

**Faculty Senate Meeting**  
**Southwest Tennessee Community College**  
**Hospitality Lounge Macon Campus 3 p.m.**

November 1, 2005

A. Call to Order and Roll Call

The meeting was called to order at 3 p.m. on November 1, 2005 by S. Haley

The following Senators were present for roll call:

S. Haley, M. Bodayla, D. Branch, L. Smith, V. Cook, V. Gray, J. Redmond, G. Spencer, J. Stewart, S. Dunn, L. Smart, B. Turner, L. Pope, L. Peebles, C. Vineyard, R. Schlichter, L. Jones, C. Wagner, M. Beloate, J. Pritchard, T. McColgan, B. Drake.

The following Senators submitted a proxy:

R. Magtoto, T. Campbell, C. McKinney, L. Regan.

The following Senators were absent:

D. Smith, D. Boland

B. Reading and Approval of Minutes

The minutes of the October, 2005 meeting were approved as written.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

a. Senate Committee Liaison

No report

b. Curriculum Committee Liaison (Boswell)

No report

2. Academic Matters Committee (Dunn)

No report

3. Grade Appeals Committee (Vineyard)

No report

4. Faculty Handbook Committee ( Gray )

No report

5. Faculty Development and Evaluation Committee (Waters)

No report

6. Faculty Welfare Committee (Berry)

No report

7. Senate Scholarship Committee (Smith)

No report

The following are College Standing Committees with specific Senate Relationships:

8. Curriculum Committee (Boswell)

No report

9. Promotion and Tenure Committee  
No report

10. Readmission Appeals Committee  
No report

C. Unfinished Business:

1. Faculty Web Site – J. Redmond

J. Redmond reported that the web site is ready to go, but needs information to use on the site. Please send information regarding faculty achievements to Jerry. S. Haley recommended that J. Pritchard send information about his book signing. M. Wade also won an award recently that could be included. S. Haley asked Senators to please encourage faculty to submit information for this important site.

2. Marketing – J. Redmond

The STCC Marketing Committee met last spring with the public relations firm marketing Southwest. Three campaigns were presented. The committee did not approve of any of the three campaigns. In July, one of the three campaigns presented was being used to market STCC. The objections of the STCC Marketing Committee were not addressed and the campaign went forward without committee approval. A memo dated November 1, 2005 indicated that Elisa Marus is no longer the Executive Director of Marketing. A search will be conducted to fill this position. The Faculty Senate feels that we need representation on the Selection Committee to hire a new Executive Director of Marketing. J. Redmond will pursue this issue.

3. Update Senior Faculty Committee – S. Haley

S. Haley indicated that the committee has been appointed to look into the SSCC Senior Faculty concerns. Ed Reid will chair the committee. Members include: Anita McMillan, Betty Rosenblatt, J. Friedlander, J. Van Dyke and T. Campbell. S. Haley reported that he asked three of the original committee members to serve on this committee, but they declined. Unless the Faculty Senate objects, E. Reid will be asked to go ahead and look at the issue to report back to the Faculty Senate in December. There were no objections.

4. Evaluation Tool for Department Heads – S. Haley

L. Smith and S. Haley met with Paul Thomas and Dr. Miller last week to discuss the Evaluation Tool submitted by the Faculty Senate last spring. P. Thomas has a few suggestions for minor changes. He will get these to the Faculty Senate for review. P. Thomas suggested that we conduct a pilot test using the instrument next year and also look at the Fed Ex model for Evaluations. They indicated that the tool might be used as part of the school evaluation system later or if particular areas continue to surface over and over for a Department Head the tool could help address a plan to correct the issue.

D. New Business

1. TBR Sub Council Update – S. Haley

S. Haley reported that the Faculty Sub Council addressed the overload pay. Some TBR colleges use the TBR Guidelines which state amounts for overload pay as "must" and some schools use them as "may". For this reason, STCC's overload is \$500 for doctorate, associate, assistant and adjunct positions. A faculty at STCC who teaches in the TBR Regents On Line Degree program and has a doctorate receives \$500 for teaching the same class that another faculty with the same credentials receives \$700 for teaching. The Faculty Sub Council asked that all schools use the pay scale listed in the TBR Guidelines for paying overloads. This issue will now go to the Presidents Council for review. The Faculty Senate made the following motion. "The Faculty Senate would like to ask the President of Southwest Tennessee Community College to support the Overload Pay issue when it is brought forward to the TBR President's Council." The motion was passed.

2. Promotion and Tenure Committee and Promotion and Tenure Appeals Committee Selection – S. Haley  
 S. Haley drew names for the Promotion and Tenure Committee and Promotion and Tenure Appeals Committee to send to Dr. Miller. The Promotion and Tenure Committee is: Vicki Armstrong, Frankie Harris, Lisa Fuller, Martha Simpson, Tamara McColgan, Lafayette Gatewood, Dewey Sykes. The alternates are: Mike Wright, Rose Cummings, Bill Weppner. The Promotion and Tenure Appeals Committee is: Mike Randle, Mary Nelle Cook, Bob Drake, Marcia Hunter, Clair Berry, Mary Ann Bodayla, Saeid Baki. The alternates are: David Brace, Dwight Campbell, Debbie Haseltine.

3. Follett Bookstore Issues  
 M. Beloate reported that a faculty informed him of a problem that occurred with Follett in the fall. It seems that Follett has a policy to only purchase 60% of the books that Department Heads order. This causes students not to have books when classes begin. When more books are ordered, they only order 50 books at a time. This does not cover the number of students needing books. This resulted in students not having books until 1/3 of the semester was over. This occurred in the math and the reading departments. Can we ask Follett to change this policy. Senators also expressed concerns regarding their books for the fall semester. S. Haley will take this issue to Dr. Miller and asked M. Beloate to forward him any specific information regarding this issue.

4. Other issues

Virus Protection Programs

S. Dunn reported that due to the virus protection programs on our system, many web sites normally used for computer technologies classes can not be accessed. Certain sites which are used to research for information to be used in these classes can not be accessed. S. Haley asked S. Dunn to contact Clay Hancock to see if this can be corrected and report back to the Faculty Senate.

Copiers

T. McColgan asked the Faculty Senate to look into the copier situation. The copiers on the Macon Campus are not functioning most of the time. S. Haley will check into this issue.

Travel Request

L. Peebles discussed problems getting signatures for travel requests so that Registration fees, etc. can be paid in a timely manner. L. Smith will take this issue to Dr. Dhingra.

E. Adjournment

The meeting was adjourned at 3:40 p.m. The next scheduled meeting is December 6<sup>th</sup> at 3 p.m. in the Faculty Lounge on the Union campus.

**2005-2006 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 (2yrs)	mbodayla	Social Behav. Sci./Crim. Just.	5197 <b>x</b> _____
Doug Branch (2yrs)	dbranch	Fine Arts/Lang. and Lit.	4483 <b>x</b> _____
Lilliette Smith (2yrs)	ljsmith	Social Behav. Sci./Crim. Just.	4125 <b>x</b> _____
Vava Cook (1yr)	vcook	Education	4648 <b>x</b> _____
Victoria Gray (1yr)	vgray	Social Behav. Sci./Crim. Just.	4678 <b>x</b> _____

**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_x_____
Gary Spencer (2yrs)	gspencer	Engineering Tech.	4404_x_____
Jeffrey Stewart (2yrs)	jstewart	Indus & Environ Technologies	4665_x_____
Sarah Dunn (1yr)	sdunn	Information Tech., Programming	4152_x_____
Lee Smart (1yr)	lsmart	Accountancy/ Office Adm.	6025_x_____

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (2yrs)	wturner	Mathematics	6023_x_____
Doug Smith (1yr)	dsmith	Natural Sciences	4128_**absent**_
Linda Pope (1yr)	lpope	Allied Health	5056_x_____
Roma Magtoto (2yrs)	rmagtoto	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 (2yrs)	lpeeples	Accountancy/ Office Adm.	4006_x_____
Christy Vineyard (2yrs)	ccrabtree	Business Adm. and Paralegal St.	4668_x_____
Roger Schlichter (1yr)	rschlichter	Information Tech./Graphic Arts	4144_x_____
Lisa Jones (2yrs)	lgjones	Engineering Tech.	4983_x_____
Carl Wagner (2yrs)	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 (1yr)	mbeloate	Developmental Studies	6015_x_____
John Pritchard (1yr)	jpritchard	Fine Arts/Language and Literature	5645_x_____
Toni Campbell (1yr)	tcampbell	Education.	5353_**Proxy**_
Clark McKinney (1yr)	cmckinney	Social Behav. Sci./Crim. Just	4574_**Proxy**_

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

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

Tamara McColgan (2yrs)	tmccolgan	Mathematics	5530_x_____
Bob Drake (1yr)	bdrake	Natural Sciences	4501_x_____
Loretta Regan (2yrs)	lregan	Nursing	5447_**Proxy**_
Delores Boland (1yr)	dboland	Allied Health	5542_**absent**_

- Senators are exempt from serving on other standing committees.

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

## **Faculty Senate Committees 2005-2006**

**Faculty Welfare** – Clair Berry (Chair), John Brassel, Kun-San Chang, Lisa Coleman, Vava Cook, Julie Dockery, Sara Dunn, Carol Gazik, Megan Murphy, Bridgett Smith, Rita Springer, Donald Thomas, Lois Washington, Clemetee Whaley, Robert Whaley.

**Academic Matters** – Sara Dunn (Chair), Clarence Christian, Patsy Fancher, Ron Gephart, Lillie M. Jackson, Pat Keene, Leslie Peeples, Carl Swoboda, Sarah Warrington, Tabitha Hughes.

**Faculty Handbook Committee** – Victoria Gray (Chair), Delores Boland, James Foley, Tracy Freeman, Victoria Gray, Joan Mackechnie, Phyllis Porter, Tracy L. Rusco.

**Grade Appeals** – Christy Vineyard (Chair), Larry Butts, Steve Katz, Virginia Melvin, Dewey Sykes, Christy Vineyard, Karen Webb.

**Faculty Development and Evaluation** – Twyla Waters (Chair), Mathilda Doorley, Evelyn Little, Ross Land, Loretta Regan, Vicki Robertson, Donna Toole, Janice Van Dyke, Georgia Whaley, Jason Whitt, Darius Wilson.

**Election Committee** – Lilliette Smith (Chair)

**Senate Scholarship Committee** – Lilliette Smith (Chair)

**Ad Hoc Merit Pay Committee** – Tamara McColgan (Chair), Clair Berry, Shirley Brown, Ray Burkett, Amy Cox, Grace Cox, Lillie Jackson, Liz Lawrence, Lillie Lewis, Loretta McBride, Vicki Robertson, Dagny Wright, Clementee Whaley.

**Faculty Awards Committee** – Lee Smart (Chair), Sara Dunn, Leslie Peeples.