TMCC
Truckee Meadows Community College

Faculty Senate Professional Standards Committee

MEETING MINUTES APR. 8, 2022

10-11:30 a.m. via Zoom

Meeting called to order: 10:13 a.m.

In attendance: Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Ben Scheible, Karen Wikander, Cheryl Woehr

Absent: Amber Anaya, Lenaya Andersen, Scott Huber (Proxy: Cheryl Woehr), Andy Hughes, Ted Lambert, Cecilia Vigil, Itzel Woolpert

Approve Minutes from March 11, 2022

Linda McGillicuddy moved and Karen Wikander seconded to approve the amended the March 11, 2022 minutes. The committee approved the motion.

Annual Plan Revisions

This is Cheryl's last meeting. She will be retiring on May 12, 2022. Thank you, Cheryl, for all you have done for TMCC!

Meeting Modality: The committee agreed to continue on Zoom. Marynia will request to hold meetings on the same day as Senate meetings.

Annual Plan Revisions: The size of the comment section should be larger and possibly be divided into 4 parts for narrative discussing the 4 elements that per contract article 12.8 should be considered to designate an overall rating for the faculty member under the section "Performance Rating Achieved":

1. Self-eval,

2. Student evals,

3. Classroom observation (if applicable),

4. Elements of the faculty annual plan.

Marynia will reach out to the VPAA to clarify which box he wants to expand on.

Ben Scheible moved and Linda McGillicuddy seconded to postpone this issue until the next meeting. The motion passed.

VPAA's update on Supervisor Training: Marynia updated the committee from her discussions with Dr. Alexander. VPAA Alexander shared his experience with the supervisor training in CCCS that would begin with a web-based module, followed by a one-day workshop held at a college in the Denver metro area. The training dealt with policy, procedure, modes and methods of communication, scenario-based discussions, and presentations from experienced peers who have served for some time as supervisors. The training was collegial, supportive, and aimed at ensuring consistency, clarity, and accordance with policy and procedure. Other colleges and other state systems offer similar training. The VPAA plans to stage similar training sessions for our Deans in the coming months. These will begin with a group-read of *Best Practices in Faculty Evaluation: A Practical Guide for Academic Leaders,* by Dr. Jeffrey L. Buller. Deans and the VPAA will read together and discuss at their regular meetings. Then, during a Summer VPAA retreat, Dr. Buller will join in-person for a workshop and discussion of his book. He will lead scenario-based discussions, field questions, and cover strategies for

communication. Other topics will include best practices for weighing classroom observations, student course evaluations, and so on. The goal is to ensure that the annual faculty evaluations will be completed with fidelity, fairness, and confidence in one another's abilities, experience, and potential.

Items Marynia will get clarification from the VPAA are:

- NFA Contract, Board of Regents policies (specifically Title 2 in the handbook), difference between annual evaluation and Chapter 6 disciplinary hearing, Institutional integrity - all should be included in the training.

- What phase of planning is this in and who specifically will be attending?

- Will the administrators be traveling for the training and if so, how long and how much is the cost?

New Business

Ben requested to discuss the issue of faculty who were required to work without pay. Marynia will add this to the May meeting agenda.

Digital Tenure Binders: The committee reviewed and discussed the issues brought up by the Senate.

- Google Docs are more accessible and a better option, but legal issues/security need to be discussed. There are also e-portfolios, but is the college willing to invest in them?

- Security issues/permissions (who monitors permissions) - this needs to be decided by IT.

- Timeframe for implementation 2023–2024

- How will binders be returned to the faculty member? This conversation has to happen in conjunction with IT. Why do they have to be returned? Can they be deleted?

- How will tenure-track faculty in Visual and Performing Arts would submit their work?

- IT and Performing Arts will need to create a procedure.

- How would the process for other faculty members to view tenure binders be monitored? By IT?

- Best practices from other institutions. Will the Professional Standards committee be charged with compiling and making recommendations or will there be an ad hoc committee for AY 21/22?

- The committee also discussed file size and establishing a clear boundary.

Review of P/T Clinical and/or Lab Instructor Evaluation: Marynia will request additional information from Virginia, as it isn't clear to the committee members what are the differences between PT and FT forms and why there are two separate forms.

Deans'/Chairs' Visits on Canvas: The committee reviewed the list of items deans have access to on the Canvas classes of their instructors. Two issues were discussed:

1. The ability of deans to "leave no trace"; can deans be required to inform the faculty post visit?

2. A lot of discrepancies between the online versus face-to-face dean access to class materials, which can possibly be used punitively.

Next Meeting: May 13, 2022

Meeting adjourned: 11:30 a.m.