# TMCC
**Truckee Meadows Community College**
**Planning Council**

# MEETING NOTES – DECEMBER 11, 2023

**In Attendance:** Melissa Olsen, Jeffrey Alexander, Estela Gutierrez, Ayodele Akinola, Stephanie Sellers, John Hughes, Mike Peyerl, Natalie Russell, Ron Marston, Amy Williams, Cheryl Jones, Cynthia Pierrott, Rick Bullis, Edwin Lyngar, Gwen Clancy, Hallie Madole, Melissa Deadmond, Mark Maynard, Kim Studebaker, Brianne Lee, Yuli Chavez-Camarena, Julie Ellsworth, Kim Harrell

## First Read, Policy Review – 5% Increase in Salary Upon Tenure – Rick Bullis

Faculty Senate Chair, Rick Bullis, brought to the group the 5% increase in salary upon tenure policy that was approved at Faculty Senate in November, 2023. This would be an increase from the current 2.5%, it would start with any faculty awarded tenure in spring 2024, and it is not retroactive. While no changes to the policy were requested, it was suggested that we bring it back in January to do a second read and approve at that time. Please see attached documentation for more information on the policy.

## Second Read – Credit for Prior Learning – Dr. Jeffery Alexander

This was a second read and based on the past meeting a committee will be formed around this policy that seeks to provide consistency with the policy and obtain faculty feedback and approval.

Motion was made by Ron Marston, second by Vice President Estela Gutierrez – all Planning Council committee members present approved. Please see attached documentation for more information on the policy.

## Retention Specialist Communication – Mark Maynard

NFA raised concerns surrounding the retention specialist role as there has been some inconsistent information provided to students from the specialist, in conflict with what is in the syllabus. They requested that this process be moved to opt-out automatically, thus requiring faculty to opt-in.

Faculty Senate Chair spoke and apologized for the miscommunication and believes that it was a one-time mistake. He stated that this is being brought up in the Web College Committee meeting and further training will be provided to ensure consistency and transparency regarding this process moving forward.

Faculty Senate Chair Bullis and VPAA Dr. Alexander are in support of the process being opt-in automatically as there have been large increases in student retention based on the work of this individual over the last ten years.

## Planning Council Committee Updates

### Academic and Student Services Committee – Dr. Jeffrey Alexander & Estella Gutierrez

They continue to work on Financial Aid eligibility for smaller certificates, under sixteen credits. It is possible for students, in PeopleSoft, to declare skills certificates as majors and they want to use this technology to issue Financial Aid. There are many that we want to do this for, but Dr. Melissa Deadmond has escalated the nine most important to NWCCU for approval to start the process. They feel confident this will be approved and they will move forward with the other certificates in waves. Director of IT, Cheryl Jones brought up that if they begin to declare these certificates as majors it could cause issues with the IT dashboard so she will work with the IR Director to ensure we factor this in, and will bring up any additional concerns at further meetings.

### Accreditation Committee – Dr. Melissa Deadmond

No updates at this time

### Budget Committee – Mike Peyerl

The Budget Committee will be meeting on January 10, 2024 focused on establishing the framework for the prioritization of the data collected throughout the financial team reviews. The goal is to have a prioritized list for FY25. Registrations fees for Spring are currently trending to come in higher than the previous 5 years. There is an average drop of 7% in enrollment between Fall and Spring, this year we are looking to increase, the first time in 10 years. Current registration fees are $4 million, $1 million over last year. Out of state registration fee is already at the budgeted amount of $1.6 million, and we still have six weeks remining before classes start.

Key upcoming items:

- January 2024- Second Quarter/ Mid-year financial report will be published.

- Interim Finance Committee meeting will be December 13 2023 in Carson City to discuss application of AB375 funds. VPFG will be in attendance.

- NSHE ADHOC committee on the funding formula will have their next meeting Monday, February 12th in Carson City Legislative Building. VPFG will be in attendance.

Key updates from the Board of Regents Meeting:
The 2% HEPI fee for FY 25 will be applied in accordance with the approved P&G rate in Chapter 7. The 5% will be applied at 90% to State Operating and 10% to student access which is required to maintain above 10% for community colleges. With the 11% COLA delayed savings and the 2% and 5% registration fee increase, our COLA gap for FY 25 will move from $2.2 million to $500,000.

**Diversity Committee – John Hughes (On Behalf of Juana Reynoza-Gomez)**
*Diversity Advocates*
Micaela has helped write three sustainability grants with diversity criteria, giving each grant a culturally relevant approach to sustainability activities. One is a WCSD and KTMB partnership project. Another is an interdisciplinary learning community project with math, biology, and geology, focusing on the Indigenous Turtle Island symbol. Another is providing a sustainability student club with Native seeds for planting activities and grant language.

Micaela has also been collaborating on two Latinx Thriving Institution workshops with Juana and co-writing on the People and Cultural Awareness GELO subcommittee. In addition, she has been mentoring in the new student club, Reimagine Sustainability, which includes leading campus tours about campus sustainability activities, presenting how to do culturally relevant sustainability activities, such as planting native seeds, and helping to recruit culturally diverse student participants into the club. Lastly, she is doing a "Seventh Generation/Zero-Plastics FREE/Sustainability Champions Curriculum Development" workshop in January with Cecilia and Ben.

*Sustainability Champions Committee Update*
The committee is busy promoting the 7th Generation Philosophy and the Initiative on Single Use Plastic which has been discussed in multiple spaces. They are moving forward with promoting it campus-wide, especially at the Spring Semester Kick-Off. Dominic Fazzio (auxiliary) is working diligently to reduce such items in our vending machines. They will be presenting a professional development workshop on January 9th, where they will promote sustainability best practices, emphasizing the reduction of one-use plastics (Sierra 115). Earth Day is scheduled for 4/18/2024 from 9 am to noon, and they are working in conjunction with ArtFest 24. Lastly, the 7th Ecoblitz is scheduled for Friday, May the 3rd

*Faculty of Color*
They are currently in the final stages of finalizing their mission, vision, and goals. They are planning to have a table at the Earth Day event where members will donate professional clothing to our community members as a "career closet". Please consider donating gently used clothes in consideration of reusing and sustainability.

*LGBTQ Friends and Allies Committee Update*
Drag Bingo was a huge success. They had over 80 people and raised $1247.77 for the Wizard's Warehouse. The queens donated their tips. A huge thank you to the TMCC community for their support. Shea has stepped down as chair and Juana extends her gratitude to Shea for their service in chairing the committee.

**Enrollment Management Committee – Yuli Chavez Camarena & Anne Flesher**
We are up 22.8% overall headcount and 29.3% FTE (25% in continuing students).

*Stop out project*: We are contracting with Interact Communications to do a series of emails and texts targeting students who stopped-out. The project will target 2,000 students. The committee members suggested that the 2000 not include students who failed Satisfactory Academic Progress, this was widely supported by the group. Every week during January they will run a new list to remove anyone who has enrolled.

*Retention texts*: The Recruitment and Access Center sent texts to 5200 students (3600 of them are current students) who are enrolled in Fall but not Spring reminding them about registration. They have heard from about 1700 of the students so far.

*Enrollment Management Plan - 2024-2027 Goals*

1. Increase student enrollment to 11,500+ students
2. Improve Student Retention and completion each year
3. Support enrollment and improve retention of part-time students each year
4. Support equitable access, opportunity and success for students from diverse backgrounds

*Fraudulent applications*
It's come to the committee's attention that an increased number of fraudulent applications is creating a significant amount of work for many across campus. Further conversations are ongoing about bringing in a software to help us identify and stop these applications.

*EPIC*
Non-credit enrollment continues to have an upward trend and we are getting back to pre-pandemic numbers. ABE is opening additional classes due to increased enrollment and employers have been reaching out regarding classes for incumbent workers.

**Facilities Committee – Dr. Ayodele Akinola**
There are currently 35 projects underway. The Red Mountain stair demolition starts today. The HSC expansion project is 100% completed. Childcare heat pumps are coming along, punch list items remaining. The fire alarm upgrade at Meadowood is moving forward and is almost complete. If there are any issues with the 395 highway project please bring them to Dr. Akinola.

**Health & Wellness Committee - Geoffrey Hawkins**
No updates at this time.

**Technology Committee – Cheryl Jones**
There are currently four technology work groups. The Tech Training committee, chaired by Tommie Guy, the Technology Day 2024 committee chaired by Fred Lokken, the Student Technology committee chaired by Jarett Orcutt (that looks for ways to govern the role of AI in the classroom), and the Tech AI Survey Results committee, chaired by Chery Jones. The survey results are currently being reviewed and will be presented at a future meeting.

There were some concerns about the new document cameras in the classrooms. There were no instructions. IT has rectified this and there will be instructions and a training video in every room.

They are bringing a speaker to campus on January 16, Reed Dickson, through Professional Development to talk about AI. There will be a lecture and hands on training. Reach out to Tommie Guy to get signed up.

**Part-Time Faculty Steering Committee – Gwendolyn Clancy**
They are hoping for the website to roll out in February. They continue to work on the Tier 1 & Tier 2 policy and will bring that to Faculty Senate in February as well.

## Constituency Updates

**Student Government Association – Brayson Gomez**
No updates at this time.

**Classified Council – Hallie Madole**
Raised over $1500 through the raffle and silent auction, thank you to everyone who donated. These funds will help support Classified training programs. The results of the Low Staffing Energy survey are done and will be reported on in the January meeting.

**Faculty Senate – Rick Bullis**
The UNLV shooter mailed out some letters to multiple campuses with no return address. If you encounter one, please contact the authorities.

The Administrative Faculty member has officially been voted onto the Faculty Senate.
Curriculum Review committee has added many new courses and is hard at work. There is a new self-evaluation form that will be brough to this committee for approval at a future date.

Web college is working on ways/new platform for a faster and smoother submission of grades.

There are new environmental health committees coming and they are looking for volunteers to serve.

## New Business/Future Agenda Items

The equity study resolution has great support. We need to clarify some of the vaguer language. This will be done by Kim Studebaker, who will then take it to Faculty Senate, who will bring it to this committee for approval at the January meeting.

There will be a flyer going out about the campus shutdown from Cheryl. This can be posted on the campuses as needed.

Adjourned @ 10:32 AM

**Draft Policy on Credit for Prior Learning (CPL)**

**For Second Read at Planning Council, December 11, 2023**

**Reason and Justification**

- As of July 2021, National Student Clearinghouse (NSC) reports that over 40 million American adults possessed <u>some college credits</u> but <u>no credential</u> (SCNC) [1]
- In 2021-2022, the NSC reported that Nevada's SCNC population was 383,767 [2]
- In 2020, the Western Interstate Commission on Higher Education (WICHE) and the Council for Adult and Experimental Learning (CAEL) reported that, in a study of 230,000 adult students across 72 institutions,[3] program completion was 22 percent higher among adult students who received CPL than adult students who did not [4]
- In a 2020 survey of 1,200 college students conducted by the Lumina Foundation, one-fourth of those who earned CPL said that those credits "made it possible to complete a degree/program they otherwise would not have" [5]

**Policy**

Credit for Prior Learning (CPL) ranges from transfer credit awarded via transcript evaluation, to skills and experience earned outside of the traditional college classroom that merit course substitution. The latter includes work experience, industry certifications, military training, non-credit training, volunteer work, self-study, and other life experiences based upon which students can demonstrate that they have mastered college-level learning outcomes. CPL can be obtained via examination, portfolio assessment, or other evaluation of learning by expert faculty.

TMCC recognizes that CPL empowers students and contributes to increased graduation rates by engaging adult learners, validating prior learning, and accelerating program completion, thus saving students time and money. In alignment with guidance from the American Council on Education (ACE), the Council for Adult and Experimental Learning (CAEL), and the Lumina Foundation, TMCC is committed to helping students make progress toward their educational goals by assessing and awarding CPL.

**Plan for Definitions & Procedures**

*To enact the above policy,* the VPAA and VPSSD *teams* will partner *with faculty leadership* to:

- Develop definitions and procedures via which students may earn CPL via examination or other evaluation of learning by expert faculty
- Publish the policy in the TMCC Catalog, and publish the procedures on the TMCC website
- Produce materials to inform students and the community about CPL and its potential to shorten pathways to earning a credential
- Maintain a simple CPL application process with clear pricing for standard exams, challenge exams, portfolio assessments, and other forms of CPL evaluation
- Evaluate CPL applications promptly and fairly, together with faculty experts as needed

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[1] https://nscresearchcenter.org/some-college-no-credential/
[2] https://nscresearchcenter.org/some-college-no-credential-dashboard/
[3] https://www.cael.org/hubfs/PLA%20Boost%20Report%20CAEL%20WICHE%20-%20October%202020.pdf
[4] https://www.cael.org/resouces/pathways-blog/new-research-from-cael-and-wiche-on-prior-learning-assessment-and-adult-student-outcomes
[5] https://www.luminafoundation.org/news-and-views/prior-learning-credits-help-students-cross-the-finish-line-to-earn-degrees/

- Compensate faculty for developing and grading challenge exams, evaluating student portfolios, or other forms of CPL assessment, via the college's established practices for Additional Compensation or Additional Assignment
- Continually develop and maintain a crosswalk of military, industry, and non-credit trainings and certifications that qualify for CPL due to their mastery of parallel learning outcomes, per expert faculty
- Provide support to students who are earning CPL, including tutoring, advising, and related resources
- Ensure that CPL procedures do not conflict with the expectations of competitive-entry programs and those with unique accreditation requirements
- Enforce the college's published residency and transfer-credit requirements

# REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

| Submitted By | Date |
|---|---|
| Dr. Jeffrey Alexander | 12/08/2023 |

| Legal Review | Initials |
|---|---|
| ☑ Approved  ☐ Denied  ☐ Not Applicable | KB |

**Purpose of this Review**
☐ Add a Policy   ☑ Revise a Policy   ☐ Delete a Policy   ☐ Other:

Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.

Please see attached document detailing this policy revision request, entitled 'Credit for Prior Learning,' or CPL.

Provide the reason and justification for request.

TMCC recognizes that CPL empowers students and contributes to increased graduation rates by engaging adult learners, validating prior learning, and accelerating program completion, thus saving students time and money. In alignment with guidance from the American Council on Education (ACE), the Council for Adult and Experimental Learning (CAEL), and the Lumina Foundation, TMCC is committed to helping students make progress toward their educational goals by assessing and awarding CPL.

Describe the impact of this request (cost, legal ramifications, etc.)

This policy will require TMCC to set prices for CPL activities, collect testing/review fees, award credit where testing/review verifies student learning, and pay expert faculty for their time to set and grade challenge exams or assess student porfolios. The institution will also develop materials to publicize CPL processes. There are no legal implications, as awarding CPL

**Planning Council Review**

| First Reading | Second Reading | Third Reading |
|---|---|---|
| 11/20/23 | 12/11/23 | N/A |

| Status | Vote | Date |
|---|---|---|
| ☑ Approved  ☐ Denied | 12/11/23 | 12/11/23 |

**Policy Manual & Webpage Update**

| Policy Number | Date Posted |
|---|---|
|  |  |

Departmental Procedure Page Update
☐ Yes   ☐ No   ☐ Not Applicable

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**Planning Council Review**

| First Reading | Second Reading | Third Reading |
|---|---|---|

| Status | Vote | Date |
|---|---|---|
| ☐ Approved     ☐ Denied | | |

**Policy Manual & Webpage Update**

| Policy Number | Date Posted |
|---|---|

Departmental Procedure Page Update
☐ Yes     ☐ No     ☐ Not Applicable

# MOTION FORM ACADEMIC YEAR 2023-2024

| | |
|---|---|
| **Meeting Date:** | November 3, 2023 |
| **Committee/Origination:** | Salary, Benefits and Budget Committee / Faculty Senate |
| **Comments:** | Tenure Award |
| **Motion and amendments:** | Motion for Consideration<br><br>NSHE Procedures and Guidelines Manual, Chapter 3, Section 3, subsection 3.e) indicates that "Upon the award of tenure, an academic faculty member shall receive a minimum 2.5 percent increase in salary, which is added to the base salary. An institution may provide for a higher salary increase upon award of tenure in accordance with a written policy drafted by the president in consultation with the faculty senate."<br><br>As indicated in the recent TMCC Faculty Salary Survey, an overwhelming majority of academic faculty respondents (82 yes, 12 no, 18 does not apply/I don't know/I'm not sure) support awarding five or more percent to the base salary of newly tenured faculty.<br><br>Therefore, SBBC and the TMCC Faculty Senate recommend that, beginning July 1, 2024, TMCC faculty who earn tenure shall be given a five (5) percent increase in salary, added to the base salary.<br><br>In accordance with NSHE Procedures and Guidelines Manual Chapter 3, Section 3.3e (cited above), we request that the president adopt the following written policy to be added to institutional bylaws:<br><br>Upon the award of tenure, a TMCC faculty member shall receive a five (5) percent increase in salary, which is added to the base salary. |

**Senate Action:**

☐ Passed Unanimously

☐ Defeated with # in Favor and # Against

☐ Tabled Until _____

☐ Referred to: _____

☒ Passed

☐ Abstentions:

☐ Other:

Please review above motion, approve or acknowledge, sign & date. Return original to the Faculty Senate Office, RDMT 212. Denied motions need to be returned to Faculty Senate with a rationale statement. Copies of signed motions are provided upon request.

☐ Motion Received/Acknowledged ☐ Motion Approved

*Rick Bullis*
TMCC Faculty Senate Chair | 11 / 15 / 2023 | Date

✓ Motion Received/Acknowledged ☐ Motion Approved

*Jeffrey Alexander*
TMCC Vice President of Academic Affairs | 11 / 15 / 2023 | Date

✓ Motion Received/Acknowledged ☐ Motion Approved

_____
TMCC Vice President Student Services and Diversity | 11 / 16 / 2023 | Date

✓ Motion Received/Acknowledged ☐ Motion Approved

*Michael S. Peyerl*
TMCC Vice President Finance and Government Affairs | 11 / 17 / 2023 | Date

☒ Motion Received/Acknowledged ☐ Motion Approved

*Karin Hilgersom* 11/20/2023
TMCC President | Date

☐ Action Has Been Taken by:

*Bradley Summerhill SBBC Chair*
Academic Standards & Assessment Committee Chair | 11 / 16 / 2023 | Date

**Description of Action Taken:**

The Senate Office will assist the SBBC Chair as needed.

Doc ID: 1f253ade3707a6de5518586514b548baec457006

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| **Title** | Tenure Award Motion |
| **File name** | 07_Tenure Award Motion.pdf |
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**VIEWED**
11 / 16 / 2023
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02:37:33 UTC
Signed by Rick Bullis (ebullis@tmcc.edu)
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| ✓ COMPLETED | **11 / 17 / 2023** 22:18:23 UTC | The document has been completed. |