

Faculty Senate Meeting Minutes  
Southwest Tennessee Community College  
Maxine Smith Campus  
October 6, 2009

A. Call to Order and Roll Call

The meeting was called to order at 3 p.m. by Joyce Johnson, vice-president.

The following Senators were present:

Lee Smart, Leslie Peeples, Steve Haley, Joyce Johnson, Bill Turner, Sindy Abadie, Amy Waddell, Jason Jennings, Darcey Sims-Green, Marjorie Dernaika, , Joan McGrory, Mahnaz Ghaffarian, William Weppner, John Prichard, Jason Whitt, Ron Gephardt, Micheal Scott, Arnitria Taylor, Amy Cox, Stephen Williams

The following Senators sent a Proxy:

Vava Cook, Jody Couch, Steve Haley

The following Senators were absent:

Dale Railston, Delores Boland, Pam Jones

B. Reading and Approval of Minutes

There was a motion and a second to approve the minutes as read.

C. Presentation by Carol Tosh regarding the Graduation venue

Carol Tosh explained to the Senate that Tamarra Mcclogan had obtained for the college an invitation by Bellevue Baptist Church to hold graduation at that facility which was not available to the college when searching for a graduation venue when the move to Desoto was determined to be the only viable location. She explained the terms and obvious pro's and con's. She said due to the church vs. state issue she would not propose the move unless she had the Senate's endorsement. A lively discussion ensued including a recommendation of Hope Church as a possible venue. Sindy moved and it was seconded that the senators discuss the proposal with colleagues and the faculty senate vote on the question via e mail one week from the October 6<sup>th</sup>. The motion carried.

D. Reports from Senate Committees:

Leslie Peeples recapped to the report submitted by the Academic Matters Committee attached to the agenda in response to request by faculty and department chairs. After a discussion of the report and its implications the report was accepted.

Marjorie Denaika recapped the report submitted by and attached to the agenda from the Faculty welfare committee on the Union facelift. It was noted that this

report was submitted to Joann Bassett for implementation. The report was accepted.

E. Old Business

Joyce Johnson recapped the position paper for keeping the community colleges under the present TBR organization in opposition to the separation proposals from some of the Universities. There was discussion and many senators took the position “if it ain’t broke don’t fix it”. A Vote was called for and there was unanimous vote to approve the position paper as presented.

Joyce Johnson called on Jason Whitt to recap the meeting on faculty evaluations of the department heads, deans and the provost. The primary resolve was to have Jeremy Burnett to conduct meetings with each department with the department chairmen to define the expectations of the department heads to their respective faculty in implementation of the new process. After discussion it was decided to have Jeremy attend the next Senate meeting to recap these meetings and answer questions and concerns of the faculty senate.

The meeting was adjourned at 4:30.

## 2009-2010 Senate

President: Steve Haley [shaley@southwest.tn.edu](mailto:shaley@southwest.tn.edu)

5635

### Division Senators

<b>Division Senators of Liberal Studies and Education - Five Seats.</b>				
Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice				
<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
Ron Gephardt	(09-11)	<a href="mailto:rgephart">rgephart</a>	Fine Arts, Languages	5159
Ruthie Couch	(09-11)	<a href="mailto:jcouch">jcouch</a>	Developmental Studies	4608
Michael Scott	(09-11)	<a href="mailto:mScott">mScott</a>	Fine Arts, Languages	5155
Marjorie Dernaika	(08-10)	<a href="mailto:mdernaika">mdernaika</a>	Developmental Studies	4474
Darcy Sims-Green	(08-10)	<a href="mailto:dsgree">dsgree</a>	Soc Behav. /Crim. Just.	4278

<b>Division Senators of Business, Career Studies and Technology - Five Seats.</b>				
Office Adm./Information Tech/Hospitality Mgmt, Accountancy/Business Adm. and Paralegal Studies, Graphic Arts/Industrial and Environ. Technology, Engineering Technology				
<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
<a href="#">Joan McGrory</a>	(09-11)	<a href="#">jmcgrory</a>	<a href="#">Business/Acct/Paralegal</a>	4485
Michelle Gietz	(08-10)	mgietz	Business/Acct/Paralegal	5490
Lee Smart	(08-10)	lsmart	Business/Acct/Paralegal	5076
<a href="#">Arnitria Taylor</a>	(09-11)	<a href="#">ahawkins</a>	<a href="#">Office Administration</a>	4735
Sindy Abadie	(08-10)	csabadie	Business/Acct/Paralegal	6021

<b>Division Senators of Math, Natural Sciences, &amp; Health Sciences - Four Seats.</b>				
Nursing, Mathematics, Natural Sciences, Allied Health				
<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
<a href="#">Bill Turner</a>	(09-11)	<a href="#">wturner</a>	<a href="#">Mathematics</a>	4254
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 & Technology**

**Departments:**

- Business Administration/Accountancy and Paralegal Studies
- Office Administration/Information Technologies and Hospitality Mgmt
- Engineering Technologies
- Industrial & Environmental Technologies

<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
<a href="#">Leslie Peeples</a>	(09-11)	<a href="#">lpeeples</a>	<a href="#">Off Adm/InfoTech/Hosp</a>	4006
<a href="#">Mahnaz Ghaffarian</a>	(09-11)	<a href="#">mghaffarian</a>	<a href="#">Business/Acct/Paralegal</a>	5509
<a href="#">Stephen Williams</a>	(09-11)	<a href="#">sfwilliams</a>	<a href="#">Engineering Tech.</a>	4989
<a href="#">Dale Railston</a>	(09-11)	<a href="#">drailston</a>	<a href="#">Industrial/Environ. Tech</a>	4160

#### **Division: Liberal Studies & Education**

**Departments:**

- Developmental Studies
- FineArts, Languages, and Literature
- Education
- Social & Behavioral Science/ Criminal Justice

<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
<a href="#">William Weppner</a>	<a href="#">(09-11)</a>	<a href="#">wweppner</a>	<a href="#">Developmental Studies</a>	<a href="#">5524</a>
Vava Cook	(08-10)	vcook	Education	5347
Clark McKinney	(08-10)	cmckinney	Soc Behav. /Crim. Just.	5347
<a href="#">John Prichard</a>	<a href="#">(09-11)</a>	<a href="#">jpritchard</a>	<a href="#">Fine Arts/Language/Lit</a>	<a href="#">5645</a>

**Division: Math, Natural Sciences & Health Sciences**

**Departments:**

- Mathematics
- Natural Sciences
- Nursing
- Allied Health

<b>Senator</b>	<b>Term</b>	<b>email</b>	<b>Department</b>	<b>Ext.</b>
<a href="#">Jason Whitt</a>	<a href="#">(09-11)</a>	<a href="#">jwhitt</a>	<a href="#">Mathematics</a>	<a href="#">5245</a>
Joyce Johnson	(08-10)	jdjohnson7	Natural Science	6057
<a href="#">Pam Jones</a>	<a href="#">(09-11)</a>	<a href="#">Pljones7</a>	<a href="#">Nursing</a>	<a href="#">5439</a>
Delores Boland	(08-10)	dboland	Allied Health	5416

ACADEMIC MATTERS COMMITTEE  
Minutes of Meeting  
September 16, 2009

Members in Attendance:

Marguerite Jackson-Jones  
John Pritchard  
Ron Gephart  
Pam Jones  
Leslie Peeples

Members Absent:

Bridgett Smith  
Arnitria Taylor  
Sheldon Dan  
Angela Payne  
Amy Cox (on sick leave until 10/21)

The meeting was called to order at 2:45 by Chairman, Leslie Peeples.

Pam Jones introduced Anita Das, who will be taking her place on the committee.

The committee reviewed a request from Barbara Roseborough regarding the Academic Misconduct policy. The current policy stipulates the instructor's right to assign a course grade of "F" to a student who has violated the academic code of conduct. The concern had been expressed that currently students could withdraw from the class in order to avoid receiving the "F" grade.

The committee reviewed the policy on academic misconduct found in the catalog on page 30. The verbiage from the catalog states: "If a grade of "F" is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course." It was the opinion of the committee that the language contained in the policy was adequate. The problem, it seems, lies with the Banner system as it presently stands. Since grades are not recorded until the end of the semester, a student could, in the meantime, withdraw from the class, thus avoiding the "F" grade.

It was the recommendation of the committee that there be follow-up with the system administrators to see if there is a way that an "F" grade could be administered immediately upon the instructor's determination that academic misconduct had occurred or, in the alternative, that the student could be flagged so that they were physically unable to withdraw from the system.

The second issue brought before the committee was a request from Betty Rosenblatt that there be a review of the college's grade appeal process, specifically the language that "Grades are not negotiable, debatable or otherwise bargained in any fashion. Errors in fact, judgment or related extenuating circumstances may be sufficient cause to request an appeal." Ms. Rosenblatt felt the second sentence was vague and should be removed. Additionally, it was felt that the form should state precise reasons for a grade appeal, such as "final grade was miscalculated."

The committee felt that the adding of such specific language to the policy was unwise. Such a move would box both students and faculty in and could never be inclusive enough to cover all scenarios. The committee felt that while the policy as it reads now should be sufficient, that the word “judgment” in the second sentence may be too subjective for students. It was the consensus of the committee, therefore, that the word “judgment” be removed and the sentence changed to read: “Errors in fact or extenuating circumstances may be sufficient cause to request an appeal.”

Additionally, the committee recommends that department heads hold meetings with their faculty to emphasize the appropriate steps to be followed when disputes of this nature arise.

With no further business, the meeting was adjourned at 4:00 p.m.

## **Faculty Welfare Committee: Union Campus Project Fall 2009**

The goal is to help give the Union campus a facelift. The Faculty Welfare Committee is making the following recommendations:

### **The Faculty Lounge:**

#### **General:**

The entire faculty lounge needs to have new flooring (carpet, wood, laminate, or nice linoleum that looks like tile along with some area rugs) and paint. Carpet flooring should be avoided in the kitchen area. Surveillance cameras are needed at the entrances (to stop theft and overnight guests). Also it would be nice to tear down the smaller part of the partition between the den area and meeting room area.

#### **The kitchen:**

The entire area needs to be gutted as everything is old and dirty and not everything works.

Items needed:

- Full size refrigerator, microwave and toaster oven
- Countertop with sink

- Big kitchen trashcan so faculty can clean up after meals
- An ice machine like the one at Macon would be a nice bonus
- Outside tables with chairs (approximately 4 tables with 4 chairs each) for the balcony

### **The den:**

- 2 new couches
- 2 new lounge chairs
- 1 new coffee table
- TV and TV stand (Flatscreen to be mounted to the wall)

### **The meeting room:**

- Wireless connectivity available (it is available on that floor, but WE NEED TO access it from the lounge)
- 1 very large conference table (similar to the one in the Farris meeting room that seats about 20 people)
- Approximately 12 more nice stackable chairs like the non-rolling burgundy ones currently in the lounge
- Ceiling Projector and new screen
- Artwork on the walls (We thought it would be a good idea to display artwork of Southwest students or faculty. Maybe someone could draw murals?)
- New A/C fan (the current one is too loud for meetings)
- Either make current lighting brighter or install track lighting

## **Outside**

Outside Lighting around campus- Current lights need to be brighter, and landscaping lights need to be added in the shrubbery area.

Outside Gathering Areas - the following is needed (since students often sit on the walls or bring chairs from inside):

- More benches need to be added (specifically to the areas close to where the buses and cars pick-up students such as behind the gym, in front of M, and near the stairs of Parrish).
- Add a canopy with picnic tables between buildings M and F (in the area where there are colored pavement squares). Nine tables with 4 chairs each are needed.
- A few (approximately 3) small tables need to be added outside the Parrish building near the back parking lot
- Add potted plants to replace the dead ones currently in place
- Additional trash cans near F/M area, under E walkway, near all doors and walkways
- Add tables (approximately 4 tables with 4 chairs each) with chairs under walkway between E and D

- Convert the area outside building C that is covered by a roof area (currently the entire area is covered in landscaping) to a patio area (with approximately 4 tables with 4 chairs each) where students/faculty/staff could eat outside the cafeteria.
- Currently there is an area just outside the cafeteria that is covered with a railing. Add approximately 4 tables with 4 chairs there as well for additional outdoor seating for the cafeteria. Someone would also need to make sure the railing is safe
- ❖ If canopies are not an option, then either umbrellas or trees that would provide shade would be a good option.

### **Other:**

One additional thought we had was it would be great to have an exercise area for faculty. Possibly some of the space that was occupied by the Middle College could be used for this. If this is an option then we would like to request the following equipment:

- Treadmill
- Elliptical and/or stationary bike
- Workout Mats
- Weights
- Wall mounted TV
- Stair stepper