

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus (F218)
November Minutes (Approved December 3, 2002)**

A. Call to Order and Roll Call

The Senate was called to order at 3:00 P.M., November 5th.

The following Senators were present for roll call:

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

The following Senators were absent for roll call:

M. Northern, G. Foon, B. Simon, and T. McColgan

The following Senator(s) submitted a proxy:

none

The following Senator resigned in November:

R. Burkett

B. Reading and Approval of Minutes

On page 8, Haley pointed out that J. Couch has resigned from the Grade Appeals Committee, but he has not yet found a replacement. With this change noted, the Senate approved the October minutes as written. Haley welcomed the new Senator, P. Fancher, to the Senate.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee

a. action requests(s):

Post School Documents (Salary Equity Study) on the Intranet

The action request states "I am curious to know how many of our faculty have looked at Dr.

Rockmore's salary equity study? There are copies in our STCC Library, but many do not know this or do not ever look at them. Why can't [this] study be distributed via our internal Internet? And why not our annual budget...?"

Haley said that the SEC discussed this request with Dr. Essex, and he has agreed to have a web site set up [President's Corner] in order to post this kind of information. Haley and Abernathy-Phillips said that at this time the school's master plan has been posted at his site, but the two documents specified in the action request are not yet posted. Abernathy-Phillips said that posting the budget would be a problem because of the way it is printed out. Haley said he would call the President's secretary and remind her that the salary equity study and school budget documents are not yet posted.

Theft of Items in the Union Avenue M Building

Because of recent lab and office thefts in building M, a faculty member from natural sciences asked the SEC to request that "Dr. Essex and the College follow [through] on ... prior promises and install working surveillance cameras in the M Building (second floor)." Also, because the thefts are being committed by someone with a master key, "recommend to Dr. Essex and the Physical Plant that faculty offices and other sensitive areas be equipped with punch code Simplex locks."

During the discussion, a number of Senators from Macon Cove, Union Avenue, and Southeast reported security problems. Haley stated that Captain Brown has wanted to install surveillance cameras for many years, but there is always no money for security improvements. Vines said that Captain Brown was invited to the Nursing Department to discuss security concerns, and that he also told them there is

no money for these improvements. He suggested that the department approach the administration about this. At that meeting, Vines said that he recognized the security breaches caused by the availability of keys to contracted cleaning personnel. Bodayla pointed out that a theft of a computer is also a loss of considerable academic work that might be stored on the hard drive. Pratt reported that students at Southeast are gathering a petition to submit to Dr. Essex requesting better parking lot security.

In response to Haley's question about how the Senate should deal with these security issues, Vines suggested that the SEC discuss these concerns with Dr. Essex directly. As this discussion drew to a conclusion, she pointed out that Captain Brown is currently 10 officers understaffed.

- b. Senate Committee Liaison (Blankenbeckler): (for update see committees below)
- c. Curriculum Committee Liaison (McKinney): (for update see Curriculum Committee below)
- d. Scholarship Committee Liaison (L.R. Smith): (for update see Scholarship Committee below)
- e. Report on Called SEC Meeting With Dr. Essex on Convocation Day
Haley said that the meeting with Dr. Essex was positive. Dr Essex supported Haley's proposal to have a Budget Committee study the school budget in order to find money to fund the equity study, and the President will direct his administration to assist in this task. Haley told Essex that getting the equity study funded this year is a priority and there will be firm recommendations from the Budget Committee. Although 1.3 million dollars is needed to fund the equity study this year at 30%, Haley warned that only about \$500,000 will likely be found.

On another issue, Dr. Essex asked the SEC to talk with the Provost about establishing Faculty Emeritus at Southwest.

2. Academic Matters Committee

a. Status of Policy Review

Blankenbeckler has received no update from the Academic Matters Committee.

3. Grade Appeals Committee

a. Status of Current Grade Appeal(s)

Blankenbeckler reported that the Grade Appeals Committee received one student appeal on October 21st, and the matter is currently under consideration.

b. Review of Two Grade Appeal Documents

The Grade Appeals Committee has completed two documents, a "Grade Appeal Form" and a "Grade Appeal Form Procedures," that it presented to the Senate for review. Pope began the discussion by saying that an "I" is not an appeal grade, and she said that the "Change in Grade" form would be a more appropriate way of handling this. Under the student request section, Moses asked whether a student would know what grade to request. He also pointed out that "summer" was omitted as a semester choice. As discussion continued, Singleton and Bodayla cited instances in which an "I" could be appealed. Further discussion revealed that the form does not make allowances for other grades such as N, P, or V that are in use in some departments.

In the end, the Senate passed the following motion:

1. Add the word "Summer" next to "Semester:". (Fall Spring Summer)
2. In the student section, change "I request grade change from (circle) A B C D F I to A B C D F I for the following specific reasons:" to "I request a grade change for the following specific reasons:".
3. In the Instructor section, change "...I recommend a change from (circle) A B C D F I to A B C D F I" to "...I recommend a change from _____ to _____."

Singleton pointed out that the Senate should return the "Grade Appeals Form" to the Grade Appeals

Committee recommending the above changes.

4. Faculty Handbook Committee

a. Status of Faculty Handbook at Web Site

M. Hurrah, Chair of the Faculty Handbook Committee, reviewed several key details of the recently revised Faculty Handbook, and she reported that the Handbook would be posted in the near future. Senate consensus was that the committee should review the handbook at the beginning of each year and revise it as needed. Hurrah said there is a problem adjusting the fonts in the document, but this should be resolved soon.

5. Faculty Development and Evaluation Committee

a. Minigrant Selections: update

Pratt reported that the committee has funded only a few minigrant proposals involving travel. Bodayla pointed out that many conferences are not until June, and by then grant funds are unavailable. Haley stressed that the Faculty Development and Evaluation Committee should make allowances for proposals that might require travel late in the academic year.

b. Status of Faculty Evaluation

Blankenbeckler said that Dr. Miller, key administrators, deans, department chairs, and the SEC met with Dr. Arreola on Oct. 23rd. During this meeting Dr. Arreola reviewed the faculty evaluation currently under development by the Faculty Development and Evaluation Committee. Blankenbeckler and Pratt said that the development of the evaluation has been delayed in its work because six departments have not submitted required data to the committee. At this time, these departments have not been identified, but they have a Friday the 8th deadline.

At this point, Pritchard stated his point of view about the evaluation process as it applies to both faculty and the administrators. He subsequently proposed the following two motions:

1. Tenured faculty should not be evaluated every year, and the frequency of the evaluation should be discussed at a later time.
Singleton pointed out that the evaluation process has been helpful to her, and she suggested that this might be optional for tenured faculty. Haley warned that periodic evaluations could evolve into a post-tenure review process. After lengthy discussion, and at Haley's suggestion, the Senate voted to table this motion until the spring semester.
2. It will be the policy of the Senate to invite the President to the Faculty Senate at the beginning of each year and have him discuss what he is going to do and what he has done.
This motion carried without opposition.

Pritchard also questioned the need for the various levels of "directors" in a particular department, particularly since there is no or very little money to fund the salary equity study. Haley, who has been reviewing the school budget, cited examples of extremely large budget increases in several areas since last year.

6. Faculty Welfare Committee

a. Status of Administrative Evaluation

Blankenbeckler reported that the Faculty Welfare Committee met on October 30th. The committee proposed thirty items that could be included in the evaluation of department chairs. He said that the committee would post the item list on its web site. Also, he said that another group [to be appointed by Dr. Miller later] would determine the rating system for the evaluation. On another matter, he said that the committee is still soliciting suggestions for raising faculty morale.

Singleton said that the committee will present the "evaluation" as a feedback-type document, and that it

could actually encompass all administrators in a non-threatening manner. In reply to Haley's question, Blankenbeckler said that the list of items should be compiled by November 8th, but he was not sure if this would be presented to the Senate as a draft or a final report, or even if the committee expects Senate comments at all. Blankenbeckler will clarify these issues and report back to the SEC.

7. (ad hoc) Senate Scholarship Committee

At the previous Senate meeting, Williams had questioned the need for a Senate Scholarship Committee since there was a college-wide one in place. L.J. Smith contacted the nine faculty or staff members who are regular contributors to the (three) Senate Scholarships to find out if they would object to having the college-wide committee determine recipients for these particular scholarships. Of those four who responded, she discovered that one did not care, but three did not want such a change. In the end, the Senate decided to leave the Senate Scholarship Committee in place and everything "as is."

8. Election Committee: no business

The Election Committee has not been appointed at this time.

The following are College Standing Committees with specific Senate Relationships:

9. Curriculum Committee

McKinney reported the following Curriculum Committee business:

- a. Applied Physics I has been dropped.
- b. Natural Sciences (1030, 1031) and Environmental Sciences (1110, 1120) have been tabled because protocol was not followed.
- c. Special Topics in Natural Sciences (2990) was recommended for approval with reservation.

10. Promotion and Tenure Committee: to be appointed by Dr. Essex

11. Readmission Appeals Committee: no business reported

D. Unfinished Business

1. Faculty Senate Priorities for 2002 – 2003: posted at Senate Sharepoint Web Site

Haley reported that he has continued to update the priorities at the Sharepoint site. He asked once again for Senators to report Senate business to their respective departments on a regular basis and to check the web site frequently. Also, he asked that Senators make sure faculty members are aware of the Senate Sharepoint site and how to locate it [<http://internal.stcc.tn.edu/fac-senate/>].

2. Status of Request for Department head Seminar to be Conducted by Mr. P. Thomas

It appears at this time that Mr. Thomas will be holding a seminar for department chairs sometime in December. Ms. J. Gunter, Dr. Miller's assistant, indicated that the administration is deciding on a firm date. This workshop will train department chairs to conduct the current faculty evaluation in a consistent, objective manner. Haley said that he wanted a similar workshop to train department chairs in the use of the new evaluation as well.

3. Status of Non-Tenured Faculty in Engineering Technologies Now Under Review by Dr. Miller

Haley reported that this matter is still under review. Armstrong reported that Mr. H. Ray, who is the chair of Engineering Technologies, is retiring this year in part because of a "30 day notice" letter sent to his non-tenured department members. Haley promised to check on this for clarification.

4. Status of 12-Month Contracts Now Under Review by Dr. Miller for TBR

Haley reported that this matter is still under review.

5. Status of ad hoc Budget (Fiscal) Oversight Committee

Haley said that he still has only two people who are willing to serve on the ad hoc Budget Oversight Committee, but he needs more people. He would like this committee to have a recommendation ready by March.

6. Status of Bylaw/Constitution Changes
Haley postponed this item of business until December. The SEC will meet on November 19th to work out a draft of Constitution and Bylaw changes for consideration at the December 3rd session. The proposed changes in the Constitution and in the Bylaws will be the only business considered at that meeting.
7. Status of "Change in Grade" Form
Dr. Miller has made a final decision on the "Change in Grade" form. She will remove her title/name from the form, but all other parts of the form will remain unchanged.
8. Clarifications of Dr. Miller's Statements in the FDEC September 30
The Faculty Welfare Committee will develop the department chair evaluation as established, and the training workshop for the department chairs will be offered as planned.
9. Status of Compiling Faculty Concerns about New Faculty Evaluation Instrument
Haley continued to call for faculty concerns about the faculty evaluation being developed. These should be forwarded to Williams. Williams raised several issues about the new evaluation based on a similar one used at Shelby State many years ago. He was concerned that the new evaluation would require excessive documentation, that peer evaluators would include faculty outside one's department, and that excessive travel would be required to conduct peer evaluations. Several Senators pointed out there has been no mention of documentation. It was also pointed out that one option is for a department not to have peer reviews or peer reviews from outside the department. L.J. Smith and Blankenbeckler stressed the need for informed input during every stage of the evaluation development. L.J. Smith also expressed concern about the chairs applying the evaluation equitably. Singleton said that for the evaluation to work, it is up to the faculty to control what the evaluation becomes.
10. Concern about Spring Faculty Evaluation Training Session; Concern about No (Piloting) Trial Run to Test Evaluation
This item of business was not discussed.
11. Status of Plan to Unite Three Faculty Organizations to Push for Salary Equity
At this time the PASO organization has not elected a president to represent the administrators. However, Mr. B. Youngson is the staff organization president. This matter of business remains in progress, but Haley hopes to have all three organizations united on the issue of salary equity funding.
12. Status of Recommendations to Compensate Program Coordinators
Dr. Miller will have a recommendation on the issue of program coordinator compensation in the spring semester.
13. Status of Compiling Department Guidelines for Selection of Summer Classes
Dr. Miller has said that it is up to the departments to set guidelines for distributing summer classes equitably.

At this time, only 3 or perhaps 4 of the Senators have checked to find out if their respective departments have a "Summer Teaching Policy." Haley reminded Senators to determine this.

14. Status of M. Blair Letter to Senators
Haley reported the TBR lawyers have said Mr. M. Blair does not have a complaint that warrants the appointment of a grievance committee. Haley reported that the SEC has determined that this is not something the faculty should handle. Pritchard said that the Senate should invite Blair to present his case and presented a motion to that effect. However, his motion to invite Blair to the February Senate meeting did not carry.

E. New Business

1. TBR Faculty Sub-Council Report
L.J. Smith attended the October TBR Sub-Council meeting and submitted the following report to the Senate:

TBR Sub-Council Report

Friday – October 18, 2002

Personnel Change:

Dr. Art Walker named New President for Motlow State Community College

Implementation of New Advising Screen and ACT Scores for Placement

Targeted Date was for October 1

Final version sent out October 11

Replace SS# as Major Identification Source

Campuses have been asked to develop alternative identification sources to replace Social Security numbers.

Presently campuses are using one or more of the methods as follows:

Social Security Numbers

Alternate Screen ID's -- SS# appears differently on the screen
(TBR recommends this method)

Changed identification from the computer program

Low Productivity Programs

List from college is due to TBR by October 25

Report should include faculty input

50% implementation by 2005 and total implementation by 2006

General Education Core

Reduce the General Education Core to 41 hours

Recommendation proposed to reduce total load to 35 hours -- failed

Implementation delayed until Fall 2004

Evaluation of Duly Elected Faculty (Faculty Senate or Council)

Beyond the Election Process

JSCC president proposed as part of the school's IE initiative to have

The Academic VP evaluates the Faculty Council.

Sub-Council suggested that the JSCC Council inform their president

That this was not practice at any other institution in the system.

TBR Committee Formed -- Adjunct Pay System-wide

Lilliette Smith assigned to serve on the committee

Submitted by: Lilliette Smith 11/5/02

Singleton raised a question about faculty input in the development of the report that identifies the low productivity programs at Southwest. Since no one knew how the report was developed or what programs were listed, Haley said he would check into this.

Other New Business:

2. Moses was concerned that the "Who Let the Dogs Out" social gathering was cancelled rather abruptly and wondered why it was cancelled before the deadline to buy tickets. He said that he was planning to go, but he did not get a chance to get the tickets. Blankenbeckler mentioned that only 34 people had bought tickets. McKinney pointed out that some people were put off by the title of the gathering.
3. Haley reported that he has been appointed to serve on a TBR subcommittee on Promotion and Tenure. He and Mr. Griffin will go to Dyersburg State Community College this Friday for the meeting.

F. Adjournment

The Senate moved to adjourn at 4:30 P.M. The next Senate meeting will be December 3rd, in the Hospitality Room at the Macon Cove Campus. The Bylaws/Constitution changes will be the only item of business on the December Agenda.

STCC Senators and Senate Committees

December 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.)

Patsy Fancher (1yr)	pfancher	Information Tech., Graph. Arts.	4141	_____
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	_____
Doug Smith (1yr)	dsmith	Natural Sciences	4128	_____
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, Marguerite Jackson Jones; Liz Lawrence;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Loretta Regan (**Chair**), Carol Gazik, * _____, Clementee Whaley; (Jody Couch has resigned from this committee, but her replacement has not been named.)

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

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski (**Assist. Chair**), Georgia Whaley, Darius Wilson, 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, Robert Prytula, Dave Darnall, Yvonne Jones, Eddie Jones, Dwight Campbell, Deborah Haseltine (**Chair**), Frankie Harris, Phyllis Cox, Charles Pender, D. Wright;

(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;