

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus (F218)
February Minutes (Approved March 4, 2003)**

A. Call to Order and Roll Call

The Senate was called to order at 3:00 P.M., February 4th.

The following Senators were present for roll call:

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

The following Senators were absent for roll call:

P. Fancher, M. Northern, B. Abernathy-Phillips, G. Foon, B. Simon, and J. Pritchard,

The following Senators submitted a proxy:

M. Bodayla proxy to M. Pratt, C. McKinney proxy to L.J. Smith, T. Blankenbeckler proxy to K. Singleton

B. Reading and Approval of Minutes

Senate approved the January minutes as written.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee

- a. Action requests: none
- b. Senate Committee Liaison (Blankenbeckler): (for any updates see committees below)
- c. Curriculum Committee Liaison (McKinney): (for any updates see Curriculum Committee below)
- d. Scholarship Committee Liaison (L.R. Smith): (for any updates see Scholarship Committee below)
- e. Meeting with Provost:
Dr. Miller has cancelled two scheduled meetings with the SEC due to emergencies. Haley said that because of these cancellations he is unable to offer updates on many of the "Unfinished Business" items.

2. Academic Matters Committee (Gephart)

no report

3. Grade Appeals Committee (Regan)

no report

4. Faculty Handbook Committee (Hurrah, Reid)

Haley reported that the committee has completed work on the faculty handbook.

5. Faculty Development and Evaluation Committee (Robertson, Lipinski)

Haley reported that Robertson recently sent a memo stating that the Senate had recommended that under the "Source Impact Matrix for Teaching," the role of "advising" should be incorporated into "service." Haley said that he was only presenting his view to Robertson and was not speaking for the Senate. He said that he has mailed out a clarification on this misunderstanding.

6. Faculty Welfare Committee (Haseltine)

a. Status of Administrative Evaluation

Singleton reported that Faculty Welfare Committee has completed work on the department chair evaluation. (Dr. Miller will appoint another committee to develop the ratings.) This evaluation consists of 26 questions divided into these four categories: Performance Management, Team Work, Fair Treatment,

and Student Service Management. The Senate voted to accept the report, and Haley will forward it to the Provost. [This report is posted at the Senate web site.]

b. Faculty Morale

For informational purposes only, the Senate received a very lengthy (three pages, small font) list of faculty complaints and reasons for low morale which the Faculty Welfare Committee compiled during the fall. Haley will submit this list to the Provost and the President. [This report is posted at the Senate web site.]

7. (ad hoc) Senate Scholarship Committee
no report

8. Election Committee:
Four Senators volunteered to serve on this committee. See “New Business” below.

The following are College Standing Committees with specific Senate Relationships:

9. Curriculum Committee (Summons)
The report from this committee was tabled.

10. Promotion and Tenure Committee
Haley assumed that Dr. Essex has appointed faculty to this committee from the Promotion Tenure Pool that the Senate submitted in October. However, no one at the Senate meeting knew if the committee has selected a chair.

11. Readmission Appeals Committee (Germain, Carson)
For informational purposes only, the Readmission Appeals Committee provided the Senate with a list of five recommendations for the Provost to consider. These recommendations include the following:
- change the name to “Appeals” rather than “Appeal,” and handle academic suspensions only
 - make catalog changes to correct the name of the committee and to state clearly what the student must do to appeal an academic suspension
 - provide a description of the “Procedures and Polices”
 - release of committee members from registration assignments in order for them to hear appeals
 - assign advisors to students at the campus where they attend classes

D. Unfinished Business

1. Faculty Senate Priorities for 2002 – 2003: posted at Senate Sharepoint Web Site
Haley reported that recently he updated the priorities at the Sharepoint site. [<http://internal.stcc.tn.edu/fac-senate/>].
2. Status of Request for Department head Seminar to be Conducted by Mr. P. Thomas
Haley reported that Mr. Thomas conducted a workshop about a month ago, but it was too broad in nature. Haley had wanted Mr. Thomas to hold a workshop that would specifically train department chairs to conduct the current faculty evaluation in a consistent, objective manner. However, Mr. Thomas did not address this. Haley called for a follow-up workshop for the department chairs, but at this time one has not been scheduled. Haley stated that he intends to contact Mr. Thomas again about this matter.

Haley asked if the Senate should push for faculty evaluations of administrators above the chair level. Singleton stressed the need for administrative accountability, perhaps in the form of a “climate survey.” Schlichter asked if the Senate should not recommend that administrators evaluate one another from one level to another. Turner, Armstrong, and Waters suggested that the evaluation should be called a feedback process. Waters also recommended that such a feedback could address a department or area rather than the individual. Haley and the SEC will continue negotiate for some type of feedback process for administrative levels above the chairs.

3. Status of Non-Tenured Faculty in Engineering Technologies Now Under Review by Dr. Miller
no report
4. Status of 12-Month Contracts Now Under Review by Dr. Miller for TBR
no report
5. Status of ad hoc Budget (Fiscal) Oversight Committee
Haley said that, given the size of the reductions in state appropriations for Southwest, salary equity funding has little chance this year. In reply to Williams, Haley said that the committee members include S. Murrell, S. Chang, E. Barnard, S. Park, and himself. Singleton suggested that this committee should redirect its focus and work with the College-wide Budget Oversight Committee in determining how the college will deal with these fiscal reductions and in ensuring that effectiveness in the classroom is not undermined. Schlichter suggested that the committee could provide its own recommendations for budget cuts.

Haley **moved** that the Senate ask the President to appoint a Senate representative to any oversight committee that is charged with determining budget cuts. The motion passed unopposed.

6. Status of Compiling Faculty Concerns about New Faculty Evaluation Instrument
no report
7. Status of Professor Emeritus, Faculty Emeritus
For informational purposes only, the Senate received a copy of the old Shelby State “Guidelines for Faculty and Professor Emeritus.” Haley will submit these guidelines, along with some additions, to the Provost. In reply to Pratt, Haley said that one of his priorities is to develop guidelines for professor, faculty emeritus at Southwest this academic year.
8. Status of Plan to Unite Three Faculty Organizations to Push for Salary Equity
Haley reported that the PASO organization still has not elected a president to represent the administrators. However, he said Mr. B. Youngson is the staff organization president. Although this matter remains in progress, Haley had hoped by now to have all three organizations united on the issue of salary equity funding. He conceded that, given the fiscal reductions, this is now a moot point.
9. Status of Recommendation to Compensate Program Coordinators
no report [According to previous Senate minutes, Dr. Miller is supposed to have a recommendation on the issue of program coordinator compensation in the spring.]
10. Status of Compiling Department Guidelines for Selection of Summer Classes
Haley requested that Senators make sure their respective departments have written guidelines for dispensing summer classes to the faculty.
11. Status of Action Request to Post Budget and Salary Equity Online
A few months ago Dr. Essex agreed to post the budget and the salary equity study on his web site, but he has not done this yet.
12. Information about List of Low Productivity Programs Sent to TBR (programs listed, faculty input)
no report
Haley mentioned that many of these programs are in Dean Toole’s area.
13. Faculty Approval of Constitution: Voting Results
The faculty have not yet had an opportunity to vote on the Senate Constitution because Dr. Miller and Dr. Essex would like to offer some recommendations of their own. However, since the last two scheduled SEC meetings with Dr. Miller were cancelled, Haley could not provide the Senate with anything specific. Haley said that he would try to arrange another meeting with Dr. Miller later in February. To this, Singleton requested that he set this meeting in advance of the next Senate meeting. Haley will discuss their recommendations at the March Senate meeting.

E. New Business

1. Appointment of Election Committee
Since the changes in the Senate Constitution have not yet been approved by the faculty, the spring Senate elections will be held as prescribed by the current Constitution. L.J. Smith reviewed the election processes

that will take place this semester, and she said that she has talked with Ms. L. Henriksen about arranging the elections online. She said that, as Vice-President, she would chair the committees that will oversee both the Senate divisional and the presidential elections in March [the election committee and SEC respectively]. She pointed out that the Election Committee should be comprised of four Senators who are in their first-year of service. The following four Senators volunteered to serve on this committee: M. Beloate, R. Schlichter, L. Miller, and J. Pritchard. Singleton pointed out that when she chaired the election committee last year, those departments that were supposed to submit a divisional candidate and elect a departmental Senator, in some cases, did not understand this. She told the Senators to be sure to make it especially clear to their respective departments that all departments should submit the names of divisional candidates to the Election Committee and only some departments should elect a departmental Senator. Haley then referred the Senators to the roll sheet in order to identify those Senators who were rotating off the Senate.

2. Bi-annual Vote of Confidence / No Confidence in Administration

Since Pritchard was not at the meeting, this item of business which he had requested at the Senate meeting in January was tabled until the March meeting.

3. Cell Phone Use in the Classroom: Policy Needed

Haley pointed out that the TBR attorneys have requested that Southwest faculty develop a policy about regulating cell phone use in the classroom.

In response, Williams moved that "It is up to each department to establish a cell phone policy and have it clearly stated on all departmental course syllabi."

However, in a recent and somewhat complex, convoluted incident at Macon Cove, Park explained that the Affirmative Action Officer became involved and backed the student. In response to Schlichter, the majority of the Senators indicated they had a cell phone policy in their syllabi. He then wondered if the Senate could take this information and develop a standard policy. Haley asked why each department could not develop its own policy. D. Smith pointed out that he would not want students missing emergency calls. L.J. Smith said that more information on this issue is required. Agreeing with this, Branch said that the Senate should not make policies that Affirmative Action can override. In response to his suggestion, the Senate tabled Williams' motion until more information is available.

Haley will discuss this matter with Dr. Miller for further clarification.

Other Business

1. TBR Faculty Sub-Council Report

L.J. Smith reported that the January TBR Sub-Council meeting was brief and poorly attended because of snow in Nashville. However, the sub-council conducted business, and she submitted the following report to the Senate:

TBR Sub-Council Report

Friday – January 24, 2003

- Approved Guidelines Form for New Degree Proposals ...
- No provisions will be made to provide health insurance for Part-Time Faculty ...
- State will provide Long Term Care Plan for employees – coverage is guaranteed. Spouse, parents, children and in-laws may be covered but not guaranteed ...
- Overload Pay Committee has not convened because Dr. Clark has been occupied with the General Education Core Curriculum. He hopes to begin work next month.
- Promotion and Tenure Task Force has broken into Community College and University Task Forces ...
- Post-Retirement Service Program – Business Officer decided to delay participation. – draft is being created – input appreciated ...
- Non-Resident Fee for Online Instruction – not a viable option because one would need to lower the out-of-state fee or raise the in-state fee... There is opposition to increasing the in-state fee.
- Nominating Committee of the Sub-Council will prepare a slate of offices to be presented at the next meeting. The next meeting is scheduled for April 2003.

2. Parking Complaints

In regard to the numerous parking complaints cited on the Faculty Welfare Committee list, there was considerable discussion in the Senate concerning the lack of available parking for the Macon Cove faculty in the lots near the trailers. D. Smith and several Senators cited the lack of enforcement/ticketing as a problem, and Haley indicated that he would point this out to Captain Brown. Also, Haley will discuss these parking concerns with Dr. Miller.

3. E-mail Problems with LDA Submissions

Turner cautioned the Senate that the email link posted at the LDA web site, <http://webfor.stcc.tn.edu/fac-bin/tsrvweb.exe>, does not always transfer the email LDA attendance data report through to the recipient, ida@southwest.tn.edu. He suggested that the faculty should check the “sent” box as a precaution.

F. Adjournment

The Senate moved to adjourn at 4:09 P.M. The next Senate meeting will be March 4th, in the Hospitality Room at the Macon Cove Campus.

STCC Senators and Senate Committees

March 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.

(Accountacy/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)	mbeloat	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: L.J. Smith (chair), M. Beloate, R. Schlichter, L. Miller, and J. Pritchard

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;

Southwest Faculty Senate Presidents:

1. Betty Rosenblatt and Jerry Atwood 2000 – 2001
2. Pat Nozinich 2001 – 2002
3. Steve Haley 2002- 2003

Senate Executive Committee Officers 2001 – 2002

President Pat Nozinich
Vice President Mary Ann Bodayla
Parliamentarian Ross Land
Treasurer Gloria Worthy
Secretary Jim Williams

Senate Executive Committee Officers 2002 – 2003

President Steve Haley
Vice President Lilliette J. Smith
Parliamentarian Kathy Singleton
Treasurer Todd Blankenbeckler
Secretary Jim Williams