

**Faculty Senate Meeting  
Southwest Tennessee Community College  
Macon Cove Campus, Hospitality Room  
November 4, 2003 Minutes**

A. Call to Order and Roll Call

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

The following Senators were present for roll call:

M. Bodayla, L. Smith, C. McKinney, M. Moses, C. Heinrich, T. Blankenbeckler, G. Spencer, B. Turner, L. Miller, S. Park, C. Crabtree, R. Schlichter, M. Cutler, J. Pritchard, M. Pratt, B. Drake, L. Regan, L. Pope (and S. Haley).

The following Senators were absent for roll call:

D. Railston, D. Brace, G. Foon, C. Wagner

The following Senators submitted a proxy:

J Redmond, proxy to T. Blankenbeckler

D. Branch, proxy to S. Park

M. Beloate, proxy to B. Turner

L. Gatewood, proxy to C. McKinney

T. McColgan, proxy to L. Smith

B. Reading and Approval of Minutes

The October minutes were approved as read.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

a. Senate Committee Liaison (L. Miller)

b. Curriculum Committee Liaison (C. McKinney)

c. Scholarship Committee Liaison (L. Smith)

2. Academic Matters Committee (Dunn)

This committee will meet on an as needed basis.

3. Grade Appeals Committee (Shaw)

The committee met on October 17, but the student who submitted the appeal under review did not attend.

The committee ruled the appeal was not justified. They will meet again on three other appeals.

4. Faculty Handbook Committee (D. Smith)

The Handbook Committee met on October 28. Doug Smith will serve as the chair. The committee has some minor revisions and one major revision to make.

5. Faculty Development and Evaluation Committee (Singleton)

No report..

6. Faculty Welfare Committee

The committee is reviewing grievance procedures and will meet on November 20

The following are College Standing Committees with Specific Senate relationships:

7. Curriculum Committee

C. McKinney reported that he was unable to attend the meeting and has not yet received a copy of the minutes.

8. Promotion and Tenure Committee

No report

9. Readmission Appeals Committee

No report

#### D. Unfinished Business

1. Dr. Miller attended the meeting in order to answer questions about the following items of unfinished business:
  - a. 12-month contract study – It is her opinion that the real issue is salary equity, especially the 9-month contracts versus the 12-month contracts. For now there will be no changes in the current 12-month assignments but if someone leaves, the position will convert to a 9-month position. She recommended that we wait for the President to make a statement.
  - b. 1/32 rule for summer school – Dr. Miller does not believe this is in jeopardy, but summer offerings should meet the needs of the students. No one is guaranteed two classes to teach.
  - c. Salary equity study – Dr. Essex wants the plan completed by March for board approval.
  - d. Campus safety – Dr. Miller suggested a meeting with Dr. Dhingra, S. Haley, members of the Nursing faculty, and Chief Brown. The meeting will be Thursday, November 6, at 3 p.m. She feels that this matter is extremely important and needs to be addressed immediately.
  - e. ADA Concerns – The cut in testing services is the biggest concern. Dr. Miller intends to meet with J. Bassett in order to find out what is going on. Tutoring and testing are two separate issues and the testing services were not cut due to budget cuts but due to student complaints.
  - f. Salary notification and benefits summaries – Dr. Miller stated that every faculty member should receive a contract. A standard contract is being developed. She will address the issue of benefits summaries with Dr. Dhingra.
  - g. Non-reimbursable fees – There is nothing we can do about this, but there is a potential for covering some of these fees from Faculty Development funds.
  - h. Dr. Miller brought up the topic of representation on the Senate for part-time faculty. S. Haley responded that the Senate constitution does not allow this. However, it may be a good idea for a representative from the Senate to listen to their concerns. This will be put on the agenda for the December meeting.

#### E. New Business

1. S. Haley introduced Dr. Dhingra, the new Vice President of Finance. Dr. Dhingra spoke to the Senate and gave information about his background. He has 32 years of experience in administration and higher education. He stated that he has not yet evaluated the financial situation of the college but has the expertise to do so. He will also be taking a look at faculty salaries. He stated that the President desires the salary equity study to be completed in time for next year's budget.
2. Quality Enhancement Plan  
J. Friedlander explained a new SACS requirement called a quality enhancement plan. This plan requires the school to choose one topic or concern to focus on this year related to improving student learning and to develop a plan for improvement in the chosen area. Examples of topics chosen by other schools include retention, student engagement, online learning, technology, advising, employment skills, and meeting student goals.
3. Promotion and Tenure Pool  
The drawing for the Promotion and Tenure pool must be done at the December meeting. The possibility of having a teleconference for this meeting was suggested. M. Bodayla will look into this.

#### F. Adjournment

The Senate moved to adjourn at 4:45 P.M. The next Senate meeting will be on December 2 at 3:00. This meeting will either be held on the Union Avenue campus or be a teleconference.

## Southwest Senators and Senate Committees

### December Roll Sheet

#### 2003-2004 Senate

President: Steve Haley

shaley

5635

## Division Senators:

### 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 (2yrs)	mbodayla	Social Behav. Sci./Crim. Just.	5197_____
Doug Branch (2yrs)	dbranch	Fine Arts/Lang. and Lit.	4483_____
Lilliette Smith (2yrs)	ljsmith	Social Behav. Sci./Crim. Just.	4125_____
Clark McKinney (1yr)	cmckinney	Social Behav. Sci./Crim. Just.	4574_____
Mark Moses (1yr)	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, Engineering Tech., Industrial and Environ. Tech.)

Jerry Redmond (2yrs)	jredmond	Information Tech., Graph. Arts.	4410_____
Gary Spencer (2yrs)	gspencer	Engineering Tech.	4404_____
Dale Railston (2yrs)	drailston	Indus & Environ Technologies	4152_____
Carl Heinrich (1yr)	cheinrich	Engineering Technologies	4152_____
Todd Blankenbeckler (1yr)	tblankenbeck	Information Tech., Graph. Arts	4677_____

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (2yr)	wturner	Mathematics	6023_____
David Brace (2yr)	dbrace	Allied Health	5405_____
Gerald Foon (1yr)	gfoon	Allied Health	5412_____
Lynda Miller (1yr)	lmiller	Natural Sciences	4447_____

## Department Senators:

### 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 (2yr)	spark	Accountancy/ Office Adm.	4682_____
Cristy Crabtree (2yr)	ccrabtree	Business Adm. and Paralegal St.	4668_____
Roger Schlichter(1r)	rschlichter	Information Tech./Graphic Arts	4144_____
Max Cutler (2yr)	mcutler	Engineering Tech.	4166_____
Carl Wagner (2yr)	cwagner	Industrial and Environ. Tech.	4160_____

### Division: Liberal Studies & Education

#### Departments:

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

Mickey Beloate (1yr)	mbeloate	Developmental Studies	6015_____
John Pritchard (1yr)	jpritchard	Fine Arts/Language and Literature	5645_____
Lafayette Gatewood (1yr)	lgatewood	Education.	5147_____
Mary Pratt (1yr)	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 (2yr)	tmccolgan	Mathematics	5530 _____
Bob Drake(2yr)	bdrake	Natural Sciences	4501 _____
Loretta Regan (2yr)	lregan	Nursing	5447 _____
Linda Pope (1yr)	lpope	Allied Health	5056 _____

- Senators are exempt from serving on other standing committees.

**Membership of Faculty Senate Committees for 2003-2004**

**ACADEMIC MATTERS:** Sarah Dunn (**Chair**), Carl Swoboda, Patsy Fancher, Ron Gephart, Leslie Peeples, Sarah Warrington, Clarence Christian, Lillie M. Jackson, Pat Keene

**GRADE APPEALS:** Sandy Shaw (**Chair**), Mary Vines, Virginia Melvin, Steve Katz, Sharron Smith, Larry Butts, Dewey Syker, Karen Webb (**alternate**).

**FACULTY HANDBOOK:** Victoria Gray, Tracy Freeman, Tracy Rusco, Douglas Smith (**Chair**), Phyllis Porter, Dagny Wright, Pat Foley

**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, Kathy Singleton, Evelyn Little;

**FACULTY WELFARE:** Clementee Whaley, Clair Berry, Vava Cook, Sam Chang, Carol Gazik, Sarah Dunn, Lois Washington, Don Thomas, Robert Tate, Liz Lawrence, Bridgett Smith, Rita Springer, Robert E. Whaley, Twyla Waters, Lee Smart

**(AD HOC) SENATE SCHOLARSHIP COMMITTEE :** to be appointed;

**ELECTION COMMITTEE:** to be appointed;

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

**CURRICULUM COMMITTEE:** liaison to be appointed;

**PROMOTION AND TENURE COMMITTEE:** to be appointed during the fall;

**READMISSION APPEALS:** to be appointed;