

FACULTY SENATE ACADEMIC YEAR 2004

MOTION TRACKING

DATE MOTIONED	DESCRIPTION OF MOTION	SENATE STATUS	PRESIDENTIAL STATUS
22-Aug-03	MOTION: To approve 05/16/03 meeting Minutes (Bouweraerts/Mortensen) Discussion: Page nine Edison campus – 32% increase in FTE not in tuition AMEND: To change page nine as set in discussion	Motion Carries	N/A
22-Aug-03	MOTION: To charge the Professional Standards Committee to report on committee selection process, committee apportionment, and to make a recommendation to the Faculty Senate on how the process and apportion should be done. (Scheible/Hammett) DISCUSSION: The president asked us to do this, though we are not obligated to do so, however, there have been numerous situations where there has been a “stacked” committee. Last year there were only two members representing a specific area. When it was brought to the attention of the Dean, the Dean stated it was up to the Faculty Senate to determine apportion.	Unanimous approval	N/A
22-Aug-03	Motion: The recommended members of the Committees be confirmed as actual Committee Members. (Delaney/Stubbs) DISCUSSION: None.	Unanimous approval	N/A
26-Sep-03	MOTION: To approve 08/22/03 meeting Minutes (Scheible/Baines) Discussion: None	Unanimous approval	N/A
26-Sep-03	MOTION: To confirm the committee volunteers listed. DISCUSSION: On Academic Standards, Susie Jimenez needs to be added AMEND: To confirm the committee volunteers listed, including Susie Jimenez as a member of the Academic Standards committee.	Unanimous approval	N/A

<p>26-Sep-03</p>	<p>MOTION: The Truckee Meadows Community College Faculty Senate requests the Board of Regents to refrain from proposing a waiver or legal rights as a condition of tenure. (Scheible/Marston)</p> <p>DISCUSSION: We have not yet raised an objection. It seems to me (Scheible) that we should let the BOR know that it should not be considered to ask an applicant to waive their legal rights. Legal counsel, Tom Ray, stated rights were not waived. Ben's motion is to let them know the purpose of this – I (Delaney) am not in favor of this. SUGGESTION: (Marston) Rather than saying we disagree, can we say, "We applaud the Board of Regents for rescinding the waiver"?</p> <p>AMENDED MOTION: The Truckee Meadows Community College Faculty Senate applauds the Board of Regents for rescinding the NRS 241 proposed waiver requirement.</p>	<p>Unanimous Approval</p>	<p>N/A</p>
<p>26-Sep-03</p>	<p>MOTION: Truckee Meadows Community College Faculty Senate requests that the Board of Regents rescind the 100 word paragraph and place it in Chapter four of the Code. (Scheible/Stubbs)</p> <p>DISCUSSION: Do we want to codify this? If they can remove it at any time and if we don't want it, why demand to place it in the Code? Concern is not with the paragraph – I (Scheible) don't like the. If it is a suggestion that has to be implemented, they are saying "you do this", and then what will the next "suggestion" be? If there is a process, then it should be followed. Why the change – For so many years nothing, then all of a sudden, why? (E. Baines) If this went through the correct process, we would have that answer – instead the Board came up with this idea (Scheible) Tenure applicants go up on the consent agenda and are approved. If they go on for Tenure on Hire, they are public. In March, one of the regents wanted to talk about them and they had not signed a waiver. Now, we have a new chair of the Board, who wants to bring a more "celebratory" feel. The Faculty Senate Chairs have raised, repeatedly, the issue of process – you can't say a suggestion has to be implemented; you would have to say it was a mandate and be codified. Whether we are in agreement or not, we need to utilize the proper channels.</p>	<p>3 nay votes/0 abstentions – MOTION PASSES</p>	<p>N/A</p>

	AMEND MOTION: Truckee Meadows Community College Faculty Senate applauds the Board of Regents for efforts to add a celebratory element to the tenure process. However, we request that any tenure requirements be placed in Chapter four of the Code. (Scheible/Stubbs)		
26-Sep-03	<p>MOTION: Reject the proposed amendment to Chapter 4 in amendment number 1. (Scheible/Delaney)</p> <p>DISCUSSION: Why? As currently written, the Code sets forth minimum standards to which any institution can manipulate. The amendment states to remove the word minimum. The Code works better as it is now with minimum standards. Therefore, if we at TMCC want more, we can do so – This stifles our creativity. They did move “minimally” into the standards themselves. Have they, in effect, changed them to be incorporated into the Standards? We want an opportunity to strive for excellence. If as an Institution, we may want to add that. In the last motion, we tell the BOR we want them to go through the Code. However, if we want to add criteria, we can go to the Board of Regents and ask that they add it. This seems to be a dichotomy.</p>	13 Nay votes/3 abstentions – MOTION FAILS	N/A
26-Sep-03	MOTION: To vote in favor of amendment number three, number four, and number five. (Scheible/Loranz)	17 Yea votes/0 Nay votes/3 abstentions – MOTION CARRIES	N/A
26-Sep-03	<p>MOTION: Reject proposed amendment number two. (Scheible/Marston)</p> <p>DISCUSSION: Why? Vague language. It appears in order to dismiss faculty, two consecutive years of bad, and two more years before any thing can be done: you have a bad professor and it takes 4-6 years to do anything about it. It does not look good to give those who do not perform 4-6 years. Our system is already stringent.</p> <p>AMEND: Favor the language in 5.11, but reject amendment number two</p>	17 Yea votes/0 Nay votes/2 abstentions – MOTION PASSES	N/A

	because of the language in 5.12.2		
26-Sep-03	MOTION: To approve amendment number 1. (Delaney/Loranz) DISCUSSION: None.	14 Yea votes/1 Nay vote/3 abstentions – Motion Passes	N/A
26-Sep-03	<p>MOTION: To accept and pass the following courses:</p> <p>ACC 223B: Introduction to QuickBooks CSCO 283: Internetwork Troubleshooting CSCO 282: Multi-Layer Switching Eng 088: ESL Grammar CSVC 091: Personal Computing for Seniors I CSVC 092: Personal Computing for Seniors II CSVC 093: Personal Computing for Seniors III CSVC 094: Personal Computing for Seniors IV CSVC 095: Internet I for Seniors CSVC 096: Internet II for Seniors CSVC 097: Microsoft Word for Seniors CSVA 098: Management PC Files & Folders for Seniors Jour 101: Critical Analysis of Mass Media Jour 102: Media Writing Jour 203: Writing Across Media Jour 204: Introduction to Media Production Jour 205: Media Ethics CH 201: Ancient and Medieval Cultures CH 202: The Modern World CH 203: American Experience and Constitutional Change</p> <p>DISCUSSION: None</p>	Unanimous Approval	<p>Approved by President Ringle 10/23/03 and VPAA Laguerre 10/20/03</p> <p>SEE COMMENTS</p>
COMMENTS: Jour classes were approved by VPAA CSVC courses need objectives redone – changes requested by VPAA. All other courses approved with Learning Outcomes to be redone.			
26-Sep-03	MOTION: To approve the Sabbatical Leave Application (Please see attachment A)	21 Yea Votes/ 0	Approved 9/23 by Dr.

	DISCUSSION: None	Nay Votes/ 0 Abstentions - MOTION Carries	Laguerre and 9/24 by Dr. Ringle
26-Sep-03	MOTION: To add a signature line on the Faculty Annual Evaluation Report form for the department chair.	20 Yea Votes - MOTION CARRIES	Approved by Dr. Ringle 10/14/03
26-Sep-03	MOTION: The Executive Committee make a decision on this matter and bring it back to the Senate (Baines/Scheible) DISCUSSION: This should be sent to the Salary, Benefits, and Monetary Concerns committee.	8 Yea Votes/ 6 Nay Votes/ 2 Abstentions -- MOTION CARRIES	N/A
26-Sep-03	MOTION: Request that the Executive Committee consider removing informational items from the agenda and disseminate them in writing. When drafting the agenda, use the informational items as a written item only and use action items to be left for Faculty Senate Meeting time. (Scheible/Baines) DISCUSSION: Sometimes we need additional info. Informational items are just as important as action items. We would still entertain questions. This is a discussion body - we don't need to kill more trees. There will not be discussions even if they are in writing. This is not a discussion body... we are a recommending body - we spend too much time discussing things that are not pertinent. Informational items are necessary.	7 Yea Votes/ 11 Nay Votes - MOTION FAILS	N/A
24-Oct-03	MOTION: To approve 09/26/03 meeting Minutes (Baines, B/Mortensen, C.) AMENDMENT: Page 10 after Curriculum Motion before discussion: Add "... A point of order was raised that was over-ruled by the Faculty Senate Chair"	Unanimous Approval	N/A

24-Oct-03	MOTION: To confirm Dan Adams as a member of the Curriculum committee, George McNulty as a member of the Academic Standards Committee, and Amy Sniffen as a member of the Part-Time Issues committee.	Unanimous Approval	N/A
24-Oct-03	MOTION: To vote in favor of this amendment (Referring to Code Amendment 1). (Scheible/Delaney) DISCUSSION: We need to look at this a little bit more to decipher it and form a better opinion. We do not have to make a vote on this. We can wait until December if we want. We do need to wait – it needs more discussion. We should vote on this so the chair has something from the Senate to take back. We need to wait. Chair of Senate: This information has been out for a week for your review.	0 yea votes /15 nay votes MOTION FAILS	N/A
24-Oct-03	MOTION: To refer this committee of eleven, that are appointed by the chair.(Baines, Bill/Cullinan) AMEND: To refer this committee of eleven as the formulation of a response/recommendation to the administrative reorganization proposal as a Faculty Senate committee appointed by the chair: Chair: Kurt Hall Division of Arts and Humanities: Dan Bouweraerts and Elizabeth Baines Division of Social Sciences and Business: Armida Fruzzetti and John Chism Division of Health Sciences and Safety: Julie Stage and Alan Mentzer Division of Math, Science, Engineering and Technology: Jim Collier and Scott Allen Workforce Development and Continuing Education: Paul Marsala and Anastasia Sefchick	22 Yea votes/0 Nay votes/0 Abstentions	Approved by Dr. Ringle 1/9/04
24-Oct-03	MOTION; To commend the Faculty Senate Chair, Bridgett Boulton, for the work put into the process of committee formulation. (Scheible/Cullinan)	Unanimous approval	N/A
24-Oct-03	MOTION: To approve the following six courses: EMTP 112B Cardiology I (change) EMTP 113B Cardiology II (new) EMTP 116B Assessment and Management of Medical Emergencies (change)	Unanimous Approval	Approved by Dr. Ringle 1/9/04 Approved

	ART 236B Photography III (new) BIOL 188B Foundations in Science (change) BIOL 201B General Zoology (change)		Dr. Laguerre 12/3/03
COMMENTS: EMPT 112 B, !!3B, 116B are not yet approved – they were returned to the sender. Will update upon further approvals.			
24-Oct-03	MOTION: To approve the Associate of Veterinarian Technology Program. VOTE: 17 Yea votes/ 0 Nay votes/ 2 abstentions.	17 yea votes/ 0 nay votes/ 2 abstentions	Approved by Dr. Ringle 1/9/04 Approved by Dr. Laguerre 12/3/03
05-Dec-03	MOTION: To approve the 10/24/03 Faculty Senate Meeting Minutes (Bouweraerts/Mortensen)	Unanimous Approval	N/A
05-Dec-03	MOTION: To pass the reorganization proposal as revised from the VPAA and approved by the Reorganization Committee. (Bouweraerts/Baines) DOCUMENTATION: "REPORT: The reorganization committee met a total of three times. The information that was gathered was forwarded to the VPAA for consideration. Through his consideration of that information he provided a revised reorganization plan to the Faculty Senate Sub Committee. The voting on three reorganization plans took place December 1, 2003. There was a majority vote to accept the revised reorganization plan put forth by the VPAA. There was one after-deadline vote to accept the initial reorganization plan. There were no votes for Dr. Reid's option. All the written give and take information between the committee and the VPAA now resides in the Faculty Senate Office." "PROPOSAL: In response to the charge from Faculty Senate, the reorganization committee recommends the revised reorganization proposal put forth by the VPAA. This is the same proposal that was distributed to all mailboxes December 2, 2003 by the TMCC Faculty Senate Office." DISCUSSION: From Senator Hammett -- I want it on the record that the Social Sciences department did propose an alternative proposal that had significantly less impact than was given. We are concerned this is too radical a	14 Yea Votes; 4 Nay Votes; 3 Abstentions Motion Carries	Approved Dr. Ringle 1/20/04 Approved Dr. Laguerre 1/20/04

	transformation. From Senator Henderson – We agree this is too radical. We feel biology FTE and budget will be adversely affected.		
05-Dec-03	MOTION: The Chair of the Faculty Senate to appoint members to the bookstore advisory council to which the President referred. (Scheible/Coles) DISCUSSION: Do we want this? I want to talk to faculty. We haven't decided we want this. I urge vote against and talk to faculty	11 Yea votes; 2 Nay Votes; 5 Abstentions: MOTION FAILS	N/A
05-Dec-03	MOTION To extend meeting time to 2:40 (Delaney/Scheible) DISCUSSION: None	Unanimous Approval	N/A
05-Dec-03	MOTION: To refer to the Faculty Senate Committee on Salary, Benefits, and Monetary Concerns the question of what assignments fall within the workload charge and that the chair report back to us as to what they want the Faculty Senate, as a body, to do. (Sheible/Delaney) DISCUSSION: The committee wants to know where we are starting. Individual grievance may be coming to us. We want some guidance. What is the genesis... the System or the College? The ad hoc committee, from my perspective as chair, I can think of things: the problems that still exist. I can refer that and have them help me to come up with more cogent response. Did we actually do a written amendment to actually give them that charge. No, it was recommended for Salary, Benefits, and Monetary Concerns to discuss for one year. In the past, the chair has given charges above and beyond. This would fit under the assigned rubric. This is so broad: It is not a particular item. The chair is seeking clarification. In senate bylaws the committee will make recommendations/ proposals to maintain workload equity It would be wise if the Chair of Faculty Senate met with Chair of SBMC and specified the charge.	18 Yea; 0 Nay; 1 Abstention	N/A
23-Jan-04	MOTION: To approve 12/05/03 meeting Minutes (Foley/Scheible) AMEND: Pg. 12 under new business, change the vote to MOTION PASSES as a	Unanimous Approval	N/A

	two-thirds vote was unnecessary.		
23-Jan-04	MOTION: To commend the Faculty Senate Secretary for outstanding minutes. (Scheible/Stubbs)	Unanimous Approval	N/A
23-Jan-04	MOTION: To commend the Social Activities and Professional Recognition Committee for the wonderful holiday party. (Sheible/Cullinan)	Unanimous Approval	N/A
23-Jan-04	<p>MOTON: To approve the amended language for the Faculty Senate Bylaws. DISCUSSION: AMENDMENT:</p> <p>9.5.1 <i>All Standing Committee members are subject to removal from the Committee. The Chairs of Faculty Senate Committees will immediately remove from membership any committee member who is not present for two consecutive committee meetings and recalculate quorum. The Committee Chair will forward these name(s) to the Faculty Senate Chair.</i></p> <p>9.5.2 <i>The Faculty Senate Chair will announce as an informational matter the removal of members at the next Faculty Senate meeting.</i></p> <p>9.5.3 <i>Committee Members who are removed can be reconfirmed by the Faculty Senate Chair subject to confirmation by the Faculty Senate.</i></p> <p style="text-align: center;">Amendment Accepted</p> <p>The purpose is to recalculate the quorum at that time so the meeting can continue I have only been able to make one meeting, but any I miss, I notify them in advance. The reason I don't address excuses, is to not put the chair in a pressure position – why is someone there or not there. We have family things that interfere, we all get ill, etc. There should be some allowance made for that in the process. We can do the same kind of thing, so the quorum can be recalculated. The purpose is to make sure business can be completed. The bylaws say you have to have a quorum of the whole committee. It is not punitive. If you miss two meetings, you are removed – then at the next meeting you can rejoin. Meet the requirement of acquiring a proxy. There are no provisions for a proxy on small committees. Members have to have a sustained compelling investment in the committee which is why we don't have proxies on the smaller committees. The motivation leads me to believe we need to revisit the way the senate sets up</p>	<p>To accept the amended motion</p> <p>Motion Passes</p>	<p>Approved 2/4/04</p>

	<p>committees. This affects business. If the person keeps missing, the chair can make that determination. It would be incumbent for the chair to make a decision. Technically two people can make a decision. A long time ago the president asked us to study the structure and apportionment of committees, but we have not yet heard back from this. Some people are not well suited for committee work and we need to use their services elsewhere. I would like to see that addressed. In the minutes, I brought it up and the committee voted to wait until the reorganization dust settled before working on it. So...now we can work on it. Yes, I am aware of that – my comment stands. It is still on their plate. COMMENT from Dr. Ringle: I hope when Professional Standards works on this it is rectified. It is incumbent on the college to find some other avenues and allow for exemption and provide more acceptable ways to utilize skills. BOULTON: If we start restricting, then we are shutting a lot of people out – they will not be able to participate. We're working on a proposal and that will be forthcoming – should be at the Feb. Faculty Senate meeting. QUESTION from Senator Scheible: Point of clarification, who is "we"? ANSWER: The Subcommittee of Professional Standards.</p>		
13-Feb-04	<p>MOTION: To approve 01/23/04 Faculty Senate Meeting Minutes (Coles/Stubbs) DISCUSSION: None.</p>	Unanimous Approval	N/A
13-Feb-04	<p>MOTION: To accept the Paramedic Program revisions pertaining to Certificate of Achievement Course Requirements and Admission Procedures as approved by the Academic Standards Committee.</p>	Unanimous Approval	Approved President and VPAA - 03/09 and 03/03 respectively

13-Feb-04	MOTION: Agreement of the Faculty Senate to the position held by the Salary, Benefits, and Monetary Concerns Committee recommending opposition of movement of the MFA on the current Salary schedule form Column 4 to any other column.	Motion Passes with one nay vote from Senator Ehlers.	N/A																				
13-Feb-04	MOTION: To approve the Academic Calendar for 2004-2008.	Motion passes with one abstention from Senator Stubbs.	Approved President and VPAA 03/09 and 03/03 respectively4																				
13-Feb-04	To accept the following courses as approved by the Curriculum Committee: <ul style="list-style-type: none"> ▪ CE 090 TMCC Technical Institute Orientation ▪ EDU 211 Intro to Teaching in an Inclusive Classroom ▪ EDU 212 Family Involvement for Students with or Without Disabilities ▪ ENG 205 Introduction to Creative Writing: Fiction and Poetry 	Motion passes with on abstention from Senator Scheible	Approved VPAA 4/1/04 and Approved by P resident 4/7/04																				
13-Feb-04	MOTION: To approve the Faculty Qualifications Policy as presented by the Professional Standards Committee. AMEND: Section 2A and Section 4:	: Unanimous Approval of Amendment Unanimous Approval of motion	Approved President and VPAA 03/09 and 03/03 respectively																				
Virtual Meeting	To accept the following courses approved by the Curriculum Committee: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">ART 261 (change)</td> <td style="width: 50%;">CIT 215 (change)</td> </tr> <tr> <td>EDU 207 (new, cross listed with ENG 250)</td> <td>COT 202B (change)</td> </tr> <tr> <td>EDU 208 (approved 1/30/04, omitted from action item of 1/23/04)</td> <td>COT 217 (change)</td> </tr> <tr> <td>EDU 209 (change)</td> <td>CSCO 120 (change)</td> </tr> <tr> <td>CIT 132 (change)</td> <td>CSCO 121 (change)</td> </tr> <tr> <td>CIT 152 (change)</td> <td>CSCO 220 (change)</td> </tr> <tr> <td>CIT 153 (change)</td> <td>CSCO 221 (change)</td> </tr> <tr> <td>CIT 181 (change)</td> <td>GRC 144B (change)</td> </tr> <tr> <td>CIT 201(change)</td> <td>GRC 156 (change)</td> </tr> <tr> <td></td> <td>GRC 175 (change)</td> </tr> </table>	ART 261 (change)	CIT 215 (change)	EDU 207 (new, cross listed with ENG 250)	COT 202B (change)	EDU 208 (approved 1/30/04, omitted from action item of 1/23/04)	COT 217 (change)	EDU 209 (change)	CSCO 120 (change)	CIT 132 (change)	CSCO 121 (change)	CIT 152 (change)	CSCO 220 (change)	CIT 153 (change)	CSCO 221 (change)	CIT 181 (change)	GRC 144B (change)	CIT 201(change)	GRC 156 (change)		GRC 175 (change)	19 Approve – Motion Passes	Approved 4/20/04 by VPAA and 4/21/04 by President
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CIT 201(change)	GRC 156 (change)																						
	GRC 175 (change)																						

	CIT 202 (change) CIT 203 (change) CIT 204 (change) CIT 211 (change) CIT 212 (change) CIT 213 (change) CIT 214 (change)	GRC 179 (change) GRC 183 (change) GRC 188 (change) GRC 275B (change) GRC 288B (new)		
Virtual Meeting	To pass the changes as shown on the Dietetic Technician program worksheet as submitted to the Academic Standards Committee		20 approve - Motion Passes	Approved 3/26/04 by VPAA and approved 3/30/04 by President Ringle
Virtual Meeting	<p>To accept the following as approved by the Committee.</p> <p>Proposed catalog change to Grading Scale section (pages 8 and 9 of current catalog):</p> <p>Individual faculty members choose whether to use the "plus" and "minus" grades and whether to use the "F" grade or the "W" grade to indicate that a student failed to meet the requirements of the class. Students are informed of the instructor's choice of grading scale at the beginning of the class in the course syllabus. Students may not appeal the format an instructor chooses. The following marks are also part of the grading system, but carry not grade point value.</p> <p> P PASS; community services, developmental, credit by exam courses or non-traditional credit only S SATISFACTORY: C or above U UNSATISFACTORY: D or below I INCOMPLETE IP IN PROGRESS X IN PROGRESS: courses extending beyond one semester AD AUDIT W WITHDRAWAL: student withdraws from course during the first 13 weeks; instructor withdraws student for non-attendance or not meeting prerequisites; or student attends the class but </p>		21 approve - Motion Passes	Approved VPAA 3/24/04 and President Ringle 3/30/04

	<p>fails to meet course requirements (used by some instructors instead of the 'F' grade). Date of last attendance or the date the final grade is issued is stored in the Student Information System.</p> <p>NR NOT REPORTED: assigned by registrar pending submission of final grade by instructor</p> <p>DISCUSSION: None</p>		
26-Mar-04	<p>To approve 02/13/04 Faculty Senate Meeting Minutes and Virtual Faculty Senate Meeting Minutes. (Bale/Bouweraerts)</p> <p>DISCUSSION: None</p>	Unanimous Approval	N/A
26-Mar-04	<p>To endorse the following language for the handbook regarding textbook policies: <u>Handbook Statement (DRAFT)</u></p> <p>Textbook selection is the responsibility of faculty. Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selections.</p> <p>To that end, each UCCSN institution shall develop an approved statement of professional and ethical guidelines relative to the selection of textbooks or other instructional materials. Such guidelines shall address relationships with publishers or other providers, selection of one's authored text for instructional use, and shall address the desirability of minimizing costs to students when this can be accomplished without compromising academic standards and academic freedom.</p> <p>DISCUSSION: From Senator Scheible: It seems like a meaningless policy. What guidance does this give? None... I urge a no vote. From Chair Boulton: The first paragraph is like a preamble, but the second defines it more. However you vote, I will carry it out. Of concern, if the fact that if we don't develop a policy, one will be developed for us and this gives us the flexibility to develop our own. Opposition from Senator Scheible withdrawn.</p>	Steven Bale for Cindy Mortensen abstains – MOTION PASSES	Approved by VPAA 4/7/04 and President Ringle 4/15/04
26-Mar-04	<p>MOTION: To accept the restructuring of the Faculty Senate as calculated for after the reorganization is complete.</p>	Delaney opposed; 6	N/A

	<p>(See Attachment D 3/26/04 meeting minutes.) DISCUSSION: The vote for is to lock in the percentages. I think we are doing this wrong. All we have to do it tie it to the bylaws. The president, a long time ago, asked us to study the committee apportionment process. I have not seen a report that that addresses that. Lets just decide this is how many each area will get. POINT of INTEREST – Visual Communications will no longer be in that department. POINT of ORDER – Andy can not amend MOTION: To table the discussion.(Scheible/Baines)</p>	<p>abstentions – MOTION to table PASSES</p>	
26-Mar-04	<p>To accept the Truckee Meadows Community College Web Peer Evaluation of Teaching Effectiveness as approved by the Professional Standards Committee. (See Attachment E.) DISCUSSION: From Kathy Brewster: Evaluating web courses is an important part of the standard and accreditation. It is part of the accreditation process. Was there any discussion on developing some category to establish useful deadlines? It did not come-up.</p>	<p>MOTION PASSES</p>	<p>Approved VPAA 4/7/04 and President Ringle 4/15/04</p>
26-Mar-04	<p>To approve the Library Evaluation Criteria as approved by the Professional Standards Committee. (See Attachment F 3/26/04 Meeting Minutes.) DISCUSSION: They came-up with their own and I assume all will meet in the middle. It was based on the Faculty Evaluation and can change.</p>	<p>Abstention from Dan Bouweraerts – MOTION PASSES</p>	<p>Approved VPAA 4/7/04 and President Ringle 4/15/04</p>
26-Mar-04	<p>To accept the letter from the President regarding Sabbatical Leave requests. DISC: None</p>	<p>Unanimous Approval</p>	<p>Approved 4/20/04 by VPAA and 5/7/04 by President Ringle</p>
14-May-04	<p>To approve 03/26/04 Faculty Senate Meeting Minutes and Virtual Faculty Senate Meeting Minutes. (Olsen-Oliver/Hammett)</p>	<p>Unanimous Approval</p>	<p>N/A</p>
14-May-04	<p>That an Ad Hoc Faculty Senate Committee chaired by Mr. Andy Delaney, and comprised of ten other members appointed by the chair – subject to Senate confirmation – be created. (Scheible/Cullinan)</p>	<p>Unanimous approval</p>	<p>N/A</p>

14-May-04	<p>To accept the following courses approved by the Curriculum Committee at the March 26th and April 30th meetings.</p> <table border="0"> <tr> <td>GRC 181B</td> <td>ENG 112-A</td> </tr> <tr> <td>ENG 112-C</td> <td>ENG 112-D</td> </tr> <tr> <td>ENG 113</td> <td>DH 104B</td> </tr> <tr> <td>PHIL 244</td> <td>MATH 100B</td> </tr> <tr> <td>CPD 125 (change)</td> <td>CUL 101 (new)</td> </tr> <tr> <td>DH 102 (new)</td> <td>DH 103 (new)</td> </tr> <tr> <td>DH 110 (new)</td> <td>DH 116 (new)</td> </tr> <tr> <td>DH 211 (new)</td> <td>MATH 081 (new)</td> </tr> <tr> <td>MATH 082 (new)</td> <td>NURS 211</td> </tr> <tr> <td>RT 118B (change)</td> <td>RT 128B (change)</td> </tr> <tr> <td>NURS 211 (new)</td> <td>THTR 210 (change)</td> </tr> </table>	GRC 181B	ENG 112-A	ENG 112-C	ENG 112-D	ENG 113	DH 104B	PHIL 244	MATH 100B	CPD 125 (change)	CUL 101 (new)	DH 102 (new)	DH 103 (new)	DH 110 (new)	DH 116 (new)	DH 211 (new)	MATH 081 (new)	MATH 082 (new)	NURS 211	RT 118B (change)	RT 128B (change)	NURS 211 (new)	THTR 210 (change)	Unanimous approval	All approved EXCEPT Nurs 211 By VPAA 8/2 and President 8/10
GRC 181B	ENG 112-A																								
ENG 112-C	ENG 112-D																								
ENG 113	DH 104B																								
PHIL 244	MATH 100B																								
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NURS 211 (new)	THTR 210 (change)																								
Comments: Nurs 211 was NOT approved.																									
14-May-04	For the Faculty Senate of TMCC to accept the Dietetic Technician Program Revision as approved by the Academic Standards Committee.	Unanimous Approval	Approved VPAA 6/29/04 and President 7/1/04																						
14-May-04	<p>To approve the <i>Faculty Travel Process and Funding</i> document (provided below) as approved by the Professional Standards Committee.</p> <p style="text-align: center;"><u>Faculty Travel Process & Funding</u></p> <p><u>Funding Through Departments:</u> Faculty travel is funded at \$300.00 per faculty member. Department Chairs form a committee of department faculty (minimum of three faculty, unless the department has fewer than three faculty) and allocate funds within their departments. Departments determine how the allocation of funding applies. Any department without a Chair will form a committee (minimum of three faculty, unless department has fewer than three faculty) and allocate funds within their department. During times of extreme financial hardships, administration will negotiate in good faith with the NFA to maintain funding.</p> <p><u>Faculty Senate Funding of Faculty Travel:</u> \$5,000.00 for discretionary funding</p>	Unanimous Approval	Approved VPAA 6/8/04																						

	<p>allocated through the Professional Standards Committee. The current bylaws would apply.</p> <p><u>Role of Dean in Travel Fund Allocation:</u> Deans do not allocate department travel funds unless funds are not allocated by the department before the 12th week of the Spring Semester. In this event, the Dean can reallocate the unallocated department funds to another department within the division. The Dean will insure equitable, fair, and consistent funding policies and practices within each department. Deans will guide groups of disciplines that have no Chair in the equitable distribution of funds to faculty.</p> <p><u>Faculty Appeal:</u> Individual faculty may appeal any perceived unfair allocation concerns directly to their Dean and then to the Vice President for Academic Affairs if necessary</p>		
14-May-04	For the Faculty Senate of TMCC to accept the Graphic Communications Associate of Applied Science Degree as approved by the Academic Standards Committee.	Unanimous Approval	Approved VPAA 6/29/04 and President 7/1/04
14-May-2004	For the Faculty Senate of TMCC to accept the Graphic Communications Certificate of Achievement, Digital Media as approved by the Academic Standards Committee.	Unanimous approval	Approved VPAA 6/29/04 and 7/26/04
14-May-2004	For the Faculty Senate of TMCC to accept the Associate of Science in Dental Hygiene as approved by the Academic Standards Committee.	Unanimous Approval	Approved VPAA 7/22/04 and President 7/27/04
14-May-2004	MOTION: The Human Subject Policies and Procedures Guidelines be approved and forwarded to Legal Counsel for review. Legal counsel has looked at UNR's IRB policies and procedures.	Unanimous Approval.	
14-May-04	To approve the Tenure Filing Document as approved by the Professional	Unanimous	Approved

	Standards Committee. SEE NEXT PAGE	Approval	VPAA 6/29/04 and President 7/1/04
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TRUCKEE MEADOWS COMMUNITY COLLEGE

TENURE FILING DOCUMENT GUIDELINE

General Remarks

When officially applying for tenure, faculty members traditionally submit a binder of compiled materials in support of their applications. Often referred to as the tenure binder, these submitted materials present an important summary of the professional activities a faculty member has engaged in during the tenure probationary period. The following is a guide to preparing your own tenure binder. It is not mandatory that you address every last detail of every item in this guide. It is likely that some of the issues addressed below are not relevant to your specific situation. Please do not feel compelled to add materials for something unrelated to your situation.

Conversely, please do include enough materials to adequately represent your professional activities. The materials you submit should present a concise yet comprehensive picture of your accomplishments. If the VPAA feels your tenure binder is incomplete, you may be asked for additional information before your candidacy is forwarded. Your tenure committee should be able to help you decide what materials are relevant, and their recommendations will likely be reflected in your twice-yearly *Summary of Tenure-Related Activities*. Indeed, by the time you are ready to apply for tenure, you should pretty much already have what you need for your binder. However, if at any point you have concerns about the tenure process, please speak with your Dean.

Finally, keep in mind that the VPAA will likely be reviewing many applications for tenure in the same time frame. Make the materials in your tenure binder easier to review by adhering to the following principles.

- BE ORGANIZED: Make it easy to find specific materials in your tenure binder by including a detailed table of contents, using sturdy tab dividers, etcetera.
- AVOID REPETITION: Occasionally an activity or accomplishment might apply to more than one evaluation criteria. In that case, include supporting materials for your activity only under the most closely related evaluation criteria. At most make only a brief note of your activity under the other criteria and reference where more details can be found.
- EXCLUDE RAW DATA: Do not include student evaluations as compiled by your department. Do not include the actual student evaluation forms themselves. Do summarize your activities in faculty senate committees. Do not list the dates of every meeting you attended. Etcetera.
- PROVIDE ONLY A SAMPLING OF YOUR MATERIALS: Developing new curriculum, publishing books and articles, presenting talks, etcetera, are all good examples of important faculty accomplishments. Be sure to retain the finished products of your labors. However, you need only supply excerpts of your works in your tenure binder. A well-chosen passage or two from your book is more appropriate in your tenure binder than the entire book itself.

In the end, a single four-inch binder should provide ample room for adequately presenting your professional activities and accomplishments. If you find that you cannot fit all your materials in a single four-inch binder, please review the above comments and carefully reconsider what materials you think are really the most essential to include.

Organizing the Tenure Binder

Organize your tenure binder by using the section headings listed below. Note that items five through fourteen are from Section 4.4.2 of the UCCSN Code. You will have already addressed these items in your twice-yearly *Summary of Tenure-Related Activities*. Simply cut and paste in chronological order from your twice-yearly *Summaries* into the appropriate sections in your tenure binder. Also, please provide reflective essays for items 6, 11, and 14 below. Your reflection or introduction of the other items should be kept very brief. Items 1-3 need not have essays.

1. Table of Contents

Provide a detailed table of contents that summarizes what materials will be found in each section of your binder. Your table of contents will serve as a condensed but comprehensive snapshot of your professional activities and accomplishments.

2. Title page

Include an attractive title page with your name, your department and the date of submission for both the cover of the binder and the inside.

3. Employment history

Provide a comprehensive summary of your work history in the form of a resume.

4. Introduction

A two-page summary of your most significant accomplishments since joining TMCC informs the VPAA of what you think is most important in your application for tenure. This helps the VPAA accurately present your application to the President and Board of Regents.

5. Summary of teaching load and other assigned duties

List the courses you have taught and other assigned duties you have completed. Demonstrate how you have been able to carry out your duties. You may list anything of significance, such as interdisciplinary teaching, team-teaching activities, participation in learning communities. Just provide a highlight of them.

6. Anything that demonstrates effectiveness as a teacher or other assigned duties

Give examples of your pedagogy and some of the creativity and innovation you have used to get through to students. Explain any progress in your teaching that indicates the growth you have experienced over the past three to four years. Include syllabi in chronological order, but with no repetition unless there is a significant change in the course. If employed as a nonteacher, provide a record of effectiveness, efficiency and ability to perform assigned duties. Include a reflective essay. Feel free to elaborate

7. Use of office hours

There is no need to list every office hour you have kept. Instead, discuss how effective your office hours have been, your availability to students outside of class-times, your style of instruction in office hours, and the types of services you provide to students during office hours. Highlight a few techniques. It is acceptable to keep your comments in this section brief.

8. Interest and ability in advising students

If you have done actual advising of students, this would be the place to include that. You might have done informal advising of students before or after class or might have helped them adapt and adjust to college life or to

transfer to a certain place or get a job. Address those issues here. There are opportunities to volunteer to advise for the department or the College. It would be good to list these activities here. Keep it brief.

9. Membership and participation in professional organizations

This is for academically related professional organizations to which you belong and how you have participated in these organizations. Any role you might have played in advancing these organizations or any other involvement in them. It is acceptable to keep your comments in this section brief.

10. Demonstrated ability to work with the faculty and students of the institution in the best interest of the UCCSN and the people it serves

Speak of your collaboration with TMCC faculty, your work with TMCC students, your contributions to the TMCC community, and your contributions to UCCSN. Here it would be fine to refer back to some earlier or later sections where you might have already talked about some of these items. It is acceptable to keep your comments in this section brief.

11. Service on College or System committees

List these committees and what you have contributed to or learned from the committees. Anything that would show leadership on your part would be worth noticing--for example, you led a subcommittee of the committee; you introduced a motion that did something good. The analysis of your accomplishments would be valuable. Include a reflective essay.

12. Demonstrated recognition among colleagues for possessing integrity and the capacity for further significant achievement

Highlight any accolades you may have received from other members of the TMCC community. While you should always file for your own benefit any communications praising your contributions, you need not include every short email you received during your probationary period in your tenure binder. Instead, summarize the overall tone of the praises you have received and include only a few of the best examples in support of your application for tenure. It is acceptable to keep your comments in this section brief.

13. Demonstrated recognition and respect outside the System community for participation in community, state or nationwide activities

Highlight any accolades you may have received from outside of the TMCC community. Perhaps you have received praise for your participation in a professional organization. Perhaps colleagues you have worked with in other settings wish to endorse your application for tenure with a brief letter of support. If anyone has written letters in support of your application, please indicate the relationship of these people to you. You can probably limit the number of such letters to no more than six. It is acceptable to keep your comments in this section brief.

14. Professional development

Include a reflective essay describing your professional development activities and what you have learned from these activities. Do comment on your participation in professional organizations, but more importantly, discuss any new attitudes and/or approaches you have incorporated into your teaching as a result of your professional development activities. Include a reflective essay.

15. Archive of evaluations and reports.

You should have seven probationary development reports from your tenure committee, and three annual evaluations from your Dean. If you were not evaluated during a semester, please give an explanation of what happened. Your student evaluations should all be compiled. Some departments had not done that in the past. If yours have not been compiled, please talk to your Department Chair and Dean: So, no raw data.

Your annual plans and self-evaluations need not be attached. However, you should keep them in a file and they may be requested. If you promised something in your annual plan that you could not accomplish, please explain the reasons and the alternative accomplishments.

Notes

- Keep it brief means between two paragraphs and one page (font 12)
- Reflective essay should be no less than one page and no more than two pages (font 12)

Flags:

- No evaluation by deans—please explain what happened and perhaps you have time to talk to him/her and see what support may be provided. Your tenure will not be stopped because of that. It will raise questions and we may need to find the reason why you might not have been evaluated.
- Missing signatures on probationary development reports—if not able to obtain, please explain.

For: _____

EVALUATION

(To be completed by Dean or appropriate administrator)

1. Comments relative to foregoing recommendation:

Evaluator: _____
Name Title Date

(To be completed by President)

Appropriate procedures for evaluation have been followed in compliance with the University and Community College System of Nevada Code. I concur with the above recommendation.

President: _____
Name

ATTACHMENT A

TRUCKEE MEADOWS COMMUNITY COLLEGE

SPECIFICATIONS FOR PREPARING SABBATICAL LEAVE REQUESTS

The applicant's first task is to notify his/her department and division of the intent to apply for sabbatical leave by the **second Friday of September** of the year prior to the year for which sabbatical leave is requested. Second, the applicant must submit four copies of the complete sabbatical leave request to the Faculty Senate Office by the **second Friday of October** of that year. The main elements of the proposal are as follows:

1. Cover Page (see attached copy)
2. The Proposal (see attached guidelines)
 - The proposal must be typed and double-spaced on standard 8.5 x 11 inch white paper.
 - The attached sheet provides further guidance for format and contents. The basic elements are:
 - Narrative description of the project
 - Specific measurable outcomes of the project
 - A detailed time schedule of activities
 - A description of the applicant's accomplishments at TMCC
3. Two Letters of Support (see attached guidelines)
4. A current resume or Curriculum Vitae (see attached guidelines)
5. The proposal and final report of the applicant's most recent sabbatical leave (if applicable)

The following **CHECK LIST FOR SABBATICAL LEAVE REQUESTS** will help guide you through the application process.

Form

1. Does your request contain a cover page, proposal, resume, and two letters of support?
2. Does the cover page contain the notification signature of the Department Chair or Director?
3. Does the cover page contain the notification signature of the your Dean or direct supervisor?
4. Have you attached two letters of support?
5. If you have had a previous sabbatical leave, have you attached its proposal and final report?
 - Have you attached an updated resume?
 -

Content

6. Is the project consistent with the mission and goals of TMCC?
7. Does the project develop or update your skills in ways that will benefit TMCC?
8. Will the project benefit students?

9. Are the intended outcomes clearly stated and related to identified needs?
10. Are the measurements of the intended outcomes described?
11. Is a detailed time schedule of proposed activities included?
12. Does the proposed project involve activities that fall outside of your normal job description?
13. Does the project have the intellectual sophistication appropriate for a community college professional?

TRUCKEE MEADOWS COMMUNITY COLLEGE

SABBATICAL LEAVE APPLICATION COVER PAGE

DATE: _____

NAME: _____

POSITION HELD AT TMCC: _____

CONTRACT (A or B)_____

LEAVE REQUESTED FOR _____ SEMESTER(S)

HIRE DATE: _____

DATE OF LAST SABBATICAL: _____

I AGREE TO THE OBLIGATIONS, PROCEDURES, AND CONDITIONS CONTINGENT TO SABBATICAL LEAVE AS SET FORTH IN TMCC POLICY AND THE BOARD OF REGENTS HANDBOOK.

Signature of Applicant_____
Date_____
Notification Signature of Department Chair/Director_____
Date_____
Notification Signature of Dean/Immediate Supervisor_____
Date

rev 9/08/03

SABBATICAL LEAVE POLICY AND PROCEDURES

Purpose

The Truckee Meadows Community College Sabbatical leave Program affords a faculty member (as defined by the UCCSN Code) the opportunity to improve his/her individual effectiveness in the college in line with TMCC's philosophy, purpose, and objectives. Faculty members on sabbatical leave are expected to undertake curriculum and/or program development, work experience, a project, or other program of study or research directly related to their responsibilities at the college.

Eligibility

1. Any tenured faculty member who has served full time for six or more years at TMCC without a sabbatical leave is eligible to apply for sabbatical leave.
2. Eligibility for sabbatical leave commences at the end of the semester in which the sixth full year of service at TMCC is completed. A faculty member can apply during his/her sixth year of service at TMCC.
3. Accumulation of time at TMCC toward the next sabbatical leave shall not begin until the date of completion of the prior sabbatical leave.
4. A faculty member who has resigned or has been terminated for reasons other than financial emergency or curricular reasons and subsequently rehired at TMCC must have six full-time years of service from the time of rehiring.
5. Authorized leaves (teaching, formal education, work experience, personal, medical/emergency/maternal) will not break the continuity of service, but these years shall not be credited toward a sabbatical leave.
6. Any faculty member whose primary responsibility is administrative in nature is not eligible for sabbatical leave. (B/R 12/98)
7. Years spent in administrative work (defined as 51% of work time on administrative duties for that year) will not be credited toward sabbatical leave effective July 1, 1994.
8. Only years of service at TMCC will count toward sabbatical leave.
9. Short-term temporary contract supplements for special services, such as those for teaching summer session, shall not be considered in establishing the base for sabbatical leave or years of service at TMCC.
10. Years spent as department chair will be credited toward sabbatical leave.

General Policies

1. The pursuit of Degrees and/or certifications alone will not be approved as a sabbatical project. Courses, workshops, seminars, etc. that are critical to the completion of a sabbatical project are acceptable.
2. Applicants for sabbatical leave must notify his/her direct supervisor and Department Chair/Director at least one month before the application deadline. This notification will be confirmed with signatures on the application cover sheet.
3. It is recommended that the applicant meet with the appropriate Dean and Department Chair at the time of notification to assist all parties in the planning for the proposed sabbatical.
4. It is the direct supervisor's responsibility to coordinate/evaluate the budgetary and staffing needs to preserve the integrity of TMCC programs. Faculty on sabbatical leave will be eligible for merit pay and for rankings on future sabbatical applications on submissions of a satisfactory sabbatical report.
5. Faculty on "A" contract relinquish the right to earn annual leave while on sabbatical leave.

Rights of Faculty on Sabbatical leave

1. The taking of a sabbatical leave shall in no way interfere with the continuing employment of an individual by the college, with any possible promotion or salary increases, or with any other rights normally associated with work at the college. Sabbatical leave, in some cases, may reduce retirement benefits. Persons taking sabbatical leave may wish to check with the Human Resources Office in this regard.
2. Additional income, for example grants-in-aid or fellowships, may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the college. (B/R 1/92).

Obligations of Faculty Who Take Sabbatical leave

1. The most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application. If circumstances occur prior to the start date of the sabbatical that make it impossible to fulfill the approved sabbatical proposal the recipient will be expected either to relinquish the awarded sabbatical and perform normal duties during that year or to request authorization for an alternative project from the following: the applicant's immediate supervisor, department chair, and Dean; the Professional Standards Committee; and the Vice President of Academic Affairs.
2. Upon completion of the sabbatical leave, the recipient must return to college duties for a period of time at least equal to that of the last annual contract prior to sabbatical leave.
3. A written report of sabbatical leave activities shall be submitted to the President within three months of return from leave (B/R, Title 4, Chapter 3, section 9.d) with a copy to the immediate supervisor, the Faculty Senate Office and to TMCC archives. This report must be submitted by April 1 for fall-term sabbaticals and October 1 for spring-term or full-year sabbaticals. The report should address the proposal in the application for leave, describe what was accomplished, and explain the current status of the project. It may also describe other professional accomplishments during the time of the leave. It will be the task of the immediate supervisor to assess whether the sabbatical report is satisfactory.
4. Acknowledgement of sabbatical assistance shall be given in any publications, performances, or other professional activities accomplished during the sabbatical or as a result of it.
5. A signed sabbatical leave application shall constitute acceptance of all obligations on the part of faculty taking sabbatical leave.
6. Upon completion of the sabbatical leave, the recipient must make the results of the leave available to the TMCC community. Options include, but are not limited to, the following: a public lecture or presentation, a web site devoted to the project, or a written summation on reserve at the TMCC library.

PROCEDURES

Application Procedures

1. Applicants must use the Sabbatical Leave Application Form available in the Faculty Senate Office. Applicants must furnish the information and supporting documentation requested on the form and are responsible for submitting a complete application to the Faculty Senate Office by the second Friday of October of the year preceding the proposed sabbatical leave.

2. Four copies of the completed application and all required supporting materials must be properly prepared and filed in the Faculty Senate Office by the application deadline in the academic year prior to the effective date of the requested leave.
3. Persons applying for sabbatical leave must notify his/her immediate supervisor, Dept. Chair/Director, and Dean at least one month before the application deadline. The coordinator of the applicant's program or discipline (if any) should be notified as well.

Options of the Applicant

1. **The applicant must choose either a full year of leave at two-thirds salary or one-half year of leave at full salary. Salary for a faculty member on sabbatical leave shall be calculated using the salary for the leave year.**

Chair of Sabbatical Leave Committee and Committee Composition

1. The Professional Standards Committee of the TMCC Faculty Senate will form a sabbatical leave Subcommittee for the purpose of evaluating and making recommendations to the Professional Standards Committee.
2. The Professional Standards Committee will ensure that the Sabbatical Leave Subcommittee contains a proportion of faculty members from each division based on the percentage of TMCC faculty members in each division. The composition of the Sabbatical Leave Subcommittee is determined by a vote of the Professional Standards Committee. A simple majority approves the composition.
3. Nominations for the Chair of the Sabbatical Leave Subcommittee are sent to and confirmed by the Faculty Senate. If more than one person is nominated, the Faculty Senate will decide by majority vote. A simple majority wins. The Subcommittee Chair conducts the deliberations and calls the meetings; however, the Chair does not evaluate applications.
4. Members of the Sabbatical Leave Subcommittee must be full-time tenured or tenure-track faculty members in good standing. Members of the subcommittee need not be members of the Professional Standards Committee.
5. Applicants for sabbatical leave may not serve on the Sabbatical Leave Subcommittee during the year of the application.

Sabbatical Leave Subcommittee Deliberations and Recommendations

1. All deliberations of the committee shall be confidential.
2. It will be the responsibility of the Chair of the Sabbatical Leave Subcommittee to schedule meetings for sabbatical deliberations in order to meet the requirements that "Recommendations for sabbatical leave shall be submitted to the Board of Regents by the President not later than December of the year prior to the Academic Year during which leave is desired." (B/R, Title 4, Chapter 4, Section 9.7.a).
3. The Sabbatical Leave Subcommittee shall, after thorough deliberations during which all applications are reviewed in detail, send forward to the President a ranked list of applicants for sabbatical leave. Applications that do not meet the committee's minimum standards will not be ranked and forwarded.
4. The President or his designee shall award sabbaticals based on the Sabbatical Leave Subcommittee Committee's rankings and in consultation with Vice Presidents, Deans, and Department Chairs to ensure the academic integrity of all TMCC programs.

5. The ultimate responsibility for awarding sabbaticals rests in the office of the President. If the President does not accept the committee's recommendations, he/she may deny sabbatical leave to any or all of the applicants.
6. If the President rejects any of the committee's recommendations for sabbatical leave, he/she will submit the reasons for the rejection to the denied applicant(s) in writing and request new recommendations from the committee. If the President rejects the second round of recommendations, the reasons must be submitted in writing to the denied applicant(s), and the President may choose the recipients of sabbatical leave for that year.
7. It is the responsibility of the President of TMCC to notify the successful applicants within one week upon receiving the recommendation from Professional Standards Committee.

SABBATICAL LEAVE SCORING CRITERIA

The major purpose of sabbatical leave is to provide faculty with an opportunity for new or renewed intellectual achievement in order to enhance teaching effectiveness. In evaluating proposals, the Sabbatical Leave Subcommittee must determine whether or not the sabbatical leave will enhance the faculty member's professional effectiveness. The Subcommittee will measure each application against minimum standards for sabbatical leave. Applications that do not meet any of these minimum standards will not be ranked or forwarded for consideration even if sabbatical positions remain unfilled. Specifically, the merit of each proposal will be evaluated using the following criteria:

A. Minimum Standards

Before proceeding to scoring, the application must contain the following:

1. Activities that fall within the applicant's teaching or employment area(s). NOTE: If the activities fall outside of the applicants teaching or employment area(s), the application must contain a convincing justification for these activities that relates them to the applicant's teaching area(s).
2. Activities of sufficient rigor to justify the College's investment in the project. Projects must contain the intellectual sophistication befitting the applicant's position at the College. NOTE: the application must provide a statement of the project's intellectual sophistication and a detailed timeline of planned activities.
3. Notification signatures of the appropriate Dean/Director and Department Chair.

If these standards are not met, the subcommittee will not score or rank the application.

B. Ranking Criteria

If minimum standards are met, the subcommittee will rank applications using the following criteria:

Merit of the Proposal (80 points)

- a. The degree to which the study or project will enhance the individual's professional growth in his or her work at the college (1-40 points)
- b. The degree to which the study or project will directly benefit the TMCC community upon returning from sabbatical leave (1-30 points)
- c. The likelihood that the conditions of the proposal will be met in the granted leave based on the applicant's detailed timeline and the success of the applicant's last sabbatical leave (if applicable) (1-10 points)

Accomplishments of the applicant at TMCC (10 points)

Evaluation of accomplishments at TMCC since the last sabbatical leave (or date of hire if the applicant has never received a sabbatical) shall be based on the following merit factors:

- a. Campus leadership activities such as college and senate committee assignments or leadership activities within the department (including but not limited to Faculty Senate Chair service, significant committee Chair service, Department Chair service, or search committees).
- b. Intellectual leadership, especially research, publication, or scholarly presentations.
- c. Community activities that are related to the teaching profession or show exceptional community accomplishments.

Years of service at TMCC (10 points)

- d. Length of Salaried Service at TMCC will be scored in the following manner:
- 1) If the applicant has not received a previous sabbatical leave, one (1) point will be awarded from every year of service at TMCC to a maximum of ten points.
 - 2) If the applicant has received a previous sabbatical leave, one (1) point will be awarded for every year of service since the completion of the applicant's most recent sabbatical leave to a maximum of ten points.

It is the responsibility of the sabbatical applicant to confirm years of service with Human Resources.

Because of the complexities involved in determining the potential ultimate value to the college of a sabbatical leave awarded to persons from the various disciplines and in various job assignments, each applicant shall be required to secure at least two written recommendations or letters of support for his/her proposal. These letters of support are required as part of the application.

GUIDELINES FOR SABBATICAL LEAVE PROPOSALS

A. Narrative Description of the Project.

The narrative description should include a detailed explanation of what the project intends to do. It should include a rationale for the project and a statement of the impact the project will have on the institution, the individual and the community. In addition, it should describe the extent to which the proposal will utilize present knowledge, available resources, and creative potential.

B. Specific Outcomes of the Project

The objectives of the project should be directly tied to TMCC's mission and goals and stated in measurable terms. The final report must evaluate the success in achieving these objectives.

C. A Detailed Time Schedule of Activities

A timetable of major events for the completion of the project should be included and should describe the project in sufficient detail to enable the reviewers to know what is planned at every stage and to make a tentative judgment as to the probable success of the proposed plan. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section. Please include all preliminary tasks undertaken prior to this request.

D. A Description of Accomplishments at TMCC

This description should contain evidence of the applicant's excellent performance while employed at TMCC. Evaluation of accomplishments may include examples of excellence in service to the College, service to the community, or intellectual/professional achievements that have benefitted the TMCC community.

E. Letters of support

The applicant must submit letters of support from at least two persons in support of the leave proposal. The letters may address themselves to the following matters, singly or in combination:

- An evaluation of the proposal and its potential benefit to the applicant and to the College.
- An evaluation of the likelihood that the applicant will be able to successfully complete the proposed activity.
- An evaluation of the applicant's effectiveness in carrying out the duties of his/her current position.

F. Resume

The applicant should include an updated resume that includes education, professional experience, and current job responsibilities.

G. Optional Material

The applicant may submit other information that would assist the committee in determining the potential value of the sabbatical project. The Proposal and Final Report from the applicant's last sabbatical leave (if applicable) may be submitted in order for the committee to consider the applicant's record of successful completion of sabbatical projects, but it is not required.

FINAL REPORT OF SABBATICAL LEAVE ACTIVITIES

To be submitted to the Board of Regents

Part I: Description of Activities and Accomplishments:

Name _____ Department _____

Institution _____ Dates of Leave _____

1. Description of accomplishments: _____

2. Current status of project: _____

3. Other professional accomplishments during sabbatical leave: _____

4. Description of ways in which the leave will enhance the faculty member's contributions to the institution: _____

Faculty Member's Signature

Title

Date

Part II: All appropriate UCSSN Code and Bylaws have been followed, and a final report is on file in the Office of the President of TMCC and the Faculty Senate Office.

Dean/Direct Supervisor

Date

President