

**Faculty Senate Meeting
Southwest Tennessee Community College
Farris Building Conference Room, Macon Cove Campus
September Minutes (approved, October 2, 2001)**

A. Call to Order and Roll Call

The September Senate meeting was called to order at 3:10 p.m. in the Farris Building 3rd floor conference room.

The following Senators were present for roll call:

M. A. Bodayla, S. Haley, L.J. Smith, G. Cox, R. Land, B. Phillips, W. Payne, K. Singleton, M. Northern, R. Whaley, K. Rassy, R. Burkett, M. Vines, M. N. Cook, V. Armstrong, J. Aldrich, E. Adams, T. McColgan, T. Waters, B. Boswell, J. Williams, (and P. Nozinich)

The following Senators were absent for roll call:

G. Worthy, L. Cross

The following Senator submitted a proxy:

B. Turner (to Rassy)

B. Reading and Approval of Minutes

Senator Barbara Boswell's name was omitted from both the May draft and the roll sheet. Also, the word "the" was removed from the last page of the draft. With these omissions and errors noted, the May minutes were approved as amended.

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

The SEC has received several action requests over the summer, and these are considered under "New Business." Also, the SEC will meet following this meeting.

2. Academic Matters Committee – no business

3. Readmission Appeals Committee

This committee has requested that the Senate allow the committee members to meet separately as Union and Macon Cove components. Senate consensus was that the committee should remain as one unit.

4. Grade Appeals Committee – no business

5. Faculty Handbook Committee – no business

6. Faculty Development and Evaluation

V. Robertson presented the approved "Faculty Development Plan and Evaluation" to the Senate. She stated that the tool is for use this year only, and that Dr. Miller has instructed the committee to seek assistance from an expert in order to prepare another evaluation tool for use after this year. Robertson said that Dr. Miller requested the quantification that appears in the "Standards" and "Summary" portions. Dr. Miller already has instructed deans and chairs to distribute the package to the faculty.

There were numerous comments expressed by the Senators. Some were concerned about how each of the three sections of the FDP would be weighed by the various department chairs. Would each section be weighed equally by all the chairs? Haley said there is a need to train department chairs so that evaluation information reaching Dr. Miller is consistent, otherwise we have an invalid and unreliable evaluation instrument. Bodayla said that an evaluation is supposed to help the faculty member, but quantifying does not do that. Nozinich observed that Dr. Miller's purpose for developing a new evaluation is for

establishing some standardized procedure for promotions, and Nozinich asked if we as faculty really wish to go in that direction. Payne said that accountability is not bad, but the methodology must be examined closely. Burkett complimented the committee for using consistent terminology throughout the document.

Haley asked about an evaluation appeal. Robertson had not realized there was one until recently, and her committee will be working on it. She also requested that Senators work with her committee to develop this appeal form as well as the new evaluation instrument.

Nozinich moved that the committee bring any new evaluation forms before the Senate prior to sending them to the administration. Payne amended this motion and said that Senators should serve on the Development and Evaluation Committee throughout the development of the new evaluation instrument, particularly when meeting with the expert. The motion passed without opposition.

7. Faculty Welfare – no business

D. Unfinished Business

1. Autian Funding for Faculty Development

Nozinich has attended three meetings concerning this matter, and the last one was with Dr. Autian. At this time, there is approximately \$16,000 in the fund. Dr. Autian plans to add another \$2,500 this fall, followed by an equal amount in the early part of 2002.

The Faculty Development and Evaluation Committee has been asked to establish guidelines for considering proposals. They have the old SSCC and STIM guidelines for reference, and the new guidelines should be ready in about two months.

Proposals that are department oriented should be directed to the departments first. The committee will distribute funds, and if travel proposals are approved, out of state travel will not be restricted.

Dr. Autian is considering making at least two presentations at STCC detailing his Biomedical Zone proposal.

2. Senate Web Site

The Senate Web Site has been set up at http://internal.stcc.cc.tn.us/faculty_senate/Default.htm. Nozinich has had some problems getting to the site to make changes.

3. Salary Equity Study

Mr. Johnson sent an email to the faculty discussing this matter. In that letter he says the following:

The Board of Regents will meet in late October 2001 and is scheduled to address the approval of our salary equity plan, retroactive to **July 1, 2000**.

This first phase of the plan will adjust salaries to the minimum salary for that position (including years of experience) as determined by the study. Employees will then receive thirty percent (30%) of the recommended increase beyond the minimum. The pay adjustment is scheduled to be reflected in the November paychecks. The additional seventy percent (70%) will be implemented when funds are available.

The Study will be considered in the October TBR meeting. If approved, funding implementation will be based on the \$1.5 million dollar set-aside amount and no other.

Nozinich will ask Dr. Essex to announce if the implementation has been approved as quickly as possible for the benefit of those needing information for tax deferments.

4. Use of Adjunct and Nine-Month Faculty During the Summer: Ad Hoc Committee Report, L.J. Smith

Smith, Waters, Turner, Rassy, and Cox gathered 2000, 2001 summer school data from Macon Cove and Union Avenue Campuses and compared funding for adjunct and nine-month faculty, compared the number and percentage of sections covered by adjunct and nine-month faculty, and examined credit hours produced by adjuncts and nine-month faculty. Using STCC data, they also compared nine-month and twelve-month funding at various overloads, and compared the total revenues generated vs the expenses. Of the latter comparison, there was over a half a million dollar net gain that was absorbed into the STCC general budget. In addition, they surveyed other area and state two-year and four-year schools to learn how they are using adjuncts and nine-month faculty during the summer. Some of the data provided by T. Waters will be corrected and resubmitted at the next Senate meeting. Smith said that the committee has gathered data as charged by the Senate and asked for Senate direction based on the information presented.

The review of this data was followed by numerous comments from Senators. The use of adjuncts for the online courses and the matter of compensation for and ownership of online courses arose. The difficulty of finding adjuncts during the day was cited. Nozinich asked the Senate what we should do with the data? Rassy felt that the ad hoc committee should develop some firm recommendations by the next meeting. Payne said there is a need for guidelines for an equitable way of assigning classes across the college. McColgan asked about impact to departments if adjuncts are used in the summer. Whaley pointed out some departments don't have twelve-month faculty, and he described an instance in which organic chemistry grades given by an adjunct were unrealistically high. S. Black suggested that the committee check out the cost of offering a course and find out the minimum number of students needed in a class for the school to break even.

After further discussion, the Senate concluded that L.J. Smith's ad hoc committee should consider the following:

- a. a uniform system of assigning classes
- b. a methodology for scheduling summer classes and for determining when courses make
- c. the impact on departments when using adjuncts in place of nine-month faculty
- d. the quality of instruction and the possibility of grade inflation when using adjuncts

Since determining above information requires that Senators obtain information from department chairs, Smith stressed the need for uniformity when polling them about these issues. She said that her committee would use the above criteria to develop a set of polling questions for Senators. She also requested the names of the Senators who would approach the department chairs. These Senators will be determined at the next meeting in order to avoid having several Senators polling the same department chair.

E. New Business

1. Coordination of Clock Settings across Campuses and Centers

Everyone agreed the clocks at the centers and campuses were badly out of synchronization, and many have been out of order for a long time. Haley recommended that Nozinich send a request to Physical Plant to repair/set the clocks campus-wide.

2. Software Policy

Nozinich has learned that some of the material in the policy has been changed. As a result, this matter was tabled.

3. Adjunct Pay – deferred until the October meeting

4. Parking Concerns – deferred until the October meeting

5. Senate Scholarship Committee

Nozinich said that we need a committee in place to review applications and make recommendations. Payne, Singleton, and Waters volunteered to serve on this committee.

6. One and Two Year Senate Appointments

Although the selection of one or two year Senators by lot was discussed at the previous meeting, L.J. Smith

asked if we could not settle this by volunteering. The Senate agreed to her request, and Nozinich instructed Senators to email their choices to Williams (jjwilliams@stcc.cc.tn.us). (Senator responses are appended to these minutes.)

If there are a greater number of volunteers to serve one-year terms than seats available, those names will be put in a pool, and the terms will be filled by lot from those names. The selection will be at the next Senate meeting.

7. Course Enrollment Caps

During registration an administrator changed the enrollment caps in several classes without informing anyone. Some faculty felt that enrollment caps had been established when the Curriculum Committee approved these courses. However, the administration has said that an enrollment cap is not a Curriculum Committee decision.

There was considerable indignation expressed over what happened during registration. Several Senators described problems that are created with such arbitrary changes, particularly in classes with limited resources such as computer labs. Boswell suggested that some of the overloading had to do with the late purges that occurred this time around.

Payne moved that the responsibility for any future setting or modifying of enrollment caps will be made at the departmental level. The motion carried with one opposed.

8. Senate Liaisons to Campus Departments – deferred until the October meeting

9. Evaluation of Administration – deferred until the October meeting

10. Shared Governance – deferred until the October meeting

11. Concern Brought before Senate by Faculty Member

M. Kelly explained to the Senate that he gives a particular handout to his calculus class each semester, and this handout does not violate copyright laws. Recently a student went directly to Dr. Essex to complain about the course grade and showed the President this handout. Dr. Essex passed word down the “chain of command” that the handout is inappropriate and should not be distributed.

There was great concern among Senators that the school has denied Kelly academic freedom, particularly since everyone agreed that the handout was not inappropriate. Also several Senators were angry that the student was not told to follow established procedure for appealing a grade or filing a grievance. Senators discussed the appropriate response to the administration about this. Haley said this matter is too important and should be given more thought. He and Land will return to the next Senate meeting with a resolution to present to the administration.

F. Adjournment

After agreeing to move the remaining “New Business” issues over to the next meeting, the Senate moved to adjourn at 5:10.

Prepared by J. Williams
September 30, 2001

STCC Senator Survey Results

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 years
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	Legal 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
	wtngent@aol.com			