A. Call to Order and Roll Call
The Senate was called to order at 3:00 P.M., November 4.

The following Senators were present for roll call:

The following Senators were absent for roll call:
D. Railston, D. Brace, G. Foon, C. Wagner

The following Senators submitted a proxy:
J Redmond, proxy to T. Blankenbeckler
D. Branch, proxy to S. Park
M. Beloate, proxy to B. Turner
L. Gatewood, proxy to C. McKinney
T. McColgan, proxy to L. Smith

B. Reading and Approval of Minutes
The October minutes were approved as read.

C. Reports from Senate Officers and Senate Committees
1. Senate Executive Committee
   a. Senate Committee Liaison (L. Miller)
   b. Curriculum Committee Liaison (C. McKinney)
   c. Scholarship Committee Liaison (L. Smith)
2. Academic Matters Committee (Dunn)
   This committee will meet on as needed basis.
3. Grade Appeals Committee (Shaw)
   The committee met on October 17, but the student who submitted the appeal under review did not attend.
   The committee ruled the appeal was not justified. They will meet again on three other appeals.
4. Faculty Handbook Committee (D. Smith)
   The Handbook Committee met on October 28. Doug Smith will serve as the chair. The committee has some minor revisions and one major revision to make.
5. Faculty Development and Evaluation Committee (Singleton)
   No report.
6. Faculty Welfare Committee
   The committee is reviewing grievance procedures and will meet on November 20

The following are College Standing Committees with Specific Senate relationships:
7. Curriculum Committee
   C. McKinney reported that he was unable to attend the meeting and has not yet received a copy of the minutes.
8. Promotion and Tenure Committee
   No report
9. Readmission Appeals Committee
   No report
D. Unfinished Business
1. Dr. Miller attended the meeting in order to answer questions about the following items of unfinished business:
   a. 12-month contract study – It is her opinion that the real issue is salary equity, especially the 9-month contracts versus the 12-month contracts. For now there will be no changes in the current 12-month assignments but if someone leaves, the position will convert to a 9-month position. She recommended that we wait for the President to make a statement.
   b. 1/32 rule for summer school – Dr. Miller does not believe this is in jeopardy, but summer offerings should meet the needs of the students. No one is guaranteed two classes to teach.
   c. Salary equity study – Dr. Essex wants the plan completed by March for board approval.
   d. Campus safety – Dr. Miller suggested a meeting with Dr. Dhingra, S. Haley, members of the Nursing faculty, and Chief Brown. The meeting will be Thursday, November 6, at 3 p.m. She feels that this matter is extremely important and needs to be addressed immediately.
   e. ADA Concerns – The cut in testing services is the biggest concern. Dr. Miller intends to meet with J. Bassett in order to find out what is going on. Tutoring and testing are two separate issues and the testing services were not cut due to budget cuts but due to student complaints.
   f. Salary notification and benefits summaries – Dr. Miller stated that every faculty member should receive a contract. A standard contract is being developed. She will address the issue of benefits summaries with Dr. Dhingra.
   g. Non-reimbursable fees – There is nothing we can do about this, but there is a potential for covering some of these fees from Faculty Development funds.
   h. Dr. Miller brought up the topic of representation on the Senate for part-time faculty. S. Haley responded that the Senate constitution does not allow this. However, it may be a good idea for a representative from the Senate to listen to their concerns. This will be put on the agenda for the December meeting.

E. New Business
1. S. Haley introduced Dr. Dhingra, the new Vice President of Finance. Dr. Dhingra spoke to the Senate and gave information about his background. He has 32 years of experience in administration and higher education. He stated that he has not yet evaluated the financial situation of the college but has the expertise to do so. He will also be taking a look at faculty salaries. He stated that the President desires the salary equity study to be completed in time for next year’s budget.

2. Quality Enhancement Plan
   J. Friedlander explained a new SACS requirement called a quality enhancement plan. This plan requires the school to choose one topic or concern to focus on this year related to improving student learning and to develop a plan for improvement in the chosen area. Examples of topics chosen by other schools include retention, student engagement, online learning, technology, advising, employment skills, and meeting student goals.

3. Promotion and Tenure Pool
   The drawing for the Promotion and Tenure pool must be done at the December meeting. The possibility of having a teleconference for this meeting was suggested. M. Bodayla will look into this.

F. Adjournment
   The Senate moved to adjourn at 4:45 P.M. The next Senate meeting will be on December 2 at 3:00. This meeting will either be held on the Union Avenue campus or be a teleconference.

Southwest Senators and Senate Committees

December Roll Sheet

2003-2004 Senate

President: Steve Haley  shaley  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)

<table>
<thead>
<tr>
<th>Senator Name</th>
<th>Roll</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Ann Bodayla</td>
<td>5197</td>
<td>Social Behav. Sci./Crim. Just.</td>
</tr>
<tr>
<td>Doug Branch</td>
<td>4483</td>
<td>Fine Arts/Lang. and Lit.</td>
</tr>
<tr>
<td>Lilliette Smith</td>
<td>4125</td>
<td>Social Behav. Sci./Crim. Just.</td>
</tr>
<tr>
<td>Clark McKinney</td>
<td>4574</td>
<td>Social Behav. Sci./Crim. Just.</td>
</tr>
<tr>
<td>Mark Moses</td>
<td>4434</td>
<td>Developmental Studies</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Senator Name</th>
<th>Roll</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Redmond</td>
<td>4410</td>
<td>Information Tech., Graph. Arts.</td>
</tr>
<tr>
<td>Gary Spencer</td>
<td>4404</td>
<td>Engineering Tech.</td>
</tr>
<tr>
<td>Dale Railston</td>
<td>4152</td>
<td>Indus &amp; Environ Technologies</td>
</tr>
<tr>
<td>Carl Heinrich</td>
<td>4152</td>
<td>Engineering Technologies</td>
</tr>
<tr>
<td>Todd Blankenbeckler</td>
<td>4677</td>
<td>Information Tech., Graph. Arts</td>
</tr>
</tbody>
</table>

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

(Nursing, Mathematics, Natural Sciences, Allied Health)

<table>
<thead>
<tr>
<th>Senator Name</th>
<th>Roll</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Turner</td>
<td>6023</td>
<td>Mathematics</td>
</tr>
<tr>
<td>David Brace</td>
<td>5405</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Gerald Foon</td>
<td>5412</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Lynda Miller</td>
<td>4447</td>
<td>Natural Sciences</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Senator Name</th>
<th>Roll</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheridan Park</td>
<td>4682</td>
<td>Accountancy/ Office Adm.</td>
</tr>
<tr>
<td>Cristy Crabtree</td>
<td>4668</td>
<td>Business Adm. and Paralegal St.</td>
</tr>
<tr>
<td>Roger Schlichter</td>
<td>4144</td>
<td>Information Tech./Graphic Arts</td>
</tr>
<tr>
<td>Max Cutler</td>
<td>4166</td>
<td>Engineering Tech.</td>
</tr>
<tr>
<td>Carl Wagner</td>
<td>4160</td>
<td>Industrial and Environ. Tech.</td>
</tr>
</tbody>
</table>

**Division: Liberal Studies & Education**

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

<table>
<thead>
<tr>
<th>Senator Name</th>
<th>Roll</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mickey Beloate</td>
<td>6015</td>
<td>Developmental Studies</td>
</tr>
<tr>
<td>John Pritchard</td>
<td>5645</td>
<td>Fine Arts/Language and Literature</td>
</tr>
<tr>
<td>Lafayette Gatewood</td>
<td>5147</td>
<td>Education</td>
</tr>
<tr>
<td>Mary Pratt</td>
<td>6056</td>
<td>Social Behav. Sci./Crim. Just</td>
</tr>
</tbody>
</table>
Division: Math, Natural Sciences & Health Sciences
Departments:
  a. Mathematics
  b. Natural Sciences
  c. Nursing
  d. Allied Health

Tamara McColgan (2yr) tmccolgan Mathematics 5530
Bob Drake (2yr) bdrake Natural Sciences 4501
Loretta Regan (2yr) lregan Nursing 5447
Linda Pope (1yr) lpope Allied Health 5056

- Senators are exempt from serving on other standing committees.

Membership of Faculty Senate Committees for 2003-2004

ACADEMIC MATTERS: Sarah Dunn (Chair), Carl Swoboda, Patsy Fancher, Ron Gephart, Leslie Peeples, Sarah Warrington, Clarence Christian, Lillie M. Jackson, Pat Keene

GRADE APPEALS: Sandy Shaw (Chair), Mary Vines, Virginia Melvin, Steve Katz, Sharron Smith, Larry Butts, Dewey Syker, Karen Webb (alternate).

FACULTY HANDBOOK: Victoria Gray, Tracy Freeman, Tracy Rusco, Douglas Smith (Chair), Phyllis Porter, Dagny Wright, Pat Foley

FACULTY DEVELOPMENT AND EVALUATION: Linda Lipinski (Assist. Chair), Georgia Whaley, Darius Wilson, Jane Santi, Vicki Robertson (Chair), Mary Pratt, Thurston Shrader, Janice Van Dyke, Donna Toole, Kathy Singleton, Evelyn Little;

FACULTY WELFARE: Clementee Whaley, Clair Berry, Vava Cook, Sam Chang, Carol Gazik, Sarah Dunn, Lois Washington, Don Thomas, Robert Tate, Liz Lawrence, Bridgett Smith, Rita Springer, Robert E. Whaley, Twyla Waters, Lee Smart

(AD HOC) SENATE SCHOLARSHIP COMMITTEE: to be appointed;

ELECTION COMMITTEE: to be appointed;

The following are College Standing Committees with specific Senate Relationships: (See Constitution.)

CURRICULUM COMMITTEE: liaison to be appointed;

PROMOTION AND TENURE COMMITTEE: to be appointed during the fall;

READMISSION APPEALS: to be appointed;