

**Faculty Senate Meeting
Southwest Tennessee Community College
Faculty Lounge, Union Avenue Campus
November 9, 2004**

November 9, 2004

A. Call to Order and Roll Call

The meeting was called to order at 3:00 on November 9th by L. Smith.

The following Senators were present for roll call:

M. Bodayla, D. Branch, L. Smith, V. Cook, V. Gray, J. Redmond, G. Spencer, S. Dunn, L. Smart, B. Turner, L. Pope, R. Magtoto, C. Crabtree, R. Schlichter, M. Cutler, C. Wagner, M. Beloate, J. Pritchard, C. McKinney, T. McColgan, B. Drake, L. Regan, D. Boland, L. Peeples, S. Haley.

The following Senators were absent:

D. Railston, D. Smith, T. Campbell

B. Reading and Approval of Minutes

The minutes were approved as written.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

- a. Senate Committee Liaison (Miller) – No report
- b. Curriculum Committee Liaison (McKinney) – No Report

2. Academic Matters Committee (Dunn)

The committee is currently investigating how many committees faculty should be required to serve on. S. Dunn indicated that the committee is still discussing various issues and in researching this issue, Dr. Miller was asked for guidance on what had previously been done. Arch Griffin responded that it seems that what has been done in the past is more practice than policy. Faculty volunteer for College Standing Committees while they are appointed to active committees like the Curriculum Committee. S. Dunn reported several issues have emerged such as should faculty have mandatory committee assignments, should committee memberships all be voluntary, some faculty volunteer for committees but never get put on a committee and some faculty are on several committees at one time.

After much discussion, L. Smith recommended that the SEC discuss this issue with Dr. Miller and report back to the Academic Matters Committee.

3. Grade Appeals Committee (Shaw) – No report

4. Faculty Handbook Committee (D. Smith) – No report

5. Faculty Development and Evaluation Committee (Singleton) – No report

6. Faculty Welfare Committee (C. Berry)

S. Haley reported that the Faculty Welfare Committee is looking at developing an evaluation tool for Administrators.

7. Senate Scholarship Committee

L. Smith reported that the Senate Scholarship was not awarded last year because no students met the criteria. Copies of the scholarship criteria were given to Senators to encourage qualified students to apply for next year's scholarship.

The following are College Standing Committees with specific Senate Relationships:

8. Curriculum Committee - No Report
9. Promotion and Tenure Committee – No Report
10. Readmission Appeals Committee – No Report

D. Unfinished Business:

1. Salary Equity Update – L. Smith

L. Smith updated the Senate on an October meeting of the Salary Compensation Committee where several issues were addressed. Faculty who have issues with salary equity should notify Human Resources in writing regarding the issue. Currently 152 complaints have been filed.

T. McColgan reported that there are three issues that need to be resolved.

- There are some issues with faculty rank for faculty who have been promoted within the last 5 years. (Addressed in October minutes). I. Pillay and T. McColgan have proposed a resolution to administration to resolve this issue, but no resolution has been reached yet. L. Smith also indicated that there is an issue with faculty who had a higher rank at another school and went to a lower rank here.
- Some 9 month faculty did not get credit for this current year in their salary calculations. This has been corrected.
- Fiscal year employees were paid retroactive to July 1, 9 month faculty were paid retroactive to August 1. This will be looked at.

T. McColgan stated the 2nd issue has already been addressed and stressed Dr. Miller is the person responsible for the quick movement toward resolution on these issues. Human Resources will evaluate all files regarding these issues, whether or not the person requests it.

Changes must be sent to TBR for approval and they might not be approved until March, but will be retroactive.

Even with the problems, the President, Dr. Dhingra and others involved in the process should be commended.

2. Math Issue Update – S. Haley

M. Beloate reviewed information regarding the meeting between the Developmental Math faculty and President Essex. This meeting took place in October. The Developmental Math faculty do not feel the "I Can Learn" Program is the best situation for our students. Several other programs should be reviewed and evaluated to choose the best option for STCC students. Due to the cost of the "I Can Learn" program, it needs to be put out on bid. R. Schlichter stressed the importance of having good specifications for the bid. L. Smith stated that Dr. Miller wants Dr. Shotwell, Dr. Cleaves and the Developmental Math faculty to develop the specifications.

S. Haley asked if Dr. Miller has met with the Developmental Math Faculty, Dr. Cleaves and Dr. Shotwell? M. Beloate did not think this had occurred.

S. Haley will check with Dr. Miller to see when this meeting will occur and with Dr. Dinghra to see what the status is on the bid process.

3. Marketing Update – J. Redmond

J. Redmond reported that a meeting with Elisa Marus, Executive Director of Community Relations and Marketing occurred on October 14, 2004. He provided Senators with a Marketing Strategies Plan for Technologies. J. Redmond indicated in reviewing the plan, Workforce Development and Continuing Education are not involved in the marketing process. The Workforce Development and Continuing Education areas have in the past been big recruiters for the technologies and need to be included in the plan. There should be a follow up meeting to address additional marketing issues for the technologies. E. Marcus indicated that she would address the Senate if necessary.

4. Faculty Web Site Update – J. Redmond

J. Redmond reported that a meeting will be held this week with the new person in Community Relations and Marketing, Kimberly Stark and Bettie Abernathy-Phillips to discuss the SCOOP and look at how to change it. Hopefully there will be a link specifically for faculty. An update will be provided at the next meeting.

5. Traffic Information Update – L. Smith

L. Smith asked Dr. Miller about two traffic issues social security numbers on parking decal applications and obtaining more than one parking decal.

L. Brown indicated that the social security number did not need to be on the parking decal application.

L. Brown indicated that we could not get more than one parking decal because it would be an administrative nightmare. After discussion there was some concern about what administrative nightmare implied.

It was decided that the SEC will discuss this issue with Dr. Miller and also decide if Dr. Dinghra needs to be involved in this discussion.

E. New Business:

1. Faculty Awards – M. Bodayla

M. Bodayla reviewed the Faculty Awards for Spring, 2004 and asked the Senate for suggestions for next spring. Do we want to change anything about the awards, do we want to change the instructions for the application or the selection committee? Several suggestions included eliminating the self nomination process, having each department nominate a person for any award which is appropriate and move the process to earlier in the spring semester.

It was decided that all Senators should talk to their departments and report the responses to the three questions above at the next meeting. In addition Senators should ask their departments how they feel about the department nominating faculty for the awards and report this at the next meeting.

2. Selection of Promotion/Tenure Committee – S. Haley

S. Haley drew names for the Promotion and Tenure Committee and the Appeal Committee. The names will be submitted to Dr. Miller to be appointed to these committees.

3. Next meeting date – S. Haley

The SEC will decide if we need to meet in December or January and notify the Senators.

4. Other issues

S. Haley stated that we need to establish an Ad Hoc Committee for Merit Pay. The Faculty Development Committee is not going to address this issue. After discussion it was decided the SEC would select the committee and bring it back to the Senate at the next meeting.

S. Haley asked all Senators to discuss the Faculty Senate and it's role with any new faculty. Please invite them to attend the meetings and become involved.

F. Adjournment

The meeting was adjourned at 4:50 p.m.

*Senate Sharepoint Web Site: <http://internal.southwest.tn.edu/fac-senate/>

Southwest Senators and Senate Committees
November Roll Sheet

2004-2005 Senate

President: Steve Haley shaley 5635 X

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 (1yr) | mbodayla | Social Behav. Sci./Crim. Just. | 5197 <u> X </u> |
| Doug Branch (1yr) | dbranch | Fine Arts/Lang. and Lit. | 4483 <u> X </u> |
| Lilliette Smith (1yr) | ljsmith | Social Behav. Sci./Crim. Just. | 4125 <u> X </u> |
| Vava Cook (2yrs) | vcook | Education | 4648 <u> X </u> |
| Victoria Gray (2yrs) | vgray | Social Behav. Sci./Crim. Just. | 4678 <u> X </u> |

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 (1yr) | jredmond | Information Tech., Graph. Arts. | 4410 <u> X </u> |
| Gary Spencer (1yr) | gspencer | Engineering Tech. | 4404 <u> X </u> |
| Dale Railston (1yr) | drailston | Indus & Environ Technologies | 4152 <u>absent</u> |
| Sarah Dunn (2yrs) | sdunn | Information Tech., Programming | 4152 <u> X </u> |
| Lee Smart (2yrs) | lsmart | Accountancy/ Office Adm. | 6025 <u> X </u> |

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

| | | | |
|--------------------|----------|------------------|--------------------|
| Bill Turner (1yr) | wturner | Mathematics | 6023 <u> X </u> |
| Doug Smith (2yrs) | dsmith | Natural Sciences | 5128 <u>absent</u> |
| Linda Pope (2yrs) | lpope | Allied Health | 5056 <u> X </u> |
| Roma Magtoto (1yr) | rmagtoto | Nursing | 5435 <u> x </u> |

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**

| | | | |
|-------------------------|-------------|---------------------------------|------------|
| Leslie Peebles (1yr) | lpeeples | Accountancy/ Office Adm. | 4006___X__ |
| Christy Crabtree (1yr) | crcrabtree | Business Adm. and Paralegal St. | 4668___X__ |
| Roger Schlichter (2yrs) | rschlichter | Information Tech./Graphic Arts | 4144___X__ |
| Max Cutler (1yr) | mcutler | Engineering Tech. | 4166___X__ |
| Carl Wagner (1yr) | cwagner | Industrial and Environ. Tech. | 4160___X__ |

Division: Liberal Studies & Education

Departments:

- a. Developmental Studies**
- b. Fine Arts, Languages, and Literature**
- c. Education**
- d. Social & Behavioral Science/ Criminal Justice**

| | | | |
|-----------------------|------------|-----------------------------------|----------------|
| Mickey Beloate (2yrs) | mbeloate | Developmental Studies | 6015___X__ |
| John Pritchard (2yrs) | jpritchard | Fine Arts/Language and Literature | 5645___X__ |
| Toni Campbell (2yrs) | tcampbell | Education. | 5353__absent__ |
| Clark McKinney (2yrs) | cmckinney | Social Behav. Sci./Crim. Just | 4574___X__ |

Division: Math, Natural Sciences & Health Sciences

Departments:

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

| | | | |
|-----------------------|-----------|------------------|------------|
| Tamara McColgan (1yr) | tmccolgan | Mathematics | 5530___X__ |
| Bob Drake (1yr) | bdrake | Natural Sciences | 4501___X__ |
| Loretta Regan (1yr) | lregan | Nursing | 5447___X__ |
| Delores Boland (2yrs) | dboland | Allied Health | 5542___X__ |

- Senators are exempt from serving on other standing committees.

Membership of Faculty Senate Committees for 2004-2005

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

GRADE APPEALS: Sandy Shaw (**Chair**), Larry Butts, Lisa Fuller, Steve Katz, Virginia Melvin, Sandy Shaw, Dewey Sykes, Mary Vines, Karen Webb

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

FACULTY DEVELOPMENT AND EVALUATION: Kathy Singleton, (**Chair**), Linda Lipinski (**Assist. Chair**), Mathilda Doorley, Evelyn Little, Ross Land, Loretta Regan, Vicki Robertson, Jane Santi, Donna Toole, Janice Van Dyke, Georgia Whaley, Darius Wilson

FACULTY WELFARE: Clair Berry(**Chair**), Kun-San Chang, Vava Cook, Sarah Dunn, Carol Gazik, Liz Lawrence, Megan Murphy, Bridgett Smith, Rita Springer, Robert Tate, Donald Thomas, Lois Washington, Twyla Waters, Clemetee Whaley, Robert Whaley

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

ELECTION COMMITTEE:

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

CURRICULUM COMMITTEE: liaison to be appointed;

PROMOTION AND TENURE COMMITTEE: to be appointed;

READMISSION APPEALS: to be appointed;