

**Faculty Senate Minutes**  
**Southwest Tennessee Community College**  
**Tuesday, September 10, 2024, 3:00 PM**  
**Union Ave. Campus, UNS 308**

1. Call to order and roll

Joyce Johnson called the meeting to order at 3:00. Doug Branch took the roll.

Joyce Johnson (24-26) **President**

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (23-25) **Secretary**

Thomas King (23-25) **Vice-President**

Julie Lester (23-25) (Proxy)

Lake Newton (24-26)

Annie Sultana (24-26) **Treasurer**

Division Senators, Business and Technologies

Timothy Harrison (23-25) (Absent)

Gary Holder (24-26) (Absent)

Division Senators, Health and Natural Sciences

Carlito Chiong (23-25)

Carolyn Jensen (24-26)

Tracy Freeman-Jones (24-26) (Had not yet assumed office)

Department Senators

Lindsey Shaidnagle (24-26) Allied Health (Absent)

Arnetria Taylor (23-25) Business and Legal Studies (Absent)

Tad Lauritzen Wright (23-25) Communications, Graphic and Fine Arts

Shelley Trigg (24-26) EMS

Melanie Jones (24-26) Computer Information Technology

Emily Ford (24-26) Languages and Literature **Parliamentarian**

Gayathri Kaushik (24-26) Natural Sciences

Kristi Griffin (24-26) Nursing (Absent)

Khalil Rassy (24-26) Mathematics

Shannon Little (23-25) Social and Behavioral Sciences

2. The reading and approval of the minutes.

The body approved the minutes from the April, 2024 faculty senate meeting.

3. Special Guest

A. Dr. Tracy D. Hall, College President:

Dr. Hall welcomed the senators to a new academic year. She then discussed the sizable effort that was involved in recovery after the cyber incident that took place during the summer.

Next, Dr. Hall entertained questions from the senate:

Question: Did the people who hacked our system obtain access to Social Security numbers, particularly those of the faculty?

Dr. Hall said that the hackers did not, but that they did get certain information about our vendors.

Question: Is there a target date for when our online systems will be completely back in order?

Dr. Hall said that we have no such target date. She continued by pointing out that we have had no financial support from the state to help us in our recovery efforts. The state has, however, helped by giving us advice about firms we might consult. Dr. Hall mentioned that she had been in contact with presidents of other colleges that had undergone similar experiences to ours and that those presidents had been extremely helpful.

Dr. Hall ended by noting that SACSCOC, the accrediting agency, would be visiting soon. The agency would be visiting several of our sites, including our dual enrollment partners, wishing to determine that students are being treated as equally as possible at our various locations.

4: Old Business

Questions to Dr. Hall continued under old business

Senators asked about the plan to move the My Math Lab and the Writing Center to the library, specifically on the Macon Cove campus. There were concerns that students might not be as willing to walk across campus to go to the library and that the current locations were both welcoming and easily accessible.

Dr. Hall replied that we get fees from the state based on several metrics, including student satisfaction. One area of concern has been that students have expressed dissatisfaction that they are not sufficiently aware of tutoring opportunities nor where to go on campus to receive tutoring services. Dr. Hall believes that one response to this problem would be to have all of our tutoring services in one place to avoid confusion. She wants the college to reach more students through tutoring services, which she hopes will in turn lead to higher retention numbers. She did say that a final decision had not been made on this issue yet and that the potential move was still under evaluation.

5. Reports from senate officers and senate committees

A. Thomas King: Report on SEC meeting with VPAA Carol Ash on 10/3/24

TeKay noted that the VPAA had asked that the word get out that faculty members should make sure their office computers are working and that log-ins worked. Faculty members with issues should send in a Remedyforce ticket.

TeKay said that the faculty should have received surveys about their plans to use the funds that have been set aside for faculty travel.

A few other points from that meeting:

The senate will be more involved in fall faculty development day plans, which will begin during the spring previous to the convention rather than in the summer.

If the college has allowed a dual enrollment class to “make,” and that class is a part of a faculty member’s regular load, there should be no pay decrease for the faculty member, even if the class has fewer students in it than the regular limit.

The college is moving toward asking faculty to sign yearly contracts which, for the sake of HR issues involving pay, must use August 1 – May 15 as the contract dates, even though there has long been an understanding that faculty duties do not begin until August 15. Joyce Johnson said she would get more clarification about this plan, which has caused some faculty consternation.

B. Thomas King: Report from Grade Appeals Committee

TeKay expressed his desire to make some changes to the senate by-laws having to do with the membership of his committee. He hopes to present his proposals in the near future.

C. Doug Branch: Secretary’s Report:

Doug pointed out some inconsistencies in the by-laws between what processes material dealing with the formation of the promotion and tenure committees stipulates and how we have actually been choosing those committees for several years. He proposed the following by-law to the amendment to replace the present by-law:

#### Article VI Section B of the Faculty Senate by-laws

- B. Promotion and Tenure Committee and Promotion and Tenure Appeals Committee: The Promotion and Tenure Committee and the Promotion and Tenure Appeals Committee shall each consist of seven tenured faculty members. In addition, each committee shall have two alternates. The Faculty Senate's role in the determination of the composition of the committee is as follows:

---

Each division dean submits to the secretary of the Faculty Senate, by the second Monday in October, the names of tenured faculty members who are eligible and who have expressed willingness to serve in the pool for the selection of the Promotion and Tenure and Promotion and Tenure Appeals Committees. These tenured persons may be elected by the division, elected by individual departments, suggested by department heads, or appointed by division deans. These tenured persons may not be department chairs, deans, candidates for tenure or promotion, or relatives of candidates for promotion or tenure during this year. The number of names submitted to the secretary of the Faculty Senate by the division dean is equal to the number of members that the division has as senators, both on department and division levels.

If any division does not have a sufficient number of faculty members who are both eligible and willing to serve, the dean may submit names of faculty members from other divisions who are both willing and able to serve.

At a regular session of the Faculty Senate, usually the November session, the president of the Faculty Senate will determine by the random drawing of names printed on slips of paper the membership of the committees. The steps for choosing the committees are as follows:

- The name of each nominee will be placed on an individual slip of paper.
- To ensure that each academic division has at least one member on each committee, the names will be divided, by the secretary, into categories by division.
- The president will draw one name from each divisional category. Those people will serve on the Promotion and Tenure Committee.
- The process will be repeated, with the president drawing one name from each envelope, and the persons chosen will serve on the Promotion and Tenure Appeals Committee.
- At this point, the remaining names will be combined, and the president will draw a sufficient number of names to create a seven-person Promotion and Tenure Committee.
- The president will next draw two more names for people to serve, in drawn order, as first and second alternates on the Promotion and Tenure Committee.
- A sufficient number of names will next be drawn to create a seven-person Promotion and Tenure Appeals Committee.

- Two more names will next be drawn, to serve, in order, as Promotion and Tenure Appeals Committee first and second alternates.
- Names that were not chosen for either committee will be discarded.

The first alternate of either committee will assume the duties of a regular committee member should a regular member be unable to perform his or her duties. The second alternate will serve if a second regular member or the first alternate is unable to serve. If, however, the second alternate happens to be in the same division as the person who is unable to serve and if that original committee member's not serving would mean that the committee has no members from that division, the second alternate should serve instead of the first alternate. In the highly unlikely circumstance that either committee does not, because of the use alternates, have at least one member from every division, the dean of the division without a member will be asked to supplement another name of an eligible and willing faculty member to serve in lieu of the committee's alternates.

After the Promotion and Tenure Committee and Promotion and Tenure Appeals Committees have been selected, the secretary of the Faculty Senate shall inform the vice-president for academic affairs of the Senate's chosen membership for the committees.

Should the president of the college choose, for any reason, to make any changes in the composition of the committee, the names of those substitutions should be given to the Faculty Senate in writing, along with a justification for those changes, as soon as possible.

---

The motion to pass the amendment was seconded and passed. Doug was asked to compile the new by-laws and arrange for them to be published on the faculty senate website.

It was decided that a new committee be formed to investigate other possible irregularities in the constitution and by-laws. That new committee, chaired by Thomas King, includes Tad Lauritzen Wright, Lake Newton, Shelly Trigg, and Doug Branch.

## 6. New Business

- A. Joyce Johnson suggested that we should charge the academic matters committee with creating suggestions concerning the My Math Lab and Writing Center proposed move. Those who are interested should contact Marjorie Rothschild, head of that committee, to funnel their ideas through the committee.
- B. Joyce initiated a discussion about the faculty lounge at the Union Ave. Campus, suggesting that this needs to be cleaned up and updated so that faculty could use it. Joyce will send a charge to the committee to investigate and make suggestions, hoping that there will be a proposal by November.

- C. Tad Lauritzen Wright introduced a discussion pertaining to dual enrollment concerning the lack of an effective liaison between high school administrators and Southwest professors. At this relatively late point in the semester, students are only now able to access PAWS. The problem of communication between Southwest professors and the Medical District High School is of particular concern to Tad.

Tad mentioned, too, other problems, such as a lingering issue with out-of-order bathrooms on the second floor of the Union Ave. Campus, specifically buildings A and B

He mentioned as well that, as Southwest is no longer on the same calendar as Shelby County Schools, having dual enrollment students show up on campus when they're officially on break is problematic for many reasons.

It was suggested that Tad bring these concerns to Dr. Ash and that he also share them with the academic matters committee.

7. Adjournment

Joyce adjourned the meeting at 5:50 PM.

Respectfully Submitted,  
Doug Branch  
Faculty Senate Secretary

