
MEETING MINUTES OCT. 7, 2022

10-11:30 a.m. via Zoom

Meeting called to order: 10:00 a.m.

In attendance: Kurt Ehlers, Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Karen Wikander, Itzel Woolpert

Absent: Lenaya Andersen (Proxy: Karen Wikander), Felix Danger, Scott Huber, Andy Hughes, Ted Lambert, Cecilia Vigil

Guests: Amber Anaya, Raja Bal, Paul Peterson

Approve Minutes from September 16, 2022

Linda McGillicuddy moved and Karen Wikander seconded to approve the September 16, 2022 minutes of the Professional Standards Committee. The committee approved the minutes.

Digital Tenure Binders

Raja Bal and Paul Peterson joined today's meeting to advise the committee on IT practices and issues concerning a digital format for tenure binders. The committee discussed Google Docs versus Canvas and what would happen if TMCC stopped using Canvas. Storage limits were also a concern. Suggestions received were for the applicant to submit a single PDF which contains the entire binder contents and can be stored in Canvas or a Google Drive. Raja noted larger files take longer to open, the end-user would need the appropriate Adobe version, and it is possible for the file to get corrupted when adding different file types. Raja's suggestion was a department drive with a folder. Files could be scanned into the drive. Other suggestions were to create one PDF file for each section of the binder instead of one combined file. Other concerns were who would maintain the file, space issues on Canvas, and multimedia files. A dedicated space on a separate server could be used along with compressing files into a zipped file. Low resolution images, links, and video files could be used to lessen the file sizes for multi-media submissions.

Marynia will find out how large the submitted binders are. Paul suggested to scan a binder to get an idea on file size. Karen Wikander will speak to Rob Lively about how Maricopa Community College handles their digital tenure binders. It was also suggested to contact Ron Marston for the needs of the Visual and Performing Arts Department.

Supervisor Visits on Canvas

Marynia reminded the committee the resolution on supervisor visits for Canvas observation is an action item on today's Senate Agenda. The committee discussed possible talking points for Marynia when answering questions at the Senate. There is a need for equity between face-to-face observation and online observation, the Supervisor needs to justify Canvas access and keep the NFA or Senate Chair in the loop and what is observed in a live classroom is a snapshot in time versus a whole Canvas course with much more information available.

Annual Plan/Eval Update

The suggestion from the VPAA was to have a comment section to reflect the four elements of evaluation. A committee member suggested two spaces for the evaluator and two spaces for the employee. The committee agreed the plan does not need to be lengthier. It was also suggested to hold on this item until we know what the proposed NFA changes to the

plan are and whether or not they get ratified in the contract. The committee agreed to table this item until more is known about the proposed NFA changes.

Goals for this Year

Marynia asked the committee what goals would they like to set and work on this year. It was recommended to have an NFA officer such as Jim New, Beth Humphrey, or Cheryl Cardoza review the contract for the committee to get an idea of items Professional Standards could work on.

Linda McGillicuddy moved and Karen Wikander seconded to adjourn the October 7, 2022 Professional Standards Committee Meeting. The motion passed.

Next Meeting: November 4, 2022

Meeting adjourned: 11:18 a.m.