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# MEETING MINUTES FEB. 10, 2023

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10:03 a.m.

**In attendance:** Lenaya Andersen, Tom Cardoza, Kurt Ehlers, Marynia Giren-Navarro (Chair), Laurel Harrison, Scott Huber, Andy Hughes, Casey Machen, Linda McGillicuddy, Jeff Olsen, Ashley Osborne, Ron Marston, Kofi Poku, Cecilia Vigil, Karen Wikander

**Absent:** Itzel Woolpert

**Guests:** Amber Anaya

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## Approve Minutes from December 9, 2022

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Scott Huber moved and Linda McGillicuddy seconded to approve the December 9, 2022 minutes of the Professional Standards Committee. The committee approved the minutes.

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## Supervisor Visits on Canvas

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The chair of the WebCollege Faculty Advisory Committee, Blisin Hestiyas, came to today's meeting.

There are two types of access on Canvas:

1. Account or subaccount level (where a person has unlimited and UNTRACEABLE access to all courses at TMCC),
2. Course level (where a person can only access selected courses and leaves a trace showing what exactly they accessed).

The Professional Standards Committee (PS) reviewed the document that the WebCollege Committee (WCFAC) has been working on to limit or remove the account access to prevent the possibility of unscheduled or unauthorized visits to Canvas courses.

It was suggested to have clarifications to the language to avoid confusion. The PS suggested that WCFAC should consider situations where an instructor (especially a new hire or faculty new to online instruction) asks a colleague for assistance with improving their canvas. The key word here would be CONSENT, given by the course faculty. The PS shouldn't be working any further on this issue and instead will focus on ensuring parity between the face-to-face and online observations.

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## New Contract Articles 3 & 12

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Article 3 of the new contract was reviewed without much discussion, as it is more of a philosophical statement.

Article 12 of the new contract: A new evaluation process and rubrics to evaluate academic faculty will be drafted by the deans and then reviewed by the committee. Marynia will reach out to Amy to ask what exactly is expected of the PS here

In Article 12.1 2d, the form needs to have a section so that the faculty can reflect on the student evaluations.

Article 13 was assigned as homework for PS to read and review in March. Marynia will reach out to Jim to get the most recent contract version with markups so that the committee can better see what has been changed and comment on the google document before the next meeting. Marynia reminded the committee the draft with markups might still differ from the final contract, so please keep that in mind.

## Digital Tenure Binders

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This item will be discussed at the March PS meeting. At this time, Marynia has not received a lot of input from the deans and chairs.

## Annual Plan / Eval Forms

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Changes in the NFA Contract will require changes to the Annual Plan form. Comment boxes are needed for the Deans and Administration. Ron suggested to have Marynia discuss expectations with Senate Chair Cavanaugh. A committee member noted a space to address student evaluations is needed. A concern raised was disparities between the deans. A document needs to be shared in the Google Drive where proposed edits and comments can be made.

## New Chair Nominations

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Marynia called for nominations for PS Committee Chair. Ashley Osborne expressed interest and would like more information. Ron was nominated but declined unless no one steps forward.

## New Business

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**Review of the Faculty Senate Bylaws:** Marynia asked the committee to review the charges for discussion at the March meeting.

**New Members:** Ashley Osborne

**Next Meeting:** March 17, 2023

**Meeting adjourned:** 11:33 a.m.