

MEETING MINUTES MAR. 5, 2021

10-11:30 a.m. via Zoom

Meeting called to order: 10:01 a.m.

In attendance: Sameer Bhattarai, Wes Evans, Wade Hampton, Scott Huber, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Kofi Poku, Joe Sanpietro, Cecilia Vigil, Cheryl Woehr (Chair)

Absent: Dave Boden

Guests: Amber Anaya, Virginia Irintcheva

Approve Minutes from October 23, 2020

The October 23, 2020 Professional Standards Minutes were motioned for approval by Cecilia Vigil and seconded by Linda McGillicuddy to approve. The committee approved the minutes.

Revisions to the In-Person Observation Form

The committee will need to vote by April 9 to make the May 7 Faculty Senate Agenda. The committee discussed this form draft and where it came from. Melanie and Sameer created the draft to create consistency between the Web-Live and In-Person Form. Comments received during discussion ranged from a need for consistency in examples to having too many examples. It was ultimately decided to postpone this item until the committee can review the forms together, take the forms to the faculty for feedback and to create an adhoc committee. The committee was encouraged to make changes if substantial and really changes the form.

The final motion was made by Wes Evans and seconded by Scott Huber to create an adhoc committee, clean up the wording while comparing each form for review at the next Professional Standards Committee Meeting, and send to the allfaculty list serve for input. The committee approved the final motion. The adhoc committee members are Wes, Casey, Sameer, Joe, and Cheryl.

Official Grade Appeal Update

The committee discussed the document and agreed this is an administrative function and does not belong in faculty committees. It was also noted TMCC has one of the most lenient timelines in NSHE for filing an appeal.

Exceptional Circumstances Grade Appeal

The committee discussed why this was brought to Professional Standards and felt the 5-year timeline to submit a grade appeal is excessive. The committee made the decision to withdraw the action item from the agenda. It was noted if there were extenuating circumstances that students could still file an appeal and there is also the Academic Forgiveness Policy.

Linda McGillicuddy moved and Joe Sanpietro seconded to withdraw the Exceptional Circumstances Grade Appeal from the Professional Standards Committee. The committee unanimously approved the motion.

Discussion – Use of Performance Rating Guidelines

Faculty Senate will discuss with the new Vice President of Academic Affairs. It was also asked of the committee to consider how these guidelines could be used to lower ratings of a tenure track candidate.

Rationale and Resolution to Publish Courses Before the Semester

Chair Cheryl Woehr provided the history of these documents and that they came from the WebCollege Faculty Advisory Committee and were forwarded to Professional Standards by the Faculty Senate Executive Board. The main concern of the Professional Standards Committee was this would cause a hardship for adjunct faculty and faculty picking up courses at the last minute due to low enrollments and there are other methods of communicating with students such as email, Canvas announcements and an entry in Class Notes in order to ease their concerns prior to a class starting. The committee felt most faculty already publish their courses in a timely manner and that they too also receive many emails and phone calls from students prior to course start dates. Scott Huber moved to approve the document with a revision of finding other options to announce published courses. It was suggested to send this to Faculty Senate for more discussion. Scott rescinded his motion.

Scott Huber moved and Celia Vigil seconded to table the resolution to publish courses before the start date and open it up to discussion at Faculty Senate with recommendations to create an awareness of the importance publishing courses early. The committee approved the motion.

A motion to extend the meeting for 15 minutes was made by Wade Hampton and seconded by Wes Evans. The motion passed unanimously.

Old Business

Chair Cheryl Woehr gave a short update on electronic forms. Hello Sign would need to be initiated by each division. There are currently check boxes for signatures on documents and forms.

New Business

Chair Election: No one was nominated or self-nominated. The seasoned faculty encouraged the newer faculty to chair committees. Cheryl Woehr will be stepping down at the end of the semester.

Enrollment Caps: It was mentioned that increasing class size even for a semester would need to be determined by each department and that the NFA Contract should be reviewed. Concerns were the caps would continue after the Fall semester, quality would decline by adding more students to web classes and would not be equitable to in-person classes, and the standards would change if faculty were adding more students to the classroom.

Online Cheating: Brandy Scarnati will be invited to the next meeting of the Professional Standards Committee for discussion and questions.

Meeting Adjourned: 11:47 a.m.

Next Meeting: April 9, 2021