

STC Faculty Board
 Minutes of the Regular Meeting
 4 October 2004

<u>Division</u>		<u>Present</u>	<u>Absent</u>		<u>Present</u>	<u>Absent</u>
Arts/Sciences	Jim Guerrant	X		Jenny Williams	X	
Business	Peter Stone	X		Eva Smith	X	
Health	Ellen Romani	X		Cindy Alexander	X	
Eng/Ind	Joe Richards	X		Jay Coffey	X	
Trans/Library	Shelia Counts	X				
Adjunct Faculty	Wofford O'Sullivan		X			

President Eva Smith called the meeting to order at 3:00 p.m. It was announced during roll call that Library representative Patricia Rodgers had SACS meetings conflicting with Board meetings. It is not known whether she will relinquish her position or a new library rep will be seated. New Industrial representative Joe Richards was welcomed to the Board. After roll call, Jim Guerrant motioned and Cindy Alexander seconded approval of the minutes from the September 7th meeting.

OLD BUSINESS

Status of Withdrawal/Attendance Policy

Smith informed the group that she had received an e-mail outlining the status of the recommendations regarding these two policies from Vice President Sherry Vaughn. Vaughn discussed her meeting with Celia Bauss, Nancy Garmroth and Myra Smith during the 27 September 2004 AA Staff Meeting. **The e-mail addressing these policies is attached to these Board minutes.** Vaughn wants to see both policies finalized prior to the holidays to ensure that the revisions get into the 2005-2006 *Catalog*.

Status of Faculty Evaluation of Instruction Policy

Smith informed the group that this policy will be reviewed at an upcoming AA Staff meeting.

Review and Approval of updated "Student Evaluation of Instruction" policy

Smith requested that Shelia Counts send a bulleted list of changes that were made to this policy in an earlier Board meeting. There was some discussion by the group regarding what happens in the event a student is not present at the time that an evaluation is done in class. In light of the new discussions, adjustments in the wording of this document will be sent to the Board for approval and then forwarded to President Smith.

NEW BUSINESS

Testing Lab Drop-Off Procedure

The Board discussed a concern brought by a faculty member regarding tests getting to and from the Testing Center in an efficient manner. The Board decided that instructors should plan trips to the Testing Center into their schedules or continue to use Campus Mail.

Pro-Rata Contracts for Summer Employment

The Board was presented with an e-mail outlining a faculty member's concerns about the financial hardships imposed by the proposed elimination of the Pro-Rata contracts for faculty who teach part-time in the summer. As it now stands, faculty teaching less than full time will receive adjunct pay and be required to pay for benefits upfront. The Board decided that it was in the best interest of concerned faculty to go to Vice President Vaughn and inquire into the reasoning behind this new decision and then take a response back to the faculty.

Topics for Next Meeting of Faculty Board

Smith told Board members to talk to area faculty members about any issues they would like to see brought before Faculty Board for discussion.

ADJOURNMENT

The meeting was adjourned at 4:05 p.m. The next regular meeting is scheduled for 3:00 p.m. on 1 November 2004 in HSB 117. Faculty is encouraged to contact a division/department representative with comments before this time.

Respectfully submitted,

Shelia Antley Counts, M.Ed.

please see the other item below for additional information from an email from Sherry Vaughn to Eva Smith

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Thank you!
Shelia

| [From Sherry Vaughn, Vice President of Academic Affairs](#)

During the AA Staff Meeting on Monday, we discussed my meeting with Celia, Nancy and Myra last week and also with moving forward with DRAFT Faculty Board recommendations as they relate to our current attendance and withdrawal procedures. Here is where we stand as of Monday's meeting:

Attendance - We will be revising our existing procedure to get us through the remainder of this academic year. These revisions will be minor and editorial in nature. Since we have already begun this academic year, the **new attendance recommendations will not be effective until academic year 2005-**

2006, assuming these recommendations are approved at the PC level. I will present the suggested revisions for academic year 2005-2006 within the next 2-3 weeks at an upcoming PC meeting.

NOTE: The DRAFT recommendations re: attendance are as follows:

- That each division will be responsible for determining their own attendance requirements (as we currently do with grading scales).
- Each division must have minimum attendance requirements (having no attendance requirements is not an option)
- Attendance requirements will be published in each course syllabus and/or departmental handbooks (like we do divisional grading scales)

Withdrawal Procedure - There is still discussion as to the impact this will have on certain divisional procedures/requirements. This one is still pending until some of these concerns/questions have been more fully addressed.

I will let you know what happens with the attendance procedure recommendations once that goes before PC and will also let you know when we are moving forward with the "withdrawal" recommendations. I would like to have both of these finalized prior to the holidays so that we can ensure it gets into the *2005-2006 Catalog*.

Thanks!
Sherry

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