

**Faculty Senate Minutes**  
**Southwest Tennessee Community College**  
**Tuesday, February 11, 2025, 3:00 PM**  
**Macon Cove Campus, MAC 195**

1. Call to order and roll

Joyce Johnson called the meeting to order at 3:10. Doug Branch took the roll.

Joyce Johnson (24-26) **President**

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (23-25) **Secretary**

Thomas King (23-25) **Vice-President**

Julie Lester (23-25)

Lake Newton (24-26)

Annie Sultana (24-26) **Treasurer**

Division Senators, Business and Technologies

Dennis Powers (23-25)

Gary Holder (24-26) (absent)

Division Senators, Health and Natural Sciences

Carlito Chiong (23-25)

Carolyn Jensen (24-26)

Tracy Freeman-Jones (24-26) (no longer with the college)

Department Senators

Lindsey Shaidnagle (24-26) Allied Health

Arnetria Taylor (23-25) Business and Legal Studies

Tad Lauritzen Wright (23-25) Communications, Graphic and Fine Arts

Shelley Trigg (24-26) EMS

Melanie Jones (24-26) Computer Information Technology

Emily Ford (23-25) Languages and Literature **Parliamentarian** (proxy)

Gayathri Kaushik (24-26) Natural Sciences

Kristi Griffin (24-26) Nursing (absent)

Khalil Rassy (24-26) Mathematics (absent)

Shannon Little (23-25) Social and Behavioral Sciences (proxy)

2. Reading and approval of the minutes.

The body approved the minutes from the November 2024 faculty senate meeting.

### 3. Reports from senate officers and senate committees

#### A. Thomas King: Report on regular SEC meeting with VPAA Carol Ash (Represented in February by Matthew Lexow, Dean, Ctr. Learning and Teaching Excellence)

Professional Development funding from a special grant is still available, and applications should be made by May 1 so that the funding is distributed to faculty members by the end of the fiscal year. It is good if the funding can be used by May 1, but it is vital that paperwork be done by May 1.

It appears that some faculty members have been told that PD travel using this grant money must be done by May 1, but that is not correct. The paperwork must be completed by May 1, but the travel can wait until the end of the fiscal year.

Administrative assistants should have the “org” numbers for these funds.

1. A Credential Viability Committee (CVC) must be formed to see if programs departments are proposing are viable, meaning that the college has the equipment necessary and that there is a need for these programs in the community.
2. TBR has said that college operations should proceed as normal in the face of President Trump’s cutting of federal grants.
3. The SEC informed Matthew of a faculty concern having to do with department chairs who do not wish to count faculty development days, particularly during Winter Recharge or Summer Institute, as faculty development that counts toward evaluations. We asked Matt to ask Dr. Ash to make it clear that these activities should, indeed, count by sending an email to all deans, chairs, and faculty members.

#### B. Joyce Johnson: Report from TBR Faculty Subcouncil

Joyce reported on the January 24 meeting. Those notes are attached under Appendix A. One item Joyce especially wanted in the minutes was the fact that TNCis is folding into TBR and moving its offices to Nashville. Another is that, at this subcouncil meeting, our colleague Gary “Mike” Stevens was awarded Professor Emeritus Status.

#### C. Joanitha Barnes: Report from the Faculty Development and Evaluation Committee

Joanitha focused on the change made by the administration concerning the timing of the annual faculty goal-setting as part of the faculty evaluations. The goals will be submitted in April rather than in the fall, when they are currently submitted. The committee adopted the administrative change, with certain caveats, one being that the goals section of the evaluation should remain open until the end of September to allow faculty members to make updates.

The committee has several other concerns, like there being an apparent lack of standardization across departments on what activities count and what do not. There also seems to be an administrative move to discourage chairs from giving faculty members maximum points. Different department chairs seem to have too many different standards.

There is a fear, too, that if the faculty does goal setting in April, faculty members will be expected to work toward those goals during the summer when they are not under contract. The committee did accept the administrative changes, but insisted that the concerns be addressed.

It was moved, seconded, and approved that the senate accept the FDEC report. That report will be published on the Faculty Senate webpage under Faculty Senate Standing Committees, filename FDEC January 2025.

D. Joyce Johnson: Report from Academic Matters Committee

Joyce gave this report for Marjorie Rothschild, who was unable to attend the senate meeting. This report had to do with artificial intelligence. TBR is looking for faculty feedback on a preliminary AI TBR policy that had been recently sent out to all institutions. Joyce wishes for all senators to ask departments to send the draft to their faculties and get immediate feedback to Joyce so that she can send those responses to Marjorie very quickly.

It was moved, seconded, and approved that the senate accept the Academic Matters Committee report.

E. Thomas King: Senate Elections Committee, Faculty Awards Committee, Grade Appeals Committee

TeKay will be asking for volunteers to serve with him on the election. He will shortly be sending the Doug the information for faculty awards, to be distributed to the faculty. There are issues with dynamic forms that are impeding the work of the grade appeals committee.

4. New Business

A. Joyce announced that the 2030 Strategic Plan is being reviewed and updated and that the administration has asked the senate to recommend faculty members to be on the committee charged with implementing that review. Dennis Powers and Julie Lester volunteered.

B. Joyce also wanted to discuss the new portal upgrade for My.Southwest, to be released soon. Although students had been asked to be part of the beta test, Joyce wondered why the faculty had never heard of the upgrade until it was about to be launched. She posed that, among other questions, to Renee Hancock, Director of Enterprise Application Services. Renee responded that a few faculty were included, that the new portal has new and improved navigation and icons, that the new portal would not require training, and that navigation of the new portal should be intuitive.

Joyce believes that the new portal should be introduced at the end of the semester, and she expressed her intention to make clear that desire to Renee and to Michael Boyd.

C. Another senator complained that the directive to “pivot to online instruction” during closures of the college during weather emergencies is problematic. Such pivots are not possible in many disciplines, and students and faculty members become confused about what they should be doing – like meeting on TEAMS, perhaps? It would be better if the directive would be simply that students should expect their instructors to contact them with further instructions. Joyce said she would relate this concern to Dr. Hall, Dr. Ash, and the marketing department.

5. Adjournment

Joyce Johnson adjourned the meeting at 5:55 PM.

Respectfully Submitted,  
Doug Branch

Faculty Senate Secretary

## Programmatic Summaries for January 2025 Sub-councils



A GENERAL EDUCATION  
CORE FRAMEWORK

### 2025 TBR Core Project

- Four members of the General Education Core Coordinating Committee (listed below) have been invited to present at the AAC&U CLASS Conference (Conference on Learning and Student Success) in San Juan, Puerto Rico in April. The TBR project was selected from a pool of over 900 applications. TBR's presentation is entitled *Riding the Elephant: A TBR General Education Safari*.

Ryan Thompson, Dean of Humanities and Social Sciences, Cleveland State  
Barsha Pickell, Associate Professor of History and Political Science, Cleveland State  
Barry Gidcomb, Dean of Humanities and Social Sciences, Columbia State  
Robert M. Denn, AVC Academic Affairs, TBR

- A mission-critical element is heightening awareness of the holistic and integral nature of the student's general education experience. Colleges are participating in the Core Competency Constellation Campaign to embed the 7 Core Competencies as part of their campus culture. A video and other digital marketing materials have been made available to colleges as part of their customized campaigns.
- Community colleges have completed the core course recertification process to ensure alignment with the new category learning outcomes. All colleges may publish their Core courses in the 2025-2026 AY general education catalog.
- At the time of this writing, there were a total of 22 proposals for new Core courses to be added to various college catalogs. Materials are with the Review Committee with results possibly available by the time of the January 2025 Sub-council meetings.
- TBR Policy 2.01.00.00 General Education Requirements and Degree Requirements revision has been approved by the Board at its September meeting.

**Faculty Emeritus/a** status was bestowed upon the following professors by the Board at a Special Called meeting in November 2024:

Candidate	Rank/Discipline	Service Dates	College
Brenda Ammons	Assoc Professor of Mathematics	1979-2020	Pellissippi State
Donn King	Assoc Professor of Comm Studies	1992-2024	Pellissippi State
Brenda Fincher	Assoc Professor of Info Systems	2000-2020	Dyersburg State
Gary Michael Stevens	Assoc Professor of Elec Eng Tech	1985-2024	Southwest TN

## OER Grant/Facilitator Programs

Internal funding will not be available in 2025-2026 for these programs.



## MRDM Grant Proposal

The [Alliance for Decision Education](#), dedicated to equipping students with decision-making skills, has received \$12.5 million in funding to support research on Decision Education. They reached out to SAILS, recognizing the alignment between their goals and the SAILS MRDM curriculum, and encouraged SAILS to apply for their research grant.

SAILS submitted a proposal on November 10th, requesting \$200,000 over two years. The research will focus on:

1. Assessing the impact of the Financial Literacy Module on students' decision-making skills in financial literacy.
2. Measuring the percentage of students earning college remedial waivers after completing the MRDM curriculum.
3. Evaluating changes in students' post-secondary plans after completing the MRDM curriculum.

Both SAILS and the Alliance share a mission to empower students with critical thinking, problem-solving, and decision-making skills, preparing them for real-world success and future opportunities.

## MRDM Learning Support Waiver

This quarter, TCATs approved the completion of MRDM as a valid assessment for placement. High school students who complete the SAILS MRDM curriculum with a score of 70% or higher on each proctored assessment will be eligible to waive the Applied Mathematics and Graphic Literacy portions of the Technology Foundations course at any Tennessee College of Applied Technology (TCAT).

## Evaluation of SAILS Statistics for Reading Waiver

The SAILS program has asked all community colleges to review its content and crosswalks to explore the possibility of allowing SAILS Statistics to waive Learning Support requirements for Reading, in addition to Math. Chattanooga State has already approved this waiver, and Northeast State has agreed to pilot it for one year.



### Statewide Dual Credit (SDC)

- The EPSO team continues to collaborate with TDOE on the following aspects of the SDC Optimization Plan pilot:
  - Subject Matter Experts (SMEs) have been hired to lead the workshops, trainings, Professional Learning Communities (PLCs), and seminars in the following SDC courses: 4 SMEs in Speech and Communication, 4 SMEs in Precalculus; 3 SMEs in Education and Statistics; and 1 SME in Marketing, World History, American History, and Criminal Justice. Data will be collected at the end of the pilot to determine what impact the SME/teacher relationship has on student success.
  - The PLCs have been implemented in Teams and are getting successful engagement from the SDC teachers statewide across most SDC courses. Data will be collected at the end of the pilot to assess the yearlong teacher engagement and evaluate its usefulness.
  - The Fall 2024 SDC monthly virtual seminars have been ongoing, with success and engagement varying across the available courses. The last seminars for this semester are scheduled for December. All virtual seminars will continue in January 2025. Yearlong data will likewise be collected to assess attendance and evaluate their usefulness.
  - The EPSO team is currently facilitating in-person SDC teacher training at 4 different CCs, set to begin during the Spring 2025 semester.
  - The EPSO team is working on implementing on-demand SDC Precalculus tutoring, set to begin during the Spring 2025 semester.
- Gathering SDC TCAT articulation policies for SDC Criminal Justice and SDC Agriculture Business to add to the TBR EPSO Articulation webpage.

### Dual Enrollment (DE)

- Working with the TBR Research & Policy team and members of the High School Programs Advisory Group (HSPAG) to provide robust Middle College data for dashboards.

### Local Dual Credit (LDC)

- Working with Dyersburg State Community College, and their local high school partners, to increase LDC resources, awareness, training, and processes.

### Advanced Placement (AP)

- Facilitating a systemwide articulation and equivalency policy for College Board Career Kickstart's Networking Fundamentals and Cybersecurity Fundamentals courses. Articulation will be determined for both TBR CC credit and TCAT seat hours.
- Attended Career Kickstart's Fall 2024 Higher Education Credit Policy Forum at Ivy Tech Community College.

## Industry Credential (IC)

- The EPSO team is working with TDOE on updating the language for ICs to reflect its distinction between other EPSOs and the associated requirements for Ready Grad.

## Other EPSO Developments

- Presented at the Consortium for Cooperative Innovation Education's Fall 2024 meeting.
- Presented at HSPAG's Fall 2024 meeting.
- Presented at THEC's Tennessee Transfer and General Education Convening on TBR postsecondary equivalencies for credit for prior learning.
- Presented at Roane State CC's Fall 2024 Dual Studies meeting on EPSO trends and updates.
- Working with the State Board of Education to renew the revised learning objectives and summaries for the SDC World History, American History, and Plant Science courses.
- The SDC Modern World History OER textbook aligned to the revised SDC World History course has been added to the SDC Collection in the Tennessee Open Education Hub for review.
- Updated the articulations site on the TBR EPSO page.

## TEAM TN

The Technology-Enabled Advanced Mobility in Tennessee (TEAM TN), an NSF engine grant, continues its efforts to strengthen and diversify the state's innovation economy. As we move into year two of the grant, we are also actively working to secure additional funding to further support our work in the advanced mobility innovation ecosystem. In early August, TEAM TN submitted the NSF Engines Type 2 pre-proposal and it was accepted by NSF. The TEAM TN core leadership team is now working on completing the full proposal that has a submission deadline in early February 2025.

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## LPN to RN Articulation Agreement

As a system, TCATs and community colleges are prioritizing efforts to increase the transfer credits available for TCAT LPN graduates entering AAS in Nursing programs. We have initiated systemwide meetings and will continue to hold recurring sessions with the goal of establishing a more comprehensive articulation agreement.

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## TCAT Academic Affairs

Please refer to the subcouncil materials for TCAT academic affairs due dates for the 2024-25 academic year.



# Digital Learning Collaborative & Tennessee eCampus

**New Enterprise Software:** In order to better serve TN eCampus learners, we are moving the majority of operations into a custom built solution housed in Slate. This solution will house the following: Enrollment, early alert reporting, grade reporting, course catalog, master list, faculty credentialing. Key features of the new system included: Increased transparency, near-term data review, streamlined process for campus partners.

Rollout of the new system started in November 2024 and continues through many direct training opportunities that are scheduled through Spring 2025. A host of passive resources have also been created, providing video guides and sequential screenshots illustrating the use of common features. Feedback is welcome through the feedback form located inside of the new TNEC partner portal, or by emailing [tne-campus@tbr.edu](mailto:tne-campus@tbr.edu).

**ELEARN (Enhancing Learner Engagement, Achievement, & Retention Now) Grants:** Launching later this spring, these competitive grants will allow faculty teaching TN eCampus courses to receive funding for targeted course improvements.

**TN eCampus Collaborative Agreement:** The Collaborative Agreement was reviewed in October, and approved by the Oversight Committee after some small revisions.

**Extended Inbox Support:** To better support learners during the critical first weeks of the semester, TN eCampus will be providing inbox support from 7am to 6pm central from January 13-17 and January 21-24, 2025. Students and faculty can reach out for assistance to [tne-campus@tbr.edu](mailto:tne-campus@tbr.edu).

**LMS Listening Sessions – Spring 2025:** In advance of contract renewal for the system LMS partner, TN eCampus staff will be distributing a survey and hosting listening sessions to determine which features are most important to the TBR community.

**TCAT D2L Support:** TCAT faculty, staff, or administrators looking for assistance with compliment courses (D2L features, integrating electronic textbooks into D2L, etc.) can direct requests to [tcatonline@tbr.edu](mailto:tcatonline@tbr.edu).

# AI Collaborative Learning

- **Fall Listening Sessions** – In late September, the AI Collaborative Learning team hosted a Season 2 series of listening sessions to ensure the continued support of AI learning across the TBR system. These sessions serve as a “check-in” with groups of TBR stakeholders to assess the current state of their AI integration strategies and to understand the progress made since our last discussions, which initially took place in the fall of 2023. The results of those sessions showed a continued interest in learning how to apply AI to daily work tasks, classroom learning activities and fostering student learning.
- **AI Collaborative Learning Day:** The team is in the beginning stages of planning a state-wide AI Collaborative Learning Day, tentatively scheduled for the second half of 2025. Be on the lookout for more information in the coming new year.
- **AI Database** – In Spring 2025, we will prototype (and pilot) a database tentatively referred to as TBR Artificial Intelligence Repository (AIR). This database will consist of a collection of AI implementation practices highlighting how stakeholders from across TN are implementing AI to enhance productivity and support student learning and skill development. Participation in the database is voluntary; users will be able to complete a short form to submit practices that will be available on the Bridging Mind and Machines website as well as the Center for Teaching Excellence on the TBR website. Submissions will be reviewed prior to being added to the website. The user interface will contain a search function so that users can search by discipline area, AI tool, and/or experience level.
- **Tech Talk Tuesday – Season 2** - Season 2 of our Tech Talk Tuesday series launched September 10, 2024. We have attendees from colleges and TCAT’s across the state as well as from external institutions across the nation. The series is open to any interested faculty and staff, and we continue encouraging participation. The session recordings and resources are available to stakeholders across the state.



## Competency-Based Education (CBE) Updates

- **CBE Core Project** – We have hired the final two Subject Matter experts to wrap up our CBE Core project which will result in the development of 40 CBE Core Courses. The team will be looking for partner colleges to scope in a small project in Spring 2025 to plan a pilot for the courses and provide feedback.
- **CBE Advisory Board** – As we look to scale CBE over the next two years, we will be engaging our CBE Advisory Board. We will be reaching out to our college partners to review and identify CBE Board representation. The purpose of the CBE Advisory Board is to provide advisement and serve as a thought partner to guide and support the development and scaling of CBE across the state. Those interested should reach out to [cbe@tbr.edu](mailto:cbe@tbr.edu) for more information.
- **Presentations -**
  - **CBExchange November 2024** – The team presented two breakout sessions at the International CBExchange conference in November. “Bytes of Brilliance – Transforming Education with AI and CBE” and “Change Agents of Education – Tennessee's CBE Expansion”.
  - **Achieve the Dream – Dream Studio Session February 2025** – The AI Collaborative Learning team was selected to partner with Achieve the Dream to present a 3-hour Studio Session (pre-conference session) at the Achieve the Dream Annual Conference in February 2025. The topic for the Dream Studio will be "Empowering Faculty: Integrating AI and Open Educational Resources (OER) for Ethical Teaching Practices"
- **Durable Skills Courses** – The team has hired a Subject Matter Expert to work with our CEI partners and develop 10 courses designed for use at TCATs or in the Carceral Learning space. The courses will cover topics such as: communication, collaboration, conflict management, critical thinking, creative problem solving, ethics, initiative, leadership, mindset, and resilience. The courses are designed using CBE principles with portfolio quality assessments.

# Academic Licensure and Accreditation Notification (ALAN Project) - Title IV Compliance

## ALAN Project Update

The **ALAN Project** has made significant strides, with key achievements and plans outlined below:

- **Faculty Audits Completion**

All faculty audits for the current cycle have been completed. A heartfelt thank you to the faculty members who participated in this critical process. Your dedication and expertise ensured compliance and provided invaluable insights into the nuances within different programs and the variations in state requirements.

- **Database Update in Progress**

The audit data is currently being integrated into the TBR database, with updates expected to be finalized before the holiday break. This work will ensure accurate and up-to-date information to support strategic planning and reporting.

- **Power BI Integration**

Updated Power BI tables reflecting the latest audit data will be available after the holidays. These updates will enhance transparency and streamline data analysis for all stakeholders.

- **Automated Notification System Enhancements**

We are collaborating with Shared Services to update the automated notification system. These enhancements will ensure timely and efficient communication for future processes, aligning notifications with the updated database.

- **Next Steps**

- **New Program Process Development:** We are developing a clear process for introducing new academic programs to the inventory, ensuring consistency and efficiency.
- **Inventory Updates for Terminated/Updated Programs:** Updates will include guidelines for managing academic programs that are either terminated or modified, ensuring accurate records in the inventory.
- **Stakeholder Communication:** Updated guidelines and training will be shared to help campuses navigate these processes effectively.

## Academic Audit Tennessee Transfer Pathways

- **Academic Audit Self- Studies Deadline:** Self-Studies are due to TBR by **January 27th**. Please ensure your submissions are complete and timely, as this is a critical step in the audit process.
- **Allied Health TTP Faculty Nominations:** TBR is currently collecting nominations for faculty representatives to participate in the Allied Health Tennessee Transfer Pathways (TTPs) discussions. You should have received an email from Dr. Tracy Comer with further details on this process.
- **Campus-level TTP Meetings:** We strongly encourage you to hold a campus meeting with faculty participating in the TTPs. This may be the first time some of the faculty are participating in a statewide curriculum meeting. Some faculty may have concerns about representing their college at a statewide meeting. These discussions are essential for fostering confidence and ensuring all voices are heard in shaping the Allied Health TTPs.
- **Learning Support Update**  
Our work with the Math faculty in the Learning Support area will continue through the Spring semester, as we work to align outcomes and create a framework for the implementation of Learning Support options across the state.
- **Google**  
We have continued to have meetings with the colleges to ensure that they have access to the 500 licenses for Google certificates. These certificates are available to both community colleges and TCATs and may be used in either credit or non-credit programs.
- **CEI – Correctional Education Initiative**  
We have advertised for the Director of CEI position, as Lauren Rhea accepted a position in the local school system. The initial interviews are in January and we hope to have a person selected for the position by the beginning of February.



