

Faculty Senate Minutes  
Southwest Tennessee Community College  
Macon Cove Campus, MA B 131  
February 11, 2014

1. Call to Order and Roll Call

President Bill Summons called the meeting to order at 3:00. The roll call follows:

Division Senators, Arts and Sciences

Doug Branch, Secretary  
Rosie Minor  
Karen Pierce (Proxy)  
Mahmuda Sultana  
Bill Turner, Treasurer

Division Senators, Career Studies

Joanitha Barnes  
Delores Boland, Parliamentarian  
Joan McGrory, Vice President  
Dewey Sykes

Department Senators

Michelle Hill, **Allied Health**  
Mahnaz Ghaffarian, **Business**  
Michael Scott, **Communications and Fine Arts** (Absent)  
David Huffman, **Languages and Literature**  
Donald Thomas, **Natural Sciences**  
Nathan Knappier, **Nursing**  
Yen-kuang Chou, **Mathematics**  
Robert Walker, **Social and Behavioral Sciences** (Absent)  
Willie Burley, **Technologies**

2. President Bill Summons invited the Provost, Joanne Bassett, the Dean, Mike Stephens, and Director of Faculty Advising, Jeremy Burnett, to address several faculty concerns.
- A. The provost discussed advising issues, including the need to create a rotation schedule for advising during times when the faculty has normally been on break, such as the between terms and the summer. She stressed the idea that no one department should have to work more hours than others.
  - B. The provost reiterated concerns about enrollment, which has fallen to about 10,000 from a high of approximately 14,000. This is a problem for

many reasons, not the least of which is that we depend financially upon tuition dollars.

- C. She announced that President Essex and the vice president for financial and administrative services Ron Parr would conduct an open forum on Friday, Feb. 21, where they would discuss the budget. Bassett cautioned that the news would be sobering.
  - D. Bassett reported that the schedule for construction of the new nursing building is on target and might possibly be completed in time for classes beginning in Fall Semester 2014. She also reported that, while we have raised 1.5 million dollars for the Workforce Development Building, another 1.5 million is needed.
  - E. She expressed concern about the number of students who take their financial aid money and leave school. She noted that the administration is exploring the possibility of disbursing financial aid money in installments rather than all at once in order to cut down on the problem.
  - F. She mentioned that the administration is moving ahead in its investigation of the possibility of initiating a smoke-free campus policy.
  - G. Burnett distributed data from Advisortrac, summarizing how many students were advised during our spring registration. That chart is appended to the minutes.
  - H. Burnett addressed concerns about Advisortrac crashing, making accurate record keeping impossible. He said this is unacceptable to him, but he did note that crashes had been quickly repaired. He said that the system becomes slow when about 74 people use it and sometimes crashes when the number reaches 135.
  - I. Burnett addressed the problem of advisors not knowing what Learning Support classes students need. The system for alerting advisors, Custom Campus, has been turned off because it hadn't been upgraded to reflect the new "module" style instruction being used in learning support. He hopes that a newly refined and working system will be running soon.
  - J. In response to a question about why advisors do not have, in Banner, access to information about what Learning Support classes students need, Bassett said she would speak to Michael Boyd about granting that access to everybody.
  - K. Senators and other faculty members expressed frustration that, when advising students during "off" times, there is often nobody to call if a question arises.
3. An open discussion ensued:
- A. The discussion moved to topics having to do with enrollment, with many concerns expressed: students being purged wrongly; Monday, Wednesday, Friday classes being a hardship for students; financial aid snafus discouraging students from enrolling, the Admissions Office losing transcripts, and others. Bassett strongly encouraged that faculty aid in the retention effort by providing a personal touch, telephoning students

- who have missed classes, talking with the students about difficulties, and generally letting them know that faculty care about their success.
- B. Concerning complaints that faculty had been asked to say that students had been reporting as non-attending “in error” when faculty made no such error, Bassett strongly stressed that faculty should not say they made an error if they did not.
  - C. Burnett explained the new process for student withdrawals. This new process has been designed to alleviate the problem of students withdrawing from classes they might have been able to complete successfully. Burnett stressed that this is a pilot program and encouraged the faculty to take notes on strengths and weaknesses so that the program could be improved in the future.
  - D. An issue concerning classroom changes was discussed. Faculty and department heads have complained that moving a class from one room to another, when such changes would improve instruction, have been extremely difficult, even when classrooms are available. Bassett said she would discuss the matter with Barbara Roseborough.
  - E. Senators brought up the issue of faculty being asked to volunteer their time for advising and other duties even when they are not under contract. The argument is that the volunteering burden falls disproportionately on the faculty, especially those who do not feel empowered (because of their lack of tenure) not to volunteer. Bassett stressed that when the administration asks for volunteers, nobody should feel pressured to respond but should do so only if they are available and wish to help.
  - F. Senators expressed concern that faculty may be losing the 1/32 pay scale for summer classes. Bassett noted that chairs have been asked to create a rotating schedule that would allow some faculty to work at that pay rate but not others. Faculty who are not offered 1/32 one summer should be at the top of the list for the following summer. Senators urged the provost to make a decision soon about summer pay as many would want to seek summer jobs if classes at the 1/32 rate were not available.

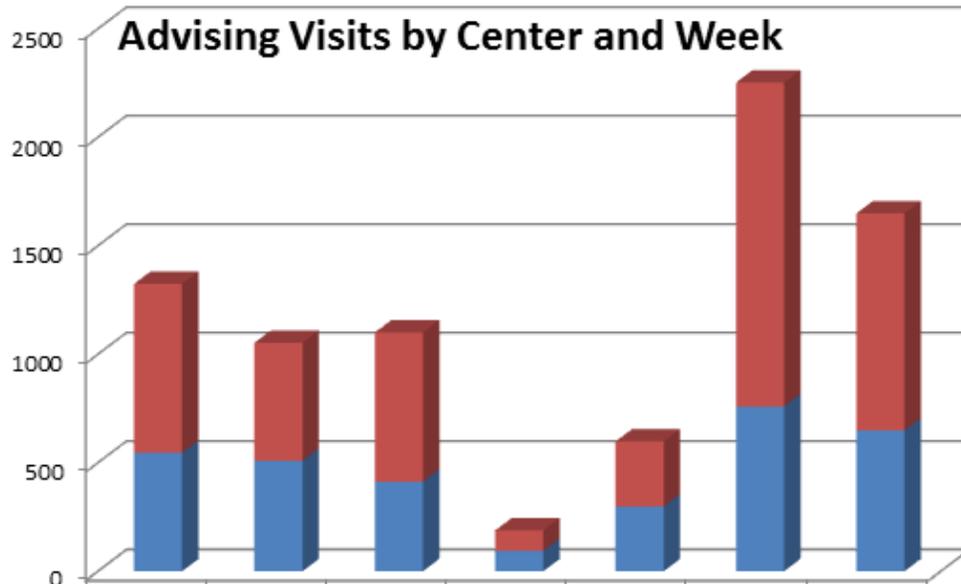
Bassett, Burnett, and Stephens excused themselves so that the Senate could continue its regular business.

#### 4. Reports from Senate officers and Senate committees

- A. Faculty Advising Handbook Committee: Delores Boland requested that a separate heading be given on the Senate website for the Faculty Advising Handbook. It was moved, seconded, and approved that we ask the webmaster to create this.
- B. Summons asked senators to talk to their constituencies about two TBR matters: whether ASL should be accepted as a foreign language and an initiative at the state level to begin statewide selection of textbooks, specifically history textbooks that downplay focus on the topics of Native Americans and African-American slavery.

- C. Joan McGrory disseminated a handout about the upcoming elections, clarifying which current senators' terms are ending this year.
  - D. McGrory asked for volunteers for the Election Committee. Joanitha Barnes volunteered for Term 1, Annie Sultana and Mahnaz Ghaffarian volunteered for Term 2. One more committee member is needed.
5. President Bill Summons adjourned the meeting at 5:30.

Respectfully Submitted,  
Doug Branch  
Faculty Senate Secretary



	12/2-12/8	12/9-12/15	12/16-12/22	12/23-12/29	12/30-1/5	1/6-1/12	1/13-1/15
Faculty Advising	778	544	687	94	299	1492	1000
Advising Centers	546	509	413	94	299	760	649

