

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

April 4, 2006

A. Call to Order and Roll Call

The meeting was called to order at 3 p.m. by President Steve Haley.

The following new and retiring Senators were present for roll call:
S. Haley, C. McKinney, M. Bodayla, D. Branch, L. Smith, V. Cook, V. Gray, J. Jongewaard, S. Johnson, G. Spencer, L. Smart, M. Gietz, B. Turner, L. Pope, R. Magtoto, S. Brown, L. Peeples, L. Jones, C. Wagner, M. Beloate, J. Pritchard, Y. Jones, T. McColgan, L. Regan, D. Boland, J. Johnson.

The following Senators submitted proxies:

J. Steward, T. Campbell

The following Senators were on leave:

J. Redmond, C. Vineyard

The following Senators were absent:

S. Dunn, D. Smith, R. Schlichter, B. Drake

B. Reading and Approval of Minutes

The minutes were approved as written.

C. Reports from Senate Officers and Senate Committees

1. Senate Executive Committee

S. Haley recognized Senators for 2005-2006 and presented them with certificates in appreciation of their hard work this past year. L. Smith thanked Steve for his hard work as Faculty Senate President and presented him with a plaque.

S. Haley introduced C. McKinney who will be the Faculty Senate President for 2006-2007. C. McKinney welcomed all Senators and encouraged participation of all Senators to help keep the Faculty Senate strong as an advocate for faculty issues. He also stressed to Senators that they are faculty advocates. If there are issues which need to come before the Faculty Senate, forward them to Clark so they can be added to the meeting agenda items. This will help the meeting progress and help address all issues.

C. McKinney proposed the following slate of officers for 2006-2007.

President – Clark McKinney
Vice President – Lilliette Smith
Secretary – Steve Haley
Treasurer – Lee Smart
Parliamentarian – Mary Ann Bodayla

D. Branch moved that the slate be accepted. G. Spencer seconded the motion. The motion passed.

a. Senate Elections – (Smith)
L. Smith reported that there were some technical issues with voting this year. If you submitted a voting issue and did not get a resolution, please email her and she will follow up on the issue.

2. Academic Matters Committee (Dunn)
No report.

3. Grade Appeals Committee (Fuller)
L. Pope reported for L. Fuller that the Grade Appeals Committee has met four times this year to consider grade changes. There is currently one appeal pending. None of the previous appeals have resulted in the committee recommending a change of grade. The committee is currently evaluating the process of grade appeals to streamline the procedure.

4. Faculty Handbook Committee (Gray)
No report.

5. Faculty Development and Evaluation Committee (Waters)
T. Waters indicated that the FDEC had approved between \$12,000 and \$13,000 in funds to date. There is some money still available.

T. Waters reported on the Faculty Evaluation Instrument. There is a mini pilot being run this year with a full pilot to be done in 2006-2007. After the results of the pilots are received, changes if needed can be made for full implementation. It is too early to get a good idea of how the system will work, but after the mini pilot some feedback will be available. A report will be made to the Faculty Senate in the fall. T. Waters met with Dr. Miller and Dr. Bassett. Plans were discussed to bring Dr. Ariola to campus to train department heads how to use the system. No additional information is available on this.

T. Water was asked if the IDEA Evaluation system is part of the Faculty Evaluation Instrument. It is. Many Senators emphasized that the IDEA Evaluation system was never designed to be used for merit pay, evaluation or punitive action, but for Faculty Development. This needs to be strongly discussed and understood by the Faculty Development and Evaluation Committee.

T. Waters also brought the following recommendation to the Faculty Senate.

It is the recommendation of the Faculty Development and Evaluation Committee that all tenured faculty members be required to conduct student evaluations in a minimum of two classes taught by those faculty members each semester. The two minimum classes to be evaluated by students will be selected at random by the administrative personnel responsible for administering the student evaluations of faculty. Tenured faculty members and/or the department chairs may choose to have more than the minimum two classes evaluated by students and may select the specific classes to be evaluated in addition to those randomly selected.

It is also the recommendation of the Faculty Development and Evaluation Committee that the number of drop boxes for student evaluations of faculty be increased to provide at least one drop box per building on each campus.

The above recommendation came from a meeting with Nevin Robbins. The recommendation was not accepted as written. Discussion followed. Senators were concerned about classes being selected at random. Faculty should be allowed to select one class and let one class be randomly selected or select both classes. After much discussion Y. Jones moved that the recommendation for FDEC be amended to read:

It is the recommendation of the Faculty Development and Evaluation Committee that all tenured faculty members be required to conduct student evaluations in a minimum of two classes taught by those faculty members each semester. **The two minimum classes to be evaluated by students will be selected by the individual faculty member.** Tenured faculty members and/or the department chairs may choose to have more than the

minimum two classes evaluated by students and may select the specific classes to be evaluated.

It is also the recommendation of the Faculty Development and Evaluation Committee that the number of drop boxes for student evaluations of faculty be increased to provide at least one drop box per building on each campus.

The motion was seconded by D. Branch and passed by the Faculty Senate.

6. Faculty Welfare Committee (Berry)
No report.
7. Senate Scholarship Committee (Smith)
No report.
8. Ad Hoc Committees
 - a. Merit Pay Committee – (McColgan)
T. McColgan reported where the Administration is in response to merit pay issues and the Discipline Study.

Administration – Merit Pay: Merit pay will actually be a merit bonus paid either as a lump sum or distributed over the course of the year. It will not increase an employee's base pay.

Administration – Discipline Study: The response below is from P. Thomas. As to the discipline based market study; the survey instrument is under development and should be ready for distribution by the end of April with an expected return by the end of May. Your committee (Merit Pay Committee) could assist by reviewing the proposed instrument and in the analysis of the returned data. I do not know at this point the President's desires regarding how this data will be used other than to index the current pay plan. It is my desire however to revisit the study, not for necessarily equity, but to ensure that its construction accurately reflects our internal structure and to possibly formalize exceptions such as those made for Developmental Math.

After much discussion, the Faculty Senate felt that the Phase II study needs to be completed as soon as possible even before the merit pay plan is implemented. L. Smart moved that the Merit Pay Committee ask P. Thomas for a time line and implementation dates on the Discipline Study and report back to the Faculty Senate. L. Smith seconded the motion. The motion passed.

The following are College Standing Committees with specific Senate relationships:

9. Curriculum Committee (Boswell)
No report.
10. Promotion and Tenure Committee
No report.
11. Readmission Appeals Committee
No report.
12. Zero Based Budget Committee – (Smart)
L. Smart reported that the process is moving forward and more information will be coming soon.

D. Unfinished Business

1. Evaluation Tool for Department Heads – S. Haley
C. McKinney reported that according to S. Haley this process is still being reviewed at the administrative level. Additional information was provided in the March, 2006 Minutes.
2. Spam Mail Issues – S. Dunn
No report.
3. Faculty Awards – L. Peeples
L. Peeples reported that letters were sent out to faculty regarding the process as well as timeline and applications. Only a few faculty have applied. This is consistent with previous years. Y. Jones encouraged the Faculty Senate to look at the selection process which could be causing some issues. L. Smith moved that an Ad Hoc Committee be formed to address this issue for next year. Y. Jones will chair the committee and L. Peeples and D. Boland will serve on the committee. The deadline to apply for this year's award will be extended and a new letter will be sent to all faculty indicating this extension. Senators were encouraged to nominate faculty for the awards.
4. Security Issues – L. Smith
This issue was addressed in the March, 2006 Minutes.
5. Loading zones – L. Smith
L. Smith reported that specific places have been addressed as loading zones at Macon. They are listed below:
 - Nabors Auditorium/Gym – Southwest side of the driveway leading into the facility.
 - Whitehead Employee Parking Lot – Northwest corner of the building, last parking space.

- Sulcer front entrance (corner of the building, not obstructing the ramp).
- Jennings building – rear of building at the stairway entrance.

L. Smith will follow up on the Union Campus loading zones.

E. New Business

1. Other Issues

None.

2. Election of new SEC

Information is above in C. 1.

3. Next meeting date

May 2nd, 3 p.m. in Faculty Lounge, Union Campus

F. Adjournment

The meeting was adjourned at 4:35 p.m.

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

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__X__
Doug Branch (2yrs)	dbranch	Fine Arts/Lang. and Lit.	4483__X__
Lilliette Smith (2yrs)	ljsmith	Social Behav. Sci./Crim. Just.	4125__X__
Vava Cook (1yr)	vcook	Education	4648__x__
Victoria Gray (1yr)	vgray	Social Behav. Sci./Crim. Just.	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 (2yrs)	jredmond	Information Tech., Graph. Arts.	4410 __Leave__
Gary Spencer (2yrs)	gspencer	Engineering Tech.	4404 __X__
Jeffrey Steward (2yrs)	jsteward	Indus & Environ Technologies	4665__Proxy__
Sarah Dunn (1yr)	sdunn	Information Tech., Programming	4152__ab__
Lee Smart (1yr)	lsmart	Accountancy/ Office Adm.	5076__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__ab__
Linda Pope (1yr)	lpope	Allied Health	5056__X__
Roma Magtoto (2yrs)	rmagtoto	Nursing	5435__X__

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_leave_
Roger Schlichter (1yr)	rschlichter	Information Tech./Graphic Arts	4144__ab__
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	6017__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__X__

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_ab__
Loretta Regan (2yrs)	lregan	Nursing	5447__X__
Delores Boland (1yr)	dboland	Allied Health	5542__X__

New Senators for 2006-07

Jim Jongewaard	__X__
Stacey Johnson	__X__
Michelle Gietz	__X__
Shirley Brown	__X__
Yvonne Jones	__X__
Joyce Johnson	__X__