

**Faculty Senate Meeting Agenda  
Southwest Tennessee Community College  
Conducted Via Microsoft Teams  
Tuesday, April 13, 2021, 3:00 PM**

1. Call to order and roll

Bill Summons called the meeting to order at 3:00.

William Summons (20-22) **President**

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (19-21) **Secretary**

Annie Sultana (20-22)

Thomas King (19-21)

Ed Reid (20-22) Absent

Melissa Reyna (19-21)

Division Senators, Business and Technologies

Kimberly Taylor (19-21)

Derrick Wheatley (20-22)

Division Senators, Health and Natural Sciences

Shilpa Desai (20-22) **Treasurer**

Joyce Johnson (20-22) **Vice-President**

Delores Thomas-Boland (19-21)

Department Senators

Megan Murphy (20-22) **Allied Health**

Vicki Armstrong (19-21) **Business and Legal Studies** Proxy

Annette Fournet (19-21) **Communications, Graphic and Fine Arts** Open position

Julie Fournier (19-21) **Languages and Literature**

Darrick Slaughter (20-22) **Natural Sciences**

Cetrea Jimerson (20-22) **Nursing** Proxy

Frank Daniels (19-21) **Mathematics, Parliamentarian**

Stewart White (19-21) **Technologies**

Darcy Sims (19-21) **Social and Behavioral Sciences**

2. The Reading and Approval of the March, 2021 Minutes

The body approved the minutes from the March, 2021 faculty senate meeting.

3. Special Guest: Southwest President Dr. Tracy Hall
  - A. Dr. Hall began her remarks by thanking the senate for the previous month's commendation letter, thanking her and the administration for their efforts during the COVID crisis. She thanked the faculty generally, too, for its efforts in helping Southwest win the Bellweather Award.
  - B. Dr. Hall presented sobering numbers about enrollment and finances, noting that we had suffered a 24 percent reduction in enrollment last year and are seeing a 10 million dollar budget deficit. We have been able to make cuts to save 7 million dollars, but we will still have to hold off as much hiring as possible. She stated as well that one of her main priorities was to avoid layoffs, particularly during a pandemic.
  - C. Dr. Hall reported that the college has petitioned TBR for permission to use money from our rainy day fund, which is normally only done in catastrophic situations. Dr. Hall believes that our declining enrollment in the face of the pandemic has created such a situation, and the request was approved. There will also be federal money coming our way, money we hope can be used, at least partially, for making up last revenue. We should know if that will be possible soon.
  - D. Of the 16.7 million dollars we expect from the Department of Education, 3.6 million must be earmarked for students. We need to be conservative with this federal money, though, as we expect this to be one-time funding only.
  - E. Dr. Hall commended those who organized the college's inoculation program at our Whitehaven Center, which provided over 25,000 COVID inoculations, a well-organized and successful effort. This program created good publicity for the college.
  - F. Dr. Hall said that we do plan to open the college for the fall semester and that we are actively making safe preparations at the present.
  - G. Dr. Hall entertained questions from the senate and other faculty members:
    - a. To a question about the future of the Gill Center, Dr. Hall responded that we are not currently moving toward centering our technology programs there.
    - b. To a question about classroom capacity, Dr. Hall responded that we will be following CDC guidelines for the distance required between students.
    - c. To a question about a high school finding its home on the Union Ave. Campus, Dr. Hall responded that Shelby County Schools will conduct high school classes next year, under the tentative name "Medical District High School."
    - d. To a question about the college's buying the old Office Depot near the Union Ave. Campus, Dr. Hall responded that we are still interested and negotiating with the current owner, but that any such purchase could not be made if it would put the college in financial straits.

#### 4. Reports from Senate Officers and Senate Committees

##### A. Joyce Johnson: Report on regular SEC meeting with Kendrick Hooker, VPAA and Sindy Abadie, Special Assistant to VPAA

Joyce noted several issues that were mentioned in that meeting:

A new one-page faculty evaluation instrument is in its third pilot year. That pilot will need to be approved by the faculty evaluation committee.

Dr. Hooker sees faculty attendance at commencement exercises as a duty, but faculty will not be required to attend this year. We will try to keep the program short, due to COVID risks.

Dr. Hooker noted that applications for fall semester, 2021 were looking slightly better from a year ago. Further, online hybrid classes will be the primary modality for Summer 2021.

The Academic master plan is moving forward, but Dr. Hooker still solicits faculty feedback concerning the program.

It was noted that any college employee with a child in the 9<sup>th</sup> grade may enroll that student in the New Medical District High School on the Union Ave. Campus.

The “cultural responsibility guidelines” recently offered by the Teaching Academy are not meant as mandates, but more a philosophical stance on culturally responsibility teaching approaches.

##### B. Joyce Johnson: Report on Faculty Senate Elections, Welcoming of New Senators

Joyce began by noting that we need to add two new departments to our roster: Engineering Technologies; Education, Criminal Justice, and Human Services. Stewart White, our current Technologies senator, will remain on the senate until 2022 but now as a senator for Engineering Technologies. The new Technologies senator will be LaToya Parker; the new Education, Criminal Justice, and Human Services senator Rosalyn McGhee. Other new department senators are as follows: Tad Lauritzen Wright, Communications, Graphic, and Fine Arts; Emily Ford, Languages and Literature; Business, Kim Taylor; Mathematics, Frank Daniels; Social and Behavioral Sciences, Shannon Little. New Division senators are as follows: Social Sciences, Humanities, and Fine Arts, Melissa Reyna, Doug Branch, Malinda Wade; Business and Technologies, Tim Harrison; Health and Natural Sciences, Shelley Trigg.

Joyce thanked Kim Taylor and Joanitha Barnes, who were helpful as elections committee members.

C. David Huffman: Chair, Faculty Handbook Committee

David believes that the college will need another update process next year, for SACS-COC accreditation. Sindy Abadie and VPAA Hooker are currently working on updates. David further explained that the committee is trying to align the handbook with TBR, ATD, Academic Master Plan, and SACS-COC requirements. Items requiring updating include salary adjustments for promotions in rank, titles for certain administrators, the promotion and tenure policy, the TBR governance system, web instructions for faculty, various other faculty responsibilities, the faculty evaluation system, and the PAWS minimum use policy.

The senate approved, by acclimation, the handbook committee's updating these items.

5. Old Business

6. New Business

A. Hannah Province, Member, Promotion and Tenure Policy Committee

Hannah proposed a number of insubstantial proposals to amend the old policy, mostly having to do with clarity of wording.

She next made a long argument, which hadn't yet gone through her committee, having to do with faculty members who have been denied tenure. Her proposal would allow faculty members a second chance to apply for tenure the following year. Questions were asked about whether her proposal violated TBR policy, and Hannah answered that the policy was vague on this question.

The senate approved Hannah's proposal as the first step at the institutional level before the proposal would go to TBR for approval or denial.

A. Bill Summons, Faculty Senate President

Bill held elections for the Senate Executive Committee. The following were elected for the next academic year: Joyce Johnson, Vice President; Doug Branch, Secretary; Shilpa Desai, Treasurer; Frank Daniel, Parliamentarian

7. Adjournment

Before Bill Summons adjourned the meeting at 5:40 PM, we were treated to a humorous new poem by Faculty Senate Poet Laureate Frank Daniel.

Respectfully submitted,  
Doug Branch  
Faculty Senate Secretary

## Appendix:

### PROPOSED POLICY:

### FACULTY APPOINTMENTS

The following faculty appointments may be made at Southwest Tennessee Community College: temporary emergency hire, term, tenure-track, and tenure appointments.

#### I. TYPES OF APPOINTMENTS

- A. Temporary (Emergency Hire) Appointments** are non-tenurable appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period. Temporary appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments should ordinarily only be used to replace regular faculty on leave of absence, to employ faculty pursuant to grants, or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where a permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three academic years. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank. Temporary appointments may not be converted to term, tenure-track, or tenure appointments.

Appointments of faculty members supported more than 50% by grant funds, or other soft money sources, may be approved by the President of the College for periods in excess of three academic years.

Temporary instructional faculty at instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.

All extensions of temporary appointments for periods in excess of three academic years require the approval of the Chancellor.

- B. Term Appointments** are non-tenurable appointments in a traditional rank (e.g., instructor, assistant professor) for a fixed period of no more than one year. These may be renewed with no presumed maximum number of reappointments.

Faculty should be placed on term appointments only when one or more of the following employment conditions is present: (1) as a means for addressing staffing needs when a projected need is more than temporary but less than long term; (2) to staff programs projected to phase out in a fixed period; or (3)

when the size of a staffing cohort is projected to extend beyond the normal period for a temporary appointment but is not of sufficient length to warrant a tenure-track or tenured appointment.

Since it is not intended that term appointments be used to meet long-term staffing needs, a faculty member should not remain in a term appointment for more than six years. If it is determined that a position is warranted beyond the maximum six-year

period, a new tenure-track position should be sought to replace it. The holder of the term appointment may apply and be considered for the tenure-track appointment, and the institution may award up to three years credit for prior service. Other term appointment holders may also apply for the new position and receive service credit. The amount of credit awarded is left to the discretion of the President and is determined based upon the recommendation of the Vice President of Academic Affairs.

Exceptions to the six-year maximum may be granted annually if it is: (1) requested by the affected faculty member and his/her supervisor; (2) recommended by the appropriate dean and chief academic officer; and (3) approved by the President of the College. Faculty in term appointments are eligible for promotion.

- C. Tenure-track Appointments** are appointments for full-time faculty with academic rank and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure. Tenure-track appointments shall not include any right to permanent or continuous employment; shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment; and shall be subject to annual renewal by the College.

A tenure-track appointment may not be converted to a term appointment as a means for continuing employment of tenure-track faculty when a negative tenure decision has been made.

- D. Tenure Appointments** are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic or fiscal year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in TBR policy. Such appointments do not include assurance of continued employment at any specified salary or position or employment

during summer sessions or inter-sessions.

## II. CONVERSION OF APPOINTMENTS

- A. A temporary appointment may not be converted to a tenure-track appointment.
- B. The conversion of a term appointment to a tenure-track appointment is allowed. The holder of the term appointment converted to a tenure-track appointment may be awarded up to three years credit for prior service. Any credit for prior service must be confirmed in writing at the time of the appointment.

## III. CONVERSION PROCESS

Annually, the Vice President of Academic Affairs will provide to the Division Deans and Department Chairs a list of faculty positions that meet the criteria (positions that have been classified as term for six years using August 31 as the effective date of sixth year) to be considered for conversion from a term appointment to a tenure-track appointment. In addition, the Vice President of Academic Affairs will notify affected faculty that their position meets this criteria and that they will be given an opportunity to request that their position remain as term or that their position be converted from term to a tenure-track appointment. The notification will also include a statement referring them to this policy for additional information before submitting their request. The request must be submitted in writing to their Department Chair. The Department Chair will then make a recommendation to the Division Dean. The Division Dean will, after reviewing Department Chair recommendations and considering various factors, including but not limited to, analyses of current enrollment, enrollment growth, stable enrollment in the discipline, percentage of tenure/tenure-track appointments to term appointments within the Division, and projection of long-term staffing needs, submit their recommendations to the Vice President of Academic Affairs.

If the faculty member requests that their position not be converted, it will be considered equivalent to a request to continue on a term contract for an additional year. An exception to the six-year maximum period for term appointments is allowed, however, as stated in this policy and in TBR Policy 5:02:07:00, the faculty member's supervisor must be in agreement with the request, and the request must be recommended by the appropriate Division Dean and the Vice President of Academic Affairs and approved by the President.

If the faculty member requests their position be converted but it is not recommended to do so, then the faculty member will be notified of that decision and he/she will remain in a term contract.

For faculty members who wish to pursue/request their position be converted and it is recommended to do so, the faculty member should consider the following factors: **(1) as the holder of the term position, they may apply for the converted position and may be awarded up to three years credit for prior service in residence toward tenure. Any credit for prior service must be agreed to in writing upon appointment to the new position. It cannot be done after the fact; (2) holders of other term positions may also apply for the new position and receive service credit; and (3) the position will be subject to TBR and College policies and procedures relative to search practices associated with filling open tenure-track positions.**

The Vice President of Academic Affairs will review all recommendations from the Division Dean and submit his/her recommendations to the President for approval. If it is the recommendation that a position not be converted, the position will remain eligible for conversion consideration annually. For those positions recommended for conversion, the amount of credit to be awarded will also be recommended. The award of prior service toward tenure for positions approved for conversion will be made by the President and will be included in the contract for the tenure-track appointment.