

FACULTY SENATE MEETING MINUTES

March 18, 2016

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: Tom Cardoza (his proxy was Jay Jorgenson), Lars Jensen (his proxy was Eddie Burke), Haley Orthel-Clark (her proxy was Micaela Rubalcava), Melanie Purdy (her proxy was Erin Frock), Brian Ruf (his proxy was Eddie Burke), Pattie Sanford (her proxy was Julie Muhle), Brand Scarnati (Her proxy was Jay Jorgenson).

Guests: Barb Buchanan, Spencer Shultz, Kyle Dalpe, Barbara Painter, Bhattarai, Sameer, Paul Seybold.

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

Please sign the attendance roster (Exhibit A).

Approval of Meeting Minutes from February 26, 2016 (Exhibit B)

Due to not having them available to the Senate, the minutes be sent out by email for a confirmation.

Motion: To approve the Faculty Senate meeting minutes from February 26, 2016 as submitted. Via email.

Movant: Senator Bale

Second: Chair-Elect Cardoza

Vote: Passed unanimously.

Consent Agenda (Exhibit C)

Motion: To approve the Faculty Senate Consent Agenda.

Movant: Senator Kirchman

Second: Senator Bouweraerts

Vote: Passed unanimously

Chair Report—John Adlish

- **Pay working group**

- Up to the Administration to find the money, this would also give the ability to find those monies and determine the amount.
- From the Chancellor
- We don't get Merit and we don't get COLA, what other options are there.
- If we did get some sort of Merit, then the colleges would have to come up with the Merit.
- We are looking at adding another category of ranking for Merit pay.
- There have been no final decisions at this time.

- **Proposed budget cuts for the Biennium**

- Dr. Dalpe will be giving you an update on this.

- **Passed at the Board Meeting**

- Police Consolidation – Effective July 1. They are transitioning now.
- The Shortened Notice of Termination was passed.
 - 1st year is 60 days.
 - Went up to the 4th year of graded service that went up to 90 days.
- Transfer of Administrators between Institutions.
 - The biggest question that was raised, is who exactly is in that group.
 - If you are tenured within the Institution, it states that you cannot be transferred.
 - There is no need to modify this because it says, "if you are tenured, you cannot be transferred."
- Upper Division Teaching Credit
 - Whatever your base comes out to be, per credit or contact hour, if you are teaching at upper division level, then you are compensated 25%.
 - CSN is already doing this.
 - Part of this policy was given to us because Crystal Abba wants this policy to be uniform for all of the schools that are doing 300–400 level courses.
 - Department level should be the ones that determine your qualifications to teach 300-400 level classes.

Bylaws Update

- The AdHoc Committee has been working on the Bylaw Charges for the Committees so they are effective and efficient.
- I have visited every committee to go over Bylaw changes, except for SBBC and Recognition & Activities.
- Each senate committee has reviewed and given great input.
- Once all of the committees have given their feedback, then we will come to the April Faculty Senate for the 1st read.
- They have to be approved by the May Faculty Senate Meeting to be implemented next semester.
- This is very important due to the Accreditation's Recommendations.
- New Academic Standards and Assessment Committee, (used to be SLOA).
 - Will now take on the PUR process and General Ed. Assessment.
 - Essential move to be made due to the clear statement of losing Accreditation if not done correctly.
 - Planning processes in a more centralized way. The planning committees are not report directly to one body not discussing things that make us look like we are not planning at an Institutional Level.
 - Dr. Dalpe is moving the PAC to a Planning Council.
 - We are working on the charges for that body.
 - We will bring them forward when completed.
 - They will need Faculty representation.
 - Talked about having Standing Committees that will handle some of the bigger planning processes.
 - We are looking at multiple plans including a Facilities Plan, Academic Plan and the Institutional Master Plan.
 - The budget process is going to be wrapped under the Planning Council.
 - I have put a call out to have members of the Academic Faculty to be a part of the Committee.
 - The Accreditation Committee will also need Academic Faculty Members.
 - Accreditation has asked for an Ad Hoc on the Gen Ed Status by October.
 - The Bylaws changes helped to support the necessary changes under the Academic Assessment so they are doing assessment. This will play right into that report.
 - For the new committees I am calling for members, we have a Technology Committee already in place.
 - I have asked John Fitzsimons, Anne Fletcher, Mike Holmes & Rick Bullis to sit on the Facilities Committee. They will each be able to represent the different TMCC Campuses
 - We asked Steve Bale, Julie Muhle & Molly Lingenfelter to serve on the Budget Committee. We also asked Ron Marston. He had to step aside due to scheduling issues. So we need another member for the Budget Committee.
 - This is the most important committee as the RAP Process is in need of going forward. Without people on this committee, it will not be able to go forward. Anyone who wants to serve on this committee, let Cheryl know.
 - We need faculty members for representation on the Accreditation Committee.

- We had our 1st meeting yesterday. We will be meeting again right after Spring Break.
 - There isn't a lot of time to get the 1st year report done and the addendum report on General Education Assessment.
 - The time commitment is twice a month for the rest of this year until October. Otherwise we will not make enough progress to make these reports happen.
- You do not need to go to the Planning Council while on these committees. Only your committee meetings. You will be represented at the Planning Council.
 - This will be a voting group. This has not been structured yet due to not having a lot of faculty on this committee. We want at least 1 from each Division to start with.
 - Dr. Buchanan is reaching out to do this.
 - The charges that we wrote already state that this committee would include the Faculty Senate Chair or his/her designee. We assumed that the Chair-Elect would be there.
 - When I go back to the PAC, John suggested including both the Faculty Senate Chair & Chair-Elect.

Administrative Report—Kyle Dalpe

- **Police Transition**

- We requested more time and not have it start right after the Board Meeting because of the many moving parts such as how many radios stay in the cars, what logo's etc.
- It will stay functional until June 30.
- Transition will start July 1.
- There could be other transition changes between now and then.
- We are currently down by 3 Officers.
- The new hires will fall under the UN Police Department. Which will be the new structure, to make sure we have the same levels of service.

- **Budget & Budget Development Timeline:** We pitched to the System our budget needs end of Nov., early Dec.

- In the planning session in Jan., every Institution brings their ideas & what they want to do.
- The suggestions we put forward were:
 - Increase the weighting on Career & Technical Classes
 - Funding for Career & Technical Classes during summer.
 - A Capital Project of creating a Northern Nevada Manufacturing Center that we would share with Business Industries and possibly other Nevada Institutions.
 - Silver State Opportunity Grant to be extended & expanded to help our Students.
- Of these, the ones that emerged were:
 - The Career and Tech Education increase funding from a 2.0 driver to a 4.0 driver. The Silver State Opportunity Grant is a part of this.
- At the System Level there are discussions of Salaries, Kola & Merit.
 - In the last few weeks the Governor's Office is recognizing that there may not be a boost in revenue. The Governor sent a letter stating that we really need to prepare for 5% less. We are

trying to get clarification on whether or not this is 5% less than what we asked for, (which was 110%), or do we need to start preparing for 95%?

- This budget process is to fund 2018–2019, the next Biennium. This doesn't effect this year or next year.
- Governor is sending out invitations for the institutions to submit new proposals. It's almost like a bid process.
 - They would like the Community Colleges Budget Requests to have to do with Work Force Training. We will be focusing primarily on Work Force Training.
 - I will be at meetings over the next 2 weeks at the System Office to sort this out.
 - By protecting something specific to the Community Colleges, we will not have to bare all of the reductions in the coming session.
- **Budget Proposal from the System**
 - Of that \$54 Million about \$51 Million to \$52 Million would go to the Universities. Looking at that over the next 2 years, we realize we have to look at it differently.
 - The Chancellor and his Staff
 - Break-up some of the discussions.
 - Look at multiyear plans not just caseloads but something specific to the Community Colleges Segment so we will not get hurt on our enrollment.
 - Our enrollment will go up, but not enough to give us a big piece that Case Load Growth.
- **Idea of Community Colleges being a Separate System**

Right now in a state that is this size, with everything going on & a lack of tax revenue, I cannot support that. We have to in our current System address Community Colleges in a separate segment in and of itself. It's a different population, it's a different way of doing business, and it's a different structure.

In 2014 under the SB391 Committee where it was stated that we needed a system within a system. We need to move in that direction.

The discussion we are having right now on the budget will drive that one way or the other.

NFA Report—Micaela Rubalcava for Julia Hammett

- The 2014–2019 NFA Contract was ratified at the March NSHE Board of Regents Meeting.
- The state NFA Board will have a conference call vote on a proposal to fund a stipend to fund course release for the NFA TMCC President.
- NFA TMCC Members are currently working on that proposal.
- TMCC former Faculty Senate Chair, NFA TMCC President & Nevada State Scott Huber has been nominated to be a National AAUP Board Member. All NFA Members are encouraged to study the ballot and vote.
- NFA State Executive Director David Steele will soon call upon NFA Members for nominations for upcoming Chapter Officer Elections including President, Vice President, Secretary, and Treasurer.
- NFA TMCC wants to thank Faculty Senate for their leadership and continued partnership as we transition our college into a more transparent, accountable & inclusive process of shared governance.

Micaela Rubalcava: Added after the NFA Report that they had a very successful Learning Community Event regarding race. We had 120 Students show up. We are looking forward to next year's event.

Committee Reports

- **Student Learning Outcomes & Assessment (SLOA) – Eddie Burke for Brian Ruf, Chair:**
 - Meeting was March 4.
 - 2 Guests: One was Melissa Deadmond who led the discussion of implementation of the General Education Assessment. We were dinged on this with the Accreditation Report.
 - 2nd guest was Cheryl Cardoza. She came to show the SLOA Committee changes that were made in the Bylaws.
 - If the Bylaw changes are approved by the Senate, the new name for SLOA will be Academic Standards & Assessment.
 - Next Meeting is Friday, April 8 at 2 p.m.

- **Professional Standards Committee - Eddie Burke, Chair**
 - Met on March 11.
 - Office of Professional Development – Cathy Brewster
 - Asking for suggestions for fall Professional Development Days. Please contact Cathy with your suggestions for workshops and ideas.
 - Everyone should have received an email regarding the Quality Matters online training offered through Canvas by Brandi Scarnati. There are stipends for this training.
 - Scott asked if there any training classes for our Part-Time Instructors. Professional Development Days are held in August and he asked for suggestions for workshops.
 - This is a problem because in many cases the part-timers are just handed a book and a syllabus and have no prior teaching experience.
 - Cathy mentioned that she has some funds to give \$250 stipends to part-time instructors to take the "Getting Results" program. This is a Canvas based training program requiring 10-12 hours of work. Cathy was asked could we make this program mandatory for all part-timers. Cathy said that she could indeed. It was suggested that this course be made mandatory by the departments for all of their part-time instructors.
 - Other suggestions included attending lectures by Full-Time Instructors, a Mentor Program in each Department, training in financial aid, adding these types of training during Professional Development Days.
 - Posthumous Degrees Policy – Jeanette Smith
 - Jeanette addressed the committee about introducing a posthumous degree policy at TMCC and shared with the committee examples of polices from other NSHE institutions.
 - She explained that while the president has the authority to award such degrees there is no formal procedure in place at TMCC.
 - Minimum eligibility requirements:
 - Must have completed all but the last year of their coursework.
 - No more than 12 credits remaining in their major.
 - In good academic standing.

- At least the minimum GPA required for their major.
- Submission of the required application documentation.
- Information would be verified by the relevant department chair, dean, the office of admissions and records.
- Brought to the president for final approval.
- There was a discussion on the merits of such a policy and how it could help grieving families.
- Andy Hughes presented some numbers from admission and records. Since Jan. 1, 2011, 71 TMCC students have died. If such a posthumous degree policy was in place he said that 11 of these students could be awarded posthumous degrees.
- Policy could be made retroactive to include students from say the last 5 years.
- This procedure was being introduced to the president's council for their approval.
- It was suggested that the Professional Standards committee vote on this policy so that it might add more weight in getting the policy approved. Approved support by Professional Standards.

Motion: To Support the Posthumous Degrees Policy as Proposed. There may be some edit and changes.

Movant: Senator Hampton

Second: Senator Bale

Vote: Passed unanimously.

This can now be sent on to the President, showing Faculty Senate support and retroactive for 5 years.

- Accreditation Report - Melissa Deadmond
 - Melissa gave a brief overview of the 7 recommendations from the Northwest Commission of Colleges and Universities.
 - While TMCC did receive a 7 year accreditation, there are some areas that need work.
 - The main areas to improve are in:
 - Gaps and exclusions in core themes and objectives.
 - All core themes should be revised to ensure that these are meaningful.
 - There needs to be significant development of effective and appropriate means for measuring student acquisition of general education outcomes.
 - Melissa stressed that the third area (general education outcomes) is the major sticking point. The commission has been asking for these outcomes for many years and, although there have been incremental improvements.
 - TMCC is behind on this recommendation.
 - Melissa finished by mentioning that she is currently preparing the Oct., 2016 deadline report for year 1 of our new accreditation cycle.
- Changes to Professional Standards Charges - Cheryl Cardoza
 - Cheryl is working to revamp the charges of each of the Faculty Senate standing committees.
 - These changes will ensure that there is no overlap and repetition of charges and that there is equity on the potential changes to the professional standards - reduced from 12 charges to 5.
 - This will make a lot less work for Professional Standards.
 - Professional Standards is looking for a new Chair.
- PS Travel Fund Deadlines for 2016–17

- Dates for 2016–17 travel funds.
 - (All Mondays) at 3 p.m.
 - Fall 2016 Travel deadline = 9/5/16 (covering travel from 7/1/16 to 1/09/2017)
 - Spring 2017 Travel deadline = 2/6/17 (covering travel from 1/10/16 to 5/14/2017)
 - Summer 2017 Travel deadline = 4/3/17 (covering travel from 5/15/2017 to 6/30/2017)
- VPAA will be presenting a new version of the Academic Calendar at the next Professional Standards meeting and then it will be brought to the Senate for a vote at the April Faculty Senate meeting. It was suggested that we follow UNR's calendar.
- Next Meetings for Spring 2016 Semester:
Sierra 209
Time: 10–11:30 a.m.
4/15/16 & 5/6/16

- **Recognition and Activities Committee – Olga Katkova, Chair**

Professional of the Month

- Professional of the Month
 - Pat Jarvis for March
 - Collecting Nominees for April & May. The deadline to submit is March 31.
 - There are no POMS for the months of June & July.
- Distinguished Faculty Award
 - 4 people submitted their paperwork for Service.
 - 4 people submitted their paperwork for Teaching.
 - The Selective Committee is working on evaluating all of the data.
 - Sunday by 2:30 p.m. we will know the 2 finalists for Service & Teaching.
 - Interviews will start after Spring Break for Service and teaching observations for Teaching.
 - All completed by April 22.
- The Committee voted that instead of 4 years it will be only 2 years of working at TMCC to receive the Distinguished Award. This will give us more candidates.
- Honoring Employees from here at TMCC that have passed away.
 - A suggestion was that over at the Vista Quad area to use this wall for plaques to place on that wall.
 - We will forward this information to the Foundation.
- Next & Last Meeting:
April 7
RDMT 256

- **Library Committee – Corina Weidinger, Chair**

- Library Committee Met on March 10.
- 2 Events this Semester
 - Debate Panel on the economic impact of legalizing Marijuana in Nevada. This will take place on April 21 in SIER 108 at 3:30 p.m.
- There will be a student essay competition with 3 prizes, 1st place \$150, 2nd place \$100, 3rd place \$50.

- Poetry reading event on April 28th in SIER 204 between 2 to 4 p.m.
- Cheryl Cardoza came and spoke with us regarding the Bylaws. I want to thank her and the other members of the Bylaws Committee. The Library Committee bylaws were changed from 16 to 8. They are now well written and make a lot more sense.
- Neil Siegel gave a presentation on Open Educational Resources. He told us how in 2012, Florida's State Distance Learning Commission surveyed 20,000 college and university students to find out how textbook costs were affecting their learning. The cost of required textbooks caused students to:
 - 63.6%: Not purchase the required textbook
 - 49.2%: Take fewer courses
 - 45.1%: Not register for a specific course
 - 33.9%: Earn a poor grade
 - 26.7%: Drop a course
 - 17.0%: Fail a course
- Nearly one-third of the students responding used financial aid money to buy their required books.
- Of those who did use financial aid dollars on books, the average amount spent was more than \$300 per semester.
- Community college students are nearly twice as likely to use financial aid for books as students at four-year private or public schools.
- Check out libguides.tmcc.edu/OpenEducationalResources for more info.
- At TMCC the SGA will survey students to determine the effects of textbook prices on our students. SGA will offer cash bonuses to faculty who switch to OER course materials.
- Our next meeting is:
April 7

- **Student Government Association – Spencer Schultz - SGA President**

Response to the Library Report: There is an issue with the VPAA & the NFA over the stipends for SGA to look into making book free online. Due to this we currently have a person doing this for free.

- You have heard pretty much everything I was going to talk about. This will be on our election ballot, going out on the newsletter & in Canvas.
- The same questions that went on in Florida are the same questions we will be asking here. We are working with Elena Bubnova to help narrow it down.
- We just did Wellness Week. This was the largest attended event here.
- I went to the Board of Regents meeting and read them some of the Student's comments.
- I will not be at the SGA April meeting. It's been fun. Thanks for everything.

- **Classified Council – John Frederick for Grace Tout**

- There is no report.

- **Part-Time Faculty Issues Committee – John Frederick, Chair**

Part-Time Faculty of the Month

- Val Haskins

Part-Time Faculty of the Year Ceremony April 21 at 5:30 p.m.

- We are sending out a survey to all Part-Time Employees. It's based off a survey from 5 years ago, to see where they stand.
 - If they need more training, mentoring, what they feel their base pay is, what they base their decisions on working are.
 - If anyone would like to see those questions or give input, please contact me.
- Part-Time Faculty feel they should have a seat on the Faculty Senate. They would like to put forward an action item in the future to have a seat at this table.
 - They represent 60% of the teaching faculty.
 - They feel that their voice could be heard, not just at the Issues Committee.
- Engrid Barnett has stepped up as the new Co-Chair of the Part-Time Faculty Issues Committee. We will be bring this to our next committee meeting to confirm this is good with all of them.
- We did get a report from Cheryl regarding the Bylaws. That is actually how this all came about. They loved the changes as well.

John Adlish: I want to thank John. We both took some heat appointing him as the Part-Time Committee Chair. No one else was willing to step up to do this. So, you go with the best and I felt that John was the best for this opportunity. Thank you.

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

- Amendments to our Annual Plans are due April 1.
- Met on the 4th of March.
- Our primary focus is this issue of Salary Enhancement. We are talking about creating a mechanism where we can have growth beyond tenure within the ranges we are in.
- I will be sending out a survey to all faculty.
 - You will have about 2 weeks to respond, less 1 day so I can gather the information for my next meeting on April 1. Where I will present the data.
 - We are asking a lot of the questions about how you want this policy formulated, what ought to be the criteria. We crafted this as a group. It's going out today.
- It's a Philosophical Survey.
- We encourage you to come and meet with us.

- **Curriculum, Assessment & Programs Committee – Erin Frock for Melanie Purdy, Chair**
 - CAP members reviewed and made a few suggestions to the proposed by-law changes and look forward to seeing the final version.
 - The committee continues to call for AAS Gen Ed submissions. Reviews occur from now until the December 2016 meeting to meet next catalog. Courses that are currently AAS Gen Ed (with the exception of those that are currently AA/AS reviewed) need to go through with the new criteria. Please contact Chair Purdy with questions.
 - The CAP sub-committee, headed by Darryl Cleveland, is focusing on Capstone review criteria. They brought forth recommendations. They will be converting these to a check list format. Once this is approved through CAP, it will be updated on the CAP pages.
 - CAP approved minor form changes to be updated on the CAP pages.
 - Submission deadline for the April meeting is Friday, March 25. Next meeting is on April 8 at 9 a.m.

Unfinished Business

None.

New Business

Chair Adlish:

1. I support the idea of a finals week. It makes it easier for our students. I know in the Sciences and possibly Mathematics, we can't do comprehensive exams. I can't finish a lecture in Molecular Biology on Tuesday and expect them to be ready on Thursday. I want people to start thinking along the in lines of; are we really serving our students? The finals week proposal from years ago was not to add working days to our contract. It was to shorten the Professional Development from 2 weeks to 1 week.
2. I want to encourage faculty to somehow get these ideas to Cathy Brewster about Professional Development. I personally like to hear now what type of things you would like in Professional Development. I can only take so many Google Docs workshops. We are an Academic Institution. I can only take so many Active Shooter Training. What do we want to see? The reason I do stuff on my work about every 2-3 semesters.

I am looking for ideas to enhance Professional Development.

Chair-Elect Cardoza: I heard 3 different things here.

1st: Collaborative Presentations that bring Disciplines together.

2nd: Bring in Professional to discuss what they have to say.

3rd: Why don't we bring in some of our faculty and showcase them?

I would like to add to that we could have pedagogical techniques that are effective. A lot of us have access to those and use them in our classroom. I know the Part-Time faculty would like a lot more pedagogical direction. If we can provide them during Professional Development Days it would help them as well.

Chair Aldish: You can directly e-mail Cathy Brewster. She does have a committee that looks at things and decides what to do.

Chair-Elect Cardoza: Also, take it back to your department. There may be people in your department that have feedback on this too.

Chair Aldish: The deadline email will be sent out in about 2 weeks. Watch for that email and respond to that. Cathy is really trying to get ideas from us. There are probably a lot more ideas in this room. Be proactive and tell her your ideas.

Adjournment at 2:21 p.m.