

Faculty Senate Minutes

Southwest Tennessee Community College

Tuesday, March 10, 2026

Union Avenue Campus, UNS 308 (Nursing Building), 3:00 PM

1. Call to Order and Roll

Joyce Johnson called the meeting to order at 3:00 PM.

Joyce Johnson (24-26) President

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (25-27) Secretary

David Huffman (25-27)

Thomas King (25-27) Vice-President

Lake Newton (24-26) Parliamentarian

Annie Sultana (24-26) Treasurer

Division Senators, Business and Technologies

Gary Holder (24-26) absent

Salahuddin Mohammad Masum (25-27)

Division Senators, Health and Natural Sciences

Carl Chiong (25-27)

Carolyn Jensen (24-26) (resigned)

Gerren Herndon (24-26) (absent)

Department Senators

Lindsey Shaidnagle (24-26) Allied Health (no longer with college)

Arnetria Taylor (25-27) Business and Legal Studies

Tad Lauritzen Wright (25-27) Communications, Graphic and Fine Arts

Shelley Trigg (24-26) EMS (proxy)

Melanie Jones (24-26) Computer Information Technology

Baxter Buck (25-27) Languages and Literature

Gayathri Kaushik (24-26) Natural Sciences

Kristi Griffin (24-26) Nursing

Khalil Rassy (24-26) Mathematics

LaPetria Rhoe (25-27) Social and Behavioral Sciences

2. Reading and Approval of the Minutes

The minutes from the February 2026 Faculty Senate meeting were approved as submitted. Thanks to Lake Newton for having prepared them in Doug Branch's absence from the February meeting.

3. Special Guests

- A. Bonnie Grohe, Associate Dean, Center for Teaching and Learning Excellence
- B. James Ford, Director of Academic Assessment
Bonnie introduced herself and James, been recently hired to his position. She stressed her intention, recognizing faculty as a critical driver of student success, to give support to faculty and discussed her intention to provide programming, services that would enhance the faculty experience. James spoke of the importance of academic assessment and his desire for feedback from faculty about how to make its partnership with his area fruitful. He spoke of his intention to host an assessment workshop at Summer Institute. Questioned about what sort of assistance his area would offer, he spoke of the desire of the department to help faculty develop assessments for the classroom, such as quizzes and rubrics. He stressed that he wants the department to be a support system, not a proscriptive entity.
- C. Jose da Silva, Vice-President, Academic and Student Affairs
Jose explained the function of Insight, a consulting company conducting a review of online content at Southwest, including D2L. Insight is nearly done with its comprehensive review and should be completely finished soon. Jose further explained that the college hopes to contract Insight to make all of the "fixes" that need to be done to assure that everything on Southwest websites, including D2L, is accessible and meets ADA standards.

Faculty need to learn to use Panorama in order to insure accessibility of new material put into D2L classes, and that will be the focus of the March 27 faculty summit.

Jose took questions from the senate, one having to do with dual enrollment. Jose stressed that we need to get dual enrollment students in career pathways so that those students don't take unnecessary classes that will not lead toward college degrees. As of now, 48% of the classes dual enrollment students are taking are not applicable to their college programs. Another question had to do with whether the grades of dual enrollment count toward their GPA if the student fails a class. As of now, they do. The discussion veered toward the dual enrollment council, which has been instituted to create a better forum for conversation between high schools and

Southwest. Jose would welcome Southwest faculty representation on that council. Jose also stressed his eagerness to hear from and meet with the faculty concerning dual enrollment issues generally.

Jose discussed his intention increase transparency about budget matters and said he would publish budget requests for Academic Affairs in one of his forthcoming newsletters.

4. Reports from Senate Officers and Senate Committees

- A. Joyce Johnson, President: Report on regular SEC meeting with the VPAA
Much of the content from this meeting was already discussed during Jose da Silva's discussion. Joyce did, however, speak of her desire to know more about what the merger between Academic Affairs and Student Affairs will ultimately look like.
- B. Joyce Johnson, President, speaking for Thomas (TeKay) King, Vice-President, Awards Committee Chair, Grade Appeals Committee Chair. (TeKay was absent.)
 - 1. Elections:
We still need nominees for all division senate races. Senators who wish to continue serving should check with Doug Branch if they do not know when their term ends and if they would like to run for re-election. Deans have not been as responsive as we might hope in sending names of nominees to run for open positions. The election committee still needs volunteers. The duties are to help with ballot verification and to provide division lists so that TeKay will know to whom ballots should be sent for division elections.
 - 2. Grade Appeals Committee:
The number of appeals has increased, according to Academic Affairs, but the number reaching the committee has not. Certain policies having to do with responses to and tracking of appeals will need to be updated, which can happen after the reorganization of Academic Affairs is complete.
 - 3. Awards Committee:
TeKay apologized for some confusion concerning announcements of awards. The committee still needs nominations for all categories. TeKay will send a link for awards nominations to senators which should then be forwarded to faculty members.
- C. Marjorie Rothschild, Academic Matters Committee:
Marjorie reported that the committee found the academic misconduct policy to be cumbersome and involving too much reporting to deans and chairs for student complaints when those students were accused of misconduct. The committee decided that faculty themselves should handle student complaints when the academic misconduct charge involves penalties that amount to less than 20% of a student's grade. The implementation of penalties for these infractions should not need to be reported. Marjorie

presented a flow chart outlining how student complaints regarding academic misconduct charges should be handled.

It was moved, seconded, and passed that the report and flow chart be accepted to the senate record and that they should be sent to Associate Vice-President Sherria King for initial approval. Joyce Johnson said that she would make sure the new policy made it to the next administrative levels for timely implementation. The report and flow chart are attached as Appendix A.

- D. Dena Ennis and Melanie Jones, Dual Enrollment Committee:
Dena and Melanie distributed a dual enrollment program update. Dena and Melanie were asked for a clarification of just which students their report covered: dual enrollment students, defined by this report, are students in designated dual enrollment classes. We do not have “dual enrollment” students per se in our regular classes, although we might occasionally have home-schooled students in those classes.

It was moved, seconded, and approved that the report of the Dual Enrollment Committee be accepted into the record. Dena and Melanie’s report is attached to the minutes as Appendix B.

- E. Joanitha Barnes, Faculty Development and Evaluation Committee:
Joanitha spoke of the committee’s charge to plan and implement faculty development day and of that committee’s commitment to increase faculty involvement and to have presentations that would be of genuine help to faculty members. Joanitha asked that faculty members provide any feedback or ideas about faculty development to her.

It was moved, seconded, and approved that the report of the Faculty Development and Evaluation Committee be accepted into the record. Joanitha’s report is attached to the minutes as Appendix C.

- F. Mark Kaplowitz, Faculty Handbook Committee:
Mark identified two main goals of the faculty handbook update: eliminating DEI and affirmative action language that is in conflict with recent federal guidelines and bringing the language in line with new TBR and Southwest policies. The update would also reflect changes in the Southwest administrative structure. There are also proofreading and style changes to aid with ease of use and clarity.

Mark had previously supplied senators with copies of the changes the committee recommended. It was moved, seconded, and approved that the senate accept the updated handbook and take the necessary steps that it be published and made available to faculty online.

- G. LaPetria Rhoe, Faculty Welfare Committee:

LaPetria explained the purpose of the committee, which is to support needs and concerns of the faculty. The committee is concerned about low morale, and ideas being considered include a possible family day in the spring and monthly giveaways. They also recognize that faculty lounges, particularly the one on the Union Ave. campus, could use refurbishing. There ensued a discussion about how campus gyms might be refurbished and made more available for faculty use as well.

5. Old Business

- A. Joyce Johnson: President: Discussion of bills under consideration by the Tennessee legislature:

Faculty at colleges and universities around the state are concerned about bills being considered by the state legislature that would have an impact on the process for firing faculty members. The bill causing the most concern has to do with eliminating due process for faculty members whom administrators wish to fire. A collective statement of objection, to be sent to legislators, has been written, and Joyce advocates our adding our college's faculty senate's imprimatur to the document.

It was moved, seconded, and approved that our senate would be included to the written objection described above.

6. Adjournment

Joyce Johnson adjourned the meeting at 6:20 PM

Appendix A

Report from the Academic Matters Committee, March 10, 2026

Recommendations regarding the Misconduct Policy

1. Minor infractions (Assignment or assessment counts less than 20% of the final grade) should be dealt with directly by the instructor.
2. Five-day period for student responses, except for work during Finals week. End of access to PAWS marks the end of the appeal period.

Talking points.

- Faculty discretion should be the main determinant of any penalties.
- Faculty should not have to send forms up and down the academic chain of command to address minor infractions in their classes.
- Information regarding the proper use of outside sources, including AI, can be incorporated into course syllabi. Differences in use would reflect the type of course.
- Examples of policies should be provided to faculty to use as models for their own policies concerning outside sources, or other areas of misconduct.

Change to Policy Section II. Sanctions.

Section 1.

- A. An Instructor who determines that a student has engaged in academic dishonesty that affects any assignment or assessment that accounts for less than 20% of the course grade shall inform the student and explain the penalty that will be enforced.
- B. If the Violation is serious or affects an assignment or assessment worth more than 20% then the Instructor will fill out the Academic Misconduct Form.

Section 2. The procedures to follow are summarized in the Academic Misconduct Flowchart.
[Completely new.]

Section 3.

The instructor meets with the student and is shown evidence of a penalty. If the student does not request a review or does not contact the instructor, the penalty is final.

Section 4. Change to number 3.

- A. If the student appeals the penalty for a minor violation, the Instructor will complete an Academic Misconduct Form. A copy of the form will also be sent to the Department Chairperson. Supporting documents should be attached.
- B. If the violation is serious, the completed Misconduct form and relevant support or documentation of the violation will be sent to the Academic Appeals Committee. A copy should also be sent to the Department Chairperson.

Change to Policy Section III. Hearing

Section 1.

Students must contact the Instructor within 5 days of receiving a grade penalty or before the end of access to the online learning system. Failure to respond within the timeline waives all right to an appeal.

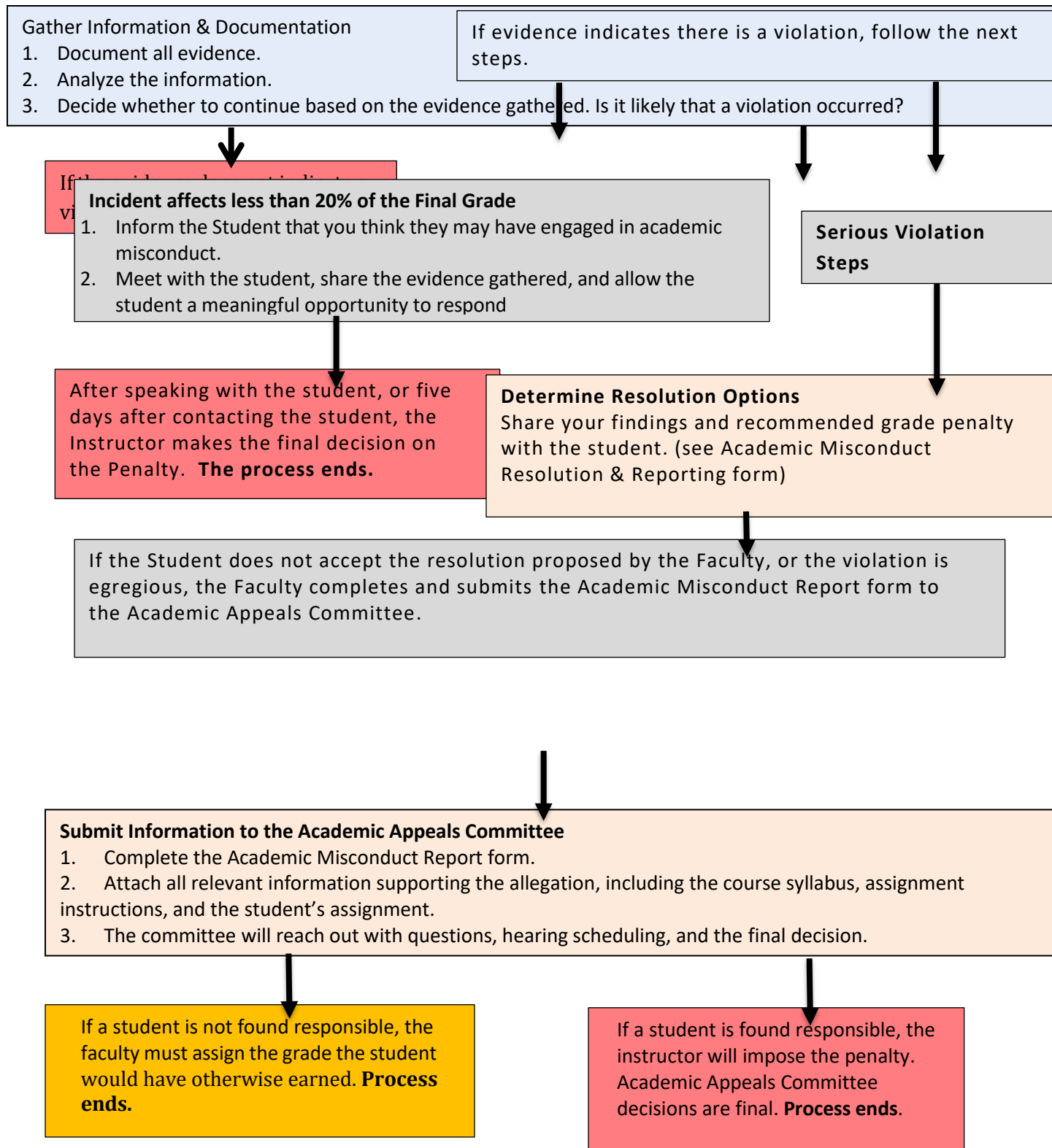
Section 2.

If a student appeals a penalty, the Department Chairperson will inform the Dean, who will request that the Academic Appeals Committee convene.

Dr. Marjorie Rothschild

Chairperson

Academic Misconduct Flowchart Proposal



Appendix B

Dual Enrollment Program Update

1. Participating High Schools

There are currently **8 participating high schools** in the program:

- _Craigmont High School
- _Fairley High School
- _Kirby High School
- _Manassas High School
- _Southwind High School
- _Trezevant High School
- _Westwood High School
- _Middle College High School

2. Lunch Protocols and Campus Dining

Schools are instructing students to eat lunch prior to arrival; however, lunch options remain available at each school. As an added benefit, students are welcome to dine in the campus dining halls, provided they arrive on time for their scheduled classes. To ensure punctuality, several campuses have implemented a pre-order system. This allows students to call ahead so their meals are ready upon arrival, facilitating a prompt transition to their coursework.

3. Contact Information and Program Expectations

The table below contains contact information for site monitors and assigned Dual Enrollment (DE) advisors, along with departure and drop-off schedules. We kindly request that you notify our office if any students fail to meet program expectations. We will coordinate with the respective schools to address these matters accordingly. We sincerely appreciate your ongoing support and look forward to our continued partnership. **High**

School

Craigmont High

Fairley High

Kirby High

Manassas High

Southwind High

Southwind High

Trezevant High

Westwood High

Middle College High

Monitor(s)

Bobbi Boddie

Jazmine Lesure

Climmons Jones

Ariel Williams

Sydney Porter

Amanda Richardson

Arlisha Darby

Ariel Williams

Rashaun Reece

Monitor's Email

boddiebj@scsk12.org

lesureja@scsk12.org

jonesc19@scsk12.org

williamsal4@scsk12.org

porters1@scsk12.org

richardsonn@scsk12.org

darbyaa@scsk12.org

williamsal4@scsk12.org

REESERL@scsk12.org

DE Advisor

Kena I

Belinda

Mary

Belinda

Anna

Anna

Kena I

Belinda

Anna

Technical Update: Password Resets

We are working closely with the IT department to streamline the password reset process. As of this week, the **IT HelpDesk** is fully equipped to handle Dual Enrollment password resets. Furthermore, additional IT staff have been assigned to manage new account activations. Should faculty or students encounter any technical difficulties, please contact the HelpDesk or reach out to **Andrea Pickens** for assistance.

Appendix C

Faculty Development and Evaluation Committee

Recommendations and Concerns

Topic: Faculty Evaluations submission in April

January 31, 2025

The Faculty Development and Evaluation Committee agrees to the change to submit faculty goals in April with the following concerns and specific caveats for consideration and discussion.

CONCERN 1: Clarify in what year summer items count. In addition, concern among faculty is about faculty contracts being 9-month contracts. Summer (May 16-Aug14) is the time when faculty are not under their 9-month contracts. Yet, this could be justification for low scoring on evaluation if faculty do not work on goals over the summer.

CONCERN 2: Subjectivity and bias are significant issues faculty are currently facing with their evaluations. Faculty feel this should be eliminated as much as possible with this proposed move to submit goals in April and the use of a standardized rubric.

CONCERN 3: Why is the position of the administration not to give maximum points on the evaluation?

CONCERN 4: Goals submitted in April are not data-driven and will not be aligned with the college's goals as faculty will not have the institution, division, nor department goals in April. Faculty should be given time to learn of the college's goals usually presented at Convocation to have the option/time to align them.

CONCERN 5: Performance pay is not currently tied to faculty evaluations. Therefore, this language should be eliminated in discussions to justify changes to the evaluation process.

CONCERN 6: Faculty should not be penalized for **evaluations** submitted in April, due to their work in areas not listed in their goals in the previous April. Faculty may have opportunities to complete a college goal that could arise after goal submission. This goal could have been presented after September. They complete the work but are penalized in scoring because this item was not specifically listed as an initial goal. This penalization could then be used in the future in promotion, tenure, or other ways where the evaluation is considered.

RECOMMENDATION 1: Recommends that if the FDP opens in April; it will remain open and available for changes and updates until the end of September.

RECOMMENDATION 2: The FDEC recommends that it is explicitly stated that faculty members ***have the option*** to work on goals over the summer, yet there is no definite expectation that they must.

RECOMMENDATION 3: The FDEC recommends a standardized scoring rubric for fairness and objectivity is created. Chairs are trained to effectively use the rubric to accompany the evaluation process.

- o Such as a possibility of being scored above the baseline if more work is done than the listed goal.
- Maybe add an area for extra points to be added if additional work is done in an area/goal.

RECOMMENDATION 4: The FDEC recommends full points are granted on the approved goal once met and documented.

RECOMMENDATION 5: The FDEC recommends that Summer Institute, Winter Recharge, and any other professional development offered by CTLE be accepted in the evaluation.

RECOMMENDATION 6: The FDEC recommends that faculty are scored fairly if they work over the summer or do not complete work towards their goals during the summer.

RECOMMENDATION 7: The FDEC recommends that there is consistency across the board among department chairs regarding scoring.