

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

February 7, 2006

A. Call to Order and Roll Call

The meeting was called to order at 3:00 p.m. on February 7, 2006 by L. Smith, Vice-President.

The following Senators were present for roll call:

D. Branch, L. Smith, V. Cook, V. Gray, G. Spencer, J. Steward, L. Smart, B. Turner, D. Smith, L. Pope, R. Magtoto, L. Peeples, R. Schlichter, C. Wagner, M. Beloate, J. Pritchard, T. Campbell, C. McKinney, T. McColgan, L. Regan, D. Boland.

The following Senators presented proxies:

S. Haley, M. Bodayla, L. Jones

The following Senators are on leave:

J. Redmond, C. Vineyard

The following Senators were absent:

S. Dunn, 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

L. Smith reported that President S. Haley was not at the meeting because of a death in the family. J. Redmond is working with Dyersburg State for this semester.

2. Academic Matters Committee (Dunn)

No report

3. Grade Appeals Committee (Fuller)

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)
L. Smith indicated that work will begin later this spring to select Scholarship recipients.
8. Ad Hoc Committees
 - a. Merit Pay Committee – T. McColgan
T. McColgan reported that she will follow up with P. Thomas regarding whether merit will be tied to the evaluation system.

The following are College Standing Committees with specific Senate relationships:

9. Curriculum Committee (Boswell)
No report
10. Promotion and Tenure Committee
This committee has been meeting. Recommendations will be made tomorrow.
11. Readmission Appeals Committee
No report
12. Zero Based Budget Committee – L. Smart
L. Smart reported that this committee is meeting weekly. STCC has selected 12 schools to be in our peer group. The committee is compiling information from this peer group to be used in devising budgets. TBR has selected a peer group as well, but it doesn't really fit STCC.

D. Unfinished Business

1. Marketing – J. Redmond
No additional information on marketing.
2. Evaluation Tool for Department Heads – S. Haley
L. Smith stated that she and S. Haley had received a memo from Dr. Miller that P. Thomas has made recommendations on the Evaluation Tool. This issue will be discussed with Administration soon.
3. Follett Bookstore Issues – S. Haley
No report.
4. Spam Mail Issues – S. Dunn
No report.
5. Student Discipline Issues – S. Haley
No report.

6. Student Notification of Incomplete Grades
L. Pope received an email from Thalia Wilson regarding "I" grades. She stated that "Students are notified that they must contact their instructor of record to complete the work before the "I" grade turns into an "F" grade. These letters go out midway through the semester."

After much discussion, L. Smart moved that "Admissions and Records should send two notices to students who have received "I" grades. The first notice should be approximately 2 weeks into the next term and then again approximately 6 weeks before the end of the term in which the grade will become an F." D. Branch seconded and the motion was passed. The Senate would also like Admissions and Records to only send a second letter to students who have not had the grade changed.

7. Copier problems
L. Smith asked if Senators were interested in afternoon training sessions for the new copiers? There seemed to be an interest for afternoon training. L. Smith will follow up with D. Newberry to see if this is possible.

8. New Parking Lot
All faculty received a memo stating that the new parking lot across from the E- Building is available. You must pay \$30 for a UT decal. There are 50 spaces available. T. Campbell indicated that STCC students are parking in the lot without decals and are not receiving tickets.

Parking lots at the Fulton building on Macon as well as the lake front lot at Macon are also problem areas. The SEC will follow up on this issue to see who parks there, are students parking free and who enforces the rules for each lot. This is for both Macon and the new lot on Union.

L. Smart moved that the Faculty Senate ask Administration to enforce parking rules in the Fulton lot, Union lots and lake front lots. D. Branch seconded. The motion passed.

9. Update on Return of Faculty in January – J. Redmond
No report.

E. New Business

1. Senate Elections – L. Smith
L. Smith gave out the tentative time lines for the elections. After discussion, it was decided that we would move the election date for Department Representatives to February 23rd.

L. Smith also discussed the issue with two election committees which are called for by the Constitution and the Bylaws. Do we really need both committees? Since changing something in the Constitution would require a lot of work, L. Smart moved that we suspend the Election Committee in the Bylaws for now. C. McKinney seconded the motion which passed.

R. Schlichter indicated that the Department of Information and Technology no longer exists. The Faculty Senate will have to address this issue when electing the new departmental representatives.

2. Faculty Awards – L. Smart

L. Peoples will chair this committee and L. Smart will be on the committee along with S. Dunn. The time line and applications from last year were passed out. Dates will be changed to reflect the current years dates. Clarification is needed on who will accept the applications this year since Arch Griffin is not here.

3. Other Issues

a. Security Issues

G. Spencer indicated that the walkway on the Southeast corner of Fulton has hedges and a bridge. This poses problems at night when people are leaving the building. Could the hedges be removed to eliminate the security issue? L. Smith will follow up with this issue.

b. Loading Zone

D. Smith brought up the issue of Faculty Loading Zones on each campus. There needs to be a place where Faculty can stop and unload materials without receiving a parking ticket. D. Branch moved that we identify and establish Faculty Loading Zones on each Campus. On Macon on the NW corner of Whitehead, Thornton and behind the trailers. On Union in the Myrtle Lot. The motion was seconded by L. Smart and passed.

c. Distance Education

L. Smith indicated that money has been received by the Center of Emphasis to offer seminars on issues relating to faculty other than technology. The Senate was asked for suggestions for topics. Faculty portfolio development, anti-plagiarism and disciple issues were suggested. Additional topics can be sent to L. Smith.

F. Adjournment

The meeting was adjourned at 4:00.

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

2005-2006 Senate

President: Steve Haley shaley 5635 _Proxy__

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_Proxy__
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)	jstewart	Indus & Environ Technologies	4665_X__
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_X__
Linda Pope (1yr)	lpope	Allied Health	5056_X__
Roma Magtoto (2yrs)	rmagtoto	Nursing	5435_X__

Department Senators:

Division: Business, Career Studies & Tech.

Departments:

- Accountancy, Office Admin. & Career Studies
- Administration & Paralegal Studies
- Info. Tech. & Graphic Arts Tech.
- Engineering Technologies
- 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_X__
Lisa Jones (2yrs)	lgjones	Engineering Tech.	4983_Proxy__
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_X___
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___

- Senators are exempt from serving on other standing committees.

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 – Leslie Peeples (Chair), Lee Smart, Sara Dunn.