

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus
October Minutes (approved, November 20, 2001)**

A. Call to Order and Roll Call

The October Senate meeting was called to order at 3:15 p.m. in the Faculty Lounge on the Union Avenue Campus. Prior to roll call, the following materials were distributed for later discussion:

Summer Adjunct/Overload Pay (Revision)
Culture Committee Survey
Grievance Procedure for Students
Draft of Software Copyright Policy
September Minutes (and appended one-year, two-year survey results)
October Agenda

Nozinich asked the secretary to inform Senators that next semester a 3:30 – 5:00 block of time will be left open on Tuesday and Thursday for meetings. Senators should schedule classes with this in mind, and they should allow for driving time.

The following Senators were present for roll call:

M. A. Bodayla, S. Haley, L.J. Smith, G. Cox, W. Payne, K. Singleton, B. Turner, R. Whaley, M. Vines, M. N. Cook, V. Armstrong, J. Aldrich, T. McColgan, , J. Williams, (and P. Nozinich)

The following Senators were absent for roll call:

B. Phillips, G. Worthy, M. Northern, E. Adams, L. Cross

The following Senators submitted a proxy:

R. Land (to L.R. Smith), , T. Waters (to W. Payne), B. Boswell (to L. Pope who served as temporary Senator)

B. Reading and Approval of Minutes

The September minutes were approved as written.

C. Reports from Officers and Senate Committees

Nozinich asked if any of the following committees had any business for Senate consideration:

1. Senate Executive Committee – no business
2. Academic Matters Committee – no business
3. Readmission Appeals Committee – no business
4. Grade Appeals Committee – no business
5. Faculty Handbook Committee – no business
6. Faculty Development and Evaluation – no business
7. Faculty Welfare – no business
8. (ad hoc) Senate Scholarship Committee – no business

D. Unfinished Business

1. Salary Equity Study

B. Turner observed that the study that is available in the library makes reference to a “Masters plus 45” and a “Masters plus 90” pay category. The study does not say if these numbers are quarter hours or semester hours. In the past, that pay level was a “Masters plus 45 quarter hours or 30 semester hours.” He realizes that it is inconceivable that the 90 could possibly refer to semester hours. Following some discussion on the matter, Nozinich said that the wording of the study is firm at this point, and she told Turner to question Dr. Miller and Mr. Johnson about this matter.

Nozinich said that TBR should meet next week or the week after and is still scheduled to address the salary equity study. The Senate will discuss the decision reached at that meeting in the November Senate meeting.

2. Clock Settings across Campuses and Centers

Nozinich has sent the concerns raised about the clocks during the September Senate meeting to Physical Plant. She has not received a reply at this time.

3. Faculty Development and Evaluation: identification of Senators to work with this committee

At the September Senate Meeting, Faculty Development and Evaluation Co-chair V. Robertson requested volunteers from the Senate to assist the committee as it develops the new faculty evaluation instrument and the new appeal form that will be used next year. In response to Nozinich’s call for volunteers, Payne, Bodayla, and Turner offered to work with the committee.

Many concerns were expressed about this new faculty evaluation tool that Dr. Miller has directed the Faculty Development and Evaluation Committee to prepare for next year. Turner referred to a time when SSCC used a faculty evaluation that required numbers to reflect levels of performance. From that experience, he said we should be leery of any evaluation tool that quantifies in such a manner. Nozinich restated that Dr. Miller is looking for a numerical way of determining faculty promotions and tenure. Bodayla questioned why this committee should be influenced by Dr. Miller’s evaluation preferences. Payne asked who will pay the consultant that will be brought in to work with the committee. Nozinich suggested that such a quantifying system is offensive because what is proposed is not a good measuring stick and cannot be used “across the board” as Dr. Miller intends to apply it. Nozinich suggested that we challenge the proposed evaluation plan because the previous plan, which was developed by the committee and approved by the Senate, was ignored without explanation. Also, at administrative directive, those revisions that were made in the evaluation for its one-time use this year were not brought before the Senate for consideration.

4. Use of Adjunct and Nine-Month Faculty During the Summer

L.R. Smith reviewed T.Waters’ revised “Summer Adjunct/Overload Pay” and explained how it differed from the previous one. The changes involved Macon Cove data.

In the September Senate meeting, Whaley expressed concern about grade inflation created by hiring too many adjuncts. As a follow-up, Whaley reported that the statistician, Diane Shannon, from Nevin Robbins’ office will provide the Senate with a three or five-year study of grades issued by all fulltime and adjunct faculty at STCC, SSCC and STIM. He distributed a sample report of adjunct and fulltime grade data from several of the Natural Sciences courses and said that even this abbreviated sample was time-consuming to prepare. Whaley said that Shannon’s report will reflect a number of categories such as adjunct vs fulltime comparisons by year and semester, by discipline, and by day and evening classes. Shannon will begin work on this around the middle of this month, and S. Grimes may assist her on this project as well.

Haley asked what the Senate strategy will be when Smith returns to the Senate with her committee’s recommendations. Nozinich reviewed the reasons for setting up Smith’s ad hoc committee, and said that we must provide cogent data to the administration to support the use of nine-month faculty during the summer. Haley suggested that it would be a tactical advantage if we let the administration know that we are gathering this data and how the Senate intends to use it. Senate consensus supported his suggestion.

Smith asked for the names of Senators who will survey department heads for her committee. During the discussion, it became clear that some departments are not represented, and no one was sure why. In the end, the Senate decided to have departmental representatives conduct the survey. It also became clear that the issue of “missing departmental Senators” has to be addressed. Bodayla will call J. Atwood and see if he can provide any information about these missing representatives based on the election process last spring.

5. Software Policy

Singleton reviewed the draft of the STCC Software Copyright Policy and Procedures. She invited Senators to provide her with comments, concerns, or questions, and she would take them to the I.T. (Instructional Technology) Committee. She explained, for example, that if one installs personal or school software on more than one computer – home and office – then a licensing agreement permitting these multiple installations should be available. Site licenses are maintained in the Instructional Technology Department. The document she reviewed is carefully worded and details copyright policy, compliance procedures, license agreements, and consequences when one fails to comply.

There was no Senate action or recommendation on this matter.

6. One and Two Year Senate Appointments: survey results and resolution of matter

Although Senators had submitted their preferences for serving on the Senate, Article IX, E of the Constitution requires that the first Senate stagger the divisional representatives only. The departmental representatives were not mentioned in this section of the Senate Constitution, and no one knew the reason for this omission. The Senate examined the procedures for a Constitutional amendment.

Also, given the fact that the Senate must address the matter of unaccounted departments and missing Senators, Payne moved to postpone the appointments until the November session. Williams will contact the former SSCC President, B. Rosenblatt, for information on the Constitution inconsistency.

(Secretary’s note: There are 13 departments, but only 10 departmental Senators have been attending. Three departments in the Business, Career Studies and Technology Division do not appear to have departmental representation. See the appended, updated Senate roll.)

7. Course Enrollment Caps

There was no report on this matter.

8. Concern Brought before Senate by Faculty Member: Resolution by Haley and Ross

At the September meeting, there was great concern that M. Kelly’s academic freedom had been compromised, and that the administration did not require that the student follow correct procedure for appealing a grade or filing a grievance. After studying the case this past week and talking with several administrators, Haley and Land concluded that the administration may not have denied academic freedom to Kelly, but they said that it is questionable. Subsequently, Haley and Land will not address the matter of academic freedom in their resolution.

At this point the Senate examined the proposed “Grievance Procedure for Students” that Nozinich had distributed earlier. Senators were concerned that the policy instructs a student to meet with the Dean prior to meeting with the faculty member involved or the department chair. Overall, the Senate found the policy unclear and the statements too broad. Although the proposal was from the administration, no one in the Senate knew who or what committee had written it. Nozinich will ask Dr. Miller how this document was developed. Haley stated that a faculty committee should be involved in drafting such a policy.

From the discussions, the Senate identified the following three concerns:

- a. Grievance procedures for faculty and staff should be separate.
- b. The Senate/faculty should be included when drafting grievance procedures.
- c. The signature sequences should be examined. (For example, why should the Dean be the first contact person rather than the faculty member?)

An ad hoc committee consisting of Nozinich, Turner, and McColgan will review the proposed “Grievance Procedure for Students” and draft recommendations for Dr. Miller.

The second issue associated with Kelly, that of correct procedure, generated considerable discussion because the administration contends that correct procedure was followed. Most Senators were concerned that the grade appeal procedure did not begin with Kelly. Indeed, as was pointed out by McColgan, Kelly was not given the option of explaining his position. Nozinich said that this resolution should state that the grievance process should begin at the level of the faculty. Also, Aldrich and others stressed this point throughout the discussion. Nozinich said that since this faculty member was not involved in the beginning, then proper procedure was not followed. Nozinich and Aldrich agreed that an important principle was involved here, and the Senate must fight for it. After lengthy discussion, the following resolution, with some modifications provided by Bodayla, was introduced by Haley:

The Senate feels that no student complaint should be allowed to bypass the proper procedure in place at the college. Student grievances should work their way up through the chain of command. In this particular instance, the student was allowed to initiate the complaint with the President, thus violating this procedure.

The faculty Senate voices a concern regarding a student complaint about a handout distributed by faculty member, Mike Kelly.

Furthermore, the Senate is very concerned that a faculty member was given a directive without input into the process.

Payne’s motion to accept and submit the resolution as written was unopposed.

E. New Business

1. Adjunct Pay

Aldrich introduced this action request on behalf of an adjunct employee who had asked about the possibility of getting a raise. There was a raise for adjuncts this year, but both Payne and Aldrich agreed that current adjunct pay, \$400.00 per credit hour, is the lowest in the area. However, Haley said that during consolidation a transition team had recommended approximately \$500.00 per credit hour.

Payne wondered if supporting an adjunct pay raise at this time conflicts with the Senate’s attempt to support summer teaching for nine-month faculty. Bodayla felt it was not a conflict. She said that adjuncts have few rights, and that we as faculty should look out for their interests. Singleton suggested that we should include the adjunct pay issue in the survey we are taking to department heads; that is, does adjunct pay affect the quality of the adjuncts we hire? Aldrich cited examples in the Spanish program that support the premise that low pay is a very real reason for losing quality adjuncts.

After discussion, Haley moved that an inquiry be made as to the status of the transition team’s recommendations for increasing adjunct pay. The motion passed without opposition.

2. Parking Concerns

Although parking problems at Union Avenue Campus were cited, this issue seemed most salient to the Macon Cove faculty who were dissatisfied with loss of faculty parking at that campus. One of the concerns was that the matter of faculty parking had been resolved a few years back, but someone decided unilaterally to change all that without any faculty input, even bypassing the established Parking Committee.

Haley suggested that the Senate refer this matter to the Parking Committee and ask for specific recommendations.

Aldrich specifically requested for a change in the signs in the lot behind the Whitehead Building and the flagpole area in front of the Parrish Building. The signs allow faculty-staff parking from 7 a.m. to 5 p.m., and by early evening, these lots are full of student vehicles. Close-in parking spaces are often not available.

Nozinich will refer these concerns to the parking committee.

3. Senate Liaisons to Campus Departments

The administration has suggested that Senators serve as liaisons to campus departments to prevent forms and procedures from being created and adopted without faculty and Senate input. Nozinich asked if anyone is willing to serve in this capacity. Although Senators were reluctant to take this task on, Aldrich expressed interest in doing this as a consultant. Nozinich called for a vote to determine if the Senate wished to have Senators serve as liaisons, but few voted, and that prompted more discussion. Bodayla, who opposed the idea, asked who would do the job if Aldrich were no longer around? She did not see the need to have a formal committee of Senators serving as liaisons.

The consensus was that Senators would not serve as liaisons.

4. Evaluation of Administration by Faculty

At the previous College Council meeting, the question arose about cultural problems that have been created due to the merging of SSCC and STCC. Although Dr. Miller thought there were none, Nozinich disagreed. Consequently a college-wide Culture Committee was appointed and charged with identifying cultural issues that have arisen due to the merger. To determine these problems, the Culture Committee prepared an extensive survey, and part of it is an evaluation of the administration.

Nozinich suggested that the Senate postpone the issue of administrative evaluation by faculty until the results of the survey are known.

Haley said that SSCC had a very thorough administrative evaluation in place. However, he said that he gave the evaluation to B. Rosenblatt, the SSCC Senate President at the time. Nozinich asked Haley and Williams to obtain a copy of this evaluative tool.

5. Shared Governance

Nozinich asked if the Senate has any concrete picture of what shared governance is about? Haley said that faculty at SSCC were familiar with this because President Amann encouraged shared governance in the operation of SSCC. Bodayla said this does not have to be antagonistic. She said that the SEC met with President Amann throughout his administration.

Nozinich suggested that Senators should serve on the various standing committees to ensure that information gets back to the Senate and in a timely manner. Bodayla was concerned about assigning Senators to all these committees when faculty members were already in place. She felt that we should engage those faculty serving on the committees to keep us informed.

At this point Haley suggested tabling this matter until the November meeting. Nozinich agreed and asked the Senators to give this matter careful consideration.

F. Adjournment

Payne moved to adjourn at 5:10.

STCC Senator Survey Results (continued from the September meeting)

President				
Pat Nozinich	pnozinich	Legal Assistant Studies	4538	
				Choice
Division Senators of Liberal Studies and Education - Five Seats.				
Mary Ann Bodayla	mbodayla	Social Sciences	5197	2 years
Steve Haley	shaley	Social Sciences	5081	2 years
Lilliette Smith	ljsmith	Social Sciences	4125	2 years
Grace Cox	gcox	Arts & Sciences	4607	1 year
Ross Land	rland	Social Sciences	4420	1 year
Division Senators of Business, Career Studies and Technology - Five Seats.				
Brenda Phillips	bkphillips	Information Technology	4220	1 year
Wes Payne	wpayne	Business and Commerce	4681	2 years
Kathy Singleton	ksingleton	Computer Technologies	4415	assign as needed
Gloria Worthy	gworthy	Accountancy	4409	no response
Mike Northern	mnorthern	Electrical Engineering Tech.	4286	2 years
Division Senators of Math, Science, Allied Health and Nursing - Four Seats.				
Bill Turner	wturner	Mathematics	6023	2 years
Robert Whaley	rwhaley	Natural Sciences	6063	1 year
Khalil Rassy	krassy	Mathematics	6022	1 year
Ray Burkett	rburkett	Natural Sciences	5225	2 years
Departmental Senators				
Mary Vines	mvines	Nursing	5549	2 years
Mary Nell Cook	mncook	Education & Criminal Just.	5148	assign as needed
Vicki Armstrong	varmstrong	Indust. & Environ. Engineer.	4293	2 years
Johnnie Aldrich	jaldrich	English / Foreign Language	4382	1 year
Elaine Adams	eadams	Developmental Studies	5522	1 year
Tamara McColgan	tmccolgan	Mathematics	5530	2 years
Twyla Waters	twaters	Paralegal Assistant Studies	4596	assign as needed
Lovberta Cross	lcross	Social Science	5735	no response
Barbara Boswell	bboswell	Allied Health	5409	1 year
Jim Williams	jiwilliams	Natural Sciences	5978	2 years
Ken Dunn	kdunn	Computer/Info. Tech & Graphic	4546	1 year
Sheridan Park	spark	Accountancy, Office Admin.	4682	2 years
Bill Simon	wsimon	Engineering Technologies	4163	_____

STCC Senators and Senate Committees

November Roll

2001-2002

President

Pat Nozinich	pnozinich	Legal Assistant Studies	4538	
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Division Senators of Liberal Studies and Education - Five Seats.

Roll

Mary Ann Bodayla	mbodayla	Social Sciences	5197	_____
Steve Haley	shaley	Social Sciences	5081	_____
Lilliette Smith	ljsmith	Social Sciences	4125	_____
Grace Cox	gcox	Arts & Sciences	4607	_____
Ross Land	rland	Social Sciences	4420	_____

Division Senators of Business, Career Studies and Technology - Five Seats.

Brenda Phillips	bkphillips	Information Technology	4220	_____
Wes Payne	wpayne	Business and Commerce	4681	_____
Kathy Singleton	ksingleton	Computer Technologies	4415	_____
Gloria Worthy	gworthy	Accountancy	4409	_____
Mike Northern	mnorthern	Electrical Engineering Tech.	4286	_____

Division Senators of Math, Science, Allied Health and Nursing - Four Seats.

Bill Turner	wturner	Mathematics	6023	_____
Robert Whaley	rwhaley	Natural Sciences	6063	_____
Khalil Rassy	krassy	Mathematics	6022	_____
Ray Burkett	rburkett	Natural Sciences	5225	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Computer/Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Sheridan Park	spark	Accountancy, Office Admin.	4682	_____
Twyla Waters	twaters	Adm. & Paralegal Assistant St.	4596	_____
Ken Dunn	kdunn	Computer/Info. Tech & Graphic	4546	_____
Bill Simon	wsimon	Engineering Technologies	4163	_____
Vicki Armstrong	varmstrong	Indust. & Environ. Engineer.	4293	_____

Division: Liberal Studies & Education

Departments:

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education
- d. Social & Behavioral Science

Elaine Adams	eadams	Developmental Studies	5522	_____
Johnnie Aldrich	jaldrich	Fine Arts, Languages, & Lit.	4382	_____
Mary Nell Cook	mncook	Education & Criminal Just.	5148	_____
Lovberta Cross	lcross	Social Science	5735	_____

Division: Math, Sciences & Allied Health

Departments:

- a. Mathematics**
- b. Natural Sciences**
- c. Nursing**
- d. Allied Health**

Tamara McColgan	tmccolgan	Mathematics	5530	_____
Jim Williams	jiwilliams	Natural Sciences	5978	_____
Mary Vines	mvines	Nursing	5549	_____
Barbara Boswell	bboswell	Allied Health	5409	_____

Faculty Senate Committees for 2001-2002

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart, Clarence Christian, Janice Van Dyke, Darius Wilson, Lynn Spivey, Carolyn Brown, Linda Pope, Pam Trim;

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson, Kathy Germain, Brenda Phillips;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Steve Black, Loretta Regan, Carol Gazik, Jody Couch;

FACULY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Holly Enterline, Cy Pipkin, Loretta McBride, Shipharah Williams-Evans;

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski, Georgia Whaley, Doug Morgan, Saeid Baki, Jane Santi, Vicki Robertson, Mary Pratt, Ken Dunn, Anastasia Herin, Thurston Shrader;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Lilliette Smith, Loretta McBride, Dwight Campbell, Tamara McColgan, Deborah Haseltine

The following faculty members have been recommended to Captain Brown for the PARKING Committee: Kathleen Baker, Lois Washington, Tami Murphy, and Bill Weppner.