

**Faculty Senate Meeting
Southwest Tennessee Community College
Farris Building Hospitality Room, Macon Cove Campus
May Minutes (Approved September 3, 2002)**

A. Call to Order and Roll Call

The Senate was called to order at 1:30 P.M., May 9th.

The following Senators were present for roll call:

M. Bodayla, D. Branch, L.J. Smith, C. McKinney, M. Moses, K. Singleton, M. Northern, T. Blankenbeckler, B. Turner, L. Miller, S. Park, T. Waters, R. Schlichter, B. Simon, V. Armstrong, M. Beloate, J. Pritchard, L. Gatewood, M. Pratt, T. McColgan, J. Williams, M. Vines, L. Pope (and S. Haley)

The following Senators were absent for roll call:

W. Payne, B. Abernathy-Phillips, R. Burkett, G. Foon

The following Senators submitted a proxy:

None

B. Reading and Approval of Minutes

The Senate approved the April minutes as written.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee

a. Priorities Submitted by Senators Since April Meeting

At the last meeting Haley asked Senators to send him priorities for the Senate for the coming year. Several days ago he compiled the responses. He said that the SEC will review them and deal with some of them directly and refer the others to appropriate Senate Committees. The following are faculty senate priorities for 2002 – 2003:

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| 1. Compensation | 16. Parking Issues |
| 2. Job Security | 17. Senator's Attendance and Participation |
| 3. Bookstore issues | 18. Communication with faculty members by Senate |
| 4. Faculty Awards – Time frame and criteria | 19. Faculty Accountability |
| 5. Committee Assignments – Faculty accountability | 20. Faculty Welfare in General |
| 6. Sabbatical leaves | 21. Term Appointments – Tenure-Track...Positions/Recommendations |
| 7. Professor Emeritus honor | 22. College Budget |
| 8. Promotion and Tenure issues | 23. Faculty Handbook |
| 9. Senate Scholarship Committee – Funding and criteria | 24. Oneness |
| 10. Senate Constitution and By Laws – Revision | 25. Registration |
| 11. Faculty Development Faculty Evaluation Plan | 26. SACS Issues |
| 12. Workloads of Coordinators | 27. Program Markets |
| 13. Classroom Space – Union Campus Reading issues | 28. ID Badges |
| 14. Summer Classes | 29. Class Times |
| 15. Faculty Apathy | 30. Administrative Evaluation |

b. Action Request: Seniority System, Check Stubs, Curriculum Committee Rejection of Program

The individual who submitted this action request was not at the Senate meeting, and the concerns introduced in the request were tabled. However, the issue of seniority was considered under “New Business” during the question and answer period.

2. Academic Matters Committee

L. J. Smith convened the Academic Matters Committee this past Monday. Gephart, the Chair, circulated goals for the committee to consider.

3. Grade Appeals Committee

Regan is the chair of the Grade Appeals Committee, and it is meeting at this time. This committee will attempt to determine the status of the current grade appeal(s).

4. Faculty Handbook Committee

Haley noted that the Faculty Handbook Committee must complete its business by August 1st. However, there have been two recent resignations. These have been replaced with M. Hurrah, who has agreed to serve as the chair, and with T. Harris, who as an experienced Handbook Committee member, will assist her. Haley promised to keep the Senate informed about any further developments concerning this committee.

5. Faculty Development and Evaluation Committee

a. Minigrant Selections: update

Haley said there is still money remaining in the TBR Operational Fund for minigrants, but this money will be lost after July 1. He reminded Senators that he has posted this as an announcement at the Senate web site, and he encouraged everyone to let the faculty know about the availability of the money and the time constraints.

a. Status of Faculty Evaluation: update

In April, departments were asked to decide on minimum-maximum weights for these five roles: teaching, advising, service, scholarly and professional activities, and administrative duties. Pratt, a member of the committee, said that the committee met this past Tuesday to consider the departmental responses in order to arrive at a general overview. Pratt said that more information would be available by this fall. There was “off-the-record” discussion concerning potential faculty reaction to this evaluation once it has been completed. (At least one, perhaps two, departments failed to submit weights.)

6. Faculty Welfare Committee

a. Administrative Evaluation: update

The Faculty Welfare Committee met this morning and was charged with “looking over” the administrative evaluation that was used for a time at STCC. Using this as a basis, the committee will develop a similar evaluation for possible use at STCC.

7. (ad hoc) Senate Scholarship Committee

The Senate Scholarship Committee will be appointed as needed. Haley reported that he has no information about the availability of funds or how these scholarships will be funded. He said that he would continue this business at the next meeting. L.J. Smith encouraged the Senate to retain this committee. (Also, see D. 5 of these minutes.)

8. Election Committee: no business

The Election Committee will be appointed from among the first-year Senators for the divisional elections in the spring.

The following are College Standing Committees with specific Senate Relationships:

9. Curriculum Committee

Clark McKinney is the Senate liaison to the Curriculum Committee, and he will attend a committee retreat on May 10th.

10. Promotion and Tenure Committee: no business

11. Readmission Appeals Committee

Germain is the Chair of the Readmission Appeals committee, and it is meeting at this time. Last year the committee submitted a list of recommendations to the administration that apparently were not acted upon. Haley is attempting to determine the status of those recommendations. Dr. Miller has promised to check on this matter.

D. Unfinished Business

1. “Grievance Procedure for Students” Recommendations: Senate ad hoc committee

The Grievance Procedure for Students has been approved by the administration. Senate recommendations were not provided.

2. Physical Copy of Voting Program, Amount of “Nominal” Fee
Haley will contact L. Henriksen about this and provide a report by email.

Secretary’s note: On the 25th of May, Haley forwarded the following response from Henriksen to the Senators:

Some information regarding the Faculty Senate Election website:

1. In my professional opinion, we have as much security as necessary. The submission form sends information to the database using an access code with no identifying information.
2. The contractor will only view access the program in response to a request for assistance by the college, necessary for functionality of the program.
3. It will cost \$150/yr to keep the election site on the contractor's server allowing faculty to feel the information is secure and private.
4. We have a copy of the program on the STCC Academic Webservers.

3. Changing Tenure-Track Appointments into Term Contract Appointments
This issue is discussed under “New Business” by Dr. Miller.
4. Senate Liaison to Curriculum Committee
Clark McKinney has agreed to serve as Senate liaison to the Curriculum Committee, and he will attend a committee retreat on May 10th. Haley said that since the method for appointing members to this committee has changed, the Senate should establish an ad hoc committee to revise Article XIII A. of the constitution. This change would then have to be amended by the faculty. He asked for Senators to let him know if they wish to serve on the ad hoc committee.
5. Details About Senate Scholarship Committee
Also, see section C.7 of these minutes.

Secretary’s note: On May 25, Haley reported the following:

The Senate Scholarship Committee is in agreement:

1. Hala Hamade for the Thornton scholarship
2. LaSherial Wooten for the Morrison scholarship
3. Tammy Ezell for the Dept scholarship.

Members: Steve Haley, Lou Ferrante, Lilliette Smith

6. Enforcement of Faculty-Staff Parking in Front of Whitehead/Fulton Buildings Before and After 4:30
Haley said that the issue of parking is now on the senior staff agenda, and he has the support of Kirk. He was optimistic that this matter would be resolved to the faculty’s satisfaction.
7. Motion to Thank L. Henriksen
This matter was not discussed.

8. Motion to Thank P. Nozinich and Faculty Rotating off Senate
This matter was not discussed.

E. New Business

Both Dr. Miller and Haley will have to attend a Reduction in Force (RIF) meeting, and that will require limiting the time available for questions and answers.

1. Do you have any suggestions on how to reduce the bureaucracy at STCC?

Dr. Miller said that plan has not yet been decided, and it would probably be considered at the RIF meeting later. Some Vice Presidents have not filled vacant positions, but she did not know where or what the precise plan is at this time. As Provost she will look at administrative staff, academic and student affairs staff, and adjuncts. Although faculty reductions will be her last resort, this does not include adjunct positions and faculty overloads that are very costly. Also, she will examine programs, numbers of sections, and enrollment in sections. She will not consider cutting staff in admissions and records and financial aid because these are two critical areas. She will invite the participation of the Senate in the process. She said that over 80% of the college budget goes to personnel. She does not believe that tuition will be increased because TBR does not support this measure.

Singleton asked if any term contract faculty would be changed to tenure track positions. Dr. Miller reviewed history of what had happened at SSCC and STIM and reviewed the legal advice she has received about this matter. TBR lawyers have told her that term positions could not be converted into tenure track appointments. There must be tenure track positions already available, these must be advertised in the appropriate manner, and faculty with the term appointments would have to apply. The school cannot create new tenure track positions. There was discussion about a situation in which tenure track positions at STIM had been converted to term appointments. However, she said these appointments cannot be converted back to tenure track either.

Dr. Miller recognized that there have been past injustices, that administrators who made these decisions are no longer in place, and the members of the board during those times are no longer around. Also complicating the matter is that things happened at two different institutions. She said that it takes a long time to sort this out, particularly with TBR members who are not familiar with this history and are not as sensitive about it as they should be. Off-the-record discussion followed.

L. Miller asked who sets the number of tenure track positions at an institution, what the number is based upon, and how are tenure track positions assessed or determined? Off-the-record discussion followed.

2. What about the workload for coordinators? In some instances the workload has literally tripled and the same compensation is being offered.

Deans, chairs, vice provosts, and coordinators have submitted a recommendation for compensating chairs and coordinators. She said that the recommendation calls for monetary compensation, but in light of budget cuts, that might have to be accomplished with release time instead. She is aware of the intense loads that have been unfairly placed on coordinators. She stressed that she is talking about program coordinators who are providing oversight to a particular program for accreditation rather than coordinators who are assisting department chairs, and these positions should not be considered the same in terms of compensation or release time.

3. What about summer classes? Some are concerned they will not get them or summer classes will not be awarded fairly. How will seniority be used when assigning classes?

Dr. Miller said that this was a very emotional issue last year. She reviewed how the school dealt with summer school last year given that one body of nine-month faculty members were accustomed to summer teaching while the other group was not. The administration decided that for the first year both groups of nine-month faculty should have an opportunity to teach. But, she said, last year there was no budget crisis. This year cuts will include summer sections and faculty may not be able to get the number of courses this summer as they had last summer.

In regard to fairness and unfairness, she said that she has discussed this with the deans, but if a faculty member believes there has been an instance of unfairness, then the issue should be discussed with the chair, then dean. If no resolution is reached at those levels, then she would be willing to consider the issue. She will meet once

again with the deans and chairs to clarify what is expected. However, she expects the deans and chairs to be fiscal managers of the money allotted to them for summer school, and they must stay within their budgets.

On the assertion that summer school pays for itself, she said that the school cannot operate on a “break even” policy. Summer school last year was extremely expensive, particularly when paying faculty at a 1/32 rate. The school cannot guarantee that nine-month faculty will get two courses. L.J. Smith reminded Dr. Miller that departments were supposed to have a plan in effect.

Haley said that in some instances department chairs are assigning two summer classes per faculty and are waiting to see if this will be permitted, while other department heads are giving only one class. There is potential for unfairness in assigning summer classes.

Dr. Miller stressed once more that she will not promise two summer classes to every nine-month faculty. There is simply no money for this she said.

In the event of cancelled classes, it is up to faculty and chairs to decide what to do, but the chairs need flexibility. There will be no edict or directive to department chairs.

Dr. Miller said that the TBR and THEC have sent the school a list of programs with a request to justify why these programs should be continued. The school will have to reduce course sections.

McColgan asked about nine-month and adjunct assignments. Dr. Miller said the nine-month faculty should be given priority, but the chairs must remain within the budget. There is not as much money available as last summer, and chairs must have flexibility she repeated.

Bodayla asked if there should be a timeline for deciding who should teach summer classes. Dr. Miller said that this should be done when the schedule is made, and it should be done early. The decisions should be based on an agreed upon process, such as a seniority system.

L.J. Smith said that department chairs have different philosophies about summer teaching. Those from STIM still tend to exclude nine-month faculty from summer teaching. Senators requested that Dr. Miller remind these chairs that in regard to summer school the old ways of doing things that were in place at STIM no longer apply.

When Blankenbeckler asked about the numbers required for a section to make, Dr. Miller replied that a number has not been decided upon, although there will never be an across the board number. She will look at the number of sections for a particular course and the numbers enrolled in these sections. She said that if there are many sections with low enrollment in each, this indicates poor management.

4. Discuss the Engineering Tech. concerns about term appointments, using graduates as a factor to deny tenure, and removing faculty from tenure track and placed in term appointments.

Dr. Miller admitted this was a very difficult situation to deal with. The events in question happened in 1987-88 and the dean responsible is no longer around. Faculty in Engineering Technology who were on tenure track were told by a former dean that they were not going to be allowed to be tenured because either enrollment was down or the number of graduates were down. However, they were given the option of switching to term positions, and they were told to write letters requesting these changes. With that advice, faculty in Engineering Technology all switched. However, there were other areas on campus with similar enrollment and graduate declines, but these tenure track faculty were not asked to change, and they eventually received tenure. The request from the Engineering Technology faculty now is to be returned to tenure track positions. Dr. Miller is working with TBR on this. Off-the-record discussion followed.

Dr. Miller reviewed Simon’s situation specifically. She said that he applied for tenure and was approved by everyone including the committee. However the Dean turned down his application and told him to request a term appointment.

Dr. Miller cited other issues such as the equity study and a law suite that compounds and confounds things

greatly, making a fair solution extremely difficult.

5. Faculty morale is low. There are faculty who feel that senior staff lead by intimidation. What can you do?

Dr. Miller asked for examples when senior staff members have lead by intimidation, but no one offered any.

In terms of faculty morale, Dr. Miller requested that the Senate bring things that contribute to low morale to her attention. She said that generally low morale occurs when faculty believe they have no part in the decision making process. She requested that the Senate call specific things to her attention and suggest how things might be conducted differently.

In reply to this, Blankenbeckler said that he recently chaired the Facilities Committee. He said this committee made substantial recommendations to senior staff last September, and there were no responses. Turner, in turn, provided a number of similar examples as well. Dr. Miller requested that the Senate and senior staff determine an effective process that will ensure that things get resolved. Off-the-record discussion followed.

Dr. Miller said that sometimes committees are set up to “spin their wheels” because they are not given comprehensive information for appropriate recommendations. Also, she said that difficult decisions that should be made by administrators are sometimes relegated to committees.

As another example, Branch said that he recently chaired the Honors and Awards Committee, but no one had any idea what the charge was or should be for the committee, and he said that senior staff often made last minute decisions. Dr. Miller discussed this matter at length, but she concluded by saying that she and the Senate should work together and figure out ways to get things resolved efficiently.

6. The issue of Accountability.

Schlichter said that we must find ways to make people accountable. He asked what good is responsibility if there is no accountability. Dr. Miller agreed that his point is well taken.

7. What is your objection to faculty evaluating above chairs?

Dr. Miller said that neither she, vice provosts, nor the deans have a right to evaluate a faculty member. Conversely faculty members often lack the whole picture, and an evaluation of an administrator might reflect what one thought and felt, rather than one that offers a thorough assessment. She conceded to Singleton that something resembling the recent culture survey would be appropriate. Haley told her that the matter has been referred to the Faculty Welfare Committee, and Dr. Miller agreed to meet with the committee for further discussion.

8. Will everyone be required to wear ID Badges, how will this requirement be enforced, and what is the penalty if one does not wear the badge?

Dr. Miller said that the ID Badges would be required for everyone, but she could not respond to the latter two portions of the question. She reviewed reasons for this upcoming policy, saying that suspicious people often are walking about campus. Security police are reluctant to ask these people for identification. However, a policy requiring all to wear an ID badge would allow security officers to ask for identifications from those without badges.

Dr. Miller said that some colleges, but not many, require ID Badges. Several faculty mentioned rumors being circulated about the ID Badge requirement. Branch pointed out that since this is a public institution, people who are not enrolled are on the campus all the time. He was somewhat skeptical that security officers would be asking suspicious looking people for identification. Miller responded that such people would not be asked to leave for not having an ID badge, but she said many people, both faculty and students, have complained about lack of security in certain campus locations. Branch pointed out that this policy was initiated without discussion and said that it was another example of why morale is low. Pritchard suggested using the driver’s license as the ID and giving a list of personnel to the security officers. When Dr. Miller asked if wearing an ID badge was really that bad, she received many affirmations from the Senators that is was indeed bad.

9. Can the school get the noise under control at graduation?

To L. Miller's question, Dr. said that the Friday night ceremony probably contributed to the excessive noise, and that is why the ceremony is being moved to Saturday morning. Also, the student speaker will request that the audience remain quiet during the ceremony.

10. Did we receive performance funding, and if so, how much?

To Blankenbeckler's question, Dr. Miller said that this is not complete yet, and that it is "on its way."

11. When will Mr. Paul Thomas conduct the department chair evaluation workshop?

To Haley's question, Dr. Miller said that Thomas was out two weeks, and the workshop has not been held. However, there is a firm date scheduled for it. When Haley asked if the faculty evaluations by department chairs could be suspended until June in order to hold the workshop and obtain student evaluation results, Dr. Miller said that this was not possible. She said that doing this as late as June would create a logistical nightmare. There was some discussion about the student evaluations. Dr. Miller agreed to give this delay request some thought, but the consensus of the Senate was to leave the timeline as it is. There was further off-the-record discussion. Dr. Miller was concerned about the apparent lack of trust between the faculty and administration, and she said this must be resolved because there cannot be an adversarial relationship.

12. What is the status for class consolidation in terms of times? At the Macon Cove campus, there are Monday-Wednesday classes, but not at Union Avenue.

To Haley's question, Dr. Miller said that the lead people handling this matter are Kirk and Griffin, and there is a committee dealing with this. When she asked Haley what he wanted her to do, he responded that he would like to know the name of the committee chair. Dr. Miller then discussed some of the history of consolidation, and she said that trying to make everything the same at the campuses has often created problems. She said some differences in procedure at the locations might be advisable if student needs are being met at a particular location, and there is adequate documentation that those needs are being met. However, these differences should not exist in order to meet the needs of faculty.

F. Adjournment

As he concluded the meeting, Haley said that he would keep the Senate informed about developments in the Reduction in Force (RIF) meeting which was about to convene. Also, he reminded the Senators once again to visit the web site, and he asked the Senators to keep the department members and department heads informed about Senate matters. He also requested once again that absent Senators send a live proxy rather than a written one. He asked the Senators to keep him informed about the way their respective departments are handling summer school. Haley said that Blankenbeckler would be the Senate liaison to the Senate Committees and asked him to be sure committee chairs send in reports. Haley said that Middle College High School is up-to-date on rent payments.

The Senate moved to adjourn at 3:00 P.M. The next Senate meeting will be September 3rd in the faculty lounge at the Union Avenue Campus.

STCC Senators and Senate Committees

September Roll Sheet

2002-2003 Senate

President: Steve Haley shaley 5635

Division Senators of Liberal Studies and Education - Five Seats.

Roll

(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Mary Ann Bodayla (1yr)	mbodayla	Social Behav. Sci./Crim. Just.	5197	_____
Doug Branch (1yr)	dbranch	Fine Arts/Lang. and Lit.	4483	_____
Lilliette Smith (1yr)	ljsmith	Social Behav. Sci./Crim. Just.	4125	_____
Clark McKinney(2yrs)	cmckinney	Social Behav. Sci./Crim. Just.	4574	_____
Mark Moses(2yrs)	mmoses	Developmental Studies	4434	_____

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

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts/Geog. Info. Sys., Engineering Tech., Industrial and Environ. Tech.)

Wes Payne (1yr)	wpayne	Business Adm. & Paralegal Stu.	4681	_____
Kathy Singleton (1yr)	ksingleton	Information Tech., Graph. Arts	4415	_____
Mike Northern (1yr)	mnorthern	Engineering Tech.	4286	_____
Bettie Abernathy-Phillips (2yrs)	baphillips	Business Adm. & Paralegal Stu	4691	_____
Todd Blankenbeckler (2yrs)	tblankenbeck	Information Tech., Graph. Arts	4677	_____

Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023	_____
Ray Burkett (1yr)	rburkett	Natural Sciences	5225	_____
Gerald Foon (2yrs)	gfoon	Allied Health	5412	_____
Lynda Miller (2yrs)	lmiller	Natural Sciences	4447	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

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

Sheridan Park (1yr)	spark	Accountancy/ Office Adm.	4682	_____
Twyla Waters (1yr)	twaters	Business Adm. and Paralegal St.	4596	_____
Roger Schlichter(2yr)	rschlichter	Information Tech./Graphic Arts	4144	_____
Bill Simon (1yr)	wsimon	Engineering Tech.	4163	_____
Vicki Armstrong (1yr)	varmstrong	Industrial and Environ. Tech.	4293	_____

Division: Liberal Studies & Education

Departments:

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

Mickey Beloate (2yr)	mbeloate	Developmental Studies	6015	_____
John Pritchard (2yr)	jpritchard	Fine Arts/Language and Literature	5645	_____
Lafayette Gatewood (2yr)	lgatewood	Education	5147	_____
Mary Pratt (2yr)	mpratt	Social Behav. Sci./Crim. Just.	6056	_____

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530	_____
Jim Williams (1yr)	jiwilliams	Natural Sciences	5978	_____
Mary Vines (1yr)	mvines	Nursing	5549	_____
Linda Pope (2yr)	lpope	Allied Health	5056	_____

*** Senators are exempt from serving on other standing committees.**

Faculty Senate Committees for 2002-2003

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart (**Chair**), Clarence Christian, Janice Van Dyke, Lynn Spivey, Carolyn Brown, Pam Trim, Marguetta Jackson Jones; Liz Lawrence;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Loretta Regan (**Chair**), Carol Gazik, Jody Couch, Clementee Whaley;

FACULTY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Cy Pipkin, Loretta McBride, Marty Hurrah (**Chair**), Thelma Harris, Brenda Smith, Ed Reid;

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski (**Assist. Chair**), Georgia Whaley, Vava Cook, Jane Santi, Vicki Robertson (**Chair**), Mary Pratt, Thurston Shrader, Janice Van Dyke, Donna Toole, Homer Ray, Evelyn Little;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Eddie Jones, Dwight Campbell, Tamara McColgan, Deborah Haseltine (**Chair**), Frankie Harris;

*** Tamara McColgan will be replaced because she is on the Senate.**

(AD HOC) SENATE SCHOLARSHIP COMMITTEE :

ELECTION COMMITTEE:

The following are College Standing Committees with specific Senate Relationships: (See Constitution.)

CURRICULUM COMMITTEE:

Clark McKinney is the Senate liaison to this committee.

PROMOTION AND TENURE COMMITTEE:

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson (**Assist. Chair**), Kathy Germain (**Chair**), Brenda Phillips;