

Faculty Senate Minutes  
Southwest Tennessee Community College  
Union Avenue Campus  
F 318-319  
November 12, 2019

1. Call to Order and Roll

Faculty Senate president Bill Summons called the meeting to order at 3:00.  
Secretary Doug Branch called the roll:

William Summons (18-20) **President**

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (19-21) **Secretary**

Annie Sultana (18-20) Proxy

Holly Green (18-20)

Thomas King (19-21) Proxy

Melissa Reyna (19-21)

Division Senators, Business and Technologies

Tim Harrison (18-20)

Kimberly Taylor (19-21)

Division Senators, Health and Natural Sciences

Joyce Johnson (18-20) **Treasurer**

Delores Thomas-Boland (19-21)

Department Senators

Shilpa Desai (18-20) **Allied Health**

Vicki Armstrong (19-21) **Business and Legal Studies**

Annette Fournet (19-21) **Communications and Fine Arts**

Julie Fournier (19-21) **Languages and Literature**

Matthew Palotti (18-20) **Natural Sciences, Vice-President**

Marilyn Wilbourn (18-20) **Nursing**

Frank Daniels (19-21) **Mathematics, Parliamentarian**

Stewart White (19-21) **Technologies Absent**  
Darcy Sims (19-21) **Social and Behavioral Science**

## 2. Approval of Minutes

The body approved the minutes from the October, 2019 faculty senate meeting.

### Reports from Senate Officers and Senate Committees

- A. Bill Summons noted that he had attended the TBR Faculty Subcouncil meeting on November 1. The minutes from that meeting are appended here.
- B. Frank Daniels reported on the regular SEC briefing with Sindy Abadie that precedes the monthly faculty senate meetings. At that meeting, Sindy expressed her willingness to meet with the entire senate, and the SEC also discussed the usefulness of inviting co-chairs of the Student Success Council to a future meeting.
- C. The senate decided to invite Sindy Abadie, Jeremy Burnett, and Jacqueline Taylor to our February, 2020 meeting, Sindy to address several issues of general interest, including the conversion of term faculty positions to tenure track positions, Jeremy and Jaqueline to discuss the function and activities of the student Success Council.
- D. Joyce Johnson, whom Bill Summons has asked to represent him at the college president's cabinet meetings, gave a brief overview of how the cabinet is working. The cabinet will "field" requests and recommendations of the institutional affairs committee, the student success committee, and the faculty senate. Joyce asks that faculty senate members forward areas of concern to her, as she will be representing Bill for the near future.

## 3. Old Business

- A. The senate by-laws and constitution have been amended concerning a change that involves new language describing how the promotion and tenure committees will be chosen henceforth. This amendment will involve a general reformatting of the constitution and by-laws, a task Matthew Palotti agreed to perform before the next senate meeting.

Matthew offered to send each senator a copy of the newly amended constitution for perusal.

4. New Business

- A. As we always do at the November meetings, the senate chose members for the 2019-2020 promotion and tenure and promotion and tenure alternate committees, in accordance with the practices outlined in the senate by-laws. The results are as follows:

Promotion and Tenure Committee: Vicki Armstrong, Amanda Banker, Valetta Brinson, Thad Cockrill, Mahnaz Ghaffarian, Loretta McBride, Robert Tom. First alternate, Imogene Younger. Second alternate, Jerome Wilson

Promotion and Tenure Appeals Committee: Lisa Coleman, Carolyn Coward, Annette Fournet, Levi Frazier, Joan McGrory, Rosie Taylor, Dieter Tillman. Alternate, Margie Dernaika.

- B. Matthew Palotti asked for a follow-up concerning the formation of a policy review committee. Bill Summons noted that he did send names for the formation of such a committee to Dr. Hall, but that he had not yet received a reply.

5. The meeting was adjourned by Bill Summons at 4:15.

Respectfully Submitted,

Doug Branch,

Faculty Senate Secretary

## **TBR FACULTY SUBCOUNCIL 11/1/2019**

The Faculty Collaborative did not meet this quarter due to the large volume of work which the Faculty Subcouncil needed to complete.

**Note:** The Faculty Collaborative is a meeting of representatives of the community colleges, colleges of applied technology and four year universities. The purpose is to share information about topics of mutual interest. The Faculty Subcouncil does not include representatives of the four year universities. It does include representatives of the 13 community colleges and the 27 Tennessee Colleges of Applied Technology (TCATs).

The Faculty Subcouncil was called to order at 10:10 am by its new chair Terry Sparks from TCAT Livingston.

Lana Hamilton, who is the new Vice Chancellor of Academic Affairs, introduced herself. She spent 25 years at Northeast State Community College then went to Jackson State Community College where she spent the last three years as president of that institution. Lana is replacing Randy Schulte who has retired after many years at TBR. Some new Subcouncil members were present so introductions were made

### **Opening Remarks – Lana Hamilton**

Dr. Hamilton talked about how the Faculty Subcouncil should operate in the future. She plans to bring the Faculty Collaborative back at our next meeting in February and then have it meet every other quarter. Currently the Faculty Subcouncil is comprised of one representative from each of the thirteen community colleges and six representatives from the TCATs, two from each grand division of the state. That is two from west Tennessee, two from middle Tennessee and two from east Tennessee. Dr. Hamilton is planning on making her first year as Vice Chancellor one of reflection and discussion.

### **ACTION ITEM**

Development and Operation of Off Campus International Education Programs

2:08:10:00 – Heidi Leming

This was a discussion item at the last meeting. A short discussion followed and this policy passed.

### **DISCUSSION ITEM**

Inter-Institutional Relationships and Off-Campus Offerings Policy 2:01:01:02 – Lana Hamilton

This was guideline A-020 and is being converted to policy 2:01:01:02. A draft was presented. The members of the Subcouncil were asked to bring this back to their campuses for review. Questions were asked such as where did the 30 mile

guideline come from? We were asked to give this to our VPAA to look at. Comments should be sent to Robert Denn.

## **UPDATES**

### **General Education Review – Lana Hamilton for R. Denn**

There are six major categories: Communication, Mathematics, Natural Science, History, Social and Behavioral Sciences and Humanities/Fine Arts. We viewed a power point presentation about the work being done. There is a steering committee at each campus. There are many layers involved in this process. One of which is the Digital Engagement Initiative, DEI, which involves digital textbooks and other digital tools. We are working on Digital Dual Enrollment with high schools. Do we need campus liaisons to facilitate professional development for high school faculty, communication between bookstores and publishers, etc.? Do we provide digital devices, WIFI, charging stations? Do we use open resource materials? There are many questions to answer. The Tennessee Math Alignment group is trying to connect the dots between high school, college and work force. On November 7<sup>th</sup> Chancellor Tydings will recognize over 100 pathways.

### **Status of the Learning Management System Request for Proposal (LMS) – Greg Sedrick**

We currently use D2L with a contract end of 12/31/2021. There is a representative on each campus. Vendors will respond after spring break of 2020.

### **General Education Transfer of Classes – Sedrick**

TBR continues to work with the LGIs, four year universities, on this. Students should be able to transfer blocks of classes. The question is who enforces these transfer rules? Students are still running into difficulties even after completing the transfer pathways.

A motion was made to collect incidents, to be placed into a database, of students having trouble transferring after completing a transfer pathway. This motion passed.

### **Academic Audit Process – Sedrick**

Vice Chancellor Paula Short established peer review of all academic programs at least every five years. A list is sent out in June of what is to be reviewed that year. Volunteers are recruited for the teams and then they are trained. The review happens in late February or March.

### **Status of TNeCampus – Sedrick**

All 19 partners were retained post Focus act which means the four year universities elected to stay as a part of TNeCampus. Enrollment is down due to many factors. The Masters in Nursing program is ending but will be taught out for those already enrolled. TNeCampus has two strengths which are high demand courses in Gen. Ed. and very low demand courses. TNeCampus is no

longer building infrastructure. Currently students take classes in this priority. Number one is on campus classes, number two is online classes offered by the college and number three is TNeCampus classes. Enrollment is going up in the first two while TNeCampus enrollment goes down. The institution gets 40% of the revenue from a TNeCampus class while 60% goes back to TNeCampus.

The Subcouncil took a 45 minute break for lunch.

### **ACTION ITEM**

Technical College Learning Support Policy 2:03:00:04 - Tachaka Hollins

This was discussed at our last meeting. The wording needs to be cleaned up and made clear in the Graphic Literacy paragraph and in the Reading for Information paragraph. After a short discussion the motion passed to adopt this policy.

### **UPDATES**

Acalog – Berryman and Hollins

This is an *internal* resource to establish programs. It is not for student or advising use but it is open to faculty. It breaks everything down by certificate and/or degree program. The website is located at [catalog.tbr.edu](http://catalog.tbr.edu). There are sixty libraries so far and TBR is working to expand it further. An announcement about Acalog should be sent out next week.

Pre-LPN Track – Hollins

TBR is exploring the possibility of offering the first trimester of the LPN program in dual enrollment (high school). There will be admission requirements for this program such as a GPA cut off and a good grade in Biology.

The item Tenure at Tennessee Colleges of Applied Technology Policy 5:02:03:10 was removed from today's agenda.

High Impact Practices – Leming

The following is a calendar of events funded by the Gates Frontier Set Grant. The Mindset Summit was held on 10/25/2019. The TCAT – Community College articulation meeting will be held this fall. The HIP conference will take place on 1/10/2020. The Gateway Course Academy will be held on 3/20/2020. The General Education meeting #5 will be held in the spring of 2020.

The emphasis this year will be on faculty development. Specialists will be available to hold sessions on each campus free of charge.

Work continues to be done in Competency Based Education and Strategic Enrollment Management.

Individual campuses will need to code for TnCIS classes for Study Abroad classes instead of working through Pellissippi State.

HIP data was shared with the Subcouncil.

Work based learning summits will be held in all three regions (west, middle and east) of Tennessee.

HIP promotional materials have been developed.

Electronically certified warranty cards are under development with Volunteer State Community College and TCAT Shelbyville as the pilot schools. Transcripts are included within the warranty cards.

Updates were given about initiatives in advising including helping students from poor economic backgrounds, advisor training and onboarding. The advising academy will be held on March 9<sup>th</sup> and 10<sup>th</sup>.

Work is continuing on accessibility with the next meeting scheduled for 12/6/2019.

## **DISCUSSION ITEMS**

### **Planning/Constructing Accessible Documents – Dave Vinson**

Dave gave an example of the work required for a blind student in Math 1530 Statistics at Pellissippi State. Tactile graphs were required and were very time consuming to construct and they required a special machine which was only available during regular work hours. Hundreds of graphs were required for this class. All the work required falls on the faculty member with no assistance provided. Do we need TBR accessibility experts? How should we respond rapidly to situations like this? The Pellissippi State Community College Faculty Senate passed a resolution asking the administration to have resources ready. Heidi Leming commented that for the first time ever psychological disabilities outnumbered physical disabilities this year. A long discussion followed.

### **In House English Textbook – Karen Eastman**

Is this ethical? The money generated by the sale of this textbook is used for pet projects around the campus at Chattanooga State. Karen noted that open access resources are available online for free. A discussion followed.

The next meeting of the Subcouncil is scheduled for 2/7/2020.

The meeting was adjourned at 3:00 pm.









