

Faculty Senate Meeting Minutes
Southwest Tennessee Community College
Union Avenue Campus
September 6, 2011

A. Call to Order and Roll Call

Joyce Johnson, president, called the meeting to order at 3 p.m.

The following Senators were present:

Lee Smart, Joyce Johnson, Bill Turner, Jason Whitt, Pam Jones, Jesse Lipford ,
Mahnaz Ghaffarian., Steve Haley, Doug Branch, Donald Thomas, Leslie Peoples,
Rosie Taylor, Karen Perce, John Friedlander, Amy Cox, Michael Scott, Ladonna
Young

The following senators sent proxies:

Joan McGrory, Sindy Abadie, Dewey Sykes,

The following Senators were absent:

Ravi Mehra,

B. Reading and Approval of Minutes

The minutes were approved as presented.

C. Reports from Senate Officers and Committees

Rosie Taylor is the new Faculty Awards chairman, which will start work in January. Mickey Beloate will continue as Faculty Handbook committee chair and Lisa Loden will continue as Faculty Welfare. Donald Thomas the new chair of the Grade appeals committee reported that Clementee Whaley served as the interim chairman during the summer and met and resolved one grade appeal.

Anna Sultana reported that the Faculty Development committee is almost out of funds. Out of the \$20,000 FDC budget for the academic year only about \$3,000 is left.

Joyce Johnson reported on the sub council meeting this summer at which several important issues were discussed. Items under consideration by the TBR are:

- Reverse transfers are being investigated. This would give students who transfer from a community college to a four-year TBR institution the opportunity to finish their AAS, if they are 2-3 courses from graduation, at the four year institution. Once complete the community college could issue a degree.
- The calendar committee is looking at combining Fall break and Thanksgiving holidays to give the colleges a whole week off during Thanksgiving break instead of breaking it up.
- A change in Academic policy with regard to the cheating and plagiarism policy is being considered. The existing policy and the proposed changed policy are attached.

- There will be a \$500 plus bonus to employees in the October paychecks The TBR established the \$500 minimum and \$1000 maximum to be determined by each institution. This is in addition to the 3% TBR mandated raise effective for this year.
- There is a discussion about having all new programs approved through TBR only as THEC approval is slowing down the approval process.
- Also the new funding formula is being reviewed per Chancellor Morgan.

There will be another sub council meeting in October, which Joyce will attend, so if you would like to express concern or thoughts on the above TBR issues please let Joyce know prior to October.

D. Old Business

Joyce reported on the SEC meeting with Dr. Essex about the budget and other faculty related matters. He told the SEC the \$9 million dollar shortfall has been successful reduced to \$7 million and is expected to be repaid in the 2012-13 year. To meet this and other budget challenges there still may be a riff in October. This will depend on enrollment. He also said until then there would be no Tenure track new hires. Another topic discussed was student complaints. He assured us that student complaints would not be housed in personnel files unless they were of such a serious nature that the department chairmen or deans so deemed. None would be reported that were satisfactorily resolved.

Joyce reported on the meeting with Dr. Bassett who confirmed that fully tenured, fully promoted faculty have the option to check a box “I elect not to participate in merit pay or apply for promotion” and be graded on all base expectations except for submitting syllabi. This option would be utilized for two years and the third year a full evaluation would be required. This policy will take effect for evaluations immediately. Grading on the base expectations will be the responsibility of the department chair and if all are met will result in a grade of 1 on the evaluation. Dr Bassett also stated that evaluations would be due April 15 by faculty and the plan could be modified up until April 1. The review schedule with department chairs should be completed by May 15th at the end of the contract year. Dr, Bassett also discussed technical revisions, which should allow faculty to input to their evaluation as accomplishments are achieved not all at once at year-end.

E. New Business

Joyce reported that the Executive committee is recommending a new standing committee to review and evaluate faculty related issues as it relates to Faculty Advising. The new committee will be called Faculty Advising and will work closely with Jeremy Burnett (who was in attendance) to establish policies and procedures related to faculty advising. A motion was made to establish the committee. The motion passed with unanimous approval.

Dr. Cynthia Calhoun then gave a presentation on retention.

The next meeting will be on the Macon campus.

The meeting was adjourned at 4:45 PM.

2011-2012 Senate

President: Joyce Johnson jdjohnson7@southwest.tn.edu

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Division Senators

Division Senators of Arts and Sciences - Five Seats.				
Language and Literature, Social and Behavioral Sciences, Mathematics, Natural Sciences, and Communications & Graphic and Fine Arts				
Senator	Term	email	Department	Ext.
Karen Pierce	(11-13)	kpierce	Socical & Behavioral Sciences	5317
Bill Turner	(11-13)	wturner	Mathematics	4254
Doug Branch	(11-13)	dbranch	Communications, Graphics and Fine Arts	5155
Rosie Taylor	(10-12)	rdtaylor	Natural Sciences	5225
Steve Haley	(10-12)	shaley	Social and Behavioral Sciences	5635

Division Senators of Career Studies - Five Seats.				
Business, Technologies, Allied Health, Nursing				
Senator	Term	email	Department	Ext.
Joan McGrory	(11-13)	jm McGrory	Business	4594
Ravi Mehra	(10-12)	rmehra	Business	
Lee Smart	(10-12)	lsmart	Business	6045
Dewey Sykes	(11-13)	dsykes	Technologies	4735
Sindy Abadie	(10-12)	csabadie	Business	6021

Department Senators:

Division: Business, Career Studies & Technology

Departments:

- Business
- Technologies
- Nursing
- Allied Health

Senator	Term	email	Department	Ext.
Leslie Peeples	(11-13)	lpeeples	Technologies	4006
Mahnaz Ghaffarian	(11-13)	mghaffarian	Business	4479
	(11-13)			
Amy Cox	(10-12)	acox	Allied Health	5390
Pam Jones	(11-13)	Pljones7	Nursing	5439

Division: Liberal Studies & Education

Departments:

- Languages, and Literature
- Communication and Graphic and Fines Arts
- Social & Behavioral Science
- Mathematics
- Natural Science

Senator	Term	email	Department	Ext.
Micheal Scott	(11-13)	mscott	Communications & Arts	4535
Donald Thomas	(10-12)	dlthomas	Natural Science	5223
Jesse Lipford	(10-12)	jlipford	Social and Behavioral Sciences	
John Friedlander	(11-13)	jfriedlander	Languages& Literature	4274
Jason Whitt	(11-13)	jwhitt	Mathematics	5245
Ladonna Young	(11-13)	lyoung	Social and Behavioral Sciences	4160

Rule 0240-02-03-03 Academic and Classroom Misconduct, is amended by deleting the present language in its entirety and replacing it with the following:

Current policy to be entirely replaced.

(1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution or school. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution or school.

(2) Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional or school procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

(3) If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through appropriate institutional or school procedures.

(4) Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

(5) Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases, where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

The proposed new language.

(1) The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

(2) Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately

responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.

(3) Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

(4) Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Authority: T.C.A. § 49-8-203; T.C.A. § 4-5-101 et seq.; *State Board of Regents v. Gray*, 561 S.W. 2d 140, 142-43 (TN S Ct. 1978); *Moody v. State Public Defender's Conference*, 980 S.W. 2d 385, 387-88 (Tenn. App. 1998); *Tenn. Op. Atty. Gen. No. 85-212*, **Administrative History: Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 28, 1984; effective November 13, 1984. Amendment filed August 11, 2004; effective December 29, 2004.**

