

**Faculty Senate Meeting  
Southwest Tennessee Community College  
Faculty Lounge, Union Avenue Campus  
February 3, 2004 Minutes**

A. Call to Order and Roll Call

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

The following Senators were present for roll call:

M. Bodayla, L. Smith, C. McKinney, J. Redmond, G. Spencer, D. Railston, C. Heinrich, B. Turner, L. Miller, S. Park, C. Crabtree, R. Schlichter, C. Wagner, M. Beloate, J. Pritchard, L. Gatewood, M. Pratt, B. Drake, L. Regan, L. Pope (and S. Haley).

The following Senators were absent for roll call:

M. Moses, D. Brace, G. Foon, M. Cutler.

The following Senators submitted a proxy:

D. Branch, proxy to C. McKinney

T. Blankenbeckler, proxy to S. Park

T. McColgan, proxy to L. Miller

B. Reading and Approval of Minutes

The January minutes were approved as read.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

a. Senate Committee Liaison (L. Miller)

b. Curriculum Committee Liaison (C. McKinney)

c. Scholarship Committee Liaison (L. Smith)

2. Academic Matters Committee (Dunn)

The Academic Matters Committee has not met since their January 5 meeting..

3. Grade Appeals Committee (Shaw)

The Grade Appeals Committee submitted a report on the meeting held on December 1, 2003. Three appeals were discussed at this meeting. The grade was upheld in all three cases.

4. Faculty Handbook Committee (D. Smith)

The Handbook Committee is waiting to hear from the Senate on the suggested changes which were submitted. The Senate approved the changes at the last meeting. The committee will be notified of this approval.

5. Faculty Development and Evaluation Committee (Singleton)

No report.

6. Faculty Welfare Committee

The Faculty Welfare Committee reported that no further meetings have been held. The report stated that the committee is planning a spring meeting.

The following are College Standing Committees with Specific Senate relationships:

7. Curriculum Committee

C. McKinney reported that the Curriculum Committee approved the reduction in hours for several programs and the elimination of inactive classes. They also approved a new AA degree in Education and new AAS degrees in Early Childhood Education and Social Services. A full report will be filed with the Senate minutes.

8. Promotion and Tenure Committee

No report

9. Readmission Appeals Committee

No report

D. Unfinished Business

1. Concerns About Office Hours for Overloads

Dr. Miller has indicated that she will entertain a recommendation from the Senate on this issue.

Many Senators felt that since faculty members who do overloads during the Fall and Spring semesters received adjunct pay, and adjuncts do not do office hours, that extra office hours should not be required. In addition, many felt that faculty considered themselves to be doing a favor for their department by taking on an overload when a qualified adjunct could not be found for the class.

R. Schlichter moved that we do not recommend additional office hours for overloads. L. Miller seconded. The motion passed unanimously.

E. New Business

1. Concerns About Insufficient Number of Textbooks

S. Park reported that several faculty members had complained about not having enough textbooks to start classes. After discussion about the possible causes of this persistent problem, including under-ordering of books and University of Memphis students buying texts at Southwest bookstores, L. Miller suggested inviting Larry Burton to the next meeting. The Senators agreed with this suggestion and Mr. Burton will be invited to the March meeting.

2. Farris Award

S. Haley suggested that the Senate consider funding the awards which are currently unfunded.

3. Faculty Vote for Changes in Constitution

The full faculty vote for the changes in the constitution and by-laws will take place along with the other Senate elections.

4. March Elections

Departmental Senators should be elected by March 19. The Senate Vice-President, L. Smith, will handle the elections. The Election Committee consists of two first-term senators and two second term senators. B. Turner, J. Redmond, C. McKinney, and L. Pope will serve on the committee.

5. Senate Bank Account

S. Haley received a letter from 1<sup>st</sup> Tennessee Bank informing him that the Senate has approximately \$1,000 in an old State Tech account. Haley stated that we must find out whose signatures are on the card. He suggested that the Senate consider using this money to fund some of the awards which are currently unfunded. R. Schlichter and C. McKinney will report on this matter to the Senate at the next meeting.

6. President's Information Meetings

S. Haley reported that the February 27 date for the President's information sessions is not a good one because it is the Friday before Spring Break. He will talk to the President about this problem.

7. Concerns About Administrative Involvement in Student Affairs

M. Bodalya expressed concern that although the President has said that he would not get involved in student affairs, a student will get a grade in her class even though he is attending an adjunct's class. This development is due to the President's involvement in the situation. S. Haley will take this matter to the Provost.

8. MCHS Progress

J. Redmond gave a report on the progress of his program at MCHS. He feels there has been overall improvement in the situation and may be moving to the Union Campus to continue his work with the school.

S. Haley expressed concern that there are no apparent plans for MCHS to move.

9. Salary and Budget Concerns

S. Haley reported that the Governor is proposing a raise of 2% with a 1% one-time bonus starting with the next contract. However, further clarification says that this raise will come from internal funds.

Haley suggested that faculty email the President thanking him for funding the salary equity study. Summer pay for 9-month faculty will still be at the 1/32 rate, but divisions may use cost-cutting measures such as requiring a larger number of students in the class. A feasibility study for a new campus is in the budget.

J. Redmond commented on the effectiveness of the new advertising campaign and said that budget constraints are restricting the effectiveness of the campaign.

F. Adjournment

The Senate moved to adjourn at 3:55 P.M. The next Senate meeting will be March 9 at 3:00 P.M. at the Macon Cove campus.

# Southwest Senators and Senate Committees

## March Roll Sheet

### 2003-2004 Senate

President: Steve Haley                      shaley    5635

### Division Senators:

#### 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_____
Doug Branch (2yrs)	dbranch	Fine Arts/Lang. and Lit.	4483_____
Lilliette Smith (2yrs)	ljsmith	Social Behav. Sci./Crim. Just.	4125_____
Clark McKinney (1yr)	cmckinney	Social Behav. Sci./Crim. Just.	4574_____
Mark Moses (1yr)	mmoses	Developmental Studies	4434_____

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

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

Jerry Redmond (2yrs)	jredmond	Information Tech., Graph. Arts.	4410_____
Gary Spencer (2yrs)	gspencer	Engineering Tech.	4404_____
Dale Railston (2yrs)	drailston	Indus & Environ Technologies	4152_____
Carl Heinrich (1yr)	cheinrich	Engineering Technologies	4152_____
Todd Blankenbeckler (1yr)	tblankenbeck	Information Tech., Graph. Arts	4677_____

#### Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (2yr)	wturner	Mathematics	6023_____
David Brace (2yr)	dbrace	Allied Health	5405_____
Gerald Foon (1yr)	gfoon	Allied Health	5412_____
Lynda Miller (1yr)	lmiller	Natural Sciences	4447_____

### Department Senators:

#### 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 (2yr)	spark	Accountancy/ Office Adm.	4682_____
Cristy Crabtree (2yr)	crcrabtree	Business Adm. and Paralegal St.	4668_____
Roger Schlichter(1r)	rschlichter	Information Tech./Graphic Arts	4144_____
Max Cutler (2yr)	mcutler	Engineering Tech.	4166_____
Carl Wagner (2yr)	cwagner	Industrial and Environ. Tech.	4160_____

#### Division: Liberal Studies & Education

##### Departments:

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

**d. Social & Behavioral Science/ Criminal Justice**

Mickey Beloate (1yr)	mbeloate	Developmental Studies	6015_____
John Pritchard (1yr)	jpritchard	Fine Arts/Language and Literature	5645_____
Lafayette Gatewood (1yr)	lgatewood	Education.	5147_____
Mary Pratt (1yr)	mpratt	Social Behav. Sci./Crim. Just	6056_____

**Division: Math, Natural Sciences & Health Sciences**

**Departments:**

**a. Mathematics**

**b. Natural Sciences**

**c. Nursing**

**d. Allied Health**

Tamara McColgan (2yr)	tmccolgan	Mathematics	5530_____
Bob Drake(2yr)	bdrake	Natural Sciences	4501_____
Loretta Regan (2yr)	lregan	Nursing	5447_____
Linda Pope (1yr)	lpope	Allied Health	5056_____

- Senators are exempt from serving on other standing committees.

**Membership of Faculty Senate Committees for 2003-2004**

**ACADEMIC MATTERS:** Sarah Dunn (**Chair**), Carl Swoboda, Patsy Fancher, Ron Gephart, Leslie Peeples, Sarah Warrington, Clarence Christian, Lillie M. Jackson, Pat Keene

**GRADE APPEALS:** Sandy Shaw (**Chair**), Mary Vines, Virginia Melvin, Steve Katz, Sharron Smith, Larry Butts, Dewey Syker, Karen Webb (**alternate**).

**FACULTY HANDBOOK:** Victoria Gray, Tracy Freeman, Tracy Rusco, Douglas Smith (**Chair**), Phyllis Porter, Dagny Wright, Pat Foley

**FACULTY DEVELOPMENT AND EVALUATION:** Linda Lipinski (**Assist. Chair**), Georgia Whaley, Darius Wilson, Jane Santi, Vicki Robertson (**Chair**), Mary Pratt, Thurston Shrader, Janice Van Dyke, Donna Toole, Kathy Singleton, Evelyn Little;

**FACULTY WELFARE:** Clementee Whaley, Clair Berry, Vava Cook, Sam Chang, Carol Gazik, Sarah Dunn, Lois Washington, Don Thomas, Robert Tate, Liz Lawrence, Bridgett Smith, Rita Springer, Robert E. Whaley, Twyla Waters, Lee Smart

**(AD HOC) SENATE SCHOLARSHIP COMMITTEE :** to be appointed;

**ELECTION COMMITTEE:** B. Turner, J. Redmond, C. McKinney, L Pope.

**The following are College Standing Committees with specific Senate Relationships: (See Constitution.)**

**CURRICULUM COMMITTEE:** liaison to be appointed;

**PROMOTION AND TENURE COMMITTEE:** L. Gatewood, P. Mays, L. Peeples, S. Katz, L. Moses, M. Wright, H. Nichols

**READMISSION APPEALS:** to be appointed;