

Faculty Senate Minutes
Southwest Tennessee Community College
Macon Cove Campus, MF 117
April 14, 2015

1. Call to Order and Roll

Faculty Senate President Bill Summons called the meeting to order at 3:00.
Faculty Senate Secretary Doug Branch called the roll, which follows:

William Summons, **Senate President**

Division Senators, Arts and Sciences

Doug Branch, **Secretary** (13-15)
Shannon Little (14-16)
Karen Pierce (13-15)(proxy)
Mahmuda Sultana (14-16) (proxy)
Bill Turner, **Treasurer** (13-15)

Division Senators, Career Studies

Lisa Hadley (14-16)
Tim Harrison, **Parliamentarian** (14-16)
Joan McGrory (13-15)
Dewey Sykes, **Vice-President** (13-15)

Department Senators

Michelle Hill (14-16) **Allied Health**
Mahnaz Ghaffarian (13-15) **Business**
Michael Scott (13-15) **Communications and Fine Arts**
David Huffman (13-15) **Languages and Literature**
Mathilda Doorley (14-16) **Natural Science**
Monique Cage (14-16) **Nursing**
Hannah Province (13-15) **Mathematics**
Leslie Peebles (13-15) **Technologies**
Robert Walker (13-15) **Social and Behavioral Sciences** (proxy)

2. Approval of Minutes

It was approved that we accept the minutes from the March, 2015 Faculty Senate meeting. Secretary Doug Branch will ask that those minutes be posted to the Faculty Senate website.

3. Reports from Senate Officers and Senate Committees

- A. Mathilda Doorley reported that the Faculty Awards committee was making good progress. Dewey Sykes will present faculty awards on Faculty Awards Day on April 24. The judges for those awards were faculty members from the University of Memphis.

4. Old Business

- A. Dewey Sykes reported on the Huron company's response to a Senate request that their consulting report be released to the faculty. Dewey was called by a Huron representative who told him that the request had been forwarded to TBR Vice-Chancellor Nichols. Southwest President Nathan Essex and Nichols believe that it is premature to release the report to the faculty until certain issues in the report are addressed, reported Sykes.
- B. Dewey also reported on the resolution concerning chairs and administrators interfering with grades and classroom management. A resolution was passed that the Senate ask Acting Provost Barbara Roseborough to forward to chairs and other administrators a more formal resolution concerning the subject. Shannon Little will write the resolution, and Shannon will send it to Bill Summons, who will forward it to Barbara Roseborough. A copy of that resolution that was sent to Nate Essex and Barbara Roseborough is attached as Appendix A.
- C. Lisa Hadley asked that adjournment today come after the meeting with Barbara and Todd rather than beforehand, as the agenda showed. Her suggestion passed by acclamation.
- D. Bill Summons provided an update on the search for a new college President. Of sixty-nine applications, the pool had been winnowed to three or four names, which will be released after references are checked.

5. New Business

- A. All Faculty Senator officers, except the president, who was elected by the full faculty, are up for election or re-election. Those elections are held by the Senate. Dewey Sykes was re-elected vice-president, Doug Branch secretary, and Tim Harrison parliamentarian. Joan McGrory was elected the new treasurer.
- B. Dewey Sykes made the case that the faculty evaluation of administrators should take place at the end of the spring semester every year, even though the last one happened at the end of the fall semester. A discussion ensued. The motion was made and passed that the faculty evaluation of administrators be conducted at the end of April and be left open for

faculty participate in until May 15. Henceforth, these annual evaluations should continue to take place at the end of the spring term.

- C. It was moved and passed that all administrators evaluated at the end of the Fall 2014 evaluation be asked to respond to those evaluations in writing by April 30. Bill Summons will ask for those responses.
- D. Joan McGrory made a case in favor of making the DEIT committee a subcommittee of the Faculty Senate. She provided a handout with the language of her motion.

The Senate cut off discussion at this point so that Barbara Roseborough and Todd Blankenbeckler, who were asked to join us, could participate in the meeting.

Todd and Barbara responded to a list of questions that had been prepared by the Senate. These questions represented concerns the Senate has had about the administration of Distance Education. A short overview of Todd and Barbara's comments follow:

Todd began talking about concerns about the cohort model, through which faculty were asked to attend classes if they wished to teach new online classes. Faculty were to be paid to attend these sessions, and Todd accepted some blame for the fact that contracts were late being signed and payments late being made. Part of the issue, noted Todd, was that those contracts needed to be looked over by the TBR legal department.

Todd also stated his belief that training credit ought to go for fewer than fifteen hours for faculty who did not attend all of the sessions or who departed early.

Lisa Hadley wished to know how faculty were selected for the cohort. Todd responded that those names came from the chairs at the end of the summer. He stated that courses with ten or more sections should have participation in the cohort.

Todd also noted his reluctance to conduct cohort sessions in Fall 2015 because it is possible that we will be using a new product, other than D2L, by the end of October.

Todd announced, too, that the Distance Education committee would be getting a new chair, a faculty member. The election for this position would be handled by Nathan Washington.

A question arose about Southwest's standards of uniformity for course content, accessibility, and course style seem set at a higher level than the state's RODP program. Todd responded that Southwest is a leader in this area, but that our standards are fairly in line with those of other comparable institutions and that the

“best practices” he promotes are determined through his study of research in the field.

A question arose about who is responsible for assigning RODP courses to faculty, department chairs or DEIT. Todd responded that both work in tandem. A related question arose about who is responsible for staffing online classes and deciding how many online classes a faculty member may teach. Chairs, Todd noted, are responsible for staffing, but only people who have gone through online training may teach online classes. Faculty may only teach two online classes as part of their regular workload, but more may be taught as overloads. Exceptions must be approved by Human Resources and the dean. A few faculty complained that in many departments certain faculty teach many online classes; sometimes a faculty member in that department will wish to teach just one and be denied, creating an equity problem. Todd pointed out that these were chairs’ decisions and not his.

To the complaint that the relationship between DEIT and faculty often seemed adversarial, Todd said, “We serve faculty. We help you.” He noted that we are not hearing the voices, today, of people who have had great experiences with Distance Education. He hopes, too, that people will bring complaints to him and then, if necessary, to his supervisor, who is the provost.

Barbara Roseborough was asked what office had any say over who is appointed as a program coordinator. Barbara noted that the provost, but not the associate vice-president, might have a kind of sway if there was a particular problem with an appointment.

At this point in the meeting, Barbara and Todd departed.

Continuation of New Business:

- E. Bill Summons introduced the new senators who were attending the meeting, and Dewey Sykes presented certificates to remaining and departing members, acknowledging their service to the senate.
- F. Joan McGrory continued to make her case for the DEIT committee being made a Faculty Senate subcommittee. The motion was made and approved. The wording of that motion and Joan’s handout are attached as Appendix B.
- G. Hannah Province briefly introduced OrgSync, a new campus organization and communication system she believes will create real communication improvements at the college. More details will be forthcoming at Summer Institute.

6. Adjournment

Bill Summons adjourned the meeting at 6:10.

Respectfully Submitted,
Doug Branch
Faculty Senate Secretary

Appendix Z

To: Nathan Essex, President
Barbara Roseborough, Interim Provost

From: Academic Freedom & Classroom Policy

Subject: Academic Freedom

Date: April 16, 2015

The Faculty Senate requests a written directive to Division Deans and Department Chairs stating the following:

Faculty members are entitled to freedom in the classroom in discussing their subject, being careful not to introduce into teaching controversial matter, which has no relation to the subject. This includes the presentation of pertinent subject matter as well as the establishment of policies pertaining to each class. Academic freedom with reference to classroom policy should include establishing policies regarding absences, missed assignments, make-up exams, and/or exams. These policies should be supported by the institutional administration, so long as these policies meet departmental and college requirements and are documented in the course syllabus.

Appendix B

Faculty Senate Request to the Administration to Establish the Distance Education and Information Technology (DEIT) Committee as a Faculty Senate Subcommittee

On April 15, 2015, the faculty senate unanimously voted to establish the DEIT committee as a Faculty Senate Subcommittee.

Rationale: The DEIT Subcommittee will enable a greater level of input from the faculty. All faculty are affected by the guidelines and policies established and enforced by DEIT. The existing and formalized process of the Faculty Senate will enable timely and widespread communication among the areas affected.

Impact: Accrediting bodies such as COC-SACS and discipline-specific accrediting bodies place increasing importance on the governance of online learning. Faculty are obviously a significant and vital part of this process.

Steps already accomplished:

- On March 24, 2015, a request was made to the DEIT committee for a faculty member to chair the committee and for a faculty member to be the recorder. As of April 16, 2015, those individuals have been named.
- On April 15, 2015, the Faculty Senate unanimously voted to establish the DEIT committee as a Faculty Senate Subcommittee.

Opposition:

The DEIT Director and technical liaison are opposed to making the DEIT Committee a Faculty Senate Subcommittee. Moreover, the Faculty Senate is aware that on April 1, 2015, the DEIT committee was notified as follows: "Neither Barbara nor Dr. Essex feel it is appropriate that the Distance Education committee be a sub-committee of the Faculty Senate, thus it will remain a College committee."

Response: While the Faculty Senate has no doubt that this email is truthful, it also recognizes that the decision was made without discussion with the faculty or clarification of faculty views. For example, Barbara and Dr. Essex would not be aware of the following:

- Only 1 meeting of the DEIT committee has occurred in the 2014-2015 academic year. That meeting was 11-17-2014.
- A second planned meeting was cancelled without explanation and rescheduled 12-days before Christmas on the last day of final exams.
- On March 24, 2015, three months later, the next communication to the DEIT Committee occurred and was to direct the DEIT committee that a faculty member will chair the committee.
- On April 15th, the Faculty Senate and Todd Blankenbeckler as well as DEIT staff and Ms. Roseborough participated in a lengthy question and answer session between DEIT and the Faculty Senate. Following

this discussion, the senate noted the dire need for widespread input from the faculty that would be supported through the Subcommittee process and voted with one voice to accept the DEIT Committee as a Senate Subcommittee.

Examples of Existing Similar Subcommittees Viewed as Successful by the Faculty:

Below are examples of collaborative Committees that are Faculty Senate subcommittees and ensure widespread input by faculty on processes that affect many faculty.

Example #1: The Faculty Advising Committee is the most recent Faculty Senate subcommittee. On this committee, the Director of Faculty Advising Jeremy Burnett seeks the widespread input of faculty while acting as a liaison to the committee. As the liaison, Jeremy Burnett works collaboratively with faculty to share technical details of the system capabilities, updates Southwest policies for advising, and collects input for a cycle of continuous improvement of the Faculty Advising process.

Faculty Advising Committee	
<i>From the Faculty Senate Constitution</i>	<i>From the faculty Senate By-Laws:</i>
<i><u>Faculty Advising Committee:</u> This committee shall consist of no more than fifteen faculty members and one representative of the Provost.</i>	<i><u>Academic Advising Committee:</u> The Faculty Advising Committee shall address the <u>mission</u> of advising for faculty, development of a mission statement, course catalog information for advising, course sequence for advising, peer advising parameters.</i>

Example #2: In considering the Faculty Development and Evaluation Committee, the similarity would be the evaluation instrument that is used in the promotion & tenure process. As such, the evaluation must conform to TBR Policies, Southwest policies, and include input from the faculty. Decisions made by this committee have widespread impact on the faculty. Again, the committee conducts operations, presents to the faculty senate for greater input, collaborates with DEIT for technical / system support, and acts in cooperation with the administration to create the evaluation instrument.

Faculty Development and Evaluation Committee	
<i>From the Faculty Senate Constitution</i>	<i>From the faculty Senate By-Laws:</i>
<i><u>Faculty Development and Evaluation Committee:</u> This committee shall consist of no more than fifteen faculty members, and one representative of the Provost.</i>	<i><u>Faculty Development and Evaluation Committee:</u> The membership of the Committee on Faculty Development and Evaluation shall consist of no more than fifteen faculty members and one representative of the Provost. This committee shall develop and recommend in-service training programs for faculty and encourage faculty participation in off-campus workshops. In addition, this committee shall deal with tools and procedures for faculty evaluation, consider faculty concerns arising</i>

	<p><i>from the use of evaluative tools and procedures, and recommend changes to the Provost. The committee will work with administrative officers and staff as necessary to expedite the business of the committee.</i></p>
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The Proposed Form: For the purpose of completeness, below is a recommendation for the verbiage to include in the Faculty Senate Constitution and Faculty Senate By-Laws. This verbiage is offered as a recommendation that can be officially presented for inclusion into the constitution and by- pending approval of this new subcommittee by Dr. Essex and Ms. Roseborough.

Proposed DEIT Subcommittee	
<i>For the Faculty Senate Constitution</i>	<i>For the Faculty Senate By-Laws:</i>
<p><u><i>Distance Education and Instructional Technology Committee:</i></u> <i>This committee shall consist of no more than fifteen faculty members and one representative of the Provost.</i></p>	<p><u><i>Distance Education and Instructional Technology Committee:</i></u> <i>This committee shall address the mission of DEIT for faculty in teaching and training for online, hybrid, and web-assisted classes, the course evaluation and review process, the proper scheduling and assignment of online classes, and consider faculty concerns arising from the use of evaluative tools and procedures, and recommend changes to the Provost. This committee will work with administrative officers and staff as necessary to expedite the business of the committee.</i></p>

The Motion: By way of this proposal, I move that the Distance Education and Instructional Technology (DEIT) Committee be accepted as a Faculty Senate Subcommittee.

*** Approved by Unanimous vote of the faculty senate: 4-15-2015 ***

