

**Faculty Senate Meeting
Southwest Tennessee Community College
Modular Building 1 – Room 2, Macon Cove Campus
February Minutes (Approved March 21, 2002)**

A. Call to Order and Roll Call

The February Senate meeting was called to order at 3:00 P.M., February 21st.

The following Senators were present for roll call:

M. Bodayla, S. Haley, L.J. Smith, R. Land, K. Singleton, M. Northern, Bill Turner, R. Whaley, R. Burkett, S. Park, T. Waters, V. Armstrong, J. Aldrich, M. N. Cook, T. McColgan, J. Williams, M. Vines, B. Boswell (and P. Nozinich)

The following Senators were absent for roll call:

G. Cox, B. Philips, G. Worthy, K. Rassy, K. Dunn, B. Simon, E. Adams, and L. Cross

The following Senator submitted a proxy:

W. Payne (proxy to T. Waters)

B. Reading and Approval of Minutes

Boswell reported two errors in the January minutes. On page six, E.4, the ad hoc election committee makeup was reported as Singleton, Park, and Land in the first and last sentences of that paragraph. The correct committee makeup should have been Singleton, Boswell, and Land. With these corrections noted, the Senate approved the minutes as written.

C. Reports from Officers and Senate Committees

1. Senate Executive Committee –

a. Promotion and Tenure Committee Selections: update

Nozinich stated at the January Senate meeting that she was applying for promotion and asked the SEC to assume the responsibility for selecting names for the Promotion and Tenure Committee. These names will be determined by elections within the thirteen departments. Dr. Miller will have the department heads forward their nominees to Bodayla and Williams, and from the pool of thirteen, the SEC will then select seven faculty to serve as candidates for the Promotion and Tenure Committee as well as three alternates. Nozinich reminded everyone that the committee, once selected by Dr. Essex, would review the dossiers in March and make recommendations.

b. Action request: asks that the SEC update Senate committee membership

The current list of committee members dates back to last April when Rosenblatt and the SEC made the appointments. Nozinich had said that she will maintain the current committee membership through next year, and the new Senate President would make additions or changes as needed. However, since there have been a number of changes in committee membership during the past year, Williams requested that the SEC revise the current committee membership list before the new Senate convenes.

2. Academic Matters Committee

a. Evaluation of Administrators: no report

Haley presented the evaluation package to the Senate at the January meeting, and it was forwarded to the Academic Matters Committee. However, since there was no report from the committee, Haley asked if the committee had even met, if it had begun work on the package at all, and who was on the committee. He offered to attend the meetings to explain how the evaluation was used at Shelby State and provide historical background information. He asked if this administrative evaluation could be implemented this spring, but

Nozinich said that such a quick turnaround is unlikely before fall. She was not sure how this administrative evaluation would work in conjunction with the faculty evaluation currently under development. After considerable discussion, Nozinich asked which administrative levels should be evaluated. Haley, supported by general opinion, favored evaluating department chairs up through the President. Although no decision was reached about including others such as directors or assistant directors, Haley referred to the “comment page” that was dropped from the SSCC administrative evaluation. That comment page, he said, included a section for these types of administrators.

3. Readmission Appeals Committee – no business

4. Grade Appeals Committee

Nozinich said there has been one grade appeal. She said that Black has tried unsuccessfully to call a committee meeting, but attendance was poor. Also, Nozinich said that she recently emailed committee members again, urging them to cooperate because this appeal must be dealt within the next few weeks.

5. Faculty Handbook Committee – no business

6. Faculty Development and Evaluation Committee

a. Minigrant Draft: submitted to Senate for review in January

b. Faculty Evaluation: update from Robertson

Since Robertson was not at the February Senate meeting, these two items of business were not discussed.

7. Faculty Welfare Committee– no business

8. (ad hoc) Senate Scholarship Committee – no business

D. Unfinished Business

1. Shared Governance

Nozinich said that the “Defining Our Future” report will require UT and TBR schools to meet certain goals between now and 2006, and she said there must be strong faculty involvement in meeting the goals by means of shared governance.

Some key points noted in this rather lengthy discussion about the report include the following:

a. The timeline for implementing the changes is between now and the next five years.

b. The Tennessee Legislature mandate is that UT and TBR develop a plan for educating “more with less.”

c. The plan must not reduce the number of students but streamline and cut costs because the under-funding (84-85%) is not likely to change. The task is to do more with less money.

d. At this time, there has been little faculty involvement with the process, particularly on the committees that developed the report.

e. The plan is a “what,” but the “how to” is up to individual schools.

f. Common cost-cutting goals for schools include the following: developing a common core curriculum for seamless transfer, reducing community college program hours to 60 hours assuming no accreditation or licensing problems, reducing the remedial and developmental time now required for students, offering only developmental courses at four year schools and both remedial and developmental courses at community colleges, reducing developmental courses to 3 hours, assigning internal auditors and financial aid processes to regions rather than specific schools, using lab tutorials prior to placement tests, using ACT sub-scores and eventually Gateway to assess entry levels, and dropping programs that are not cost-effective or productive.

Nozinich noted that TBR has not seriously considered the possibility of administrative cuts as a way of accomplishing “more with less.” Throughout her presentation, Nozinich repeatedly stressed the need for effective faculty involvement on campus committees that will be charged with making these “how to” changes. In the end, the Senate passed the following **motion** unopposed:

The Senate recommends there should be strong faculty representation (50-75%) on any local “Defining Our Future” committees that address faculty issues and /or curriculum issues.

2. Recommendations for Use of Adjunct and Nine-Month Faculty During Summer: administrative response
At the January meeting, the Senate agreed upon the following ad hoc/Senate recommendations:
 - a. 9-month faculty are used first during the summer
(with adjuncts used as necessary to fill remaining sections)
 - b. these faculty are paid at 1/32 of their salary per hour
 - c. classes are assigned to these faculty by seniority
 - d. these faculty may receive up to 8 credit hours total
 - e. department chairs should involve faculty in planning and allocating courses

On February 15th, the SEC and the ad hoc committee met with Dr. Miller, Mr. Johnson, the deans, and some department heads to discuss these recommendations. L.J. Smith said that the recommendations were well-received. She said that Dr. Miller agreed that faculty could teach during the summer, but she will not guarantee two courses per faculty member. Also, Smith reported that the availability of courses would depend on the budget. The deans were told to advise the department chairs to involve the nine-month faculty in planning the summer schedule and to go ahead and staff the courses now.

Cook specifically asked if Dr. Miller was receptive to the recommendation of “up to 8 credit hours” rather than two courses per summer. Smith confirmed that she had agreed to it.

Nozinich said that Dr. Miller would respond to each of the above recommendations in writing. Nozinich then discussed how the “zero based budget” for the summer is planned, stating that the school will budget for the nine-month faculty to the extent that it can. Classes would be scheduled as they are needed, and there would not be summer classes added to the schedule just to ensure that nine-month faculty members have classes. She said that chairs would work with faculty when developing the summer schedule. Also, Nozinich said that it is up to the individual departments as to how the summer classes are allocated, and that Dr. Miller did not want to have a set policy on the process.

Cook asked if Dr. Miller was receptive to the idea of applying seniority for assigning summer classes. Nozinich and Smith said that this would be left up to the departments. Dr. Miller did not want to set an across the board policy on this. Aldrich, arriving late, asked again about the issue of seniority, and Nozinich reconfirmed that it would be a departmental decision. She said once again that Dr. Miller will urge department chairs to work with the faculty to determine what classes would be offered in the summer, and to develop a process for dealing with cancelled classes. That is, the departments would decide what to do for nine-month faculty should their classes not make.

When Singleton asked exactly what would be in writing, Nozinich responded again that Dr. Miller would address each of the five recommendations. Aldrich then asked if her written responses would be distributed to the faculty organization or to the Senate. Nozinich assumed that the reply would be to the Senate.

3. “Grievance Procedure for Students:” Policy: Senate ad hoc committee recommendations
In October, an ad hoc committee consisting of Nozinich, Turner, and McColgan was established to review the proposed “Grievance Procedure for Students” and draft recommendations for Dr. Miller. Nozinich reported that the ad hoc committee is still working on these recommendations.
4. “Kelly” Resolution to Administration: administrative response
Nozinich, Haley, and Kelly said there has been no administrative response to the following October Senate resolution from Haley and Land:

The Senate feels that no student complaint should be allowed to bypass the proper procedure in place at the college. Student grievances should work their way up through the chain of command. In this particular instance, the student was allowed to initiate the complaint with the President, thus violating this procedure.

The faculty Senate voices a concern regarding a student complaint about a handout distributed by faculty member, Mike Kelly.

Furthermore, the Senate is very concerned that a faculty member was given a directive without input into the process.

Nozinich suggested a follow-up on this item of business.

5. Parking Concerns, Clock Settings: administrative response
Nozinich reported that she is still receiving email on parking concerns. To this, Singleton answered that the Parking Committee has never met. Aldrich suggested that we contact campus CEO's, Griffin and Kirk, rather than the committee or Dr. Miller.

Since the clocks across the campus still remain in disrepair, Aldrich **moved** that the school replace the present antiquated clock system with individual quartz clocks. The motion passed.

6. Salary Equity Calculations: (faculty-wide meeting with Mr. Johnson) update from Nozinich
Adjustments have begun in February and there will be more adjustments into March. However, an employee must report an error to Mr. Johnson in order to have the salary recalculated because this will not be an automatic process covering everyone.

Haley asked if Nozinich had any strategy about getting the administration to fund the remaining 70%. She responded that the Senate has none in place. Haley asked if this matter could be added to the next agenda because we need to take a proactive approach. In response to Nozinich's comment about budget uncertainties and cutbacks, he said that the Senate could say that it would be willing to wait until the next budget before bringing the matter up. Nozinich asked Haley to come up with some proposals or thoughts for the Senate to consider at the next meeting. Haley agreed to do this and called upon others to do this as well.

7. Salary Compression Issue: update from Nozinich
Nozinich has not met with Dr. Essex about this matter.

8. Faculty Awards
It is now definite that the newly established Honors and Awards Committee will deal only with awards for students. This means that the kinds of faculty awards, award guidelines, and award recipients are now under Senate oversight.

After discussing this with Dr. Miller, Nozinich told the Senate that a monetary "Autian Outstanding Faculty" award definitely will be given this year, and she asked if the Senate should offer non-monetary awards as well. While both the monetary and non-monetary awards were given at Shelby State, only the former was given at State Tech. Two Senators, Haley and Boswell, described the non-monetary faculty awards at Shelby State and suggested that we continue giving them at STCC. Since there was agreement on this, the Faculty Welfare Committee will be charged with setting up the procedures and making the selections, including the "Autian Outstanding Faculty" award. This marks an important change because in the past, an off-campus committee was convened to select recipients for the awards.

9. Senate Elections
In the January Senate meeting, the Senate established the following timelines for the divisional, departmental, and presidential elections:

election of divisional representatives: last week in February (Ad hoc committee has changed this.)

election of departmental representatives: first week in March

signatures for President's petition: completed by first week in March

spring break (March 11-17)

introduction of presidential candidates: last part of March following spring break
election of Senate President: first week in April
meeting time for the “new” Senate: third week (Thursday) of April

a. Election of President: update from Bodayla

On behalf of Bodayla who was at another appointment at the start of the Senate, Kelly read the following instructions to the Senate:

1. Ask Senators to submit questions that can be used to send to the presidential candidates for their responses. This is in lieu of setting up a live forum following spring break.
2. Inquire if the various departments received their notice calling for candidates for the presidential election.
3. Inform the Senate of the following note about online voting from Dean Bassett:

The programmer will charge about \$285 to create the program. He will issue passwords to the faculty via email and they will be able to use those passwords one time to vote online. We can use the program for future election without additional cost because Lisa (Henriksen) can then change the names/passwords herself.

In reference to the first question, Nozinich directed that Senators should submit questions or concerns they believe the presidential candidates should address to Bodayla, Land, or Williams prior to spring break.

At Senate time, only Dean Swinny’s division had not yet received Bodayla’s email calling for candidates to submit a signed petition (of 20 faculty) by March 6th.

Concerning the third item, Nozinich said that the Senate budget should contain enough money to pay for the online voting program. She will bring the Senate budget to the next meeting and discuss this matter further. Nozinich also said that it is unlikely that the Senate could arrange online voting for the up-coming elections. Singleton, noting that B. Phillips had offered to develop a web site for voting, suggested that Nozinich invite both Phillips and Henriksen to the next Senate meeting to explain the process. Nozinich agreed and will contact them. Haley asked if there was any chance of getting this set up in time for the elections, but Singleton confirmed that it is too late for this year. In concluding this discussion, Nozinich said that the online program also could be useful for conducting Senate surveys.

b. Election of Divisional Representatives: update from Singleton, Land, and Boswell

Singleton said that Dean Williams and Dean Shotwell had mailed the announcements to faculty and chairs. However, she was not certain if Dean Swinny had notified his division.

She noted the following dates and key points that were in her announcements:

1. Department chairs will conduct departmental elections and report results to Williams by noon, March 8th. Since not all departments are electing a Senator, her letter informed chairs which departments should hold an election.
2. All department chairs will conduct divisional elections and report departmental nominees for divisional pools to her by March 1st. The deadline for anyone asking to be placed on this ballot is March 1st.
3. Divisional elections by email will occur between March 5th – 8th.
4. Divisional elections by ballot will occur on March 7th. There will be polling locations on each campus, and she still is seeking help staffing the polls.

In order to verify faculty during the voting process, her ad hoc committee has asked for and received a list of faculty (by division) from Dean Williams, but she is still waiting for the divisional lists from Dean Shotwell and Dean Swinny. Singleton also said that she would have an “all” email message sent out to ensure that everyone receives a ballot.

E. New Business

Although new business items were not listed on the agenda, Nozinich asked if there was any new business to discuss. Senators raised the following issues:

1. Senate Committees: some not charged and did not meet

Haley was concerned about a lack of reports coming from the Senate committees, and that some of the Senate Committees have not been charged and have not met this school year, even to elect a Chair. He cited as an example the Faculty Welfare Committee. Nozinich said that she has not seen anything in the Senate Constitution or Bylaws that requires these committees to meet and initiate an action. Generally, she said, the Senate asks the committee to meet to address specific issues. Haley responded that the Senate committees should be convened and charged at the beginning of the year, and that they should be given a list of responsibilities or things that should be done during the year. Nozinich said that she has asked each committee to meet and elect a chair, but most have not done this. Singleton said that the real issue is that no one is in charge, and no one wants to assume the responsibility for calling an initial meeting. She suggested that an acting chair should be selected to call a meeting. After a rather pointed discussion of this matter, the Senate moved that for the new year, a representative of the SEC or designee would meet with each of the faculty Senate committees to provide the charge(s) and have each committee elect a chair.

When Smith asked at this point if Senators were exempt from serving on any of the standing committees, Nozinich confirmed that Dr. Miller had agreed to this. Williams then suggested that Nozinich draw up a list of those serving on the Senate and Senate committees and give it to the President's office in order to exempt these faculty from other college-wide committees. Nozinich responded that she had followed protocol by giving such a list to Dr. Miller last year.

2. Student Attendance as a Requirement to Evaluate Instructor

Land was concerned that in a few instances, students who have attended very few classes during the semester have shown up on evaluation day and completed the student evaluation. He said that this has happened a few times in his classes and in the classes of some other instructors. He posed the question whether or not a student who misses a large part of the semester should have the opportunity or right to evaluate a teacher. He asked what percentage of class absences might be considered excessive and disqualify such a student, and if there should not be a stated policy on this matter.

After lengthy discussion, Nozinich requested that the Senators conduct a survey in their respective departments and determine how widespread this concern is among the faculty. Senators should be prepared to report colleague opinions at the next Senate meeting. In addition, Boswell asked that Senators poll their departments about the logistics of carrying out such a plan, particularly since student monitors administer the evaluations. She felt that a policy excluding students based on excessive absences would place an unfair burden on student monitors who must distribute and collect these evaluations.

3. Problem with Direct Deposit Check Stubs

Secretary's note: STCC has a new policy on handling direct deposit stubs. A recent memo stated the following:

Effective February 28th, 2002 payroll direct deposit stubs will be available for a seven-day period following each payday. Employees who have direct deposit are encouraged to pick up their deposit pay stubs and retain them for their personal records. After the seven-day period, personnel responsible for the distribution of payroll checks and direct deposit stubs at Union, Southeast, Whitehaven, Millington and Gill will return remaining pay stubs to the Bursar's office at Macon for disposal.

Aldrich cited a problem that might have contributed to this new policy. She said that faculty at the Macon Cove campus now must go to the Bursar's office for the monthly check stubs rather than obtain them from divisional secretaries. At the February meeting of the Fine Arts, Languages and Literature Department, a colleague who teaches on the Union Avenue campus (and never has taught anywhere else) complained because his Direct Deposit stub left the Bursar's office on the 4th of January and did not arrive in his campus mailbox until the 17th of January; the check was 13 days "in transit." Furthermore, the teacher was concerned because his name, social security number, and office number were written in large letters on the OUTSIDE of the large manila envelope in which the stub was mailed. Aldrich said that none of the colleagues in the meeting acknowledged having the same problem, so this seems to have been an isolated

incident. Nozinich will call the Bursar's Office and make an inquiry, and she suggested that the faculty member should register a complaint.

F. Adjournment

The Senate moved to adjourn at 5:10 P.M. The next Senate meeting will be on March 21st at the Union Avenue Campus at 3:00 P.M. in the faculty lounge, room F218.

STCC Senators and Senate Committees

March Roll

2001-2002 Senate

President

Pat Nozinich	pnozinich	Legal Assistant Studies	4538
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Division Senators of Liberal Studies and Education - Five Seats.

Roll

(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Mary Ann Bodayla (2yrs)	mbodayla	Social Behav. Sci./Crim. Just.	5197	_____
Steve Haley (2yrs)	shaley	Social Behav. Sci./Crim. Just.	5081	_____
Lilliette Smith (2yrs)	ljsmith	Social Behav. Sci./Crim. Just.	4125	_____
Grace Cox (1yr)	gcox	Social Behav. Sci./Crim. Just.	4607	_____
Ross Land (1yr)	rland	Social Behav. Sci./Crim. Just.	4420	_____

Division Senators of Business, Career Studies and Technology - Five Seats.

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts/Geog. Info. Sys., Engineering Tech., Industrial and Environ. Tech.)

Brenda Phillips (1yr)	bkphillips	Information Tech./Graph. Arts	4220	_____
Wes Payne (2yrs)	wpayne	Business Adm. & Paralegal Stu.	4681	_____
Kathy Singleton (2yrs)	ksingleton	Information Tech., Graph. Arts	4415	_____
Gloria Worthy (1yr)	gworthy	Accountancy/ Office Adm.	4409	_____
Mike Northern (2yrs)	mnorthern	Engineering Tech.	4286	_____

Division Senators of Math, Science, Allied Health and Nursing - Four Seats.

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (2yrs)	wturner	Mathematics	6023	_____
Robert Whaley (1yr)	rwhaley	Natural Sciences	6063	_____
Khalil Rassy (1yr)	krassy	Mathematics	6022	_____
Ray Burkett (2yrs)	rburkett	Natural Sciences	5225	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Sheridan Park (2yrs)	spark	Accountancy/ Office Adm.	4682	_____
Twyla Waters (2yrs)	twaters	Business Adm. and Paralegal St.	4596	_____
Ken Dunn (1yr)	kdunn	Information Tech./Graphic Arts	4546	_____
Bill Simon (2yrs)	wsimon	Engineering Tech.	4163	_____
Vicki Armstrong (2yrs)	varmstrong	Industrial and Environ. Tech.	4293	_____

Division: Liberal Studies & Education

Departments:

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education

d. Social & Behavioral Science/ Criminal Justice

Elaine Adams (1yr)	eadams	Developmental Studies	5522	_____
Johnnie Aldrich (1yr)	jaldrich	Fine Arts/Language and Literature	4382	_____
Mary Nell Cook (1yr)	mncook	Education.	5148	_____
Lovberta Cross (1yr)	lcross	Social Behav. Sci./Crim. Just	5735	_____

Division: Math, Sciences & Allied Health

Departments:

- a. Mathematics**
- b. Natural Sciences**
- c. Nursing**
- d. Allied Health**

Tamara McColgan (2yrs)	tmccolgan	Mathematics	5530	_____
Jim Williams (2yrs)	jiwilliams	Natural Sciences	5978	_____
Mary Vines (2yrs)	mvines	Nursing	5549	_____
Barbara Boswell (1yr)	bboswell	Allied Health	5409	_____

Faculty Senate Committees for 2001-2002

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart, Clarence Christian, Janice Van Dyke, Darius Wilson, Lynn Spivey, Carolyn Brown, Linda Pope, Pam Trim;

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson, Kathy Germain, Brenda Phillips;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Steve Black, Loretta Regan, Carol Gazik, Jody Couch;

FACULY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Holly Enterline, Cy Pipkin, Loretta McBride, Shipharah Williams-Evans;

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski, Georgia Whaley, Doug Morgan, Saeid Baki, Jane Santi, Vicki Robertson, Mary Pratt, Ken Dunn, Anastasia Herin, Thurston Shrader;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Lilliette Smith, Loretta McBride, Dwight Campbell, Tamara McColgan, Deborah Haseltine

The following faculty members have been recommended to Captain Brown for the PARKING Committee: Kathleen Baker, Lois Washington, Tami Murphy, and Bill Weppner.

STCC Senators and Senate Committees

April Roll

2002-2003 Senate

President

Division Senators of Liberal Studies and Education - Five Seats.

Roll

(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Mary Ann Bodayla (1yr)	mbodayla	Social Behav. Sci./Crim. Just.	5197	_____
Steve Haley (1yr)	shaley	Social Behav. Sci./Crim. Just.	5081	_____
Lilliette Smith (1yr)	ljsmith	Social Behav. Sci./Crim. Just.	4125	_____
_____ (2yrs)	_____	_____	_____	_____
_____ (2yrs)	_____	_____	_____	_____

Division Senators of Business, Career Studies and Technology - Five Seats.

(Accountancy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts/Geog. Info. Sys., Engineering Tech., Industrial and Environ. Tech.)

Wes Payne (1yr)	wpayne	Business Adm. & Paralegal Stu.	4681	_____
Kathy Singleton (1yr)	ksingleton	Information Tech., Graph. Arts	4415	_____
Mike Northern (1yr)	mnorthern	Engineering Tech.	4286	_____
_____ (2yrs)	_____	_____	_____	_____
_____ (2yrs)	_____	_____	_____	_____

Division Senators of Math, Science, Allied Health and Nursing - Four Seats.

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)	wturner	Mathematics	6023	_____
Ray Burkett (1yr)	rburkett	Natural Sciences	5225	_____
_____ (2yrs)	_____	_____	_____	_____
_____ (2yrs)	_____	_____	_____	_____

Departments by Division:

Division: Business, Career Studies & Tech.

Departments:

- a. Accountancy, Office Admin. & Career Studies
- b. Administration & Paralegal Studies
- c. Info. Tech. & Graphic Arts Tech.
- d. Engineering Technologies
- e. Indus & Environ Technologies

Sheridan Park (1yr)	spark	Accountancy/ Office Adm.	4682	_____
Twyla Waters (1yr)	twaters	Business Adm. and Paralegal St.	4596	_____
Roger Schlichter(2yr)	rschlichtr	Information Tech./Graphic Arts	4144	_____
Bill Simon (1yr)	wsimon	Engineering Tech.	4163	_____
Vicki Armstrong (1yr)	varmstrong	Industrial and Environ. Tech.	4293	_____

Division: Liberal Studies & Education

Departments:

- a. Developmental Studies
- b. Fine Arts, Languages, and Literature
- c. Education

d. Social & Behavioral Science/ Criminal Justice

Mickey Beloate (2yr)	mbeloat	Developmental Studies	6015	_____
_____ (2yr)	_____	Fine Arts/Language and Literature	_____	_____
Lafayette Gatewood (2yr)	lgatewood	Education.	5147	_____
Mary Pratt (2yr)	mpratt	Social Behav. Sci./Crim. Just	6056	_____

Division: Math, Sciences & Allied Health

Departments:

- a. Mathematics**
- b. Natural Sciences**
- c. Nursing**
- d. Allied Health**

Tamara McColgan (1yr)	tmccolgan	Mathematics	5530	_____
Jim Williams (1yr)	jiwilliams	Natural Sciences	5978	_____
Mary Vines (1yr)	mvines	Nursing	5549	_____
Linda Pope (2yr)	lpope	Allied Health	5056	_____

Faculty Senate Committees for 2002-2003

ACADEMIC MATTERS: Lynn Huggins, Ron Gephart, Clarence Christian, Janice Van Dyke, Darius Wilson, Lynn Spivey, Carolyn Brown, Linda Pope, Pam Trim;

READMISSION APPEALS: Darius Wilson, Pat Foley, Asmelash Ogbasion, Joe Carson, Kathy Germain, Brenda Phillips;

GRADE APPEALS: Louis Moses, Deborah Barton, Melvin Tuggle, Steve Black, Loretta Regan, Carol Gazik, Jody Couch;

FACULY HANDBOOK: Lydia Linebarger, Roma Magtoto, Mark Moses, Holly Enterline, Cy Pipkin, Loretta McBride, Shipharah Williams-Evans;

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski, Georgia Whaley, Doug Morgan, Saeid Baki, Jane Santi, Vicki Robertson, Mary Pratt, Ken Dunn, Anastasia Herin, Thurston Shrader;

FACULTY WELFARE: Indiren Pillay, Fonda Fracchia, Clair Berry, Malinda Wade, John Friedlander, Cecil Coone, Patti Lechman, Robert Prytula, Dave Darnall, Yvonne Jones, Lilliette Smith, Loretta McBride, Dwight Campbell, Tamara McColgan, Deborah Haseltine

Promotion and Tenure Nominations

Division of Liberal Studies and Education

Developmental Studies	Janice Van Dyke
Education	Nancy Jones
Fine Arts/Language and Literature	Steve Katz
Social and Behavioral Science/Criminal Justice	Marcia Hunter

Division of Business, Career Studies and Technology

Accountancy, Office Adm., and Career Studies	Doug Morgan
Business Adm. and Paralegal Studies	Holly Enterfield
Information Tech., Graphic Arts and Geog. Info. Sys.	Lynn Huggins
Engineering Technologies	Harry Nichols
Industrial and Environmental Technologies	no one eligible

Division of Math, Science, Allied Health and Nursing

Nursing	Pat Keene
Mathematics	Charles Demetriou
Natural Sciences	Sam Chang
Allied Health	David Brace

PT Guidelines:

Promotion and Tenure Committee: This committee shall consist of seven tenured faculty members. The Faculty Senate's role in the determination of the composition of the committee is as follows: Each academic department will submit to the President of the Faculty Senate the name of a tenured faculty member to serve in the pool for the selection of the seven member committee. This person must hold tenure at the College, should be elected by the department and cannot be a candidate nor related to a candidate for promotion and/or tenure during that year. No department head or division dean is eligible for membership on this committee. At a regular session of the Faculty Senate, the President of the Faculty Senate will determine by random selection from the pool submitted by the departments, the names of seven voting members and three alternates to serve as the Promotion and Tenure Committee. Each of the academic divisions will have a minimum of one representative and one alternate. The pool of names will, therefore, be divided into three categories with each consisting of the names of its departmental representatives. The President of the Faculty Senate will first draw one name from each category to insure there is one representative per academic division. Second, one drawing from each category will determine the alternates selected. Finally, the President will draw four additional names from the remainder to complete the committee of seven voting members. The President of the Senate will submit the names to the Provost for certification and notification of the membership of the Promotion and Tenure Committee. It is understood that the Senate may recommend candidates for membership by random selection in a drawing with the provision that the President of the College selects from the Faculty to achieve balance. Immediate notification of change in the composition of the Committee should be given to the Senate in writing.

Candidates Randomly Selected from Pool

The SEVEN nominees selected for the Promotion and Tenure Committee are the following:

1. Doug Morgan
2. Steve Katz
3. Sam Chang (these three from first round drawing)
4. Holly Enterline
5. Pat Keene
6. Marcia Hunter
7. Charles Demetriou (these four from the remaining pool)

The THREE alternates for the Promotion and Tenure Committee are the following:

1. Lynn Huggins
2. Janice Van Dyke
3. David Brace (these three from the second round drawing)

DRAFT

FACULTY DEVELOPMENT FUNDS GUIDELINES

The Faculty Development and Evaluation Committee oversees the budget allocated to this committee that is dedicated to providing professional development opportunities to faculty that will enrich and advance the faculty's contribution to STCC's mission.

The FDEC has three prioritized levels of funding for faculty development:

- 1) college-wide programs,
- 2) departmental projects, and
- 3) individual projects.

College-Wide and Departmental Programs

College-wide programming is the foremost funding priority. College-wide and/or departmental programs are programs that enhance the quality and expertise of many faculty at STCC or programs, which advance the quality and expertise of a specified group of faculty. In order to apply for faculty development funds for college-wide projects or departmental projects, the following information is needed:

1. a description of the proposed program
2. a resume of the presenter or resource team
3. an indication of program dates (whether fixed or flexible) and program duration
4. a listing of facilities requirements
5. an estimated budget
 - a) presenter fees or stipends
 - b) travel/lodging costs
 - c) other event costs

Individual Projects

Individual projects may be approved for funding under specific criteria. An important criteria for individual projects is that the product of such projects will be either replicable or of added value to other STCC faculty. In order to apply for faculty development funds for individual projects, the following information is needed:

1. a description of the proposed program
 - a) How will this experience benefit you and STCC?
 - b) How do you expect to implement the results of this experience?
2. an estimated budget for the program
 - a) registration fees
 - b) transportation and lodging/meals
 - c) educational materials
 - d) other
3. dates and location of the program
4. deadlines applicable to the program

Individual and group projects are not approved until the individual receives a written confirmation. Permission to proceed with a project is not allowed until a written approval is received and a funded amount is indicated.

The faculty member agrees to submit a report regarding the nature of the development activity and any information that might be of value to other faculty members within 30 days of completion of activity. The report should be submitted to the FDEC chair.