
FACULTY SENATE MEETING MINUTES

November 20, 2015

Faculty Senate Chair: John Adlish	Faculty Senate Chair-Elect: Cheryl Cardoza	Executive Committee member, Curriculum, Assessment & Programs Committee Chair: Melanie Purdy
Executive Committee member, Salary, Benefits and Budgetary Concerns Committee Chair: Steve Bale	Executive Committee member, Professional Standards Interim Committee Chair: Eddie Burke	Executive Committee member, Student Learning Outcomes & Assessment Committee Chair: Brian Ruf
Library Committee Chair: Corina Weidinger	Part-Time Faculty Issues Committee Chair: John Frederick	Recognition & Activities Committee Chair: Olga Katkova
Senators for Allied Health: Julie Muhle Patti Sanford	Senators for Technical Sciences: Clifford Bartl Mike Schulz	Senators At-Large: Erin Frock Tommie Guy Jay Jorgenson Brandy Scarnati
Senators for Biology: Jim Collier Dan Williams	Senators for Business Division: Robert Kirchman	Senators for Computer Technology: Steve Bale Cathy House
Senators for English: Julie Armbrecht Eric Neuenfeldt	Senators for Humanities: Tom Cardoza Wade Hampton	Senators for Math: Blisin Hestiyas Lars Jensen
Senator for Physical Sciences: Matt Leathen Dave Boden	Senator for History, Political Science & Law: Paul Davis	Senators for Social Sciences: Haley Orthel-Clark Micaela Rubalcava
Senator for Visual and Performing Arts: Dan Bouweraerts Candace Garlock		

Absent: Cathy House (her proxy was Steve Bale), Julie Muhle (her proxy was Patti Sanford), Tommie Guy (her proxy was Jay Jorgenson), Mike Schulz (his proxy was Eddie Burke).

Guests: Mona Buckheart, Thomas Dobbert, Kate Kirkpatrick, Rich Olson, Spencer Schultz, President Sheehan,

The meeting was called to order at 12:34 p.m.

Please sign the attendance roster (Exhibit A).

Approval of Meeting Minutes from October 23, 2015 (Exhibit B)

Motion: To approve the Faculty Senate meeting minutes from October 23, 2015 as submitted.

Movant: Senator Kirchman

Second: Senator Bale

Vote: Passed unanimously.

Consent Agenda (Exhibit C)

Motion: To approve the Faculty Senate Consent Agenda

Movant: Senator Bale

Second: Senator Hampton

Vote: Passed unanimously

Chair Report – John Adlish

Major Topics:

Shortened Tenure for Administrators

- **Chancellor's recommendations**
- 30 days for first year; 60 days after
- Will be voted on in December
- Comparison schools – 10 of 52 had 60 days or less
- Transfer – employee will be able to discuss

Transfer of Administrators

- Vice Chancellor for Legal Affairs Brooke Nielsen requests approval of amendments to the Code, Title 2, Chapter 5, new Section 5.4.9.b concerning transfer of administrators. The proposed amendments would allow the Chancellor to approve the transfer of administrative faculty between NSHE institutions and units. The presidents, faculty senates and administrators considered for transfer shall have the opportunity to provide written input regarding the proposed transfer. The proposed amendment **was presented for information at the Board of Regents'** September 10-11, 2015, meeting. (Ref. BOR-34).
- Fiscal Impact: Although the transfer of administrative faculty could have a fiscal impact, the impact would vary and cannot be estimated at this time.

Police consolidation

- Voted on in December
- Savings is >\$500,00 according to the system
- Savings is \$23,000 according to TMCC
- Coverage is stated to increase one shift

Presidential Search Committee Membership

Regent Committee

- Mr. Kevin C. Melcher, Chair
- Dr. Andrea Anderson
- Mr. Robert Davidson
- Dr. Jason Geddes
- Mr. Sam Lieberman
- Ms. Allison Stephens
- Advisory Members:

- Mr. Mike Holmes, Faculty Senate
- Ms. Collie Hutter, Community Member
- Ms. Estella Levario Gutierrez, Administrator
- Ms. Robyn Powers, Community Member
- Mr. Gerald C. Smith, Community Member

Advisory Members:

- Dr. John Adlish, Faculty Senate
- Ms. Michonne Asquaga, Community Member
- Ms. Teresa Benetiz-Thompson, Alumnus
- Ms. Elena Bubnova, Administrator
- Ms. Cheryl Cardoza, Faculty Senate
- Dr. Paul Davis, Faculty Senate
- Ms. Michelle Montoya, Faculty Senate
- Mr. Jim New, Administrator
- Mr. Andrew Stevenson, Community Member ad hoc TMCC President Search Committee Agenda Page 2 12/09/15
- Ms. Grace Tout, Classified Council
- Mr. David Turner, Student Representative
- Mr. Brad Woodring, Community Membe
- Mr. Rich Olsen, Affirmative Action (Ex-officio)

Other Issues:

- Presidential Search Committee – first meeting is December 9. Need suggestions for qualities
- Class sizes
- Keys
- Budget – presented to the chancellor’s office
- Pay Issues Work Force - 1st meeting is Tuesday
- New Hires, search committees

Chair-Elect Report – Cheryl Cardoza

TMCC Bylaw Change

I put forward the Policy that we passed at the last Faculty Senate Meeting. It came back to the Executive Committee asking for a change because of a legal ruling. We decided that the NSHE Bylaws accepted it so we just sighted the code. The only change to the policy as it went forward was the citation of the code to prove that we were right. We are working with the President to get this forwarded to the Chancellor for signature.

Fall 2015 Instructor Course Evaluations – Brandi Scarnati

Instructor Course Evaluations

- Go live once a course is 80% complete.
- Evaluations will be open for students to complete until the official end of semester date.
- Students can complete evaluations by logging into canvas and selecting the evaluation link or by the link provided to the student in their TMCC email

- Evaluations are NOT tied to MyTMCC students can still login to MyTMCC and register for classes etc.
- During the evaluation period, faculty are limited to viewing course level response rates and cannot view individual responses.
- Instructor Course Evaluations are completely confidential
- Instructors are encourage to remind students to complete evaluations
- Instructor and student receives email notifications

For detailed information visit: <http://www.tmcc.edu/webcollege/faculty-resources/instructor-course-evaluations/>

Fall 2015 Dates

- **11/9: Instructors receive email "evaluations will go live soon"**
- 11/16: Evaluations are live! Students can start doing evaluations through Canvas or email. Instructor and student receive email notification.
- 11/30: Reminder email to students who have not taken evaluation.
- 12/1- 12/2: Enable nag button in Canvas. Students MUST take course evaluation before proceeding into course.
- 12/7: Reminder sent to instructors to remind students to take evaluations
- 12/9: Reminder to students who have not taken evaluation.
- 12/11: Last day to submit student course evaluations open until 11:59pm.
- 12/21: Instructor/admins will receive an email saying course evaluation results are now available.

Administrative Report – President Sheehan

Good News

- More access to students = highest enrollment in years
- Fewer students by % of withdrawal
- Exceeded performance pool, at risk was 15% to base support, \$4.5M
- Dr. Ana Douglass named 2015 Carnegie Foundation Nevada Professor of the Year

Resolving Issues to Better Serve Students

- Rules meant to have exceptions on behalf of better service to students
- Off hours/key access
 - Resolution: next level supervisor, but often questions asked of staff members without authorization to make exception
 - When on campus at off hours, you are responsible for:
 - self;
 - the safety and security of students;
 - announcing your presence and your time of departure to campus police is essential

Emergency Management / Police Services Cost - \$151,000

- Training Session – need for more solutions

Consolidated Police

- Accurate portrayal of savings is needed, over \$500,000 will not be available after consolidation.
- Clarification of same coverage

- Example: (2) Supervisors/ Patrol Officers: If we have (1) one with 2nd coverage remote, is it the same?
- Attention to accreditation requirements for assessment is needed in the language of the agreement.
- IAC
 - Received draft TMCC Inter-Institutional Agreement
 - Comments from Vice Chairman was deep concern about offsite supervision
- PAC
- Board Item- (20) Differences, Summarized to (5)
 - Now summarized under (3) areas of concern
 - Changes Uncertain
 - **"Necessary & Desirable" may be removed**
 - Unclear how changes will be made to proposed Implementation Plan, which includes the Inter-Institutional Agreement

Renovation of Applied Technology Center, Edison Site

- Phase I finished December 18, next phase will begin immediately

Hats Off to Dr. Solemsaas for work on New Market Tax Credit

- First presentation yesterday
- (2) Banks interested if successful – Major capital projects will be funded
- Renovation of Red Mountain and Large Lecture Space –Performance Space could be funded if the NMTC efforts are successful

Committee Reports

Library Committee – Corina Weidinger, Chair

The Monsters Panel Event

- Estimate: 140 attendees; great talks!
- The event was a great success.

Book Drive

Report on Book Drive is that it is going well. There have been 10 boxes of books collected so far. It will be November 25 when the drive will stop.

Student Government Association – Spencer Schultz - SGA President

The Student Government Association has been promoting the survey of students regarding various campus issues and concerns including the police merger. As it stands I have been assigned to the Faculty Pay Workgroup with the Systems Office. Treasurer David Turner will be serving as the Student representative for the Presidential Search Committee. We will be running a finals study event on November 30th and December 2nd from 4 to 7 p.m. and partnering with the Tutoring and Learning Center to help students get ready for the end of the semester, please encourage your students to attend. For any questions or concerns please contact either myself or Student Activities and Leadership coordinator Nicole Shimabuku.

Recognition and Activities Committee – Olga Katkova, Chair

Last meeting was on November 5, 2015 3:30-4:30 RDMT 333.

- Lisa farmer was awarded for POM November 2015, the committee voted for December and January nominations

- Distinguished Faculty Awards. Olga announced that the deadline for nominations is 4 pm, December 11, 2105. Now we are collecting nominations.
 - The Award Selection Committee is forming right now from the previous committee members, previous award recipients and Recognition & Activities members.
- Holiday Party would be on Wednesday, December 9, 2015 from 3 pm to 5 pm.

Next meeting will be February 4, 2016.

Classified Council – Grace Tout

- Board of Regents Las Vegas Dec 2-4:
- Survey was distributed on 11/17/2015, Closes on 11/24/2015
- Over 90 participants so far
- Planning on a participation booth at facilities next Monday
- Grace Tout, Vice President will be attending the Board of Regents in Las Vegas NV to present the results of this survey.

Upcoming Events

- Turkey Raffle: Tickets 3 tickets for \$1.00. Winners will be announced at the December 9th Holiday Party. You can purchase tickets through any Classified Board Member, or at the Christmas party!
- Health and Wellness Fair: Co-hosted by the Classified Council. Thursday, December 3rd from 10am-2pm in the Student Center. Please spread the word!
- Classified Gift Basket Silent Auction: December 2, 2015 in the Student Center. If you or your department would like to donate a gift basket. Proceeds help fund the classified book scholarship, the emergency fund and professional development. See Flyer

Thank you to all who help to support the Classified Council's Craft fair and the Books are Fun Fundraisers. Both were a huge success!

Professional Standards Committee - Eddie Burke, Chair

Travel Funds as recommended by Professional Standards

Possible Change to PS Charges to be moved to a new SLOA type Committee.

- 9.10.3.4 - Recommend policies on academic standards such as, but not limited to, grading, forgiveness policies and academic dishonesty etc.
- 9.10.3.5 - Recommend policies for admission, registration and retention of students.
- 9.10.3.6 - Recommend the academic and summer school academic calendar.

Standing Committee possible changes:

The bylaws still state that the Academics Standards has 3 credit release but then it was moved it over to SLOA. All of the committee chairs should be have at least a 3 credit release

It was mentioned that the release time/committee is being addressed as part of the current contract negotiations.

Presidential Search Updates:

There will be a President Search Committee meeting on December 9, 2015 at 1 p.m. in RDMT 256.

Search Committee meeting has been set tentatively for December 9 at 1 p.m. in RDMT 256.

More information, including the meeting agenda, will be sent when it becomes available.

Hiring Manual Cheat Sheet

There continues to be concern as to who should own the actual Hiring Manual (introduced to the PS committee last year).

A quick facts cheat sheet, which includes the NFA contract language regarding academic hires, has been created as a way for the faculty members to be aware of the HR & contractual guidelines which should be followed in these Search Committees.

Texting/Cell Phone Free Zones

Should we have texting/cell phone free zones in the classrooms. There was a lively discussion on the pros and cons of this?

Some Instructors allow their students to use their cell phones in class.

Others were concerned that their classrooms be made mandatory cell free zones.

This item will be brought again up at the next PS meeting when the VPAA Dr. Nichols will be present.

Professional Standards Development Week

January 11-22nd.

VPAA Invitation

Discussions that will occur pertain to:

- Class sizes
- last date for audit/withdrawal
- audit/withdrawal polices.

She has been invited and hoping she will be able to make the December 11, 2015 meeting.

Withdrawal & Audit Policy

Instructors now get an e-mail message notifying them that a student has changed to audit (which is currently occurring when the student withdraws). This e-mail does not include the student name. if would be possible to insert the student's name into the message. Andy will look into this ASAP.

Summer School Pay/Merit Pay Policy Update

Eddie informed the committee that the Faculty Senate voted down the latest summer school pay proposal as proposed by the administration. This item was then sent back to the FS Salary & Benefits committee for further discussion. Eddie will report back to the committee on any new proposals.

Next Meetings for Fall & Spring Semesters:

Red Mountain 307

Time: 10:00 - 11:30 a.m. - Fall: 12/11/15

Spring: 2/19/16, 3/11/16. 4/15/16 & 5/6/16

Salary, Benefits & Budgetary Concerns Committee - Steve Bale, Chair

Police Chief from UNR came to address the concerns and issues of the possible Shared Police between UNR and TMCC.

Fred Egenberger was also a guest at the Professional Standards meeting. He went over the budget information and how these budgets and staff work.

Chair Adlish: Thank you.

Curriculum, Assessment & Programs Committee - Melanie Purdy, Chair

Chair Adlish: Thank you.

Student Learning Outcomes & Assessment (SLOA) – Melanie Purdy for Brian Ruf, Chair

Part-Time Faculty Issues Committee –John Frederick, Chair

Part-time Issues Committee met on November 20th at 10 a.m.

- We had Lee Robult from admissions and record come in and update us on receiving a notification in Peoplesoft when grades have been submitted. He showed us how they have made Peoplesoft generate a "posted" indicator on the right hand side of each student's names on the roster when their grades have been properly posted. He also spoke about deadlines and faculty appreciation day. The date has not been set but they will open up admissions when grades are due for refreshments and grade input assistance when grades are due.
- The Part-time Faculty Center in Vista 111B has been completed and is ready for use. There are 4 workstations, a network printer, table for meeting with students, a white board, sink and two mini fridges for use. We now have work centers in the Redmountain building, Sierra building, Vista Building and 2 on the Meadwood campus.
- PTF Fall Social will be December 9 at 5:30 p.m. We will have games, refreshment and a raffle.

Next meeting will be held February 26.

Library Committee – Corina Weidinger, Chair

- Met Oct. 8, 2015.
- Finishing touches on the Monsters Panel Family Event. We would like to encourage you to send your students over. There will be Academic yet entertaining talks on **Vampires, Werewolf's, Frankenstein, Grimm Reaper and Biological**. Will take place on Oct. 29, 2015 from 12:30-2pm in SIER108. We have extra credit tickets if your students come we can hand those out for extra credit.
- Organizing a Book Drive with the cooperation of the WCSD. There are 2 green bins located in the Student Center for donations of books.

Chair Adlish: Thank you.

Unfinished Business

None

New Business

Chair Adlish: Is there any new business?

Discussion regarding grade submissions.

Motion to adjourn the meeting

Motion: To adjourn the meeting.

Movant: Senator

Second: Senator

Vote: Passed unanimous.

Adjournment at 2:35 p.m.

**Adjournment time will run no later than 2:30 p.m. unless approved via motion by the Senate.*