

**Joint Faculty Senate Session  
Southwest Tennessee Community College  
Macon Cove Campus and Union Avenue Campus**

**April Minutes (approved May 9, 2001)**

A. Call to Order and Roll Call

Williams will serve as unofficial secretary for this meeting in the absence of Steve Black. Rosenblatt and Atwood called the meeting to order at 2:35. A signup sheet was distributed in place of a roll call in the interest of time.

B. Reading and Approval of Minutes (3-6-01)

Minutes of February have not been received for consideration, and there are only informal notes of the March meeting available.

C. Reports for the SEC and Senate Committees

1. Letter from the Chancellor

Atwood reviewed a letter he received from Chancellor Manning concerning the lack of faculty representation on the Presidential Search Committee. Initially there was to be only one faculty representative on the 14 member selection committee. However Manning says "two members of the faculty shall be appointed, one being the chairman of the Faculty Assembly or his/her designee."

Atwood also said that the two Senate budgets will be consolidated in July. The Macon Cove Senate budget has about \$1400 remaining in it, while the Union Avenue Senate budget has about \$700 left. He reminded the Senate to request an adequate budget for next year for such expenses as quarterly travel to the Subcouncil meetings. The next one is scheduled for April 21<sup>st</sup>, and this trip usually costs about \$200 to \$250.

Rosenblatt suggested a minimum budget of \$2000 for the new Senate. Money left in the old budgets will be lost at the end of June. She suggested that the new Senate President contact Dean Glen Swinny about this.

2. Web Page for Senate

Rosenblatt informed the Senate that Bodayla will get an official wwepage for the Senate established in order to improve communication.

3. Electronic Voting

Pillay will investigate the possibility of electronic voting for future faculty elections so that 1). there will be no discrepancies in polling and 2). all faculty will have an opportunity to cast a vote.

D. Unfinished Senate Business

The Senate received two items of business from the Faculty Evaluation and Development Committee, a “Faculty Development Plan and Evaluation” and a “Southwest Tennessee Community College Student Evaluation of Instructor.” Robertson reviewed each for the Senate.

For the “Faculty Development Plan and Evaluation,” Senators voiced these concerns:

- a. The requirements for “outstanding” are too excessive.
- b. Department heads do not use these plans consistently and training is in order.
- c. Why is the checklist needed? Such a list is unprofessional.

While the Senate agreed that such a checklist is useful for new faculty, it was not necessary. A motion to remove the checklist carried.

After some discussion of several items in the “Student Evaluation of Instruction,” the Senate recommended the removal of items 18 and 19 and the addition of an item about recommending this instructor to another student. A motion to endorse the questionnaire carried.

Rosenblatt commended Robertson and her committee for their thoroughness and expeditious delivery of a finished product to the Senate. Rosenblatt reminded the Senate that the committee’s report would be forwarded to the Provost along with the Senate action.

2. Faculty Awards – Farris and Other Awards

A motion to defer this business to the new Senate carried.

3. Graduation Issues and Teaching Load Issues

Last semester faculty were told that those who attended the December graduation would not have to attend the May graduation. A recent memo stated that faculty were to attend all graduations which created confusion and concern among faculty. Miller said the problem occurred because last year there were three graduations, and the Deans had asked about the need to attend all of them. That year faculty were expected to attend only two of the ceremonies. The Deans thought that this reduction carried over for this year and announced that faculty were expected to attend only one of the two graduations. Miller said that faculty are expected to support graduation. She said there is no one checking attendance at this ceremony, and in the end, attendance is between the faculty member, department head, and Dean. In response to comments about costs, she said that such things come with the territory of being a faculty member, but she offered to donate money for rentals or possibly for buying the caps and gowns. Other suggestions were offered such as departmental purchases or finding good buys on the internet.

The calendar requires that faculty be available for school service August 15 to May 15. Please do not announce that you are on “vacation” if you are away during that time.

As for Promotion and Tenure, she expects to submit her recommendations to the President this Friday.

Miller proposed a monthly meeting with interested faculty to reduce miscommunication such as occurred with the confusion over graduation attendance.

Before leaving, she requested that faculty show more patience and restraint when replying to email.

Haley announced that Amann has accepted the presidency at Corning Community College in New York.

#### E. Adjournment

Rosenblatt thanked all the Senators for their lengthy service and hard work and said that it had been a pleasure to work with the Senators. She mentioned the extra service that members of the SEC have provided during the consolidation, and she presented each with a gift as a token of appreciation.

Bodayla thanked Rosenblatt and Atwood for hard work over the past two years of the merger. She presented them with a window box of symbolic gifts of their service. Using the symbolism of three roses (one white for Macon Cove; one red for Union Avenue; and one red/white for the unity of the new Senate), Bodayla transferred power to the new Senate President, Pat Nozinich.

The old Senate adjourned, and everyone enjoyed refreshments prior to the commencement of the new Senate.

### **Faculty Senate Session Southwest Tennessee Community College**

#### **April Minutes (approved May 9, 2001)**

##### A. Call to Order and Roll Call

Nozinich called the new Senate to order at 4:40. A signup sheet was circulated and signed by Payne, Burkett, Singleton, Phillips, Turner, Bodayla, Land, Cook, Williams, Whaley, Armstrong, Aldrich, Adams, McColgan, Smith, Worthy, Haley, and Vines.

##### B. Election of Senate Executive Committee

The following Senators were elected to office:

Vice President	Bodayla
Secretary	Williams
Treasurer	Worthy
Parliamentarian	Land

C. Vacant Division Seat

Because Nozinich has been elected Senate President, her seat as the Business Studies divisional representative is now vacant. She asked Williams to contact Thurston Shrader and request that Shrader hold an election on April 17<sup>th</sup> to fill that seat. The new representative should be in place by the May meeting.

D. Faculty Representation on the Presidential Search Committee

In the previous meeting Atwood indicated that two faculty will serve on the search committee, the Senate President and another designee. There was some confusion on which Senate President will sit on the committee, the former President Rosenblatt or the current President. No one knew who else had been appointed. Assuming that firm names are not in place, Nozinich suggested that the Senate have a contingency plan in place.

Phillips moved “In regard to faculty representation on the Presidential Search Committee – recommend, in the event that representation has not previously been selected, that the sitting president and vice president of the faculty Senate be selected.” The motion carried.

E. Faculty Awards – Farris and Other Awards

Land presented the Senate with the guidelines for the Farris award and the application for the five other faculty awards. Given that the awards ceremony is scheduled May 9<sup>th</sup>, the Senate moved to accept both the Farris awards guidelines and the application for the other five faculty awards for this year.

The recipient of the Farris award will receive money, and the recipients of the other five awards will get plaques.

Since this is supposed to be the last year for the Farris Award funding, a motion carried to contact Dr. Autian, who has been a past Shelby State benefactor.

F. Meeting Time for May

Land suggested that the Senate hold its May meeting on the 9<sup>th</sup> in the Faculty Lounge at 2:00 or following the Awards Ceremony Luncheon if it runs late.

G. Miscellaneous Business

In response to a question about when Senate meetings will be scheduled next year, Nozinich will check into this.

Concerning a question about the Salary Equity Study, Nozinich will meet with Dr. Essex and determine the status of this study. He has indicated that more study is needed, but she said there have been enough studies.

Concerning a question about what Nozinich considered important issues to address, she answered that salaries and low morale of faculty and staff concern her.

It was pointed out that we need some clarification about summer school teaching. We understand that the school will offer summer classes at Union Avenue as we did last year, and also have a similar arrangement at Macon Cove.

There was concern about having just one registration for the whole summer. Although there will be a brief time for adding classes before the second summer term, this may hurt our summer enrollment. It seems that one registration is necessary to facilitate the conversions that will be going on this summer.

Nozinich said there is a need for administrative accountability because lack of communication is not always the problem. Things have been communicated properly but the administration has not acted upon them in a timely manner.

Nozinich requested that the Senators identify concerns of faculty in their departments or areas in order for the faculty to have input in the operation of the school.

Senate business by email should not always be posted to "all." There is a need for a list email addresses for Senators and one for faculty.

Nozinich said that although draft and official minutes will be posted on the Senate's web site, Senators should provide their departments with their own summary of Senate business as soon as possible. We need to communicate with the departments.

#### H. Adjournment

The Senate moved to adjourn at 5:30, and Nozinich called for a brief SEC meeting afterwards.