of adding Zoom guidelines to the Code of Conduct. Below are some links to review. We will discuss next steps in January.</p> <p>https://www.k-state.edu/keepeteaching/zoom-class-management.html</p> <p>https://uto.asu.edu/sites/default/files/best_practices_for_zoom_classroom_management.pdf</p> <p>https://bruceelgort.com/2020/03/31/zoom-meeting-code-of-conduct/</p> <p>https://www.unr.edu/tlt/instructional-design/instructional-technology-resources/web-conferencing/zoom/best-practices</p>
<p>Teaching and Learning</p>	<p>1) Student Huddle – Shaylee Graham, Tina Weyland, Marina Whitchurch, Vanessa Newman The subcommittee shared Student Huddle notes:</p> <ul style="list-style-type: none"> • Students are frustrated with roadblocks.

- We (RCC staff) could do more to facilitate communication with processes. Tina stated the Library was working on resources for faculty to help with student concerns.
- Students are asking for more empathy and grace from instructors, especially now. They reported they are encountering a lot of rigidity from instructors.

Solutions:

- More communication from marketing – perhaps videos addressing specific student issues.
- Students need more access to instructors.
- Instructors should be encouraged to extend students more grace and understand that in-person practices do not always extend to the online world.
- The EMS department teaches students calming techniques which helps with test-taking, etc. These techniques could be shared to other departments.

2) **G.I.F.T. – Online Teaching Forum 2020** – Jim Shaw, *FT Faculty, Emergency Services*

Jim recently attended an online teaching forum and wanted to share some useful tools:

- **Scheduling Tools** – allows students to self-schedule and populate to your Outlook calendar:
 - You Can Book Me (<https://youcanbook.me/>)
 - Sign Up Genius (<https://www.signupgenius.com/index.cfm>)
- **Communication Tools**
 - Remind (<https://www.remind.com>)
 - Slack (<https://slack.com>)
 - Marco Polo – this is an app-based program. (<https://www.marcopolo.me>)
- **Note-Taking Tools**
 - Evernote (<https://evernote.com>)
 - OneNote (<https://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app?ms.url=onenotecom&rtc=1>)
- **Note-Taking, Mind Mapping Tools**
 - MindMUp (<https://www.mindmup.com>)
 - Ayoa (<https://www.ayoa.com>)
 - Mind Meister (<https://www.mindmeister.com>)
- **Document Sharing Tools**
 - Google Docs (<https://www.google.com/docs/about/>)
 - Evernote (<https://evernote.com>)
 - OneNote (<https://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app?ms.url=onenotecom&rtc=1>)
- **Gamification Tools**
 - Kahoot (<https://kahoot.com>)
 - Quizlet (<https://quizlet.com>)
- **Anonymous Response Systems**
 - iClicker (<https://www.iclicker.com>)
 - Socrative (<https://www.socrative.com>)
- **On-line Video (Student Side)**
 - Panopto Assignment (<https://www.panopto.com/panopto-for-education/>)
 - FlipGrid (<https://info.flipgrid.com>)
- **Video Download**
 - ClipGrab (<https://clipgrab.de/update/en>)
 - iTube Downloader (google according to your IOS or Android)

- **Whiteboard Tools**
 - Bitpaper (<https://www.bitpaper.io>)
 - SharetheBoard (<https://sharetheboard.com>)
 - Whiteboard.fi (<https://whiteboard.fi>)
 - Windows Ink Workspace (<https://support.microsoft.com/en-us/windows/use-windows-ink-workspace-701b15d4-2dcc-1aec-cf2b-370c56e8baf4>)

Shared Governance:

- 1) Faculty Senate Mission from Bylaws – Survey Results for Percentage of time during FS meetings:
 51.9% - Shared Governance
 47.0% - Teaching and Learning

Percentage of Time During Faculty Senate Meetings On:

Person	T&L	Shared Gov	Other
5	20	80	0
3	25	75	0
7	25	75	0
11	25	75	0
10	30	70	0
16	30	70	0
2	31.75	68.25	0
8	35	65	0
6	50	50	0
9	50	50	0
14	50	50	0
17	50	50	0
1	51	49	0
13	60	30	10
15	60	30	10
18	75	25	0
12	88	12	0
4	90	10	0
AVG	47.0	51.9	1.1

- 2) Class Maximum Enrollment Numbers – Tracy Redd
 Class enrollment numbers is a topic that has come up in previous meetings as well as the Koffee Klatch. Class max enrollment numbers are sometimes defined by the size of the classroom, which is why it differs between campuses. Tracy attended the Department Chair/Coordinator meeting to discuss collaborating on this topic. Per that meeting, Jeremy Taylor stated maximum class numbers are decided by the department chairs and taken to their dean for approval. At this point, the physical classroom size is irrelevant on Zoom, so more conversation about class size and quality of instruction are necessary. Robert Felthousen will be sending the DC/CO minutes to Tracy so that a coordinated effort and conversations can occur. If you are interested in reading those meeting notes, contact Tracy.

A suggestion from the group was to create a Distance Education group at the college.

	<p>3) Concourse Syllabus</p> <p>Tracy asked the group to review the documents and try the demo prior to the meeting. She set up in the meeting a Pros and Cons whiteboard for members to write thoughts down during the discussion.</p> <p>The driving forces behind researching a collection company like Concourse is the ability to present students with a correct, consistent and compliant syllabus for every class they enroll in. Currently, tracking and collecting syllabi is a time-intensive task for department support personnel. Tracy will collect the comments given and send to Juliet as requested.</p> <p>Vanessa Newman suggested a demo from another company – Simple Syllabus. Amy will contact them.</p>
<p>Other:</p>	<p>Mary Middleton asked the group about interest in a Faculty Stress Management series. Amy will send out an interest and collect session ideas.</p>
<p>Next Meeting:</p>	<p style="text-align: center;"> Next meeting: Friday, February 26 10 a.m. - 12 p.m. Via Zoom https://roguecc.zoom.us/j/95759993083 </p>