

Draft

Faculty Senate Meeting Southwest Tennessee Community College Hospitality Room, Farris, Macon Cove 3 p.m.

October 5, 2004

October 5, 2004

A. Call to Order and Roll Call

The Faculty Senate was called to order at 3:00 p.m. on October 5, 2004.

The following Senators were present for roll call:

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

The following Senators submitted a proxy:

R. Magtoto, C. Wagner, J. Pritchard

The following Senators were absent:

D. Railston, C. Crabtree

B. Reading and Approval of Minutes

The minutes were approved as read.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

- a. Senate Committee Liaison (Miller)
- b. Curriculum Committee Liaison (McKinney)
- c. Scholarship Committee Liaison (L. Smith)

2. Academic Matters Committee (Dunn)

S. Dunn reported that the committee will be looking at how many committee assignments a faculty member should have. Currently there is nothing in the Faculty Handbook.

3. Grade Appeals Committee (Shaw)

4. Faculty Handbook Committee (D. Smith)

5. Faculty Development and Evaluation Committee (Singleton)

S. Haley reported that he received an email from K. Singleton which indicated that the Deans have recommended changes in our Faculty Evaluation Plan. Kathy expressed concern about this and wanted the Faculty Senate to be aware. It is unclear at this time the exact changes that were made. S. Haley also reported that the Faculty Development and Evaluation Committee is hesitant to take on the charge of developing a tool for merit pay. S. Haley suggested an Ad Hoc Committee might need to be formed to address this issue.

6. Faculty Welfare Committee

7. Senate Scholarship Committee

L. Smith reported the committee is waiting on STCC to provide names of candidates for the Scholarship Committee to interview. Hopefully, the scholarship will be awarded next semester.

The following are College Standing Committees with specific Senate Relationships:

8. Curriculum Committee
9. Promotion and Tenure Committee
10. Readmission Appeals Committee

D. Unfinished Business:

1. Compensation Committee Report – L. Smith

L. Smith explained to the Faculty Senate the process that will be used to award salary equity. On the internal web site, under the Human Resources link several documents are available to help determine salary equity. They are Faculty Salary Schedules and Proposal for New Salary Schedule. Everyone will receive a letter indicating their new salary. L. Smith encouraged everyone to check the documents on the web site and look carefully at their calculation.

T. McColgan stated that by being promoted to a new rank and being in that position only a short time she will make less than if she had not been promoted and had more years in the position. She also encouraged everyone to check their salary equity.

L. Smith indicated that even though there are concerns with the chart over 80% of employees are getting increases.

S. Haley asked if the midpoint range includes the 3% raise we received. L. Smith indicated it did.

Several issues need to be addressed with Dr. Dhingra. L. Smith will address the following and report back to the Senate.

- What is the retroactive date for the Salary Equity Plan? Fiscal employees have a July 1 date. Do academic faculty also have a July 1 retroactive date?
- Can a letter be sent to employees explaining the process and encouraging everyone to check their salary equity letter carefully.
- Is there a limit to the number of years you can qualify for in a position?

S. Haley encouraged Senators to email Dr. Essex, Dr. Dhingra and the salary equity committee and thank them for all of the hard work and dedication.

C. McKinney thanked L. Smith for her hard work on the compensation plan.

E. New Business:

1. Update from Senate President – S. Haley

S. Haley welcomed Leslie Peeples, the new Senator from Accountancy/Office Administration. She is replacing S. Park.

2. Bookstore – Larry Burton

L. Burton, manager of the Union Campus bookstore introduced Monica Smith the new manager of the Macon Campus bookstore. S. Haley welcomed the managers and asked Senators to address issues or concerns.

L. Regan expressed concern over several nursing issues. Students go to the bookstore to get the Nursing Syllabi and they are not printed. L. Regan read a letter from a Nursing student regarding this issue. The issue is not just the lack of Syllabi but it is an issue about the student not being served adequately. L. Burton

suggested that he and John Coleman meet with the Nursing department individually to resolve some of these concerns.

R. Schlichter asked if it was a dollar and cents issue when the Syllabi were not duplicated. L. Burton indicated that it was not. Copies are made in STCC Duplicating Service and sold to the student at cost. J. Redmond asked if Follett had a service to duplicate syllabi, etc. L. Burton indicated they do, but the cost would be much higher for the student.

R. Schlichter asked how the bookstore orders textbooks. L. Burton stated orders are placed based on history, previous sales, etc. R. Schlichter indicated that faculty are not notified by the bookstore when textbooks aren't available for students or will be delayed. The issue is not as much the ordering of books but the notifying of faculty. L. Burton will check into the policy report back to the Senate.

L. Burton stated a big problem for the bookstore is adjunct faculty who tell the students they don't need to buy all the required books. S. Haley suggested talking to Dr. Miller about enforcing the use of required books.

3. Math Issues Update – Mickey Beloate

The SEC met with Dr. Miller and Dr. Essex regarding the "I Can Learn" Pilot. L. Smith updated the Senate on this meeting. Dr. Essex felt that he had worked to get faculty involvement and had assigned the selection process to the Academic area. Dr. Shotwell and Dr. Cleaves had voiced concern to the President regarding space and cost. It was never brought to his attention the faculty were not in favor of the program. Dr. Miller did hire an individual to remove concern from the Math faculty for the pilot. There is a contract for the program which has been sent to Dr. Dhingra. S. Haley added that due to the cost of the program, it will need to go through the formal bid process.

M. Beloate indicated that a meeting is arranged with the Developmental Math faculty and the President at 2:30 on October 6th in the President's conference room to address this issue. There are about 15 faculty affected and most don't know much about the program. Notices about the meeting have just been distributed by the Dean's office.

M. Bodayla indicated a real concern with the program is Distance Education has not been involved in the planning of this issue and a lot of technical support will be need to support the program.

4. Marketing Issues – Jerry Redmond

When the SEC met with the President, J. Redmond addressed the issue of advertising of individual programs at STCC. All marketing has been to promote the new institution and not the programs we have at STCC. The IT and Graphic Arts area have seen a decline in enrollment since the merger and an aggressive campaign is needed to promote the programs. The President agreed to set up a meeting with the Marketing department to address this issue.

S. Haley asked J. Redmond to follow up on this issue.

5. Merit Pay

To get increases in the future other than state raises it will be given as merit pay. Dr. Dhingra wants an instrument developed to address merit pay. L. Smith indicated a need for faculty to serve on a committee to develop this instrument.

6. Faculty Web Site Update – J. Redmond
J. Redmond reported the SCOOP will be restructured to have a faculty section. It should be completed shortly after fall break.
 7. Social Security Numbers on Parking Decal
Dr. Miller is investigating why our social security numbers are needed on this form. L. Smith will follow up with Dr. Miller on this issue.
 8. Hang Tags
R. Schlichter would like to know why we can't have more than one hang tag. L. Smith will address this issue with Dr. Miller.
 9. Faculty Social Security Numbers in SIS
L. Regan wanted to know why faculty's social security numbers are listed in SIS. L. Smith will address this issue with Dr. Miller.
- S. Haley asked Senators to let faculty know what's going on in the Senate meeting.

The next meeting of the Senate will be November 9th at 3 p.m. in the Faculty Lounge on the Union Campus. This meeting is moved back one week because November 2nd is Election Day.

- F. Adjournment
The Senate was adjourned at 4:30 p.m.

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

Southwest Senators and Senate Committees October 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. Jus | 5197__x__ |
| Doug Branch (1yr) | dbranch | Fine Arts/Lang. and Lit. | 4483__x__ |
| Lilliette Smith (1yr) | ljsmith | Social Behav. Sci./Crim. Jus | 4125__x__ |
| Vava Cook (2yrs) | vcook | Education | 4648__x__ |
| Victoria Gray (2yrs) | vgray | Social Behav. Sci./Crim. Jus | 4678__x__ |

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 | Inform. Tech., Graph. Arts. | 4410__x__ |
| Gary Spencer (1yr) | gspencer | Engineering Tech. | 4404__x__ |
| Dale Railston (1yr) | drailston | Indus & Environ Techn. | 4152__absent__ |
| Sarah Dunn (2yrs) | sdunn | Inform. Tech., Programming | 4152__x__ |
| Lee Smart (2yrs) | lsmart | Accountancy/ Office Adm. | 6025__x__ |

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

| | | | |
|--------------------|----------|------------------|--------------|
| Bill Turner (1yr) | wturner | Mathematics | 6023__x____ |
| Doug Smith (2yrs) | dsmith | Natural Sciences | 5128__x____ |
| Linda Pope (2yrs) | lpope | Allied Health | 5056__x____ |
| Roma Magtoto (1yr) | rماغتوتو | Nursing | 5435_Proxy__ |

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 Peeples (1yr) | lpeeples | Accountancy/ Office Adm. | 4006__x____ |
| Christy Crabtree (1yr) | ccrabtree | Bus. Adm. and Paralegal St. | 4668__absent__ |
| Roger Schlichter (2yrs) | rschlichter | Inform. Tech./Graphic Arts | 4144__x____ |
| Max Cutler (1yr) | mcutler | Engineering Tech. | 4166__x____ |
| Carl Wagner (1yr) | cwagner | Indust. and Environ. Tech. | 4160__Proxy__ |

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/Lang and Lit. | 5645_Proxy__ |
| Toni Campbell (2yrs) | tcampbell | Education. | 5353__x____ |
| Clark McKinney (2yrs) | cmckinney | Social Behav. Sci./Crim. Jus | 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;