

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus (F218)
September Minutes (approved October 1, 2002)**

A. Call to Order and Roll Call

The Senate was called to order at 3:00 P.M., September 3rd.

The following Senators were present for roll call:

M. Bodayla, L.J. Smith, C. McKinney, M. Moses, K. Singleton, M. Northern, T. Blankenbeckler, B. Turner, G. Foon, L. Miller, R. Schlichter, J. Pritchard, L. Gatewood, M. Pratt, T. McColgan, J. Williams, M. Vines, L. Pope (and S. Haley)

The following Senators were absent for roll call:

D. Branch, W. Payne, M. Northern, B. Abernathy-Phillips, B. Simon, V. Armstrong, and M. Beloate

The following Senators submitted a proxy:

R. Burkett proxy to S. Chang, S. Park proxy to T. Blankenbeckler, and T. Waters proxy to L.J. Smith

B. Reading and Approval of Minutes

The Senate approved the May minutes as written.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee

At the request of the SEC, Haley will try to limit Senate sessions to one or one and a half hours.

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. SEC Meeting with Dr. Miller (Haley)

Haley reported that Dr. Miller has submitted a grade appeals form to the Senate for review, and that he has given it to the Grade Appeals Committee for recommendations.

Since the Faculty Development and Evaluation Committee will be charged with organizing future Faculty Development Days or convocations, the SEC asked Dr. Miller to appoint a liaison to handle various required forms needed for reserving rooms, equipment and such. The liaison will be responsible for obtaining the signatures of approval required on these forms. Mr. Griffin will serve as liaison.

Last spring Haley requested that Dr. Miller have P. Thomas conduct a department head seminar or training session in order to equalize faculty evaluations across the college. Thomas has returned from an extensive leave and will be setting up this training session.

Haley is not sure of the status of the Farris Award at this time. He is trying to determine if the Farris family will contribute to the Outstanding Faculty Award again this year.

Haley reported that Dr. Miller has said this is the last year for the promotion and tenure procedure currently in use. Presently there are separate procedures for the two campuses.

Dr. Miller requested that Haley remind the Senate that she remains concerned about the non-tenured faculty issue in the Industrial and Environmental Technologies department, and she is still working on this.

Haley said that Dr. Miller wanted the Senate to know that the hiring freeze is no longer in effect.

Dr. Miller wanted the Senate to know that she is currently in the process of justifying all Southwest 12-month faculty contracts for TBR.

The SEC discussed the issue of Faculty Development Day with Dr. Miller. She said that in the future there would only be two days. This semester three days were devoted to convocation, the last being "Faculty Development Day."

Haley reported that Dr. Miller has agreed to the formation of an ad hoc Budget (Fiscal) Oversight Committee which will examine college budgets in order to find money to fund the salary equity study. L.J. Smith moved that "the Senate create a committee to explore the possibility of funds for the salary equity that is already in place." The motion passed unopposed. Haley asked the Senators to return to their departments and ask for volunteers to serve on this committee. Turner and Haley said that both department chairs or ex-department chairs (who still qualify as teaching faculty) should be on this committee.

Haley said that D. Johnson has assured him that clocks will be repaired this year.

Haley once more brought up the issue of committee attendance. He observed that on Faculty Development Day the Senate committees were supposed to meet in the afternoon. However, very few faculty showed up for them. A lengthy discussion about accountability and non-accountability followed this observation. The discussion ended with further discussion about the administrative evaluation. Haley hoped that the Faculty Welfare Committee would submit some recommendations for the administrative evaluation soon.

2. Academic Matters Committee

Blankenbeckler said that Van Dyke distributed copies of policies that affect the committee. These will be reviewed and discussed at the next Academic Matters Committee meeting.

3. Grade Appeals Committee

a. Status of Current Grade Appeal(s):

Blankenbeckler reported that the Grade Appeals Committee received a grade appeal on June 5th, the appeal was heard on June 11th, and recommendations have been sent to Dr. Miller.

Also, he reported that the committee received a memo from the Deans dated January 14th which contains a number of recommendations for the committee to review. Blankenbeckler did not have a copy of the memo and was unsure about the recommendations.

Haley reported that he has received a draft of a grade appeals form from Dr. Miller, and he has given it to the committee for recommendations. The committee will review the form and provide recommendations to Dr. Miller.

4. Faculty Handbook Committee

a. Revisions Submitted in August:

Haley thanked Reid for his help in completing the Faculty Handbook. However, there was some confusion on this matter. Singleton thought that the committee was still working on a draft, but Haley said that the committee had made suggested revisions, and the work on it is finished. He said that the handbook has been given to the administration for delivery to SACS, and it should be posted on the faculty web site within the month.

5. Faculty Development and Evaluation Committee

a. Minigrant Selections: update

This issue was not discussed at the September meeting.

b. Status of Faculty Evaluation:

In April the Faculty Development and Evaluation Committee asked the departments to determine minimum and maximum role weights for five roles: teaching, advising, service, scholarly and professional activities,

and administrative duties. Of these, percentage values were then assigned to four role components under teaching. These components include instructional delivery, instructional design, content expertise, and course management.

Blankenbeckler said that on Faculty Development Day the departments were asked to establish sources and source weights for the four role components under "Teaching." These sources include student, peer, and department head evaluations for instructional delivery, instructional design, content expertise, and course management. The committee provided "matrix tables" to assist the departments in making these determinations.

He said that departments have been instructed to complete the "Source Identification Matrix for Teaching" and the "Completed Source Impact Matrix for Teaching" and return them to the committee.

When questioned by Haley, Blankenbeckler said that the committee should complete its work on this evaluation this semester and have a "trial run" with it in the spring. He said that the committee will probably call for volunteers to use the evaluation this spring, but he was not certain how this was to be done.

Haley was concerned that many faculty are not saying anything about the evaluation now, but will object once the evaluation has been completed and in use. During further discussion, Pritchard strongly objected to this method of evaluation calling it ridiculous, wrong and fallacious. Singleton suggested that we take up this issue in the departments and include faculty feedback when the source tasks (Source Identification Matrix and Source Impact Matrix) are returned to the committee. Bodayla said that one is reduced to a number, and she objected to this end result saying that it fails to give her the information that she needs for improvement, and that it is meaningless. She also said that the proposed evaluation appears to be punitive in nature rather than for improvement. Pratt, as a member of the committee, said that the evaluation is in an experimental stage and can be revised. Schlichter observed that many faculty have concerns about the "tools" that will be developed for the evaluation. He said that much work remains to have this evaluation ready even for a trial run in the spring, and if the tools are inadequate, he asked how things would be changed over the summer in time for fall of 2003. Turner said that Shelby State tried this type of evaluation and the problem was the lack of categories to explain the significance of the final number. Haley suggested that we look into the Shelby State evaluation and identify problems with that system. L.J. Smith said that we need research to back up any objections to this kind of evaluation. Blankenbeckler said that we should be prepared to provide an alternative evaluation tool. This latter suggestion provoked further strong discussion, particularly from Pritchard. Haley terminated this discussing requesting that Senators return to their departments and discuss the evaluation. He asked Senators to identify faculty concerns for discussion at the next Senate meeting.

6. Faculty Welfare Committee

a. Administrative Evaluation:

Blankenbeckler had no update on the status of the administrative evaluation.

He said that at the last meeting, the Faculty Welfare Committee discussed faculty morale, parking issues, and the use of car window stickers for advertisement.

7. (ad hoc) Senate Scholarship Committee: no business (see D. 2.)

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 reported that at the May retreat the committee approved a new Technical Certificate in Home

Management. The education department will administer this program.

The committee will meet the second Thursday of each month, and most of these sessions will be held at the Macon Cove Campus.

He said that at a called meeting last week, the Curriculum Committee reviewed its new handbook. Because there were many revisions made, the committee will conduct an orientation in October on both campuses. This orientation will be especially important for deans, chairs, and program coordinators. The intent is to reduce the number of submissions that are returned to departments because something is missing or incomplete. The committee has emailed information to the faculty.

He said that Dean Toole has requested the termination of about 70 courses in her division because they do not fit in the academic curriculum (according to SACS). These will be transferred to continuing education. Chairs have already signed off on these changes.

McKinney said that Mr. Griffin reviewed (mostly minor) additions/changes/deletions that he had made in the Policy and Procedures Manual in order to satisfy SACS guidelines. These changes, which were approved by the committee, were in the following areas: Master Inventory of Courses, Process and Guidelines for Submitting Curriculum for Inclusion in the STCC Course Inventory, Continuing Education Units, Course Syllabus, and Curriculum Review and Development.

In concluding his report, he invited Senators to visit the Curriculum Committee web site for more information about committee activities.

10. Promotion and Tenure Committee: no business

11. Readmission Appeals Committee: no report

D. Unfinished Business

1. Faculty Senate Priorities for 2002 – 2003: posted at Senate Sharepoint Web Site

Haley will keep the faculty updated on the priorities on the Senate web site. He asked the Senators to remind the faculty about the web site, and that it is an active site.

2. Information about Senate Scholarship Committee

L.J. Smith reported that she discussed the student scholarships at her workshop on Faculty Development Day and at that time, distributed guidelines about each one. The three Senate scholarships for students are the Department Scholarship, the John L. Thornton Memorial Scholarship, and the Dempsie B. Morrison Memorial Scholarship. She said that the Senate must determine the amount of money currently available for these scholarships, and she called for Senators to contribute to the scholarship fund. L.J. Smith said that although the Scholarship Committee will select recipients during the spring semester, the Scholarship Committee should be in place before then.

3. Parking Issues

Haley said that the administration recently disallowed parking in the entire Union Avenue Allied Health Parking lot. He reported that the Senate has reached a compromise, and that some parking in this area will resume. There will be one row of parking facing the Allied Health Building. Parking lot signs to that effect have been ordered.

Regarding the Macon Cove Campus, the SEC discussed on-going parking problems with Dr. Miller in the meeting with her during Faculty Development Day. At her suggestion, the SEC drafted the following memo to senior staff:

As you are aware, students are allowed to park in the employee designated parking lots in the evenings at both the Macon Cove and Union Avenue Campuses. While student use of the Parrish lot in the evenings does not seem to be a problem at the Union Avenue Campus, the situation at Macon Cove is somewhat different because of the larger number of full-time and adjunct instructors teaching at these times. To alleviate the problem, the SEC requests that the Senior Staff consider re-designating some or all of four lots as “employee only” parking spaces throughout the day. These lots are located adjacent to Whitehead, Fulton, Thornton, and Butler. Also, should these lots be re-designated, the SEC requests that security personnel patrol them to ensure that the spaces are available to Southwest employees.

We make these requests because throughout last year the SEC received faculty complaints about the lack of available employee parking in these four specific lots during the evening hours. The signs currently posted at these locations allow faculty-staff parking from 7 a.m. to 4:30 p.m., but by early evening these lots are full of student vehicles. Close-in parking spaces are often not available to employees, particularly adjuncts.

Thank you in advance for your consideration of this issue.

Dr. Miller agreed to support these recommendations when she presents this memo to the senior staff. Senator L. Miller said that some administrators feel that faculty are petty and “nit picking” about parking, and don’t show enough concern for academics. This generated further discussion, particularly when Schlichter also said there were about a half a dozen vehicles which are not supposed to be ticketed no matter where they park.

3. “Reduction in Force” Committee (Haley)

Haley said that “Reduction in Force” Committee met once in May and is not likely to meet again since the legislature passed a budget. At the time the committee met, there was an agreement that any reduction in force would not include full-time faculty. Most of the reductions would have involved temporary staff and probably some temporary faculty.

E. New Business

1. Revisions in Senate Constitution and Bylaws (L.J. Smith)

L.J. Smith said that she discussed this matter on Faculty Development Day, and she called for recommendations at that time and again in the Senate. She is currently compiling recommendations for both the Senate Constitution and Bylaws and will present suggested changes at the next meeting. To make changes in the Bylaws, she directed Senate attention to Article IV of the Bylaws which states the following:

**ARTICLE IV
Amendment Procedures**

A. Initiation

The Bylaws may be altered by an initiatory procedure begun in either of the following ways:

1. By a petition signed by fifteen (15) full-time faculty members.
2. Through a proposal supported by one-third (1/3) of the Faculty Senate members.

B. Ratification

Any amendments shall be adopted and ratified by a majority of the Faculty Senate members present in an official Senate meeting to be held no sooner than one week after the initiatory procedure has been completed.

In order to change the Constitution, she referred to Article XIV in the Constitution which states the following:

**ARTICLE XIV
Amendments**

In order for the Constitution to be amended, a proposal signed by fifteen (15) full-time members of the Faculty must be submitted to the Senate. If a majority of the Senate approves, the proposal will be circulated to the membership of the Faculty for a vote. The proposal must be approved by two-thirds of the Faculty voting with final concurrence by the President of the College.

3. Department Nominations for Promotion and Tenure

Haley asked Williams to notify department chairs that names of tenured faculty are needed for the Promotion Tenure pool. Each department will submit one name. One department, Industrial and Environmental Technologies, has no tenured faculty and may select a representative from a related department in that division. At the October meeting Haley will select names from this pool as Senate recommendations for the Promotion Tenure Committee. This is in compliance with Article XIII of the Constitution which states the following:

Promotion and Tenure Committee: This committee shall consist of seven tenured faculty members. The Faculty Senate's role in the determination of the composition of the committee is as follows: Each academic department will submit to the President of the Faculty Senate the name of a tenured faculty member to serve in the pool for the selection of the seven member committee. This person must hold tenure at the College, should be elected by the department and cannot be a candidate nor related to a candidate for promotion and/or tenure during that year. No department head or division dean is eligible for membership on this committee. At a regular session of the Faculty Senate, the President of the Faculty Senate will determine by random selection from the pool submitted by the departments, the names of seven voting members and three alternates to serve as the Promotion and Tenure Committee. Each of the academic divisions will have a minimum of one representative and one alternate. The pool of names will, therefore, be divided into three categories with each consisting of the names of its departmental representatives. The President of the Faculty Senate will first draw one name from each category to insure there is one representative per academic division. Second, one drawing from each category will determine the alternates selected. Finally, the President will draw four additional names from the remainder to complete the committee of seven voting members. The President of the Senate will submit the names to the Provost for certification and notification of the membership of the Promotion and Tenure Committee. It is understood that the Senate may recommend candidates for membership by random selection in a drawing with the provision that the President of the College selects from the Faculty to achieve balance. Immediate notification of change in the composition of the Committee should be given to the Senate in writing.

4. List of Faculty for Connectrics Senate Voting Program

Haley reported that Dr. Miller has agreed to provide the Senate with a complete list of faculty/email addresses by department for use with the voting program the Senate purchased last year.

5. Other New Business

The Senate reaffirmed that Senate meetings will continue to be held on the 1st Tuesday of each month.

In response to Pope's question about the new "Change of Grade" form which requires four signatures, Haley said that the SEC has discussed this with Dr. Miller, and she agreed that for routine grade changes the number of signatures required is unnecessary. Haley assured Pope that the SEC would monitor this closely.

Turner suggested that Haley contact N. Robins for possible information or data about the faculty evaluation that was developed and used at Shelby State during Dr. Bowyer's interim term. This old Shelby State evaluation is very similar to the one currently being developed by the Faculty Development and Evaluation Committee.

Haley asked what the Senate could do to encourage "oneness" across the campuses. Since this is one of the Senate's priorities, he was at a loss as to how to accomplish this. Most felt there has been considerable progress, and that time would take care of it.

F. Adjournment

The Senate moved to adjourn at 4:00 P.M. The next Senate meeting will be October 1st in the Hospitality Room at the Macon Cove Campus.

STCC Senators and Senate Committees

October 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)	mbeloate	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, Jody Couch, Clementee Whaley;

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, Vava Cook, 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;