

**Faculty Senate Meeting
Southwest Tennessee Community College
Modular Building 1 – Room 2, Macon Cove Campus
November Minutes (approved January 31, 2002)**

A. Call to Order and Roll Call

The November Senate meeting was called to order at 3:30 p.m. in Modular Building 1, Room 2 on the Macon Cove Campus.

The following Senators were present for roll call:

M. Northern, B. Turner, S. Park, T. Waters, V. Armstrong, J. Aldrich, M. N. Cook, J. Williams, B. Boswell, (and P. Nozinich)

The following Senators were absent for roll call:

G. Cox, R. Land, B. Phillips, G. Worthy, R. Whaley, K. Rassy, K. Dunn, B. Simon, E. Adams, L. Cross, T. McColgan

The following Senators submitted proxies:

M. A. Bodayla, M. Vines, and S. Haley (proxies to J. Williams), L.J. Smith, W. Payne, and K. Singleton (proxies to T. Waters), R. Burkett (proxy to B. Turner)

Although the November agenda contained a number of “Old Business” and “New Business” items, only the ones in bold print were discussed, and they will also appear in bold print in these minutes. The remainder of the agenda was tabled until the next meeting.

B. Reading and Approval of Minutes

Under “New Business 1. Adjuncts,” the word “approximately” was inserted before the \$500 amount. With that change, the October minutes were approved.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee –

In response to a question concerning the precise date that nine-month faculty should return in January, Dr. Miller cited a duty date of January 2nd, and a convocation date of January 8th. In interpreting the email response, the SEC concludes that the exact time of return is between a faculty member and the respective department chair.

Prior to the Senate Meeting the SEC discussed the following two action requests:

a. Faculty Minigrants

The action request sought information about obtaining minigrant applications and submitting minigrant proposals. Funding for these minigrants will come from Autian donations. The Faculty Development and Evaluation Committee will have guidelines for minigrant proposals developed by January.

b. Adjunct and Full-time Overload Pay Rates

Transition Team 1 had recommended the following pay rates for adjuncts and for full-time overloads:

Professor \$700.00

Associate Professor \$650.00

Assistant Professor \$600.00

Instructor \$550.00

Since the school has not increased pay for either, the action request asked the Senate to determine what the administration plans to do about the recommendations. Nozinich said that TBR is considering an increase in full-time overload pay and should make a decision soon.

2. Academic Matters Committee – no business

3. Readmission Appeals Committee – no business
4. Grade Appeals Committee – no business
5. Faculty Handbook Committee – no business
6. Faculty Development and Evaluation – no business
7. Faculty Welfare – no business
8. (ad hoc) Senate Scholarship Committee – no business

D. Unfinished Business

1. Salary Equity Study Report - tabled
2. Clock Settings across Campuses and Centers - tabled
3. Use of Adjunct and Nine-Month Faculty During the Summer: L.R. Smith Recommendations – tabled
4. Use of Adjunct and Nine-Month Faculty During the Summer: Whaley Report - tabled
5. **Allocation of Terms for Senators: One and Two Year Senate Appointments**

The Senate Constitution requires that the first STCC Senate allocate one and two year terms by lot. However, after discussion over several months, and using preferences provided by the Senators, terms for this Senate are allocated as follows:

President				
Pat Nozinich	pnozinich	Legal Assistant Studies	4538	yearly election

Division Senators of Liberal Studies and Education - Five Seats.

Mary Ann Bodayla	mbodayla	Social Sciences	5197	2 years
Steve Haley	shaley	Social Sciences	5081	2 years
Lilliette Smith	ljsmith	Social Sciences	4125	2 years
Grace Cox	gcox	Arts & Sciences	4607	1 year
Ross Land	rland	Social Sciences	4420	1 year

Division Senators of Business, Career Studies and Technology - Five Seats.

Brenda Phillips	bkphillips	Information Technology	4220	1 year
Wes Payne	wpayne	Business and Commerce	4681	2 years
Kathy Singleton	ksingleton	Computer Technologies	4415	2 years
Gloria Worthy	gworthy	Accountancy	4409	1 year
Mike Northern	mnorthern	Electrical Engineering Tech.	4286	2 years

Division Senators of Math, Science, Allied Health and Nursing - Four Seats.

Bill Turner	wturner	Mathematics	6023	2 years
Robert Whaley	rwhaley	Natural Sciences	6063	1 year
Khalil Rassy	krassy	Mathematics	6022	1 year
Ray Burkett	rburkett	Natural Sciences	5225	2 years

Departmental Senators

Mary Vines	mvines	Nursing	5549	2 years
Mary Nell Cook	mncook	Education & Criminal Just.	5148	1 year
Vicki Armstrong	varmstrong	Indust. & Environ. Engineer.	4293	2 years

Johnnie Aldrich	jaldrich	English / Foreign Language	4382	1 year
Elaine Adams	eadams	Developmental Studies	5522	1 year
Tamara McColgan	tmccolgan	Mathematics	5530	2 years
Twyla Waters	twaters	Paralegal Assistant Studies	4596	2 years
Lovberta Cross	lcross	Social Science	5735	1 year
Barbara Boswell	bboswell	Allied Health	5409	1 year
Jim Williams	jiwilliams	Natural Sciences	5978	2 years
Ken Dunn	kdunn	Computer/Info. Tech & Graphic	4546	1 year
Sheridan Park	spark	Accountancy, Office Admin.	4682	2 years
Bill Simon	wsimon	Engineering Technologies	4163	2 years

6. Course Enrollment Caps - tabled
7. "Grievance Procedure for Students" Policy: Senate ad hoc committee recommendations - tabled
8. "Kelly" Resolution to Administration: administrative response – tabled
9. Transition Team's Adjunct Pay Recommendations: response to motion – tabled
10. Parking Concerns: response from Parking Committee – tabled
11. Culture Committee Survey: results from committee – tabled
12. Shared Governance - tabled

E. New Business

1. SSCC Evaluations of Administrators: Haley report – tabled
2. Schedule for Future Senate Meetings – tabled
3. Summer Classes – tabled

4. Increased Tasks/Roles of Faculty Evaluation and Development Committee

V. Robertson, reports that in recent weeks Dr. Miller has added Mr. Arch Griffin to the committee as a liaison and Dr. Raoul Arreola as a consultant. Also, Dr. Miller has charged the committee to develop a rather comprehensive program. Strategic goals of this program include a comprehensive faculty recruitment and development plan, a comprehensive annual evaluation, an enhanced promotion and tenure process, and a reward system. Areas of focus include faculty recruitment, faculty evaluation, faculty development, promotion and tenure, and adjunct faculty. Using a timeframe of 1.5 to 2 years, the committee is to draft policies, procedures, and guidelines for consideration.

Faculty Evaluation and Development minutes of the October 25th meeting indicate that committee members felt that some areas of focus – faculty recruitment and adjunct faculty – were not committee responsibilities. Mr. Griffin then addressed each area of focus. The following is an excerpt from that meeting:

Faculty recruitment: Arch said the committee could look at the hiring process. Is it standardized? How is rank offered? What can we do to attract more and better recruits for the college? Not enough applicants are being attracted. Salary is the key problem. Why isn't faculty morale better? One selling point is we can provide better benefits. To sum up recruitment: How can STCC find good people? What are our strengths? Why is this a good place to work? How can we hold on to faculty?

Adjunct faculty: How can we integrate them into the school. The committee can make suggestions about how to take better care of adjunct faculty.

Promotion and Tenure process: Administrators don't have a common and systematic way of evaluation. Last spring, administrators were uneven across the campuses. Level and quality needs to be more even. A holistic scoring approach might be tried. Guidelines are needed for the preparation of the dossier.

Faculty Development: The school has to fund faculty development through convocation, bring in a consultant, or sending a faculty to a convention.

Faculty Evaluation: The committee feels that it should focus on faculty evaluation first.

After reviewing the information provided by Robertson, the Senate considered her request for clarification about the responsibilities of the committee, given these greatly expanded charges from Dr. Miller. Robertson stated that the added charges seem beyond the committee responsibilities described in the Senate bylaws.

The role of Dr. Arreola was questioned. It was noted that in past years at SSCC, Dr. Arreola was instrumental in developing an evaluation that utilized a numerical system.

Since STIM did not have Senate committees, Nozinich was unclear how such committees receive charges and how they report. Kelly and Williams pointed out that Senate committees, while encouraged to be proactive, receive charges from the Senate and report back to the Senate, and they function as an arm of the Senate. In addition, the Senate President appoints faculty to these committees (Secretary's note: On some committees, there is a representative of the Provost). The Senate recognized that in the matter of charging the committee, Dr. Miller did not follow established procedure. Williams observed that, given what has occurred, the committee has been hijacked.

Aldrich **moved** that the Senate should point out to Dr. Miller that according to the faculty Senate bylaws, procedures have not been followed, that the Senate would appreciate administrative compliance, and that the liaisons should not attend the committee meetings. The motion was approved unanimously.

Nozinich suggested that we send committee minutes to the liaisons in lieu of their attendance. Waters and Aldrich questioned that suggestion, particularly since the committees report to the Senate.

Nozinich then made sure she understood clearly the roles of the Senate committees and their reporting relationship to the Senate. Having established clarification, she **moved** that the Senate clarify these rolls to the administration. The motion passed unanimously.

Discussion continued on the areas of focus. At first some of the charges to the committee seemed inappropriate such as developing promotion and tenure criteria or guidelines for dossiers. On the other hand, it was felt that it would not be appropriate for the Promotion and Tenure Committee, which has a very defined task, to establish a standard set of criteria for use during the dossier reviews. Aldrich and others felt that the Faculty and Evaluation Committee should be in charge of establishing such criteria for constructing and measuring dossiers. Boswell said past administrators at SSCC preferred a numerical cutoff in order to decide for or against promotion or tenure, and this is the direction this administration likely will take for evaluating dossiers. That observation was confirmed by Turner, who expressed concern about establishing a number system or cut off for the promotion and tenure process.

Nozinich asked Robertson if the dossier criteria were going to be numerical. According to Robertson, Mr. Griffin said that this is an evolving process and that all the other pieces will fall into place once the evaluation is developed. Nozinich then said that the evaluation will be numerical, and it will be tied in with the criteria established for promotion and tenure. Williams suggested that the Senate invite Mr. Griffin to the next Senate meeting to explain how this will happen and to answer questions.

Following a question that was raised about the role and function of the liaisons on these committees, Nozinich said she would discuss this with Dr. Miller. It was pointed out that the liaisons were serving as resources and for communication with the administration, but it was noted that many faculty tend to remain silent when these administrators are present.

Also, there was some discussion about the area of focus concerning adjunct faculty. Armstrong suggested this area would be something department heads should handle. Turner said that the math department has an adjunct handbook and agreed that department heads could handle this more efficiently.

Robertson asked if the Faculty Evaluation and Development Committee is to be responsible for planning convocation in January. Williams said that, given the size of the school and the lack of funding, this has become an impossible task for the committee.

5. Possible Replacement of Inactive Members on Faculty Evaluation and Development Committee

Robertson said that three people of the ten people on the committee have never attended nor have some of them responded to requests for information. Given the expanded charges, the committee needs people who participate actively. Cook said that accountability is needed and appropriate department heads should be notified. At first the Senate considered a forceful notice to these individuals, a notice to their respective department heads, and removal from the committee. Rather than take these drastic steps, Nozinich suggested that when appointments are made in the future, Senate expectations are stated clearly and consequences of inactivity described. Robertson stressed that she needed replacements by January 9th, which is the day that the consultant conducts the evaluation workshop. Nozinich then proposed sending a gentler letter saying the following:

For whatever reasons, we notice that you have been unable to serve, and because we need a working committee, we are relieving you of your of duties. We look forward to working with you in the future.

Nozinich asked if anyone wished to recommend replacements? Robertson said that another chairperson would be helpful. Boswell raised the point that Senators are not supposed to be appointed to other committees, and the administration does not seem to realize this. . Following discussion about committee assignments, Nozinich said she would determine three replacements.

6. College Council Report

Nozinich said that the College Council is considering a policy requiring that each employee to wear a photo ID around the neck. Nozinich requested that the Senators ask their department constituents what they think about this. At this time, the council has not established the consequences of not wearing one. Nozinich said that the council is not considering this requirement for safety reasons. Boswell pointed out the importance of an ID in a clinical situation, and said that she had no problems with such a policy. Others said that if employees have to wear them, all students should be required to have them as well. Cook suggested that the middle college students wear them as well.

Nozinich reported that TBR may not approve the Salary Equity Plan on December 6th because of the financial crisis. In reply to Northern's question about set-aside money, Nozinich said that the money could be used for other things, and that it was not in a designated fund. Williams said that a letter to TBR is in order, and the faculty would expect that. Boswell said that we have been patient long enough, and we should be more active, even lobbying in Nashville. Nozinich asked for thoughts on drafting a letter to the TBR members and asked what the Senate wished to emphasize in the letter. Williams suggested that Nozinich call B. Rosenblatt for ideas and advice. Nozinich agreed to call Rosenblatt before drafting the letter. Senators will receive this letter by email for editing and approval before it goes out to the board members. Also, Nozinich said that she has discussed this approach with Dr. Essex, and he has voiced no objection.

Nozinich **moved** that a letter in support of the pay raise be drafted and sent to members of the TBR. Aldrich suggested sending the letter to the press. Williams said that such a tactic always backfires and causes problems. After further discussion on this matter, the motion carried unanimously.

7. Naming Members to the Promotion and Tenure Appeals Committee

There has been one faculty member whose application for promotion and tenure has not been approved and

has appealed. As a result, the Senate must select seven faculty and three alternates to serve on the Promotion and Tenure Appeals Committee charged with reviewing the application and deciding if the faculty member should be placed on the promotion and tenure list or not. These faculty must be tenured and not up for promotion and tenure or related to someone who is up for promotion and tenure. Also, the selected faculty should be from different disciplines and different campuses.

The following people were proposed:

Mike Kelly (volunteered)	math
Sandra Murrell	math
Patty Lechman	Fine Arts
Penny Mays	Allied Health
David Brace	Allied Health
Lyretta McBride	English
Lynn Huggins	Information Technology
Bill Newsom	Accountancy
Steve Black	Developmental Writing
Dewey Sykes	Engineering
Vava Cook	Education

Dr. Essex will select the committee and convene it no later than December 6th.

Nozinich said that the department chairs would submit names for a pool of faculty to serve on the Promotion and Tenure Committee. The President will select the committee from the pool, and it too will meet no later than December 6th. This is the committee that actually reviews dossiers and makes promotion and/or tenure recommendations.

TBR Draft “Defining Our Future”

TBR has been directed by the Tennessee General Assembly to come up with a plan to maintain the quality of education, but do it with less money. A coordinating task force made up six action groups was established to develop proposals that were used to develop a plan. The first draft was prepared at a TBR retreat during October 22-24. The current plan, which was posted on the internet (http://www.tbr.state.tn.us/press_releases/future/dof5.pdf) called “Defining Our Future,” is the second draft and was prepared on November 1. The TBR Faculty Sub-Council is meeting on Nov. 29th to discuss and respond to this second draft. TBR will reconsider the draft along with faculty sub-council recommendations on December 6th.

Nozinich said that faculty should be aware that this proposal will have tremendous impact on faculty, programs, and students across the state. There was considerable discussion about this, particularly about what might happen to remedial and developmental education. To protect the R and D faculty, Nozinich had already asked Dr. Essex to tenure these faculty to the departments of their discipline, and he agreed to pursue this request. Nozinich stated that she needed faculty comments and concerns by Monday, November 26th. Given the Thanksgiving recess this week, Williams suggested that Nozinich email faculty about this matter along with the hotlink (http://www.tbr.state.tn.us/press_releases/future/dof5.pdf) and ask for their advice, comments, or anecdotal information.

F. Adjournment

The Senate moved to adjourn at 5:17. The next Senate meeting will be in January.

STCC Senators and Senate Committees

January Roll

2001-2002

President

Pat Nozinich	pnozinich	Legal Assistant Studies	4538	
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Division Senators of Liberal Studies and Education - Five Seats.

Roll

Mary Ann Bodayla	mbodayla	Social Sciences	5197	_____
Steve Haley	shaley	Social Sciences	5081	_____
Lilliette Smith	ljsmith	Social Sciences	4125	_____
Grace Cox	gcox	Arts & Sciences	4607	_____
Ross Land	rland	Social Sciences	4420	_____

Division Senators of Business, Career Studies and Technology - Five Seats.

Brenda Phillips	bkphillips	Information Technology	4220	_____
Wes Payne	wpayne	Business and Commerce	4681	_____
Kathy Singleton	ksingleton	Computer Technologies	4415	_____
Gloria Worthy	gworthy	Accountancy	4409	_____
Mike Northern	mnorthern	Electrical Engineering Tech.	4286	_____

Division Senators of Math, Science, Allied Health and Nursing - Four Seats.

Bill Turner	wturner	Mathematics	6023	_____
Robert Whaley	rwhaley	Natural Sciences	6063	_____
Khalil Rassy	krassy	Mathematics	6022	_____
Ray Burkett	rburkett	Natural Sciences	5225	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Computer/Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Sheridan Park	spark	Accountancy, Office Admin.	4682	_____
Twyla Waters	twaters	Adm. & Paralegal Assistant St.	4596	_____
Ken Dunn	kdunn	Computer/Info. Tech & Graphic	4546	_____
Bill Simon	wsimon	Engineering Technologies	4163	_____
Vicki Armstrong	varmstrong	Indust. & Environ. Engineer.	4293	_____

Division: Liberal Studies & Education

Departments:

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

Elaine Adams	eadams	Developmental Studies	5522	_____
Johnnie Aldrich	jaldrich	Fine Arts, Languages, & Lit.	4382	_____
Mary Nell Cook	mncook	Education & Criminal Just.	5148	_____
Lovberta Cross	lcross	Social Science	5735	_____

Division: Math, Sciences & Allied Health

Departments:

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

Tamara McColgan	tmccolgan	Mathematics	5530	_____
Jim Williams	jiwilliams	Natural Sciences	5978	_____
Mary Vines	mvines	Nursing	5549	_____
Barbara Boswell	bboswell	Allied Health	5409	_____

Faculty Senate Committees for 2001-2002

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart, Clarence Christian, Janice Van Dyke, Darius Wilson, Lynn Spivey, Carolyn Brown, Linda Pope, Pam Trim;

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson, Kathy Germain, Brenda Phillips;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Steve Black, Loretta Regan, Carol Gazik, Jody Couch;

FACULY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Holly Enterline, Cy Pipkin, Loretta McBride, Shipharah Williams-Evans;

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski, Georgia Whaley, Doug Morgan, Saeid Baki, Jane Santi, Vicki Robertson, Mary Pratt, Ken Dunn, Anastasia Herin, Thurston Shrader;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Lilliette Smith, Loretta McBride, Dwight Campbell, Tamara McColgan, Deborah Haseltine

The following faculty members have been recommended to Captain Brown for the PARKING Committee: Kathleen Baker, Lois Washington, Tami Murphy, and Bill Weppner.