

**Faculty Senate Meeting
Southwest Tennessee Community College
Farris Building Hospitality Room, Macon Cove Campus
October Minutes (Approved November 5, 2002)**

A. Call to Order and Roll Call

The Senate was called to order at 3:00 P.M., October 1st.

The following Senators were present for roll call:

M. Bodayla, D. Branch, L.J. Smith, C. McKinney, M. Moses, K. Singleton, M. Northern, T. Blankenbeckler, B. Turner, L. Miller, S. Park, T. Waters, R. Schlichter, V. Armstrong, M. Beloate, J. Pritchard, L. Gatewood, M. Pratt, J. Williams, L. Pope (and S. Haley)

The following Senators were absent for roll call:

B. Abernathy-Phillips, R. Burkett, G. Foon, B. Simon, and T. McColgan

The following Senator submitted a proxy:

M. Vines proxy to L. Regan

The following Senator resigned in September: W. Payne (P. Fancher, who was elected to replace Payne, will begin her Senate service in November.)

B. Reading and Approval of Minutes

On page 8 of the roll sheet, the name "W. Payne" was replaced with "P. Fancher." On page 9, the Academic Matters Committee member listed as "Marguetta Jackson Jones" should be corrected to read "Marguerite Jackson Jones." Also on page 9, V. Cook has resigned from the Faculty Evaluation and Development Committee, but Haley has not yet found a replacement. With these changes noted, the Senate approved the September minutes as written.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee

- a. action requests(s): none
- b. Senate Committee Liaison (Blankenbeckler): (for update see committees below)
- c. Curriculum Committee Liaison (McKinney): (for update see Curriculum Committee below)
- d. Scholarship Committee Liaison (L.R. Smith): (for update see Scholarship Committee below)

2. Academic Matters Committee

a. Status of Policy Review

Blankenbeckler said that the Academic Matters Committee is scheduled to meet on October 2nd, and he will have an update from this committee at the November Senate meeting.

3. Grade Appeals Committee

a. Status of Current Grade Appeal(s)

At this time, there are no reported appeals.

b. Status of Recommendations from Deans

A while back, two Deans, Swinny and Williams, sent the Grade Appeals Committee a memo asking at which administrative level the grade appeal procedure should end. The question appears moot at this point since the committee has recommended that the appeal process should end at the Provost level.

c. Grade Appeal Form Recommendations

The Grade Appeals Committee has completed two documents, a "Grade Appeal Form" and a "Grade Appeal Form Procedures," that it will present to the Senate for discussion in November. (Copies presented to the Senate for October contained two minor errors.) There was some discussion about the

correct parliamentary procedure for receiving these reports and sending them forward to the administration. Singleton pointed out that the reports may not be altered, but the SEC/Senate may attach favorable or unfavorable comments to them. Haley instructed Williams to change the title “Vice-Provost” to “Provost” in the procedures document and post both forms at the Senate Sharepoint site. Senators should examine both of these before the November meeting. Singleton also said that before sending them to the administration, the procedures should be copied to the back of the grade appeal form.

4. Faculty Handbook Committee

a. Status of Faculty Handbook

Blankenbeckler reported that the handbook is complete and will be posted at the Faculty Handbook Sharepoint site in about two days.

5. Faculty Development and Evaluation Committee

a. Minigrant Selections: update

Pratt said that the FDEC has extended the deadline to apply for minigrant funds to October 15th. The deadline for spring applications is February 3, 2003. The guidelines and application form are available at the FDEC Sharepoint site. Dr. Miller has posted an email to faculty with information about this process.

b. Status of Faculty Evaluation

Blankenbeckler reported that the FDEC met with Dr. Miller for several hours yesterday. At his request, Pratt, a member of the FDEC, briefly reviewed what was discussed during this lengthy meeting.. She said that Dr. Miller reviewed a list of concerns from the Senate about the evaluation. Pratt said that Dr. Miller would call a meeting for the Deans, Department Chairs, and the Senate Executive Committee to ensure that everyone understands the evaluation process. For example, Pratt said that only six departments returned the “Source Identification Matrix for Teaching” and the “Completed Source Impact Matrix for Teaching” forms that were distributed on Faculty Development Day.

Dr. Miller also wants to hold a workshop for the department chairs to ensure that they are applying the evaluation in the same objective way. (There was some confusion about the nature of this workshop and the one that P. Thomas will deliver for department chairs in the near future.)

Dr. Miller suggested that once the committee completes the current faculty evaluation package, it should begin working on a department chair evaluation tool. (Again, there was some confusion about this since the Faculty Welfare Committee is already working on such an evaluation package.)

Pratt stated that work on the faculty evaluation is behind schedule because departments have not turned in requested materials in a timely manner. This means that the committee will not have a pilot evaluation to offer this spring. Instead, there will be some type of training or workshop for the faculty. Haley asked if this meant the committee plans to launch the evaluation this fall without any kind of piloting? Schlichter questioned how faculty or anyone else could be trained this spring when the evaluation has not been completed, and he stressed that the committee should have something in place first before offering training workshops. Haley agreed with this, but he said that he wants the chairs trained on the current evaluation system as well. However, Haley said he would talk with the Provost and clarify the concern raised by Schlichter.

Pratt said that one committee member, V. Cook, has resigned and that another, H. Ray, will be retiring at the end of the year. She suggested that Haley replace these individuals with faculty from the education, allied health, natural sciences, or mathematics departments that are not represented on the committee. Also, she requested that Haley appoint a department chair to the committee if possible.

Pratt said that the committee would send out email reminders to complete the work distributed on Faculty Development Day in August. Schlichter asked about the feasibility of identifying those departments that have not submitted the requested work on time. Pratt said that Dr. Miller would deal with this in a tactful manner.

6. Faculty Welfare Committee

a. Status of Administrative Evaluation

Blankenbeckler reported that the Faculty Welfare Committee is scheduled to meet next week, but a time or date is not definite at this time. He will forward the date and time after these have been finalized.

Haley said that he has asked that all committee chairs inform Dr. Essex of meeting times. He also said that these dates/times should be posted on the Senate Sharepoint site as well. He instructed Williams to post meeting announcements as he receives them.

7. (ad hoc) Senate Scholarship Committee

L.J. Smith submitted a written Scholarship Committee update to the Senate. She reported that the scholarship account currently contains \$3336.67. At this time, there are nine individuals who contribute to the fund monthly. However, the number of contributors will change since some may contribute yearly or from their longevity pay. In response to a suggestion that the college-wide standing Scholarship Committee assume the task of awarding scholarships, L.J. Smith reported that all contributors would have to be notified, and the membership of that standing committee would not consist of a majority of faculty. However, she offered to contact known contributors and ask if this change would present a problem for them. Regan suggested that if clear, tight criteria were in place for awarding scholarships, then there should be no problem turning this over to the standing Scholarship Committee. Singleton and L.J. Smith said that in doing that, faculty would have less input in determining recipients. Haley concluded this item of business by deferring further discussion on the matter to the November meeting.

8. Election Committee: no business

The Election Committee will be appointed from among the first-year Senators for the divisional elections in the spring.

The following are College Standing Committees with specific Senate Relationships:

9. Curriculum Committee

McKinney said that Nozinich presented proposals for two non-transfer courses, Legal Nurse Consulting I and II, to the Curriculum Committee. These courses are designed for nurses who are in legal nurse consulting in the legal system. The committee recommended both courses for approval.

The "chair elect" for the coming year will be elected at the October meeting. The committee will then request that divisional deans designate divisional representatives as one, two, and three-year appointments in order to stagger the committee. Eventually the committee membership will consist of staggered three-year appointments.

There will be one meeting to refine the committee handbook.

All proposals from the committee will be posted at the Curriculum Committee Sharepoint site.

10. Promotion and Tenure Committee

From an established pool, Haley randomly selected faculty who will be recommended to serve on the Promotion and Tenure Committee (see new business). However, Dr. Essex will appoint the committee later in the year.

11. Readmission Appeals Committee

Blankenbeckler said that the readmission Appeals Committee met on August 22nd, and heard four cases, and on the 28th, the committee heard nine more. He said that all appeals were approved with restrictions on what courses the students could take.

He said that the committee is concerned that the new appeals policy is not in the catalog. The current policy requires that students appeal their suspensions before regular registration in order to conduct their hearings on the first day of registration. However, students are not aware of the correct procedure and

hearings were held during late registration. Another problem is that students are not notified of their suspensions and do not find out until registration. Blankenbeckler said that, although students receive a probation letter the previous semester, they receive no notification of actual suspension. Haley suggested that, since the committee is a college-wide committee, it should express these concerns directly to the Provost.

D. Unfinished Business

1. Faculty Senate Priorities for 2002 – 2003: posted at Senate Sharepoint Web Site
Haley reported that he has continued to update the priorities at the Sharepoint site. He asked once again for Senators to report Senate business to their respective departments on a regular basis and to check the web site frequently. Also, he asked that Senators make sure faculty members are aware of the Senate Sharepoint site and how to locate it.
2. Administrative Response to Memo about Macon Cove Parking
In a memo to the senior staff last month, the SEC requested that the administration consider re-designating some or all of four specified lots as "employee only" parking spaces throughout the day. These lots are next to the Whitehead, Thornton, Fulton, and Butler buildings. In late September, Mr. D. Johnson notified Haley that all four of these lots would be re-designated for faculty/staff between the hours of 7:00 AM and 10:00 PM, Monday through Friday, and there would be strict enforcement. In a follow-up email, Mr. Johnson said that restricted parking signs at these lots should be installed by October 2nd. Singleton requested that Haley forward the email from Mr. Johnson to the Senators. Singleton also stressed that the issue at Macon Cove was the timing; that is, the lots were already designated for faculty/staff use up until 3:00. The problem was that the students filled up these lots by early evening, and faculty/adjuncts were unable to find nearby parking.
3. Status of Request for Department head Seminar to be Conducted by Mr. P. Thomas
Mr. Thomas will be holding a seminar for department chairs in the near future. This workshop will train chairs to complete current faculty evaluations in a consistent, objective manner.
4. Status of Farris Award
Haley reported that Ms. K. Nippert has obtained contributions from the Farris family for the Outstanding Faculty Award this year.
5. Status of Non-Tenured Faculty in Engineering Technologies Now Under Review by Dr. Miller
Haley reported that Dr. Miller is concerned about this, but essentially there is no "movement" on this issue.
6. Status of 12-Month Contracts Now Under Review by Dr. Miller for TBR
Dr. Miller is reviewing the twelve-month contracts in order to justify them before TBR. She thinks that TBR will refuse to accept the justification on many of these, and probably these contracts will be phased out over time. This, however, is speculation. When Armstrong asked if faculty with the twelve-month contracts would be required to convert to nine-month contracts, Haley replied that some probably will, but it is uncertain at this time.
7. Status of ad hoc Budget (Fiscal) Oversight Committee
Haley reported that he has two people who are willing to serve on the ad hoc Budget Oversight Committee, but he needs more people. He asked the Senators to return to their departments and seek faculty for the committee.

Haley noted that the SEC would meet with Dr. Essex next Friday before Convocation and express concerns about salary equity. He will inform Dr. Essex about the Budget Oversight Committee, and what he hopes to accomplish through its budget review work. Haley will ask the President for funding consideration for this year, and he said (according to a senior administrator) there might be money available for it. However, Haley expects that Dr. Essex will cite enrollment declines as justification not to fund salary equity. Haley stressed the importance of the committee in countering this point of view by identifying funding "alternatives." Regan expressed concern that some of the decline in enrollment seemed to be related to lack of availability of sections.

Haley also mentioned that when TBR announced the 2% raises and merit pay (effective in June), many schools requested and received additional money for both. He said Southwest was one of the schools in the system that did not request additional money for either.

L.J. Smith stressed the importance of working “within the system,” and she said the budget committee would be doing that by making a study and collecting data. Singleton also pointed out that such a committee would be able to determine where money is going.

Haley concluded this discussion by saying that he was attempting to unite the three school organizations in order to pressure to Dr. Essex to fund salary equity this year.

8. Status of Bylaw/Constitution Changes

L.J. Smith requested that Senators download copies of the Senate Constitution and Bylaws to review prior to the November Senate meeting. She asked everyone to review the following areas:

Articles VI, VII, VIII, XII, and XIV of the Constitution
Article V of the Bylaws

L.J. Smith will present recommendations at the November meeting by citing the “issues” or problems in the current Constitution and Bylaws and by offering possible solutions. She also called for recommendations from the Senators and departments.

9. Status of Faculty List for Connectrics

Dr. Miller has prepared an updated list of faculty for use with the online voting program, and L.J. Smith will give Connectrics this list for the spring elections. There was brief discussion about the just-completed election held by the Division of Business, Career Studies, and Technology to replace a divisional senator who had resigned. Singleton suggested that more advanced notice is needed about an upcoming election.

10. Status of “Change in Grade” Form

Dr. Miller still has made no decision on the “Change in Grade” form. She had initially agreed that only one sign-off was needed after the faculty signature. Now she believes that it does not really matter if four signatures are required since the faculty member is not responsible for obtaining them. However, at this time Haley is awaiting a decision from her. Pope, after clarifying that it was not the faculty member’s responsibility to obtain all the signatures, then asked how one is to know if the grade is changed or not. Haley responded that this point of concern has not been addressed.

E. New Business

1. Selection of Promotion Tenure Recommendations from Pool

In order to make the Promotion and Tenure recommendations, the SEC obtained names of faculty from twelve of the thirteen departments. (The department of Industrial and Environmental Technologies does not have an eligible faculty member.) From this pool, Haley randomly drew names to determine seven faculty recommendations for the Promotion and Tenure Committee and the three alternates.

The seven faculty recommended for the Promotion and Tenure Committee are the following:
Nancy Jones, Ken Dunn, David Brace, Phyllis Porter, Carolyn Brown, Sam Chang, and Asmelash Ogbasion.

The three alternates for the Promotion and Tenure Committee are the following:
Stennis Truman, Gwynne Hutton, and Amir Samardar.

At Haley’s request, Williams will forward these recommendations to the Provost.

2. Concerns about New Faculty Evaluation Instrument

According to Pratt, Dr. Miller has already discussed faculty/Senate concerns about the faculty evaluation with members of the FDEC during that committee’s last meeting. Haley asked the Senators to poll their departments for additional concerns and forward them to him.

Other New Business:

3. Recognition and Compensation for Program Coordinators

Armstrong was concerned that program coordinators are not being properly recognized or compensated. In response, Haley said that Dr. Miller has discussed this issue in the May Senate meeting. At that time, Dr. Miller stated the following:

Deans, chairs, vice provosts, and coordinators have submitted a recommendation for compensating chairs and coordinators. She said that the recommendation calls for monetary compensation, but in light of budget cuts, that might have to be accomplished with release time instead. She is aware of the intense loads that have been unfairly placed on coordinators. She stressed that she is talking about program coordinators who are providing oversight to a particular program for accreditation rather than coordinators who are assisting department chairs, and these positions should not be considered the same in terms of compensation or release time.

Haley said he intends to follow up on this and will report back what Dr. Miller has decided.

4. Faculty Seniority and Summer Teaching

Haley said that the Provost wanted the SEC to meet with the department heads about establishing departmental guidelines for summer teaching. However, Haley asked Senators to determine if their respective departments have procedures already in place for summer teaching with regard to class selection. The controversy arose when some twelve-month faculty members who had less seniority were given summer classes, whereas some nine-month faculty having more seniority were denied them. Haley said that the provost does not wish to establish a uniform policy across the departments, but rather, she prefers that each department establish its own policy. Haley requested that Senators check respective departments on this.

5. Adjunct Pay Raise

Haley reported that adjuncts will receive a pay raise, but he does not know how much at this time. In reply to Waters' question when this might occur, he answered in the spring.

6. "Urgent Contact Dr. Essex" Email from Mr. M. Blair

Schlichter referred to the email that all the Senators and senior staff received this morning from Mr. M. Blair. In his letter, Blair said that his salary had been reduced by 25%, and that he was denied due process when he filed a grievance about it. Blair said that Dr. Essex had refused to convene a Grievance Committee to hear his case. He requested everyone to contact Dr. Essex and "urge the President to follow Southwest policy and allow fair and objective hearings on employment grievances."

None of the Senators were aware of the case other than the email, and lacking information, decided to have Haley ask Dr. Essex why the grievance process had not been followed.

F. Adjournment

The Senate moved to adjourn at 4:00 P.M. The next Senate meeting will be November 5th, in the Faculty Lounge at the Union Avenue Campus.

STCC Senators and Senate Committees

November Roll Sheet

2002-2003 Senate

President: Steve Haley shaley 5635

Division Senators of Liberal Studies and Education - Five Seats.

Roll

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

Mary Ann Bodayla (1yr)	mbodayla	Social Behav. Sci./Crim. Just.	5197	_____
Doug Branch (1yr)	dbranch	Fine Arts/Lang. and Lit.	4483	_____
Lilliette Smith (1yr)	ljsmith	Social Behav. Sci./Crim. Just.	4125	_____
Clark McKinney(2yrs)	cmckinney	Social Behav. Sci./Crim. Just.	4574	_____
Mark Moses(2yrs)	mmoses	Developmental Studies	4434	_____

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

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts/Geog. Info. Sys., Engineering Tech., Industrial and Environ. Tech.)

Patsy Fancher (1yr)	pfancher	Information Tech., Graph. Arts.	4141	_____
Kathy Singleton (1yr)	ksingleton	Information Tech., Graph. Arts	4415	_____
Mike Northern (1yr)	mnorthern	Engineering Tech.	4286	_____
Bettie Abernathy-Phillips (2yrs)	baphillips	Business Adm. & Paralegal Stu	4691	_____
Todd Blankenbeckler (2yrs)	tblankenbeck	Information Tech., Graph. Arts	4677	_____

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023	_____
Ray Burkett (1yr)	rburkett	Natural Sciences	5225	_____
Gerald Foon (2yrs)	gfoon	Allied Health	5412	_____
Lynda Miller (2yrs)	lmiller	Natural Sciences	4447	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

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

Sheridan Park (1yr)	spark	Accountancy/ Office Adm.	4682	_____
Twyla Waters (1yr)	twaters	Business Adm. and Paralegal St.	4596	_____
Roger Schlichter(2yr)	rschlichter	Information Tech./Graphic Arts	4144	_____
Bill Simon (1yr)	wsimon	Engineering Tech.	4163	_____
Vicki Armstrong (1yr)	varmstrong	Industrial and Environ. Tech.	4293	_____

Division: Liberal Studies & Education

Departments:

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education

d. Social & Behavioral Science/ Criminal Justice

Mickey Beloate (2yr)	mbeloat	Developmental Studies	6015	_____
John Pritchard (2yr)	jpritchard	Fine Arts/Language and Literature	5645	_____
Lafayette Gatewood (2yr)	lgatewood	Education.	5147	_____
Mary Pratt (2yr)	mpratt	Social Behav. Sci./Crim. Just	6056	_____

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530	_____
Jim Williams (1yr)	jiwilliams	Natural Sciences	5978	_____
Mary Vines (1yr)	mvines	Nursing	5549	_____
Linda Pope (2yr)	lpope	Allied Health	5056	_____

- Senators are exempt from serving on other standing committees.

Faculty Senate Committees for 2002-2003

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart (**Chair**), Clarence Christian, Janice Van Dyke, Lynn Spivey, Carolyn Brown, Pam Trim, Marguerite Jackson Jones; Liz Lawrence;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Loretta Regan (**Chair**), Carol Gazik, * _____, Clementee Whaley; (Jody Couch has resigned from this committee, but her replacement has not been named.)

FACULTY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Cy Pipkin, Loretta McBride, Marty Hurrah (**Chair**), Thelma Harris, Brenda Smith, (Ed Reid, ex officio);

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski (**Assist. Chair**), Georgia Whaley, Darius Wilson, Jane Santi, Vicki Robertson (**Chair**), Mary Pratt, Thurston Shrader, Janice Van Dyke, Donna Toole, Homer Ray, Evelyn Little;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Robert Prytula, Dave Darnall, Yvonne Jones, Eddie Jones, Dwight Campbell, Deborah Haseltine (**Chair**), Frankie Harris, Phyllis Cox, Charles Pender, D. Wright;

(AD HOC) SENATE SCHOLARSHIP COMMITTEE :

ELECTION COMMITTEE:

The following are College Standing Committees with specific Senate Relationships: (See Constitution.)

CURRICULUM COMMITTEE:

Clark McKinney is the Senate liaison to this committee.

PROMOTION AND TENURE COMMITTEE:

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson (**Assist. Chair**), Kathy Germain (**Chair**), Brenda Phillips;