

Faculty Senate Meeting Minutes
Southwest Tennessee Community College
Macon Campus
October 9, 2012

A. Call to Order and Roll Call

Todd Blankenbeckler, president, called the meeting to order at 3:00.

The following senators were present:

Doug Branch

Rosie Taylor

Annie Sultana

Dewey Sykes

Leslie Peeples

Nathan Knappler

Donald Thomas

Jason Whitt

Bill Turner

Joan McGrory

Joanitha Barnes

Mahnaz Ghaffarian

Michael Scott

John Friedlander

Ladonna Young

The following senators were absent:

Margie Coltharp

Robert Walker

Karen Pierce

The following guests were present:

Bill Weppner

Dr. Joanne Bassett

Barbara Roseborough

B. Reading of the Minutes

The minutes were approved as amended

C. Guest Speakers – Joanne Bassett/Barbara Roseborough

Todd Blankenbeckler introduced special guest Dr. Joanne Bassett. Dr. Bassett gave the following update:

- Construction is scheduled for January for the new Nursing Building and Parking Garage at Union.

- The Whitehaven Center is moving to a new location on Elvis Presley Blvd., which will be owned by the College. Tentative plans are to put logistics and some readiness training there.
- Readiness training has become extremely popular. Courses are paid for through the WIN grant. The program is helping train people at “bronze level” prepare for entry level jobs with a number of partner companies. A capital campaign is underway to raise money for a new building for the program that will be built on the Macon Campus. The College Foundation has agreed to contribute \$700,000 toward this project.
- Long-range plans also include acquiring the old Celebration Station building. Plans are to turn it into a hospitality management facility that will serve as a regional culinary training institute. The Foundation has agreed to contribute an extra \$350,000 to this project if the building can be secured.

Dr. Bassett then addressed the following questions from the Senate:

- Traffic issues on Macon campus. Crossing guards will be on duty during peak times to help alleviate traffic concerns.
- Reporting back after holidays and registration duty. The departments will need to make sure they have daily coverage after the holidays and through scheduled registration, but faculty members are not required to be on campus all day, every day.
- Mandatory advising. Dr. Bassett reported that from comments at the Student Chat with Administration, students seem to think it is a good idea.

All students will have to see their advisor in order to receive a PIN number to register. Training sessions are ongoing. The suggestion was made that videos be developed that can be accessed for faculty to acquaint themselves with the new procedures. The advising sessions do not have to be in person; they can be done by phone, Internet or video conferences. There is an advertising campaign ready to go for students to let them know of the need to be advised.

The comment was made that faculty and students had different screens in Banner which makes it difficult to walk students through the process.

- Purge issues. The guests were asked whether students purged from the system will need to have new PIN numbers to re-register. Barbara Roseborough stated that students should be able to reuse their original PINs.

Dr. Bassett reiterated that the condition that arose this Fall with the new IRS requirements took the college by surprise. Students were given until September 5th to get their forms in. However, their holds expired before the purge.

Therefore, students were reinstated, but email notification was not sent out to the students. This was the reason for the second LDA.

It was suggested that when students are purged or reinstated, faculty should be advised.

- Grad forms. Concerns were raised regarding the procedure for grad forms. Faculty copies rarely come back to the faculty. There is no way for the faculty to know about substitutions and no way to access scanned transcripts to properly advise students.

The question was raised why an electronic system was not in place for this process

- Satisfactory Academic Process (SAP) forms. There were concerns that the faculty's role in filling out SAP forms wasn't explained in advance. The suggestion was made, again, that videos be produced with FAQ questions regarding SAP forms and advising. A need for a new department/division directory was also discussed.
- Environmental issues in Freeman/Sulcer/Thornton: The Senate would like to see testing conducted for allergens in the buildings. Todd Blankenbeckler made the comment that he would like to see faculty removed from the first floor of Thornton, as that seems to be the area most affected by mold. Barbara Roseborough stated that the Administration will assist anyone who wishes to move from the first floor of Thornton in finding another office.
- Delayed financial aid. Concerns were addressed about delayed financial aid affecting faculty's ability to begin class. The commitment had been made that if all paperwork was in by certain dates, students' financial aid would be ready. However, this doesn't appear to be the case. Dr. Bassett advised that faculty's specific needs be addressed to the appropriate offices.
- Monday/Wednesday/Friday classes. The issue of Monday/Wednesday/Friday classes was brought up. Faculty wanted to know if students had raised the issue during the Chat with the Administration. Dr. Bassett reported that only one question had been raised. She stated that there are actually more classes that aren't Monday/Wednesday/Friday than there are those that are, and the need for three-day-a-week classes is necessary for growth.

Dr. Bassett expressed her appreciation of those who had volunteered for some of the new initiatives going on in the college, such as Tennessee Achieves and the SMARTS mentoring. She also reminded the Senate that a mid-cycle report for SACS is coming up, and that faculty will be asked for help in completing that report. Brenda Smith will be coordinating the project.

D. Reports From Senate Committees:

Faculty Development and Evaluation Committee:

Bill Weppner reported that the FDEC had reviewed 5 requests and 2 pre-approved requests. All requests had been approved with conditions.

Todd Blankenbeckler reported that the other Senate committees were set to meet in the next week or two. They will all be looking for volunteers to serve as chairs.

E. Unfinished Business:

Review of Constitution and Bylaws.

Todd Blankenbeckler passed out copies of the current Faculty Senate Constitution and Bylaws. The current Constitution and Bylaws have been in place since 2008. Todd highlighted several items that may need revision. Senate members were asked to read through the proposed changes so items could be discussed at the next meeting.

The question was raised as to why particular committees never need new members. There was concern about entrenched membership in both college and senate committees.

Todd reported that he is still working on a new Faculty Senate website that will serve as a centralized place for important documents.

F. New Business:

- Todd will schedule Financial Aid and Records and Admissions to address the Senate about faculty concerns.
- The Senate would like a continuing dialog regarding Monday/Wednesday/Friday classes.

The next meeting will be November 13 @ 3:00 p.m. at Union.

With no further business, the meeting was adjourned at 4:30 p.m.