

Faculty Senate Meeting
Southwest Tennessee Community College
Hospitality Room, Macon Cove Campus
May 4, 2004
Minutes

A. Call to Order and Roll Call

The Senate was called to order at 3:00 P.M., May 4.

The following Senators were present for roll call:

D. Branch, L. Smith, V. Gray, V. Cook, J. Redmond, G. Spencer, D. Railston, S. Dunn, L. Smart, B. Turner, D. Smith, L. Pope, R. Magtoto, S. Park, C. Crabtree, R. Schlichter, M. Cutler, C. Wagner, M. Beloate, J. Pritchard, T. Campbell, C. McKinney, B. Drake, L. Regan, and S. Haley.

The following Senators were absent:

R. Magtoto, T. McColgan, D. Gardner

The following Senators submitted a proxy:

none

B. Reading and Approval of Minutes

The minutes were approved as read.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

- a. Senate Committee Liaison (L. Miller)
- b. Curriculum Committee Liaison (C. McKinney)
- c. Scholarship Committee Liaison (L. Smith)

2. Academic Matters Committee (Dunn)

The committee recommends that a Student Responsibility committee be formed. This committee will address and recommend the college policies concerning attendance requirements, classroom behavior, and academic responsibilities. The committee's membership should consist of representatives from faculty and student government. An administrator who understands the legal rights of the faculty, students, and the college should serve as facilitator of the committee.

3. Grade Appeals Committee (Shaw)

No report

4. Faculty Handbook Committee (D. Smith)

Further revisions need to be made to the handbook due to the upcoming changes in the faculty evaluation system. K. Singleton has documented these changes and the Senate secretary will make the revisions to the document and post it to the Senate and Handbook websites.

5. Faculty Development and Evaluation Committee (Singleton)

K. Singleton reported that changes must be made to the handbook due to the new evaluation system (see above).

6. Faculty Welfare Committee

No report

7. Senate Scholarship Committee (L. Smith)

Doug Branch and Sarah Dunn will serve on the selection committee.

The following are College Standing Committees with specific Senate relationships:

8. Curriculum Committee

C. McKinney reported that the Curriculum Committee met on April 22. As of the fall of 2004 Southwest will no longer require a demonstrated computer competency for graduation. The 2004-2005 forms for the curriculum committee will be posted on the committee sharepoint site.

9. Promotion and Tenure Committee

No report

10. Readmission Appeals Committee

No report

D. Unfinished Business

1. Awards – M. Bodayla

M. Bodayla reported that comment forms will be distributed at the awards ceremony. Faculty are asked to fill out the forms and return them. Not all the awards will be given out this year because not enough people applied. The comment forms will be used to prepare recommendations for next year's awards process. Suggestions from the Senators included featuring faculty in a newsletter, putting the process on the web site, and starting the process in March.

M. Bodayla stated that the University of Memphis has been extremely helpful in doing the evaluations. However, she brought up the question of using faculty from community colleges instead. She also mentioned the possibility of providing a stipend for evaluators. No decisions were made at this time.

2. Senate Priorities – S. Haley

Senators are asked to give any additional priorities to S. Haley.

E. New Business

1. Meeting with Dr. Miller – S. Haley

S. Haley and L. Smith attended the meeting of the Academic Council. Dr. Miller will discuss the SACS issues in person later in this meeting. The salary equity issue was discussed. Dr. Miller will be reorganizing two or three of the areas in her area. She has come up with more than one-and-a-half million dollars in cuts in her area. There could be as much as \$3 million in the combined areas.

2. Election of Secretary – S. Haley

Linda Pope was elected to the position of Secretary of the Senate to complete the term of Sheridan Park, who is leaving the area.

3. Senate Minutes

A discussion of the Senate minutes and how detailed they should be took place. It was decided to continue in the present format. It was also decided that a draft of the minutes would be sent out within one week of the meeting.

4. Faculty Credentials

K. Singleton brought up the issue of the SACS requirements for credentials for faculty. She stated that in the IT department a large number of people are finding out that they are not credentialed according to SACS. Some of these people have been teaching in their areas for over 20 years; experience at either Southwest or State Tech is not being counted.

5. SACS Credentialing Requirements – Dr. Miller

Dr. Miller explained some of the history of the SACS visits. During the first visits, only faculty teaching transfer courses were looked at. The SACS commission said that we were not in compliance and recommended a consultant. When SACS asked for a second progress report, Southwest submitted 32 people as exceptions. SACS credentialing requirements have changed and the exceptions were not approved. The requirements are now very strict and the school is working with a new liaison. Due to the previous difficulties, the institution has decided not to allow exceptions. There is still one department which has faculty without credentials as required by SACS.

K. Singleton brought up the issue of the rumor that people will have to reapply for their jobs after completing the necessary course work. Dr. Miller replied that it was not true and that faculty would not have to reapply for their jobs before returning to their areas. She also stated that chairs and deans should look at the titles of courses in order to determine if the course should count. Dr. Miller stated that she will make a commitment to work with faculty within TBR guidelines. She also stated the importance of maintaining SACS accreditation. If this accreditation is lost, financial aid for students would be lost.

6. Parking – D. Smith

D. Smith moved to request that the responsible administrator return to employees the reserved employee parking spaces on the lake front at Macon Cove by increasing the number or size of signs, or use of arrows on signs, painting the lines a distinctive color, and enforcing the policy that reserves these spaces for employees.

S. Haley will present this issue directly to Dr. Dhingra.

F. Adjournment

The Senate moved to adjourn at 4:32 P.M. The Senate will meet over the summer on an as needed basis.

Southwest Senators and Senate Committees

August Roll Sheet

2004-2005 Senate

President: Steve Haley shaley 5635

Division Senators:

Division Senators of Liberal Studies and Education - Five Seats.

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

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_____
Vava Cook (2yrs)	vcook	Education	4347_____
Victoria Gray (2yrs)	vgray	Social Behav. Sci./Crim. Just.	4678_____

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

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

Jerry Redmond (1yr)	jredmond	Information Tech., Graph. Arts.	4410_____
Gary Spencer (1yr)	gspencer	Engineering Tech.	4404_____
Dale Railston (1yr)	drailston	Indus & Environ Technologies	4152_____
Sarah Dunn (2yrs)	sdunn	Information Tech., Programming	4152_____
Lee Smart (2yrs)	lsmart	Accountancy/ Office Adm.	4677_____

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023_____
Doug Smith (2yrs)	dsmith	Natural Sciences	5128_____
Linda Pope (2yrs)	lpope	Allied Health	5056_____
Roma Magtoto (1yr)	rmagtoto	Nursing	5435_____

Department Senators:

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_____
Christy Crabtree (1yr)	c crabtree	Business Adm. and Paralegal St.	4668_____
Roger Schlichter (2yrs)	rschlichter	Information Tech./Graphic Arts	4144_____
Max Cutler (1yr)	mcutler	Engineering Tech.	4166_____
Carl Wagner (1yr)	cwagner	Industrial and Environ. Tech.	4160_____

Division: Liberal Studies & Education

Departments:

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

Mickey Beloate (2yrs)	mbeloate	Developmental Studies	6015_____
John Pritchard (2yrs)	jpritchard	Fine Arts/Language and Literature	5645_____
Toni Campbell (2yrs)	tcampbell	Education.	5353_____
Clark McKinney (2yrs)	cmckinney	Social Behav. Sci./Crim. Just	4574_____

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530_____
Bob Drake (1yr)	bdrake	Natural Sciences	4501_____
Loretta Regan (1yr)	lregan	Nursing	5447_____
Derek Gardner (2yrs)	dgardner	Allied Health	5056_____

- Senators are exempt from serving on other standing committees.

Membership of Faculty Senate Committees for 2003-2004

ACADEMIC MATTERS: Sarah Dunn (**Chair**), Carl Swoboda, Patsy Fancher, Ron Gephart, Leslie Peeples, Sarah Warrington, Clarence Christian, Lillie M. Jackson, Pat Keene

GRADE APPEALS: Sandy Shaw (**Chair**), Mary Vines, Virginia Melvin, Steve Katz, Sharron Smith, Larry Butts, Dewey Syker, Karen Webb (**alternate**).

FACULTY HANDBOOK: Victoria Gray, Tracy Freeman, Tracy Rusco, Douglas Smith (**Chair**), Phyllis Porter, Dagny Wright, Pat Foley

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

FACULTY WELFARE: Clementee Whaley, Clair Berry, Vava Cook, Sam Chang, Carol Gazik, Sarah Dunn, Lois Washington, Don Thomas, Robert Tate, Liz Lawrence, Bridgett Smith, Rita Springer, Robert E. Whaley, Twyla Waters, Lee Smart

(AD HOC) SENATE SCHOLARSHIP COMMITTEE : to be appointed;

ELECTION COMMITTEE: B. Turner, J. Redmond, C. McKinney, L Pope.

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

CURRICULUM COMMITTEE: liaison to be appointed;

PROMOTION AND TENURE COMMITTEE: L. Gatewood, P. Mays, L. Peeples, S. Katz, L. Moses, M. Wright, H. Nichols

READMISSION APPEALS: to be appointed;