

**FACULTY SENATE
MEETING MINUTES
October 23, 2020**

Location: Via Zoom
Time: 10:00 AM-12:00PM
Chairs: Tracy Redd (SR) and Shaylee Graham (JR)
Attendance: Alison Fahrner, Andrew Childress, Curt Erikson, Daniel Elash, Debora Coen, Deb Murphy, Donna Mae Fiore, Glen Moulton, Jennifer Richards, Jim Shaw, Karl Brake, Kathy Foster, Kristi Kowalski, Marina Whitchurch, Mary Ann Blinkhorn, Mary Middleton, Teri Smith, Terrie Sandlin, Tina Weyland, Vanessa Newman
Guest: Juliet Long
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	April 2020, May 2020 (All-Faculty Meeting), June 2020, and September 2020 meeting minutes were approved.
Short Topics	<p>1) Shared Governance – Juliet Long, <i>Vice President of Instruction/Chief Academic Officer</i></p> <p>a) Juliet gave some historical background about why the Faculty Senate was started in 2008. The RCCEA at that time struggled with issues that were not contract related. The Senate was created to discuss and take on the responsibility related to teaching and learning.</p> <p>b) Acknowledging that we are coping with COVID and Campus Nexus, once those issues are more manageable, below are some things Instructional Leadership would like to partner with the Senate in the spirit of shared governance:</p> <ul style="list-style-type: none"> i) Creating a Teaching & Learning Center and help with writing a grant for a center. ii) Bringing more Professional Development opportunities to faculty in an organized way. iii) Developing a Peer Evaluation model and assisting with more reverse peer evaluations. iv) Sharing & fostering best practices in teaching and learning around the college. Example: showing great Blackboard classes. v) Improving the Attendance Policy vi) Sharing the syllabus software (Concourse) and getting feedback vii) Creating best practices to bring concerns to faculty through the Senate. <p>c) Questions & Answers:</p> <ul style="list-style-type: none"> i) Deb Murphy asked Amy Peterson to attend and discuss Cultural Competency requirements and the new Executive Order. Andrew Childress added that Access and Disability Resources has added accessibility support videos on the Faculty Resources site.

- ii) What is happening with the Kirby Building? A closure of the building doesn't mean discontinuation of services. Ongoing conversations with leaders in the area are occurring to determine the best course of action.
- iii) Was Faculty Senate consulted about the new Bookstore configuration?
Several informational forums and feedback opportunities were presented about the Bookstore changes throughout last year to the entire college community. We have had some challenges with Ambassador, however RCC employees are working diligently to mitigate those challenges, especially for our students, in the future. RCC is not the only college having issues with a bookstore model; it is a nation-wide problem. While there is no perfect solution at this time, we are consistently adapting. Debora Coen added that there are ways within Ambassador to add notations for students about books and supplies. (Ex. Don't purchase the book prior to week 1) Juliet added that we cannot tell students to purchase books from supplies other than Ambassador, however students will generally always search for the best options. The Textbook Advisory Group (TAG) meets regularly to discuss textbook options. Contact Tina Weyland for meeting times to join.

- iv) Any Campus Nexus Updates:
CN will get an upgrade although some of the changes are on the backend and perhaps not noticeable by faculty or students. One noticeable change would be an automated waitlist option that would email students and give them 24-hours to take a spot if they are on the waitlist. Instructors will be able to add more students to their classes by emailing Denise Kerr. (Ex. If the class has 25 spots, the instructor can agree to take 4-5 more students from the waitlist to augment the size of the class)

Priority registration has been moved up to help student register and bypass some of the registration issues. We had 1200 manual registrations for fall

Are the fixes occurring? We will know which issues were fixed with the upgrade. It will not fix every issue.

Are the other five schools experiencing issues? The ones that have implemented have experienced some issues. One did not implement the Financial Aid portion and they are not having the same experience.

- 2) **Koffee Klatch** – Shaylee Graham & Tracy Redd
Zoom etiquette addressed in the Student Code of Conduct was discussed in the Koffee Klatch. The issue was brought forward to Student Services leadership and an update on who will be taking the lead on this work will be forthcoming. Shaylee will monitor in the progress on this issue and continue to update the Senate as information is brought forth and a lead is identified. Tracy asked that the Senate have input in decisions being made.

Please bring forward your suggestions for guests and topics for future meetings. Likewise, if you would like to share a G.I.F.T. with the group, please contact Tracy or Shaylee.

Intentional Reflections

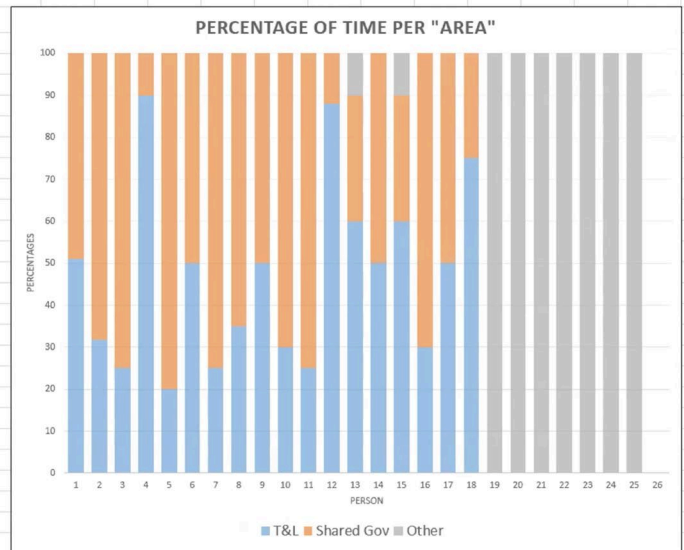
- 1) **G.I.F.T: Whiteboard FI** – Kathy Foster, *Adjunct Faculty – Math*
 Kathy shared software the Math department uses in their classes <https://whiteboard.fi> which is a free online whiteboard for instructors and classrooms. She discussed how her course, MTH111 is structured and shared best practices for implementing custom controls to suit any instructor’s needs. Each attendee was able to log in and join Kathy’s demonstration, which resulted in good feedback about what the student’s view is as well as a sharing of best practices other instructors utilizing the software use.
 Great G.I.F.T., Kathy – thank you for sharing your knowledge!
- 2) **Long-Term Goal: Paying Attention to Students in this New Environment and their Mental Health**
 At the September meeting, one of the long-term goals was paying attention to students in this online world and their mental health. Tracy and Shaylee were asked by Juliet Long if the Senate would like to receive the notes from the Student Huddle. The Student Huddle is an online forum for students to connect and discuss concerns, events, etc. Some of the student concerns brought forth are:
 - The difficulty of tracking due dates for assignments
 - Personability of instructors – some instructors check in with students weekly or regularly, some do not. It is difficult for them to get to know instructors.
 - Discussions about resources available for students.
 If the Senate would like to receive this information, Shaylee stated that each FS member would receive the information and a sub-committee would discuss the format for sharing out to departments and other faculty. Senate members indicated through visual cues in Zoom they were interested in receiving notes. Several members in the chat indicated they would serve on the sub-committee.

Planning for 2020-21:

The Senate members broke out into groups to discuss to further define goals for 2020-21. Two questions for the breakout:

- 1) What percentage of each meeting time would you like to spend on Teaching & Learning versus Shared Governance? (Results below)

Person	T&L	Shared Gov	Other
1	51	49	0
2	31.75	68.25	0
3	25	75	0
4	90	10	0
5	20	80	0
6	50	50	0
7	25	75	0
8	35	65	0
9	50	50	0
10	30	70	0
11	25	75	0
12	88	12	0
13	60	30	10
14	50	50	0
15	60	30	10
16	30	70	0
17	50	50	0
18	75	25	0
19			100
20			100
21			100
22			100
23			100
24			100
25			100



	<p>2) Revisiting the short-term and long-term goals suggestions, name one of each that your group would like to focus on.</p> <p>Group #1:</p> <ul style="list-style-type: none"> • Communication with students (Student Huddle) – students identify exemplary instructors and those instructors could share with others their knowledge <p>Group #2:</p> <ul style="list-style-type: none"> • Time devoted to Campus Nexus updates • Addressing community concerns about RCC <p>Group #3:</p> <ul style="list-style-type: none"> • How can we appropriately relay information to management about Faculty Senate concerns with Campus Nexus? • How can we get better/accurate information about Campus Nexus? (Making a better feedback loop) <p>Group #4:</p> <ul style="list-style-type: none"> • Sharing best teaching practices • Limiting class sizes • Building a Teaching and Learning repository for sharing (best practices) <p>Group #5:</p> <ul style="list-style-type: none"> • Having more than 5-10 minutes for G.I.F.T.S. • Faculty role in learning more about Campus Nexus
<p>Next Meeting:</p>	<p style="text-align: center;"> Next meeting: Friday, November 20 10 a.m. - 12 p.m. Via Zoom https://roguecc.zoom.us/j/97279751275 </p>