October 5, 2004

A. Call to Order and Roll Call
   The Faculty Senate was called to order at 3:00 p.m. on October 5, 2004.

   The following Senators were present for roll call:
   S. Haley, M. Bodayla, D. Branch, L. Smith, V. Cook, V. Gray, J. Redmond, G. Spencer, S.
   Dunn, L. Smart, B. Turner, D. Smith, L. Pope, L. Peeples, R. Schlichter, M. Cutler, M.

   The following Senators submitted a proxy:
   R. Magtoto, C. Wagner, J. Pritchard

   The following Senators were absent:
   D. Railston, C. Crabtree

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

C. Reports from Senate Officers and Senate Committees
   1. Senate Executive Committee
      a. Senate Committee Liaison (Miller)
      b. Curriculum Committee Liaison (McKinney)
      c. Scholarship Committee Liaison (L. Smith)
   2. Academic Matters Committee (Dunn)
      S. Dunn reported that the committee will be looking at how many committee
      assignments a faculty member should have. Currently there is nothing in the Faculty
      Handbook.
   3. Grade Appeals Committee (Shaw)
   4. Faculty Handbook Committee (D. Smith)
   5. Faculty Development and Evaluation Committee (Singleton)
      S. Haley reported that he received an email from K. Singleton which indicated that
      the Deans have recommended changes in our Faculty Evaluation Plan. Kathy
      expressed concern about this and wanted the Faculty Senate to be aware. It is
      unclear at this time the exact changes that were made. S. Haley also reported that
      the Faculty Development and Evaluation Committee is hesitant to take on the charge
      of developing a tool for merit pay. S. Haley suggested an Ad Hoc Committee might
      need to be formed to address this issue.
   6. Faculty Welfare Committee
   7. Senate Scholarship Committee
      L. Smith reported the committee is waiting on STCC to provide names of candidates
      for the Scholarship Committee to interview. Hopefully, the scholarship will be
      awarded next semester.
The following are College Standing Committees with specific Senate Relationships:
8. Curriculum Committee
9. Promotion and Tenure Committee
10. Readmission Appeals Committee

D. Unfinished Business:
1. Compensation Committee Report – L. Smith
   L. Smith explained to the Faculty Senate the process that will be used to award salary equity. On the internal web site, under the Human Resources link several documents are available to help determine salary equity. They are Faculty Salary Schedules and Proposal for New Salary Schedule. Everyone will receive a letter indicating their new salary. L. Smith encouraged everyone to check the documents on the web site and look carefully at their calculation.

   T. McColgan stated that by being promoted to a new rank and being in that position only a short time she will make less than if she had not been promoted and had more years in the position. She also encouraged everyone to check their salary equity.

   L. Smith indicated that even though there are concerns with the chart over 80% of employees are getting increases.

   S. Haley asked if the midpoint range includes the 3% raise we received. L. Smith indicated it did.

Several issues need to be addressed with Dr. Dhingra. L. Smith will address the following and report back to the Senate.
   ▪ What is the retroactive date for the Salary Equity Plan? Fiscal employees have a July 1 date. Do academic faculty also have a July 1 retroactive date?
   ▪ Can a letter be sent to employees explaining the process and encouraging everyone to check their salary equity letter carefully.
   ▪ Is there a limit to the number of years you can qualify for in a position?

   S. Haley encouraged Senators to email Dr. Essex, Dr. Dhingra and the salary equity committee and thank them for all of the hard work and dedication.

   C. McKinney thanked L. Smith for her hard work on the compensation plan.

E. New Business:
1. Update from Senate President – S. Haley
   S. Haley welcomed Leslie Peeples, the new Senator from Accountancy/Office Administration. She is replacing S. Park.

2. Bookstore – Larry Burton
   L. Burton, manager of the Union Campus bookstore introduced Monica Smith the new manager of the Macon Campus bookstore. S. Haley welcomed the managers and asked Senators to address issues or concerns.

   L. Regan expressed concern over several nursing issues. Students go to the bookstore to get the Nursing Syllabi and they are not printed. L. Regan read a letter from a Nursing student regarding this issue. The issue is not just the lack of Syllabi but it is an issue about the student not being served adequately. L. Burton
suggested that he and John Coleman meet with the Nursing department individually to resolve some of these concerns.

R. Schlichter asked if it was a dollar and cents issue when the Syllabi were not duplicated. L. Burton indicated that it was not. Copies are made in STCC Duplicating Service and sold to the student at cost. J. Redmond asked if Follett had a service to duplicate syllabi, etc. L. Burton indicated they do, but the cost would be much higher for the student.

R. Schlichter asked how the bookstore orders textbooks. L. Burton stated orders are placed based on history, previous sales, etc. R. Schlichter indicated that faculty are not notified by the bookstore when textbooks aren’t available for students or will be delayed. The issue is not as much the ordering of books but the notifying of faculty. L. Burton will check into the policy report back to the Senate.

L. Burton stated a big problem for the bookstore is adjunct faculty who tell the students they don’t need to buy all the required books. S. Haley suggested talking to Dr. Miller about enforcing the use of required books.

3. Math Issues Update – Mickey Beloate
The SEC met with Dr. Miller and Dr. Essex regarding the “I Can Learn” Pilot. L. Smith updated the Senate on this meeting. Dr. Essex felt that he had worked to get faculty involvement and had assigned the selection process to the Academic area. Dr. Shotwell and Dr. Cleaves had voiced concern to the President regarding space and cost. It was never brought to his attention the faculty were not in favor of the program. Dr. Miller did hire an individual to remove concern from the Math faculty for the pilot. There is a contract for the program which has been sent to Dr. Dhingra. S. Haley added that due to the cost of the program, it will need to go through the formal bid process.

M. Beloate indicated that a meeting is arranged with the Developmental Math faculty and the President at 2:30 on October 6th in the President’s conference room to address this issue. There are about 15 faculty affected and most don’t know much about the program. Notices about the meeting have just been distributed by the Dean’s office.

M. Bodayla indicated a real concern with the program is Distance Education has not been involved in the planning of this issue and a lot of technical support will be need to support the program.

When the SEC met with the President, J. Redmond addressed the issue of advertising of individual programs at STCC. All marketing has been to promote the new institution and not the programs we have at STCC. The IT and Graphic Arts area have seen a decline in enrollment since the merger and an aggressive campaign is needed to promote the programs. The President agreed to set up a meeting with the Marketing department to address this issue.

S. Haley asked J. Redmond to follow up on this issue.

5. Merit Pay
To get increases in the future other than state raises it will be given as merit pay. Dr. Dhingra wants an instrument developed to address merit pay. L. Smith indicated a need for faculty to serve on a committee to develop this instrument.
6. Faculty Web Site Update – J. Redmond
   J. Redmond reported the SCOOP will be restructured to have a faculty section. It
   should be completed shortly after fall break.

7. Social Security Numbers on Parking Decal
   Dr. Miller is investigating why our social security numbers are needed on this form.
   L. Smith will follow up with Dr. Miller on this issue.

8. Hang Tags
   R. Schlichter would like to know why we can’t have more than one hang tag. L.
   Smith will address this issue with Dr. Miller.

9. Faculty Social Security Numbers in SIS
   L. Regan wanted to know why faculty’s social security numbers are listed in SIS. L.
   Smith will address this issue with Dr. Miller.

S. Haley asked Senators to let faculty know what’s going on in the Senate meeting.

   **The next meeting of the Senate will be November 9th at 3 p.m. in the Faculty
   Lounge on the Union Campus. This meeting is moved back one week because
   November 2nd is Election Day.**

F. Adjournment
   The Senate was adjourned at 4:30 p.m.

Senate Sharepoint Web Site:  [http://internal.southwest.tn.edu/fac-senate/](http://internal.southwest.tn.edu/fac-senate/)

Southwest Senators and Senate Committees
October Roll Sheet

**2004-2005 Senate**

President: Steve Haley shaley 5635__x__

**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 (1yr) mbodayla Social Behav. Sci./Crim. Jus 5197__x__
- Doug Branch (1yr) dbranch Fine Arts/Lang. and Lit. 4483__x__
- Lilliette Smith (1yr) ljsmith Social Behav. Sci./Crim. Jus 4125__x__
- Vava Cook (2yrs) vcook Education 4648__x__
- Victoria Gray (2yrs) vgray Social Behav. Sci./Crim. Jus 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 (1yr) jredmond Inform. Tech., Graph. Arts. 4410__x__
- Gary Spencer (1yr) gspencer Engineering Tech. 4404__x__
- Dale Railston (1yr) drailston Indus & Environ Techn. 4152__absent__
- Sarah Dunn (2yrs) sdunn Inform. Tech., Programming 4152__x__
- Lee Smart (2yrs) lsmart Accountancy/ Office Adm. 6025__x__
Division Senators of Math, Natural Sciences, & Health Sciences - Four Seats.
(Nursing, Mathematics, Natural Sciences, Allied Health)

Bill Turner (1yr)  wturner  Mathematics  6023_x___
Doug Smith (2yrs) dsmith  Natural Sciences  5128_x___
Linda Pope (2yrs) l pope  Allied Health  5056_x___
Roma Magtoto (1yr) rmagtoto  Nursing  5435 Proxy___

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

Leslie Peeples (1yr)  lpeeples  Accountancy/ Office Adm.  4006_x___
Christy Crabtree (1yr) ccrabtree  Bus. Adm. and Paralegal St. 4668_absent_
Roger Schlichter (2yrs) rschlichter  Inform. Tech./Graphic Arts  4144_x___
Max Cutler (1yr)  mcutler  Engineering Tech.  4166_x___
Carl Wagner (1yr)  cwagner  Indust. and Environ. Tech.  4160_PROXY_

Division: Liberal Studies & Education

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

Mickey Beloate (2yrs)  mbeloate  Developmental Studies  6015_x___
John Pritchard (2yrs)  jpritchard  Fine Arts/Lang and Lit.  5645_PROXY___
Toni Campbell (2yrs)  tcampbell  Education.  5353_x___
Clark McKinney (2yrs)  cmckinney  Social Behav. Sci./Crim. Jus  4574_x___

Division: Math, Natural Sciences & Health Sciences

Departments:
  a. Mathematics
  b. Natural Sciences
  c. Nursing
    d. Allied Health

Tamara McColgan (1yr)  tmccolgan  Mathematics  5530_x___
Bob Drake (1yr)  bdrake  Natural Sciences  4501_x___
Loretta Regan (1yr)  lregan  Nursing  5447_x___
Delores Boland (2yrs)  dboland  Allied Health  5542_x___

- Senators are exempt from serving on other standing committees.
Membership of Faculty Senate Committees for 2004-2005

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

GRADE APPEALS: Sandy Shaw (Chair), Larry Butts, Lisa Fuller, Steve Katz, Virginia Melvin, Sandy Shaw, Dewey Sykes, Mary Vines, Karen Webb

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

FACULTY DEVELOPMENT AND EVALUATION: Kathy Singleton, (Chair), Linda Lipinski (Assist. Chair), Mathilda Doorley, Evelyn Little, Ross Land, Loretta Regan, Vicki Robertson, Jane Santi, Donna Toole, Janice Van Dyke, Georgia Whaley, Darius Wilson

FACULTY WELFARE: Clair Berry (Chair), Kun-San Chang, Vava Cook, Sarah Dunn, Carol Gazik, Liz Lawrence, Megan Murphy, Bridgett Smith, Rita Springer, Robert Tate, Donald Thomas, Lois Washington, Twyla Waters, Clemetee Whaley, Robert Whaley

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

ELECTION COMMITTEE:

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;

READMISSION APPEALS: to be appointed;