
MEETING MINUTES SEPT. 22, 2023

10-11:30 a.m. via Zoom

Meeting called to order: 10:02 a.m.

In attendance: Lenaya Andersen, Tom Cardoza, Kurt Ehlers, Laurel Harrison, Rob Lively, Lars Jensen, Jim New, Jeff Olsen, Kofi Poku, Cecilia Vigil, Chris Weston, Karen Wikander (Chair)

Absent: Andy Hughes, Linda McGillicuddy (Proxy: Julie Muhle)

Guests: Amber Anaya

Approve Minutes from August 25, 2023

Tom Cardoza moved and Jim New seconded to approve the August 25, 2023 Professional Standards Committee Minutes. The committee approved the minutes.

Review of the Annual Plan Evaluation Form

Karen displayed the Annual Plan form and committee continued its review. Tom Cardoza moved and Jim New seconded to approve the following changes:

- Delete sentence in Instructions box: "Revisions to the Annual Plan can be made up to March 31 with chair/dean approval."
- Update wording in Instructions box: "...to the dean thirty working days after the first contract day."
- Eliminate the word "chair" from Instructions box.
- Update wording in Instructions box: "...no later than ten (10) working days prior to the end of the academic year."
- Cut the entire signature box titled "Annual Plan Approval/Signatures" – no longer needed.
- Remove the Performance Rating Achieved box. It is replaced by a separate form.
- The motion passed. The committee will discuss items needing a narrative at the October 22, 2023 meeting.

Promotion Committee

This item was originally assigned to the committee by the Senate Executive Board. It was later requested to refer it to the NFA. Per Jim New, the NFA Contract specifies salary issues are handled by the NFA. Jim will find out the details.

Tenure Process Forms for Librarians and Counselors

Karen reported that the VPAA said that YeVonne Allen is working on how to update the forms for counselors. They will meet to discuss them. The forms currently in use by Librarians are geared towards Academic Faculty. The committee's homework assignment is to review the list and outline created by Maggie Eirenschmalz for standards and what to look for when observing librarians. Karen will meet with Maggie and Laurel and bring forms to the committee for review.

New Business

The committee will discuss student evaluations at the October meeting.

Meeting adjourned: 11:19 a.m.

Next Meeting: October 20, 10-11:30 a.m. via Zoom