



MEETING MINUTES DEC. 20, 2019

10:30 – 12 p.m., RDMT 333

Meeting called to order: 10:30 a.m.

In attendance: Lauren Gatto, Leslie Jia, Kate Kirkpatrick, Archana Kumar, Miguel Martinez, Heather Maye, Staci Miller, Diane Nicolet (Chair), Jennifer Pierce, Brandy Scarnati, Nicole Scollard, Tedi Taylor, Nancy Thiele, Jose Torres-Jasso

Absent: Natalie Brown (Proxy: Staci Miller), Ben Davis, Marcie Iannacchione, Danielle Lessard, Olga Mesina, Ashlyn Moreno, Micaela Rubalcava, Kyle Sadanaga, Jack Sato, Kim Studebaker (Proxy: Nicole Scollard), Sidney Sullivan (Proxy: Kate Kirkpatrick)

Guests: YeVonne Allen, Cathy Brewster

Welcome & Note Taker – Lauren Gatto

Quorum was met with 15 of 27 members present.

November 15, 2019 minutes review

The minutes were motioned and seconded by Kate Kirkpatrick and Heather Maye respectively, and the committee approved them.

December 13, 2019 Faculty Senate Meeting & AFC member participation – Update

Highlights from the senate meeting were the formation of the Anti-Bias taskforce, the Recognition and Activities Committee is creating a recognition process for students to nominate TMCC employees, Administrative Faculty will be included in the Phase-In Retirement Form, and Marketing and Communications created a social media policy.

Administrative Faculty Committee (AFC) participation at other senate standing committees: Kate Kirkpatrick attended the WebCollege Faculty Advisory Committee where the CANVAS Universal Landing Page and Open Educational Resources (OER) were discussed. Diane Nicolet attended the Salary, Benefits and Budget Committee (SBBC) and noted to have all faculty included in discussions on SBBC topics. Brandy Scarnati attended the Part-Time Faculty Committee and noted a resource page has been created on CANVAS and recognition for years of service for part-time faculty was discussed. A committee member also attended the Professional Standards Committee and reported on the changes being discussed for student course evaluations. Diane encouraged all AFC members to attend other senate standing committees.

Established Ad Hoc Committee Reports

Administrative Faculty Professional Development Days, Summer Synergy Summit: The Innovation Grant has been submitted and currently being reviewed by the Foundation. If approved, the funding will occur July 2020. The decision will be announced January 3, 2020. A committee to plan the event will be created. The Professional Development Office will hold the account for any funding received. If funds are not approved, the AFC will look for another funding source.

January Professional Development Days: Highlights of Professional Development Days include a retirement workshop on January 31, 2020 at 1-3 p.m. in SIER 108 and the AFC workshop on January 15, 2020 at 12:30-1:30 p.m. in RDMT 252. Diane will send an email to committee to promote attending Professional Development Days.

The committee also discussed a monthly email showcasing Administrative Faculty and to make the TMCC community aware of who they are. This will be an agenda item at the February 2020 meeting.

Administrative On-Boarding: The procedure was presented at the Dean's and Directors December 10th meeting and was well-received. The committee will seek support from the top down to achieve success when implementing. The pilot will take place Spring of 2020 with 7 new hires and will test out on Administrative Faculty first in order to make revisions prior to rolling out to all groups. The next steps will be to present at Planning Council and the February 7, 2020 Faculty Senate meeting as an informational agenda item.

New Business/FYI/Notes

It was discussed to establish a standing committee item to brag or share good news.

In June/July there will be road construction leading to the Dandini Campus which will affect all employees.

TMCC turns 50 in 2021. A website and fundraising gala event are being planned.

Academic webpages are being refreshed.

Opportunities to contribute input to the Strategic Master Plan will be available during the January Kick off and in working groups.

Please nominate faculty for the Distinguished Faculty Awards by January 31.

Old Business

None

Adjourn: 12 p.m.