

Faculty Senate

Meeting called to order

Faculty Senate now has a dedicated email that can be passed onto future officers.

Form update. The form will be available at the next meeting for faculty senate to discuss. There was a discussion about the options that the form will have as well as the future handling of any problems. There will be options in the form so that faculty can designate the desire for faculty senate as a whole to be involved in any problem or if there is a need for only officers to handle problems.

There was a reminder of the purpose and functioning of faculty senate as stated in our constitution. As seen below and also found on the website:

The purposes of this organization shall be

1. To promote excellence in education.
2. To support the vision and mission of the college.
3. To provide academic leadership.
4. To provide a forum to discuss institutional issues.
 - a. To promote better communication within the college community.
 - b. To hear the views of all faculty.
5. To be an accountable voice in the decision-making process.
6. To promote a positive, working relationship with the Administration.

There was information gathered about a question that was brought up at the last meeting. The following is the appeal process as layed out by Dr Brooks:

I wanted to provide some follow-up information on actions that faculty can take to ensure due process in the event of formal disciplinary action. Formal disciplinary actions include oral warnings with written follow-ups, written reprimands, suspensions from work, and dismissal.

Policy [4.03.03](#) outlines that steps whereby these progressive disciplinary actions may occur. The last paragraph of section I.B. describes the appeal process for written warnings. Policy [4.03.04](#) further describes rights of appeal, particularly in cases of dismissal.

If an employee feels that the college (via responsible personnel) has not followed its procedures (such as those of appeal), then the employee may file a grievance pursuant to [4.03.06](#). Please note that a grievance cannot be a "re-hearing" of a discipline appeal; a grievance is a complaint that policies ensuring an appeal were not followed.

[Policy 4.02.04](#), section III Objecting to Records in Personnel File describes how an employee may seek to have inaccurate information removed from his/her file. The employee would have to prove the information is inaccurate, not just that they do not agree with it (for example an evaluation from a supervisor may be accurate in that it is the supervisor's perception of the

employee's performance, but the employee may not agree with that assessment. In that case, the employee could write a rebuttal statement to include in the file.

There was a discussion about how faculty can help alert failing students. This will be on an instructor by instructor basis but many suggests were brought up.

Bethany Emory will be at the next meeting to talk about the mentoring program that we have in place and what we can do for the professional development that was brought up last year.

Website is updated.

Tina Adams from Library services was at our meeting and brought the following information:

Library One Search

Library OneSearch: Check out our new search tool, OneSearch which searches (nearly) all Holt Library databases, journals, newspapers, media and more in one search. Our OneSearch Books search tool allows you to search all of Holt Library's print books as well as our ebooks and searches within ebooks for chapters.

Want a personal introduction to OneSearch? Contact Tina Adams (t_adams@southwesterncc.edu)

Library Resources & Services

Films on Demand: Search for films, documentaries and more to show in-class or embed in your course. Need help? Contact Tina Adams at t_adams@southwesterncc.edu or call: 828.339.4269

Wiley Community College Journals Package: Full text collection of more than 1500 electronic journal titles across all disciplines. (NEW!)

Chronicle of Higher Education: Online Access NEW!)

Scientific American: Online Access (NEW!)

AWS Digital Library: (American Welding Society (NEW!)

Custom Library Research Guides: Many courses and all programs should have a custom library research guide that highlights the best library resources for that area, print and online books, help links like writing and citation sources and more.

Chat: 24/7 Ask a Librarian Chat available from most library web pages.

Library Class Instruction: Tina Adams (t_adams@southwesterncc.edu) Savannah DeHart (s_dehart@southwesterncc.edu) will meet with you to discuss assignments and learning outcomes and provide customized library instruction to your course(s).

Online Moodle Library Instruction Course: No time for in-class instruction or are you teaching a web course? Turn on the *Holt Library Instruction Course* in your Moodle course to

give students access to self-paced library instruction. At the end of the course, students will receive a printable certificate which they can share with you as proof of completion.

Embedded Course Librarians: Tina Adams and Savannah DeHart are available to be enrolled in your online course to add library resources and assist students by monitoring a discussion board.

Holt Library Recommender Program: Faculty and Staff can receive new book lists sent to their email and recommend titles from those lists for Library purchase. We can customize the lists to your discipline. Contact Tina if you are interested. As always you may email Tina with title recommendations as well.

November 13th at 3PM will be the next meeting

December 5th at Noon