

Faculty Senate Meeting Minutes
Southwest Tennessee Community College
Union Campus
October 7, 2008

A. Call to Order and Roll Call

The meeting was called to order at 3 p.m. by Steve Haley, president.

The following Senators were present:

L. Smart, L. Peeples, Lilliette Smith, S. Haley, J. Johnson, Vava Cook J. Mackechnie, Amy Cox, Amy Waddell, Dorey Sims-Green, Marjorie Dernaika, Clemetee Whaley, Cindy Abadie, Bill Turner, Jason Jennings, Lillie Lewis, Cindy Fowinkle, Delores Boland, D. Branch, Michelle Getz, M. Beloate, T. McColgan

The following Senators were absent:

Yvonne Jones, Jane Harris, Carl Wagner, J. Redmond

The following Senators sent Proxy

Clark McKinney,

B. Reading and Approval of Minutes

Bill Turner moved and there was a second to approve the minutes as read.

C. Old Business

The faculty development committee provide their report recommending approval of the student evaluation instruments (attached to the minutes) created by the committee established to develop these. Lilliette Smith, a member of this committee and Jason Whitt Chair of the FDEC committee were on hand to answer questions. After discussion a motion was made and seconded to approve the report as submitted. Hopefully next month the new faculty evaluation instrument will be reviewed.

Lee Smart previewed Jerry Redmond's new Faculty Website proposal and asked senators to send any suggestions and or changes directly to Jerry who was absent due to health reasons.

Steve Haley recapped his conversation with the Provost on caps on online courses. The policy of a 25 cap on online classes will remain in effect and especially during the times when finances are a major issue. It was noted that these caps prevail across the state.

Steve Haley confirmed that we are moving from MWF classes to MW classes which were a discussion at the last faculty senate meeting. There is a memo from Dean Swiney confirming this.

The meeting was adjourned to welcome Dr. Essex and the senior staff to join the Senate for an open forum with emphasis on the financial state of the college. One of the major messages Dr Essex put forth was if we could get enrollment to 15,000 we would not have to worry about financial issues. The discussion answered many questions and rumors of the senate members and visiting faculty.

*Senate Sharepoint Web Site: <http://internal.southwest.tn.edu/fac-senate/>

2008-2009 Senate

President: Steve Haley shaley@southwest.tn.edu 5635

Division Senators:

Division Senators of Liberal Studies and Education - Five Seats.

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

Jane Harris (08-09)	maharris	Fine Arts/Lang Lit	4246
Doug Branch (08-09)	dbranch	Fine Arts/Lang. and Lit.	4483
Lilliette Smith (08-09)	ljsmith	Social Behav. Sci./Crim. Just.	4125
Marjorie Dernaika(08-10)	mdernaika	Developmental Studies	4474
Darcy Sims-Green (08-10)	dsgree	Sci/Crim Justice	4278

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(08-09)	jredmond	Information Tech.,Graph. Arts.	4410
Michelle Gietz (08-10)	mgietz	Business/Acct/Paralegal	5490
Lee Smart (08-10)	lsmart	Business/Acct/Paralegal	5076
Clemetee Whaley(08-09)	cwhaley	Information Tech – Prog	4516
Sinde Abadie (08-10)	csabadie	Business/Acct/Paralegal	4409

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner(08-09)	wturner	Mathematics	6023
Amy Cox(08-10)	acox	Allied Health	5390
Jason Jennings(08-10)	jbjennings	Natural Sciences	5679
Amy Waddell(08-10)	awaddell	Natural Sciences	5224

Department Senators:

Division: Business, Career Studies & Tech.

Departments:

- Business Administration/Accountancy and Paralegal Studies
- Office Administration/Information Technologies and Hospitality Mgt.
- Engineering Technologies
- Industrial & Environmental Technologies

Leslie Peeples(08-09)	lpeeples	Off Adm/Info Tech & Hosp.	4006
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Lillie Lewis (08-09)	llewis	Business/Acct/Paralegal	4547
Cindy Fowinkle(08-09)	lkfowinkle	Engineering Tech.	4665
Carl Wagner (08-09)	cwagner	Industrial and Environ. Tech.	4160

Division: Liberal Studies & Education

Departments:

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

Mickey Beloate(08-09)	mbeloate	Developmental Studies	6017
Vava Cook(08-10)	vcook	Educationm	5347
Clark McKinne(08-10)	cmckinney	Social Sciences/Behav Sci	5347
Yvonne Jones(08-09)	yjones	Fine Arts/Language and Literature	5215

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan(08-09)	tmccolga	Mathematics	5530
Joyce Johnson(08-10)	jdjohnson7	Natural Science	6057
Joan Mackechnie (08-09)	jmackechnie	Nursing	5432
Delores Boland(08-10)	dboland	Allied Health	5542

Senators are exempt from serving on other standing committees.

Student Course Evaluation Instrument for Split Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

1. The course site was well organized and easy to navigate.
2. The instructor conducted the course in a way that accomplished the stated course objectives.
3. The instructor was effective in utilizing distance learning technology.
4. In lecture sessions, the instructor used class time effectively.
5. Course information including course goals/objectives and grading procedures was made available.
6. The course activities and assignments contributed to my learning.
7. The instructor's response to graded work was timely and appropriate.

8. The instructor responded to online requests for assistance in a timely manner.
9. The instructor made available a copy of the course syllabus.
10. I felt comfortable asking my instructor for help.
11. I have a better understanding of the subject content because of this course.
12. The instructor evaluated students on material/skills emphasized in the course outline.
13. This course was helpful for me in my program of study.
14. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

15. The discussion forums or chat rooms were supportive of the learning experience.
16. The textbook and other course materials contributed to the learning experience.
17. The classroom/lab facility was appropriate and adequate.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?

Student Course Evaluation Instrument for Online Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

18. The course site was well organized and easy to navigate.
19. The instructor conducted the course in a way that accomplished the stated course objectives.
20. The instructor was effective in utilizing distance learning technology.
21. I received regular communication from the instructor.
22. Course information including course goals/objectives and grading procedures was made available.
23. The course activities and assignments contributed to my learning.
24. The instructor's response to graded work was timely and appropriate.
25. The instructor responded to requests for assistance in a timely manner.
26. The instructor made a copy of the course syllabus available electronically.
27. I felt comfortable asking my instructor for help.
28. I have a better understanding of the subject content because of this course.
29. The instructor evaluated students on material/skills emphasized in the course outline.
30. This course was helpful for me in my program of study.
31. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

32. The discussions forums or chat rooms were supportive of the learning experience.
33. The textbook and other course materials contributed to the learning experience.
34. I felt part of a learning community.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?

Student Course Evaluation Instrument for Traditional Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

35. The instructor was prepared for class sessions.
36. The instructor taught the course as outlined in the syllabus.
37. The instructor demonstrated a teaching concern for students and their learning.
38. The instructor spoke clearly and distinctly.
39. The instructor presented the subject matter in a logical and meaningful way.
40. The instructor used class time effectively.
41. The instructor returned assignments and examinations in a timely manner.
42. The instructor met classes as scheduled.
43. The instructor made available a copy of the course syllabus.
44. I felt comfortable asking my instructor for help.
45. I have a better understanding of the subject content because of this course.
46. The instructor evaluated students on material/skills emphasized in the course outline.
47. This course was helpful to me in my program of study.
48. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

49. The classroom/lab facility was appropriate and adequate.
50. The textbook and other course materials were helpful and contributed to my learning experience.
51. The technology used in this course enhanced student learning.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?