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, 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, D. Branch, Michelle Getz, M. Beloate, T. McColgan

   The following Senators were absent:
   Yvonne Jones, Jane Harris, Carl Wagner, J. Redmond

   The following Senators sent Proxy
   Clark McKinney,

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 development committee provide their report recommending approval
   of the student evaluation instruments (attached to the minutes) created by the
   committee established to develop these. Lilliette Smith, a member of this
   committee and Jason Whitt Chair of the FDEC committee were on hand to answer
   questions. After discussion a motion was made and seconded to approve the
   report as submitted. Hopefully next month the new faculty evaluation instrument
   will be reviewed.

   Lee Smart previewed Jerry Redmond’s new Faculty Website proposal and asked
   senators to send any suggestions and or changes directly to Jerry who was absent
   due to health reasons.

   Steve Haley recapped his conversation with the Provost on caps on online
   courses. The policy of a 25 cap on online classes will remain in effect and
   especially during the times when finances are a major issue. It was noted that
   these caps prevail across the state.

   Steve Haley confirmed that we are moving from MWF classes to MW classes
   which were a discussion at the last faculty senate meeting. There is a memo from
   Dean Swiney confirming this.
The meeting was adjourned to welcome Dr. Essex and the senior staff to join the Senate for an open forum with emphasis on the financial state of the college. One of the major messages Dr Essex put forth was if we could get enrollment to 15,000 we would not have to worry about financial issues. The discussion answered many questions and rumors of the senate members and visiting faculty.

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

2008-2009 Senate
President: Steve Haley      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.
(Accountancy/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)cewhaley 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 Peeples(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.

**Student Course Evaluation Instrument for Split Classes**
*(Draft)*

*This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.*

**Instructor/Course Information** *(Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)*

1. The course site was well organized and easy to navigate.
2. The instructor conducted the course in a way that accomplished the stated course objectives.
3. The instructor was effective in utilizing distance learning technology.
4. In lecture sessions, the instructor used class time effectively.
5. Course information including course goals/objectives and grading procedures was made available.
6. The course activities and assignments contributed to my learning.
7. The instructor’s response to graded work was timely and appropriate.
8. The instructor responded to online requests for assistance in a timely manner.
9. The instructor made available a copy of the course syllabus.
10. I felt comfortable asking my instructor for help.
11. I have a better understanding of the subject content because of this course.
12. The instructor evaluated students on material/skills emphasized in the course outline.
13. This course was helpful for me in my program of study.
14. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)
15. The discussion forums or chat rooms were supportive of the learning experience.
16. The textbook and other course materials contributed to the learning experience.
17. The classroom/lab facility was appropriate and adequate.

Student Information (Responses: Yes, No, Prefer not to answer)
18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?

Student Course Evaluation Instrument for Online Classes (Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)

18. The course site was well organized and easy to navigate.
19. The instructor conducted the course in a way that accomplished the stated course objectives.
20. The instructor was effective in utilizing distance learning technology.
21. I received regular communication from the instructor.
22. Course information including course goals/objectives and grading procedures was made available.
23. The course activities and assignments contributed to my learning.
24. The instructor’s response to graded work was timely and appropriate.
25. The instructor responded to requests for assistance in a timely manner.
26. The instructor made a copy of the course syllabus available electronically.
27. I felt comfortable asking my instructor for help.
28. I have a better understanding of the subject content because of this course.
29. The instructor evaluated students on material/skills emphasized in the course outline.
30. This course was helpful for me in my program of study.
31. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree)
32. The discussions forums or chat rooms were supportive of the learning experience.
33. The textbook and other course materials contributed to the learning experience.
34. I felt part of a learning community.

Student Information (Responses: Yes, No, Prefer not to answer)
18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?
Student Course Evaluation Instrument for Traditional Classes
(Draft)

This form enables you to rate both the instructor and the course on several characteristics. Please respond as accurately and honestly as you can. Your instructor will receive overall evaluation results for this class after final grades have been submitted. A free response section is provided for your comments.

Instructor/Course Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

35. The instructor was prepared for class sessions.
36. The instructor taught the course as outlined in the syllabus.
37. The instructor demonstrated a teaching concern for students and their learning.
38. The instructor spoke clearly and distinctly.
39. The instructor presented the subject matter in a logical and meaningful way.
40. The instructor used class time effectively.
41. The instructor returned assignments and examinations in a timely manner.
42. The instructor met classes as scheduled.
43. The instructor made available a copy of the course syllabus.
44. I felt comfortable asking my instructor for help.
45. I have a better understanding of the subject content because of this course.
46. The instructor evaluated students on material/skills emphasized in the course outline.
47. This course was helpful to me in my program of study.
48. I would recommend this instructor to another student.

Additional Information (Responses: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree)

49. The classroom/lab facility was appropriate and adequate.
50. The textbook and other course materials were helpful and contributed to my learning experience.
51. The technology used in this course enhanced student learning.

Student Information (Responses: Yes, No, Prefer not to answer)

18. Was this a required course for you?
19. Are you a major in the area in which this course is being taught?
20. Did your previous educational background prepare you for taking this course?