

Faculty Senate Meeting Minutes
Southwest Tennessee Community College
Union Campus
December 2, 2008

A. Call to Order and Roll Call

The meeting was called to order at 3 p.m. by Steve Haley, president.

The following Senators were present:

L. Smart, L. Peeples, Lilliette Smith, S. Haley, J. Johnson, Vava Cook J. Mackechnie, Barbara Boswell for Amy Cox, , Clemetee Whaley, Bill Turner, Jason Jennings, Lillie Lewis, Cindy Fowinkle, Delores Boland, D. Branch, Michelle Getz, M. Beloate, T. McColgan, Pam Jones, Vava Cook, J. Mackechnie, Dale Railson

The following Senators were absent:

Amy Waddell, Dorey Sims-Green

The following Senators sent Proxy

Sindy Abadie, Marjorie Dernaika,

B. Reading and Approval of Minutes

Doug Branch moved and there was a second to approve the minutes as read.

Lee Smart introduced new senators Pam Jones and Dale Railson.

C. Old Business

Steve Hailey announced that the forums on the faculty evaluation instruments had low attendance but were beneficial to further explain the instrument.

Jerry Redmond discussed the new Faculty Website and indicated it would be up shortly and include a discussion forum.

D. New Business

Clark McKinney recapped correspondence from the Sub Council on Chancellor Manning's letter. Much discussion ensued from the senators on the issues addressed which gave Clark input from our college. Clark summed up saying the Sub Council will be meeting to formulate a unified rebuttal and response to the letter prior to the next sub council meeting. Clark asked for the senators to ask faculty for their input. This input should be forwarded to Clark prior to Clark's meeting January 22nd rep's to take information back the faculty and encourage their participation.

Steve Haley reported that the proposal to the Administration on summer school would not go forward based on the feedback from faculty.

Steve Haley discussed the budget crisis the college is facing. The budget recall has been postponed to July per Dr. Essex. It will probably be larger than the 2 anticipated for earlier.

The senate would like to take an informal poll of who would be interested in a retirement buyout package similar to U of M if offered. (For those 1-3 years from retirement with a total package Steve said at U of M in the \$50,000 range, somewhat less for Southwest). No names will be submitted this is just a straw poll to see if it is viable.

He also announced the senate should collect a list of cost saving ideas to submit to the committee through Steve. If you have any please convey. Steve is sending out a list of those already on the committee's list.

Steve also reported that the TBR has proposals to remove tuition caps, allow furloughs and reduce bonuses

Steve indicated one way senators and faculty could assist is to contact state representatives to ask them to help in the budget review to equalize the budget cuts in education so that there is not a disproportionate share be born at the college level. He passed out a partial list of state representatives.

E Adjournment

A motion was made and seconded to adjourn the meeting at 4:30 P.M.

*Senate Sharepoint Web Site: <http://internal.southwest.tn.edu/fac-senate/>

2008-2009 Senate

President: Steve Haley shaley@southwest.tn.edu 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)

Jane Harris (08-09)	maharris	Fine Arts/Lang Lit	4246
Doug Branch (08-09)	dbranch	Fine Arts/Lang. and Lit.	4483
Lilliette Smith (08-09)	ljsmith	Social Behav. Sci./Crim. Just.	4125
Marjorie Dernaika(08-10)	mderernaika	Developmental Studies	4474
Darcy Sims-Green (08-10)	dsgree	Sci/Crim Justice	4278

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

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

Jerry Redmond(08-09) jredmond Information Tech.,Graph. Arts. 4410

Michelle Gietz (08-10)	mgietz	Business/Acct/Paralegal	5490
Lee Smart (08-10)	lsmart	Business/Acct/Paralegal	5076
Clemetee Whaley(08-09)	cwhaley	Information Tech – Prog	4516
Sinde Abadie (08-10)	csabadie	Business/Acct/Paralegal	4409

Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.
(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner(08-09)	wturner	Mathematics	6023
Amy Cox(08-10)	acox	Allied Health	5390
Jason Jennings(08-10)	jbjennings	Natural Sciences	5679
Amy Waddell(08-10)	awaddell	Natural Sciences	5224

Department Senators:

Division: Business, Career Studies & Tech.

Departments:

- a. Business Administration/Accountancy and Paralegal Studies
- b. Office Administration/Information Technologies and Hospitality Mgt.
- c. Engineering Technologies
- d. Industrial & Environmental Technologies

Leslie Peeples(08-09)	lpeeples	Off Adm/Info Tech & Hosp.	4006
Lillie Lewis (08-09)	llewis	Business/Acct/Paralegal	4547
Cindy Fowinkle(08-09)	lkfowinkle	Engineering Tech.	4665
Dale Railston (08-09)	drailston	Industrial and Environ. Tech.	4160

Division: Liberal Studies & Education

Departments:

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

Mickey Beloate(08-09)	mbeloate	Developmental Studies	6017
Vava Cook(08-10)	vcook	Educationm	5347
Clark McKinne(08-10)	cmckinney	Social Sciences/Behav Sci	5347
Yvonne Jones(08-09)	yjones	Fine Arts/Language and Literature	5215

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan(08-09)	tmccolga	Mathematics	5530
Joyce Johnson(08-10)	jdjohnson7	Natural Science	6057
Pam Jones (08-09)	pljones	Nursing	5439
Delores Boland(08-10)	dboland	Allied Health	5542

Senators are exempt from serving on other standing committees.

Student Course Evaluation Instrument for Split Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

1. The course site was well organized and easy to navigate.
2. The instructor conducted the course in a way that accomplished the stated course objectives.
3. The instructor was effective in utilizing distance learning technology.
4. In lecture sessions, the instructor used class time effectively.
5. Course information including course goals/objectives and grading procedures was made available.
6. The course activities and assignments contributed to my learning.
7. The instructor's response to graded work was timely and appropriate.
8. The instructor responded to online requests for assistance in a timely manner.
9. The instructor made available a copy of the course syllabus.
10. I felt comfortable asking my instructor for help.
11. I have a better understanding of the subject content because of this course.
12. The instructor evaluated students on material/skills emphasized in the course outline.
13. This course was helpful for me in my program of study.
14. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

15. The discussion forums or chat rooms were supportive of the learning experience.
16. The textbook and other course materials contributed to the learning experience.
17. The classroom/lab facility was appropriate and adequate.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?

Student Course Evaluation Instrument for Online Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

18. The course site was well organized and easy to navigate.

19. The instructor conducted the course in a way that accomplished the stated course objectives.
20. The instructor was effective in utilizing distance learning technology.
21. I received regular communication from the instructor.
22. Course information including course goals/objectives and grading procedures was made available.
23. The course activities and assignments contributed to my learning.
24. The instructor's response to graded work was timely and appropriate.
25. The instructor responded to requests for assistance in a timely manner.
26. The instructor made a copy of the course syllabus available electronically.
27. I felt comfortable asking my instructor for help.
28. I have a better understanding of the subject content because of this course.
29. The instructor evaluated students on material/skills emphasized in the course outline.
30. This course was helpful for me in my program of study.
31. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

32. The discussions forums or chat rooms were supportive of the learning experience.
33. The textbook and other course materials contributed to the learning experience.
34. I felt part of a learning community.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?

Student Course Evaluation Instrument for Traditional Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

35. The instructor was prepared for class sessions.
36. The instructor taught the course as outlined in the syllabus.
37. The instructor demonstrated a teaching concern for students and their learning.
38. The instructor spoke clearly and distinctly.
39. The instructor presented the subject matter in a logical and meaningful way.
40. The instructor used class time effectively.
41. The instructor returned assignments and examinations in a timely manner.
42. The instructor met classes as scheduled.
43. The instructor made available a copy of the course syllabus.
44. I felt comfortable asking my instructor for help.
45. I have a better understanding of the subject content because of this course.
46. The instructor evaluated students on material/skills emphasized in the course outline.
47. This course was helpful to me in my program of study.
48. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

49. The classroom/lab facility was appropriate and adequate.
50. The textbook and other course materials were helpful and contributed to my learning experience.
51. The technology used in this course enhanced student learning.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?

19. Are you a major in the area in which this course is being taught?

20. Did your previous educational background prepare you for taking this course?