

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus (F218)
January Minutes (approved February 21, 2002)**

A. Call to Order and Roll Call

The January Senate meeting was called to order at 3:00 p.m. In order to reach a quorum, the Senate **moved** unanimously to suspend the rules and include Nozinich in the count of Senators.

The following Senators were present for roll call:

M. Bodayla, S. Haley, L.J. Smith, R. Land, K. Singleton, R. Whaley, R. Burkett, S. Park, T. Waters, V. Armstrong, J. Aldrich, M. N. Cook, T. McColgan, J. Williams, B. Boswell (and P. Nozinich)

The following Senators were absent for roll call:

G. Cox, B. Philips, G. Worthy, M. Northern, B. Turner, K. Rassy, K. Dunn, B. Simon, E. Adams, and L. Cross

The following Senators submitted proxies:

W. Payne (proxy to T. Waters) and M. Vines (proxy to J. Williams)

B. Reading and Approval of Minutes

The November minutes were approved as written. (Note: The secretary corrected the lettering in the outline of the minutes and removed a word that was misplaced in the one of the outline titles.)

C. Reports from Officers and Senate Committees

1. Senate Executive Committee –

a. Action request: questions need for new faculty evaluation and recommends action on administrative evaluation

A part of this action request is considered under E.1.

b. Action request: requests a fixed time for Senate meetings

This matter is considered under section E.2. of new business.

c. Action request: requests an examination of the salary equity calculations and asks the Senate to consider the salary compression issue

On the matter of salary equity calculations, Nozinich asked if anyone has had any problems of this type because she had not heard of any. Whaley cited specific instances of this happening, saying that in one case there was an \$1800 shortage, and in another instance, a faculty member was about \$2500 under what was expected. Both of these examples are shortages based on calculations for “retro one” (one year). According to him, nothing has been done to resolve the problems. Also, he would like to understand the calculations used to determine “retro two” (remaining 5 months). He would like to know what formulas were used to compute “retro two” because he cannot arrive at the same figures determined by the school. Singleton said that the salary spreadsheet in the library had incorrect information, and given this fact as well, there probably are many examples of incorrect calculations. The Senate **moved** unanimously to request that Mr. D. Johnson meet with faculty at each campus to discuss salary or salary inequities and to explain the formulas used to generate salary increases.

Since Nozinich was unfamiliar with the SSCC compression issue, Williams related what happened during the Cox administration. He said that Dr. Cox compressed faculty salaries into narrow ranges depending on degree, giving everyone in that range a similar salary regardless of years of service. As a result, faculty with few years of service benefited, while those with many years at SSCC generally received nothing. Over the years there have been promises to address this issue but nothing has been done. Nozinich will talk to Dr. Essex about this and try to see what can be done to correct this matter.

d. Promotion and Tenure Matter

Nozinich stated that she was applying for promotion and asked Bodayla and the SEC to assume the responsibility of selecting names for the Promotion and Tenure Committee. These names will be determined by elections within the various departments. Nozinich will forward instructions from Dr. Miller to Bodayla for making the selections.

2. Academic Matters Committee – no business

3. Readmission Appeals Committee – no business

4. Grade Appeals Committee

The committee would like to know Senate opinion on the length of time a student should have to appeal a course grade. Singleton suggested that the time allowed to appeal a grade should be the same length of time that is currently in place for an I to change to an F (during the following semester). She said that having a common time frame for both would avoid confusion. Because the Senators were fully supportive of this idea, Nozinich said she would forward this suggestion to the committee.

5. Faculty Handbook Committee – no business

6. Faculty Development and Evaluation Committee: minigrant recommendations

Although the draft of minigrant recommendations titled “Faculty Development Funds Guidelines” was submitted to the Senate, it will not be considered until the February meeting. Nozinich said that once the Senate and Dr. Miller approve these guidelines, the FDEC will hold a faculty-organizational meeting to explain them. She said that the guidelines are supposed to detail how the FDEC will apply the money for faculty use. For example, funding for a minigrant should benefit the faculty as a whole rather than a single department. Also, all travel requests should go to Dr. Miller rather than to this committee.

When Bodayla asked about the FDEC money, Nozinich identified two budgets assigned to the FDEC for oversight, an operational fund of \$20,000 and the Autian fund of about \$17,500. Exactly how the FDEC is supposed to apply the money from these budgets remains unclear. Nozinich said that the FDEC was supposed to prepare two sets of guidelines for each fund. However, that committee has submitted only one draft, and it does not reflect any particular fund. To compound the problem, no one had any idea of the source of the operational fund or for what purposes it is intended. Nozinich will contact S. Raines and try to obtain information about the operational fund. Another problem is that a faculty member has already submitted a minigrant proposal based on the unapproved draft. Nozinich said that Robertson, the FDEC Chair, would be at the February Senate meeting to discuss the minigrant guidelines that have been prepared.

On another FDEC matter, the faculty evaluation, Nozinich reported that Robertson would update the Senate at the February meeting. She reported that the membership of that committee has been changed in response to a request from Robertson at the November Senate meeting. Nozinich said that as part of the task of developing the faculty evaluation, the committee will distribute a questionnaire to the faculty, and she asked the Senators to encourage everyone to respond. Bodayla said that these responses are due back to the committee by February 14th.

7. Faculty Welfare Committee– no business

8. (ad hoc) Senate Scholarship Committee – no business

D. Unfinished Business

1. Clock Settings across Campuses and Centers: physical plant response

Nozinich reported that the physical plant has not responded to her inquiries about this matter. McColgan said that this issue was raised with Dr. Essex in a meeting with the math department, and that he showed

concern about getting them repaired and set. However, as everyone noted that has not yet happened.

2. Use of Adjunct and Nine-Month Faculty During the Summer: L. J. Smith recommendations
As Chair of a Senate ad hoc committee charged with looking into the use of adjunct and nine-month faculty during the summer, Smith offered the following committee recommendations:
 - a. 9-month faculty are used first during the summer
(with adjuncts used as necessary to fill remaining sections)
 - b. these faculty are paid at 1/32 of their salary per hour
 - c. classes are assigned to these faculty by seniority

When Nozinich opened the floor for discussion, Smith said that Dr. Essex had stated during a meeting with the English/social science department that faculty could teach two summer courses. However, according to Nozinich, Dr. Miller plans to offer the summer program as it was offered last year with no guarantee of two courses. Also, Dr. Miller has requested that the ad hoc committee meet with her and Mr. Johnson to determine if these recommendations from the ad hoc committee (along with supportive data) are cost effective. Nozinich will request grade data from Shannon and Grimes. Also, Singleton suggested that Nozinich contact Dr. Raoul Arreola, the consultant, for information.

After further discussion, the Senate added the following recommendations to those already presented:

- d. these faculty may receive up to 8 credit hours total
- e. department chairs should involve faculty in planning and allocating courses

The last recommendation, that of chairs involving faculty in course planning and allocation, generated lengthy and considerable discussion. In the end, the **motion** to accept the five committee-Senate recommendations passed unopposed. Citing the need to get this matter resolved for this summer, Nozinich will arrange a meeting between the committee, Mr. Johnson, and Dr. Miller as soon as possible.

3. Use of Adjunct and Nine-Month Faculty During the Summer: Whaley report on grade data gathered by Shannon and Grimes
At this time, the requested information has not been gathered. Nozinich and Whaley will request the data for the up-coming meeting between the ad hoc committee, Mr. Johnson, and Dr. Miller.
4. Course Enrollment Caps: Nozinich report
In reviewing this matter, Nozinich stated that last fall Dean Shotwell had increased the classroom enrollment capacity from 15 to 20 in the developmental courses and from 20 to 30 in the college courses. Dean Shotwell maintained at the time that it was her administrative responsibility to increase the “caps” to accommodate the excess fall enrollment, and the administration appears to support her decision.

However, several Senators pointed out that the increased “caps” have remained in effect for this spring. In reply to a question from Land, Nozinich said that such an action does not violate SACS guidelines, but she does not know if there is a SACS enrollment limit. The matter of having the appropriate dean and involved faculty member approve a class overload was discussed, but in the end, no one offered a firm plan of action to address the increased “caps” decision. Nozinich ended the discussion by saying that the Senate will “keep pressing it.”
5. “Grievance Procedure for Students:” Policy: Senate ad hoc committee recommendations
In October, an ad hoc committee consisting of Nozinich, Turner, and McColgan was established to review the proposed “Grievance Procedure for Students” and draft recommendations for Dr. Miller. Nozinich reported that the ad hoc committee is still working on these recommendations.
6. “Kelly” Resolution to Administration: administrative response
Nozinich said there has been no administrative response to the following October Senate resolution from

Haley and Land:

The Senate feels that no student complaint should be allowed to bypass the proper procedure in place at the college. Student grievances should work their way up through the chain of command. In this particular instance, the student was allowed to initiate the complaint with the President, thus violating this procedure.

The faculty Senate voices a concern regarding a student complaint about a handout distributed by faculty member, Mike Kelly.

Furthermore, the Senate is very concerned that a faculty member was given a directive without input into the process.

7. Transition Team's Adjunct Pay Recommendations: response to motion

At the October Senate meeting, Haley moved that an inquiry be made as to the status of the transition team's recommendations for increasing adjunct pay. Nozinich reported there is no overriding TBR policy about pay for adjuncts and no inclination to create such a policy. She noted there was a large disparity in adjunct pay across the state, and she concluded this item of business saying definitively that the administration has no plans at this time to increase adjunct pay.

However, Bodayla noted that some kind of policy to standardize adjunct pay would have to be established because of the online courses. Nozinich responded that currently the institution that develops a course gets the FTE and RODP (Regents Online Degree Program) credit, and the delivery institution is responsible for instructor salaries. Having read "Defining our Future," she predicted that TBR would move toward standardization across the state, that is, an institutional approach rather than an individual school approach.

8. Parking Concerns: response from Parking Committee

The parking concerns arose when the school decided to standardize parking at the two campuses. Since there was no faculty parking at the Union Avenue Campus, designated faculty parking at Macon Cove was abolished except for the evening classes.

Also, at the October meeting "Aldrich specifically requested for a change in the signs in the lot behind the Whitehead Building and the flagpole area in front of the Parrish Building. The signs allow faculty-staff parking from 7 a.m. to 5 p.m., and by early evening, these lots are full of student vehicles. Close-in parking spaces are often not available."

Although there was supposed to be a parking committee established to address these issues, no one in the administration was sure if it was ever established. Nozinich will raise these parking concerns once more, although the administration has said there are no plans to change the current arrangement.

9. Culture Committee Survey: results from Culture Committee

Although the Culture Committee emailed the statistical results of their questionnaire to everyone, the comments will not be made available to the school body at large - faculty and staff - because many of the responses were strongly negative. However, the College Council may receive them for review since this issue is on the agenda for the next meeting. Senate consensus was to take no further action.

10. Shared Governance: tabled at Oct. meeting, continued discussion

The issue of shared governance was tabled until the February meeting. Concerned about this delay, Aldrich requested that Nozinich post this item of business at the top of "Unfinished Business" on the February agenda.

11. Motion Concerning Liaisons at Committee Meetings: administrative response

Nozinich reports that this problem appears to have been resolved. Dr. Miller agreed that her liaison will be invited to the FDEC as necessary and will convey information between her and the committee.

12. Motion Concerning Reporting Relationship: administrative response
Dr. Miller fully agreed with this and agreed to route potential Senate committee business (charges) through the Senate.
13. "Defining Our Future:" update from Nozinich
The recent TBR report, "Defining Our Future," seems to indicate that TBR will move toward standardizing schools across the state. She distributed two TBR drafts, "Template for Academic Common Calendar for TBR Colleges and Universities" and "Sample Common Calendar," as evidence. She said that the common calendar would be mandated statewide. Although she and a few others on the Faculty Sub-council were opposed to this because they felt community needs vary, she said the Presidents' Council and Sub-council, the Academic Officers' Sub-council, and the majority of the Faculty Sub-council representatives were in favor of the calendar. She said that we should be concerned with the "Defining our Future" plan because it strips schools of their autonomy. Singleton said that she is on the Calendar Committee, and no one on the committee has heard about this common calendar. She will take this issue before that committee immediately and provide feedback to Nozinich. Nozinich said that time is critical because this plan is on the "fast-track."

A second example cited was the standardization of the "gen-ed" courses across the state in order to improve transfer and articulation.

In addition, Nozinich stated that one TBR goal, to move students from developmental courses into college courses more quickly, should be a concern. To her, this suggests larger classes, compressed schedules, and pre-testing in order to move students through self-paced classes and save money. These are changes that will impact faculty. Singleton pointed out that the University of Memphis already is working on a combined college algebra and developmental algebra class.

Nozinich said that another plan was to reduce the total course requirements for a degree to 60 hours for community colleges, absent a compelling reason not to such as program accreditation and licensing.

Since TBR is setting the goals, the institutions must develop the "how to" to accomplish these goals, and Nozinich said the faculty must be involved in all this. She said we must position ourselves with the administration to have as much impact on these changes as possible.

Nozinich was concerned about the lack of faculty on the task forces involved in preparing the "Defining Our Future" plan. She said that the faculty representatives on the sub-council who are seeking faculty involvement are meeting resistance from TBR.

E. New Business

1. SSCC Evaluations of Administrators: Haley report
Haley distributed and reviewed an administrative evaluation package that was prepared and used for a brief time at SSCC. The package included evaluations for several SSCC administrative levels, but he said these could be modified for use at STCC. He described another component that was used, a comment page, but it was dropped after administrative complaints. Nozinich said that Dr. Miller believes that only those who answer directly to administrators should evaluate them; that is, faculty would evaluate deans, deans would evaluate the academic vice-presidents, and the vice-presidents would evaluate the president. Haley responded that the SSCC President at the time wanted faculty to evaluate the administrators, and the results were sent not only to the one evaluated, but also to the immediate supervisor of the administrator. Nozinich asked what was done to verify the validity of any statistical analyses. Haley said that the matter was turned over to N. Robbins, but after 2 or 3 years of discussions, nothing was done. He conceded that if this were approved, Robbins would have to develop a way to analyze the results. Haley concluded that this package is ready for use with some modifications, whereas something else might require 2 or 3 years to develop.

After some discussion and several concerns expressed, Nozinich cited the need for some kind of anonymous feedback mechanism in place for faculty to evaluate administrators. This would afford an administrator the opportunity to look into any complaints.

In determining what committee could best deal with this evaluation package, the Senate considered assigning the responsibility to either the Faculty Welfare Committee or the Academic Matters Committee. After some consideration, the Senate **moved** unanimously to refer this business to Academic Matters.

Given that this Senate is in session through March and some of the committee charges from the Senate will continue beyond that time, Williams asked about committee membership makeup when the new Senate President and Senate take office. Nozinich said that she would leave the Senate Committees in place for another year and let the new Senate President fill vacancies or add to them as needed.

2. Schedule for Future Senate Meetings

Nozinich said that meeting the first Tuesday of the month was difficult for her. After some consideration, this Senate decided to meet on the 3rd Thursday of the month at 3:00 P.M. through April. Nozinich has suggested a 3:30 to 5:30 TR set-aside block of time for meetings at STCC, but the administration has not made a decision on this.

3. Summer Classes for 9-month Faculty

This issue is addressed under D.2. of these minutes.

4. Senate elections: President, departmental Senators, and divisional Senators

For the upcoming elections, the Senate agreed to the following timelines:

election of divisional representatives:	last week in February
election of departmental representatives:	first week in March
signatures for President's petition	completed by first week in March
spring break (March 11-17)	
introduction of presidential candidates	last part of March following spring break
election of Senate President	first week in April
meeting time for the "new" Senate	third week (Thursday) of April

Bodayla will chair the presidential election committee (which is the SEC). An ad hoc committee comprised of Singleton as the Chair, Boswell, and Land was charged with securing the divisional elections. Williams observed that Atwood organized the divisional elections last year, and that he did an efficient job. The Senate discussed the mechanics of holding the divisional elections, such as having central or multiple locations for the ballot boxes for the three divisions, who should man them, how long the election should continue, and how to handle the various campus sites. Nozinich asked Singleton, Boswell, and Land to draft some divisional election guidelines and procedures and email them to the Senators for a vote.

5. Faculty Awards Ceremony in April (?): criteria for awards (Autian Outstanding Teacher Award)

Aldrich said that the administration has established a 15 member Honors and Awards Committee for both student and faculty awards, and it is chaired by Mr. Doug Branch. This committee will be responsible for holding both awards ceremonies. Nozinich will email Mr. Branch all the data/criteria she has on the faculty awards. The exact charge of this committee is vague to the Senate at this time. Is this committee charged with holding the ceremonies only or does it also establish awards criteria and select the recipients for these awards?

F. Adjournment

The Senate moved to adjourn at 5:30 P.M. The next Senate meeting will be on February 21st at the Macon Cove Campus in module1 building at 3:00 P.M.

STCC Senators and Senate Committees

February Roll

2001-2002 Senate

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.