

Faculty Senate Meeting Minutes  
Southwest Tennessee Community College  
Macon Campus  
September 2, 2008

A. Call to Order and Roll Call

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

The following Senators were present:

L. Smart, L. Peeples, Lilliette Smith, S. Haley, J. Johnson, J. Redmond, Vava Cook J. Mackechnie, Amy Cox, Amy Waddell, Dorey Sims-Green, Marjorie Dernaika, Clemetee Whaley, Sindy Abadie, Bill Turner, Jason Jennings, Lillie Lewis, Cindy Fowinkle, Delores Boland

The following Senators were absent:

Yvonne Jones, D. Branch, Michelle Getz, Jane Harris, Carl Wagner

The following Senators sent Proxy

M. Beloate, Clark McKinney, T. McColgan

B. Reading and Approval of Minutes

Bill Turner moved and there was a second to approve the minutes as read.

C. Old Business

The Faculty Handbook Committee report was presented by Lee Smart in Mickey Beloate's absence. Revisions to the handbook were circulated and it was noted there were no controversial issues only bringing the handbook in line with TBR and other changes such as Banner and FDP's. A vote will be taken at the end of meeting to adopt after senators review.

A report on payroll taxes on longevity pay was given by Lee Smart. Yolanda Smith informed that no separate pay check could be issued as it would be taxed under IRS regulations at 25% which would be more than it is now.

Steve Haley presented the committees and the chairs for the 2008-09 year:

Academic Matters-need chairperson  
Faculty Welfare Lisa Londen  
Academic Appeals Jane Harris  
Faculty Development Jason Whitt  
Faculty Handbook-Mickey Beloate

Leslie Peoples volunteered to chair the Academic Matters committee, Steve Haley appointed her. Also Sindy Abadie agreed to chair Faculty Awards.

Steve informed the senate that the committee to develop a new one page evaluation document chaired by John Kendall is proceeding and is about to provide a draft to the faculty development committee. The faculty development committee will review and recommend approval or changes to the full senate. Lilliette Smith is attending the meetings.

Steve Haley announced that the decision to eliminate Division Deans for a Dean of Instruction has been postponed since there has been no pool of applicants approved by the TBR. The three dean organization will stay in place until notified otherwise (at least through this semester).

Steve also informed the Senate that the college will be discontinuing the IDEA student evaluation as it is expensive and is not as effective as intended. This will be replaced with a one page document that can be administered online. Gwen Aldridge should have something for the Faculty Evaluation committee to review shortly. Then it will be presented to the entire senate for approval.

#### D. New Business

Jerry Redmond has agreed to be responsible for and gave a report on the new Faculty Website. He will take responsibility for getting it up and running and hopes to have it include more than just the minutes. He is surveying other colleges for ideas and solicited ideas from the senate members for things to be included on the website. (Pictures of the faculty senate were taken for the website). Lee Smart is to send new faculty handbook and list of senate members to go on the website.

Several faculty have expressed concern to the senate SEC on the issue of increasing the cap on online courses to 25. Many faculty expressed concern primarily faculty in the developmental writing, ITEC and OFAD areas. Memos from OFAD were circulated. After much discussion several ideas emerged these were:

- Teaching assistants to help with grading, open emails etc.
- See if a select group of faculty will teach a class for free (short term fix to get over financial hump) especially those who are going for promotion or tenure could use as community service
- Get department chairs involved in supporting lower caps for specific courses or not
- Get Deans involved with communications and support (Senate members will contact Dept and Div Chairs)
- Investigate dropout rates for online classes
- Should select classes with lots of paper grading be exempt from cap (set by department chair)
- To revisit this decision for the 09-10 year if our financial situation improves.

Steve was charged with exploring this topic with the Provost and circulating the suggestions to the faculty.

Steve Haley brought up the idea of a four day work week. There was a lot of discussion surrounding Friday and Saturday classes being very popular. It was decided to have Steve Haley to ask the Provost to appoint a committee of faculty and staff to investigate if and how a four day workweek would be feasible.

A vote was taken to approve the revisions to the faculty handbook as proposed by the committee. The handbook revisions were approved.

E. Adjournment

The meeting was adjourned at 4:30 PM

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

2008-2009 Senate

President: Steve Haley     [shaley@southwest.tn.edu](mailto:shaley@southwest.tn.edu)     5635

Division Senators:

Division Senators of Liberal Studies and Education - Five Seats.

(Developmental Studies, Education, Fine Arts/Language and Literature, Social and Behavioral Science/Criminal Justice)

Jane Harris (08-09)	maharris	Fine Arts/Lang Lit	4246
Doug Branch (08-09)	dbranch	Fine Arts/Lang. and Lit.	4483
Lilliette Smith (08-09)	ljsmith	Social Behav. Sci./Crim. Just.	4125
Marjorie Dernaika(08-10)	mderernaika	Developmental Studies	4474
Darcy Sims-Green (08-10)	dsgree	Sci/Crim Justice	4278

Division Senators of Business, Career Studies and Technology - Five Seats.

(Accountacy/Office Adm./Career Studies, Business Adm. and Paralegal Studies, Information Tech/Graphic Arts, Engineering Tech., Industrial and Environ.Tech.)

Jerry Redmond(08-09)	jredmond	Information Tech.,Graph. Arts.	4410
Michelle Gietz (08-10)	mgietz	Business/Acct/Paralegal	5490
Lee Smart (08-10)	lsmart	Business/Acct/Paralegal	5076
Clemetee Whaley(08-09)	cwhaley	Information Tech – Prog	4516
Sinde Abadie (08-10)	csabadie	Business/Acct/Paralegal	4409

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner(08-09)	wturner	Mathematics	6023
Amy Cox(08-10)	acox	Allied Health	5390
Jason Jennings(08-10)	jbjennings	Natural Sciences	5679
Amy Waddell(08-10)	awaddell	Natural Sciences	5224

Department Senators:

Division: Business, Career Studies & Tech.

Departments:

- a. Business Administration/Accountancy and Paralegal Studies
- b. Office Administration/Information Technologies and Hospitality Mgt.
- c. Engineering Technologies
- d. Industrial & Environmental Technologies

Leslie Peebles(08-09)	lpeeples	Off Adm/Info Tech & Hosp.	4006
Lillie Lewis (08-09)	llewis	Business/Acct/Paralegal	4547
Cindy Fowinkle(08-09)	lkfowinkle	Engineering Tech.	4665
Carl Wagner (08-09)	cwagner	Industrial and Environ. Tech.	4160

Division: Liberal Studies & Education

Departments:

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

Mickey Beloate(08-09)	mbeloate	Developmental Studies	6017
Vava Cook(08-10)	vcook	Educationm	5347
Clark McKinne(08-10)	cmckinney	Social Sciences/Behav Sci	5347
Yvonne Jones(08-09)	yjones	Fine Arts/Language and Literature	5215

Division: Math, Natural Sciences & Health Sciences

Departments:

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

Tamara McColgan(08-09)	tmccolga	Mathematics	5530
Joyce Johnson(08-10)	jdjohnson7	Natural Science	6057
Joan Mackechnie (08-09)	jmackechnie	Nursing	5432
Delores Boland(08-10)	dboland	Allied Health	5542

Senators are exempt from serving on other standing committees.