
FACULTY SENATE MEETING MINUTES

April 22, 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: John Adlish (his proxy was Cheryl Cardoza), Erin Frock (her proxy was Brandi Scarnati), Tommie Guy (her proxy was Brandi Scarnati), Jay Jorgenson (his proxy was Brandi Scarnati), Patti Sanford (her proxy was Julie Muhle), Mike Schulz (his proxy was)

Guests: Barbara Painter, Bhattarai Sameer, Spencer Schultz, James Philips, Dolores Wonder, Cathy Brewster, Kate Kirkpatrick, Elena Bubnova, Ron Marston, Engrid Barnett, Heather Combs.

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)

The Feb. Minutes were sent out via email but had little response. To approve the meeting minutes from February 26, 2016 as submitted.

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

Movant: Senator Bouweraerts

Second: Senator Williams

Vote: Passed unanimously.

Approval of Meeting Minutes from March 18, 2016 (Exhibit C)

To approve the meeting minutes from March 18, 2016 as submitted.

Motion: To approve the Faculty Senate meeting minutes from March 18, 2016 as submitted.

Movant: Senator Kirchman

Second: Senator Bouweraerts

Vote: Passed unanimously.

Consent Agenda (Exhibit C)

Motion: To approve the Faculty Senate Consent Agenda with the correction of adding Katie Kolbet to the CAP Committee. Katie has served on the CAP Committee since 2015.

Movant: Senator Hampton

Second: Senator Orthel-Clark

Vote: Passed unanimously.

Chair Report – Cheryl Cardoza reporting for John Adlish who is attending the Board of Regents Meeting in Las Vegas

Extraordinary Performance Awards

- 5 nominations from each school.
- The Institution covers this cost.
- Cannot be earned in consecutive years, they must wait for another year before being nominating or receiving the award.

Presidential Search

- Forums will be held on
 - Tues. at 1:40 & 2:50 p.m.
 - Weds. 1:40 p.m. & 2:50 p.m.
 - These will be streamed. They will not be streamed live during the meetings.
- The 4 finalists are Dr. Buchanan, Dr. Muddassir Siddiqi, Dr. Karin Hilgersom & Dr. Julie Leidi.
- We are encouraging everyone to attend. Please take the time to **read their bios & CV's**.
- Forum feedback goes directly to the Consultant. These are kept completely confidential.
- We are still looking for 1 more Host. They will be the time keeper that gets them from on meeting to the next. Please reach out to your constituents to help us find the Host.

Faculty Senate Standing Chair Changes

- Part-Time Committee Chair John Frederick will be Co-Chairing with Engrid Barnett
- Professional Standards Committee Chair is Greg Ellis

- CAP Committee Chair is Haley Orthel-Clark
- SLOA Committee Chair is Brian Ruf. He was re-elected to the Chair position for his 2nd term.

Chair-Elect Report – Cheryl Cardoza

Bylaws Update

- This is the 1st read of changes.
- **Thank you to the Bylaw's Committee for their Feedback and hard work.**
- Senators are encouraged to read and communicate the changes to the bylaws with their Constituents.
- Any changes proposed must be part of what has been changed. These changes occurred to make each of the Committees more effective.
- Ex Officio was changed to be consistent through the Bylaws with no hyphen.
- The Philosophy statement changed.
- Numbering was also changed to a much more organized structure.
- Abstentions that the Faculty Senate approved have been added to the voting sections.
- Parliamentary Authority as listed in Section 7.7 of Roberts Rules under Senate Meetings has not changed, but moved.
- Under Article 9 Committees Bylaws are now cleaner. We **expanded or removed areas that didn't make sense.**
- Changes in the Standing Committees
 - CAP changed to Curriculum Review Committee.
 - SLOA changed to Academic Assessment Committee. They will now be doing the Gen-Ed assessments and the **PUR's.**
 - Professional Standards - Sabbatical Review Committee and the Travel Funds will now fall under the SBBC.

Proposed changes to the Faculty Senate Bylaws revisions – Ron Marston (Exhibit D)

1. 9.2. A.3. All Standing Committee members shall have voting privileges in Committee actions. Within the Standing Committees there are a lot of Ex Officio Members. They are currently not allowed to vote. If they are not a direct report the President they should be allowed to vote.
2. 9.2.C.2 Standing Committee Chair Duties: Standing Committee Duties – Ensure meeting agendas are created and published in advance of the meeting, and meeting minutes are taken for all meetings.
3. 9.9.C.5 Recommend salary proposals for biennial budget requests in order to promote parity with appropriate merit increases and cost of living adjustments (COLAs) within the salary schedules. **It's not** appropriate for a standing committee chair to report directly to the BOR or other System level body. Anything that comes from a senate standing committee must be approved by the full senate, once that happens is the responsibility of the FS Chair, not the standing committee chair, to make recommendations to the BOR or council of senate chairs.

Chair-Elect Cardoza: If there is anything too contentious being brought to the Senate regarding the Bylaws, she will pull it and revisit it during the fall 2016 Semester. Go to your Constituents, go to Committee Members and ask what they think about the Bylaw changes and if they have any other amendments. You can only amend something that the Bylaws Committee changed.

Strategic Master Plan –Cheryl Cardoza

- We need more participation with this. This will be presented at to the upcoming President's Board.
- President Dalpe will then take this to the Board of Regents in June.
- The model used is from Long Beach. Making these Quantitate not just qualities. Things that we can measure.

- We will open up the Fall Semester with a session on the Strategic Master Plan. Please come and participate in those. Feedback is crucial to make sure that this document reflects all of the college and is key to the directions the college is going on.
- Core themes at not being changed but we are looking at the core objectives for each of the themes.
- Melissa Deadmond did a Power Point from the Forum today. I will ask her to publish that publically.

Committee Meeting Schedule

- We are shifting philosophical principles that define how the Faculty Senate & Standing Committees Meeting Schedule is put together.
- **Some of the issues that have come up are Veteran's Day** is on a Friday, asking faculty to come in off contract for the Faculty Senate Meeting & aligning our scheduled meetings to mirror the other Institutions
- We are the only Institution that currently is off schedule from the Board of Regents. We have been too late in the semester for the Board of Regents initiatives.
- We are trying to make sure that meetings times are not during the same time frame for those we who would like to participate in more than one.
- **It's important to not call any Faculty Senate Meetings off contract.**

Chair-Elect Elections

- Mike Holmes has been nominated and accepted the nomination.
- Elections opened on April 19, 2016 & will close on May 6, 2016 @ 5 p.m.
- The Chair-Elect will be announced at the May 13, 2016 Faculty Senate Meeting.

Administrative Report – Estella Gutierrez

Board of Regents meeting

- Dr. Dalpe is attending.
- Faculty Staff Salary Enhancements was a topic that they discussed today

Presidential Search

- Please try to attend. We are encouraging everyone to provide input.
- The open meeting law has caused a lot of issues. We are working on these.

Commencement

- Commencement is May 20 at the Tuscany in the Peppermill.
- The Committee will not "spear head" Commencement. This will now fall under my Division.
- We are looking into going with a 3 year contract & would like faculty input on this.
- Perks of this being at the casino is faculty will be up with the students along with the stage.
- Lunch will be provided. Please work with Barb Painter on this.

Congratulations

Dr. Dalpe really wanted to congratulate Chery Cardoza & Melissa Deadmond for their leadership during the Strategic Planning.

VPFA Position

Dr. Solemsaas has accept a position as the Chancellor of Hawaii. This void is critical to us. We will present a transition plan ASAP. Dr. Dalpe is talking with key members. This transition is not going to be done in a vacuum.

CRM

- Andy Hughes is going to present on the CRM.
- This is the technical portion that helps the Institution with recruitment & retention.
- The component that is critical to all of the faculty is the new & improved Early Alert. **It hasn't really worked.** That is why we want this new innovative technology.

Police Consolidation

- I have adopted/inherited Tony Futia & Kaylene Brady.
- They will be working with me directly. Tony is doing Student Conduct.
- We are realigning a couple of things so that he oversees other components.
- I will bring it back to this Body as information.
- The organizational portion will go back to the Realignment Committee.

Academic Calendar (Action Item Exhibit E)

The changes all have to do with alignment.

- We are now going to start & end with UNR.
- There are some changes around the Winter Sessions.
- This will give Admission & Records time to get grades in before the new Spring Semester starts.
- **There aren't any changes** to the summer schedule.
- **It's still the same number of contract days.** They have only been moved around.

To approve the new proposed Academic Calendar.

Motion: To approve the new proposed Academic Calendar.

Movant: Senator Orthel-Clark

Second: Senator Bouweraerts

Vote: Passed unanimously.

Peer Review Observation Forms – Online Classes (Action Item Exhibit F)

- VPFA Dr. Buchanan brought forward 3 different Peer Review Observation Forms.
- The 1st is for Online Teaching Classes.
- This has been vetted by Dean, Chair & Professional Standards Committee.

Motion: To approve the Peer Review Observation Form for Online Classes.

Movant: Senator Cardoza

Second: Senator Hampton

Vote: Passed unanimously.

Peer Review Observation Forms – Clinical Classes (Action Item Exhibit G)

- This Form was created by the Allied Health.
- This has been vetted by Dean, Chair & Professional Standards Committee.

To approve the Peer Review Observation Form for Clinical Classes.

Motion: To approve the Peer Review Observation Form for Clinical Classes.

Movant: Senator Cardoza

Second: Senator Hampton

Vote: Passed unanimously.

The 3rd form is for regular in-class teaching. This one will be held until May.

Language to Mandate Proctoring Exams for Online Classes (Action Item Exhibit H & I)

- Professional Standards is suggesting that each Department establish the language for their online classes and whether they should or should not be proctored.
- Each Department comes up with a policy regarding whether or not to proctor online exams.
- The policy would then be published online.
- There is concern over integrity, consistency and standards of online exams.

Amended change to Language to Mandate Proctoring Exams for Online Classes (Action Item Exhibit I)

"Whereas since the TMCC faculty is responsible for academic integrity within this institution, it is the request of the Professional Standards Committee that each academic department formulate a policy on proctored exams for Online courses, using approved proctored solutions, by the start of the Fall 2016 semester."

Motion: To approve the Language to Mandate Proctoring Exams for Classes with the wording to remove the reference to online classes.

Movant: Senator Bale

Second: Senator Scarnati

Vote: Opposed: 9 Abstentions: 0 Motion Fails.

Language to Mandate Proctoring Exams for Online Classes (Action Item Exhibit H)

"Whereas since the TMCC faculty is responsible for academic integrity within this institution, it is the request of the Professional Standards Committee that each academic department formulate a policy on proctored exams for online courses, using approved proctored solutions, by the start of the fall 2016 semester."

Motion: To approve the Language to Mandate Proctoring Exams for Online Classes.

Movant: Senator Hampton

Second: Senator Davis

Vote: For: 4 Abstentions: 0 Motion Fails

Committee Reports

Recognition & Activities – Olga Katkova

- POM: April is Kate Kirkpatrick & May is Julie Ellsworth.
- Selective Committee Distinguished Award was completed today.
- Outstanding Faculty Teaching Award is Kathleen Kolbet.
- We have chosen the Distinguished Faculty Award & will be announced later. Next years will be the 1st time we will begin nominating faculty after 2 years of full service.
- May 10th 3-5 Employee Awards.

Library Committee – Corina Weidinger

- We last met on April 7th
- **Yesterday's Panel on Legalization of Marijuana** was very well attended by both students & community members.
- April 28th 2-4 p.m. will be a Poetry reading in Sierra 204.
- Activities list for next year:
 - Sept-Oct Political Panel on the Elections
 - Oct - Monster Panel
 - Feb. - Getting Published Panel
 - March: Haring Epidemic
 - Library Faculty Survey

Student Government Association – Spencer Schultz

No report.

Classified Council – Heather Combs-Salley for Grace Tout

- Classified Symposium July 19th -21st.
- New Classified Board Elections
 - Nominations are now closed.
 - Voting starts on June 25th.
 - The new Officers will be presented on Monday, May 9th.
 - They will take office on July 1st.

Part-Time Faculty Issues – John Frederick, Chair

- Co-Chair Engrid Barnett attended the meeting today for the 1st working as the Co-Chair. It went really well.
- Lee Raubolt came to the meeting to give us some important information on Commencement updates, Registration, Faculty Appreciation Days that Admission & Records is holding to help Instructors to get their grades in correctly & on time.
- Part-Time Faculty of the month will be awarded the 1st weekend of May. The name will be announced at that time.
- Brandi Scarnati – Came in to provide 1 Search Committee's **Chair Sample** letter of the Part-Time Faculty who have not been selected as a Tenure Track Position but have applied.
- HR met with us a couple of months ago to discuss how **Part-Time Faculty feel slighted when they're just given a Form Letter. HR has worked with some of the Chair's.** We received a great sample letter from 1 Search Committee. The Part-Time Faculty thought that this was a great step in the right direction.
- We began work on a survey that will go out to Part-Time Faculty next semester. The goal of the survey is to gain valuable feedback how we can tailor resources to help best help Part-Times to succeed in the classroom as well as inform them of current existing resources and how to improve upon these resources. If there is anything that you would like us to take to the Committee, please email myself, Engrid or Brandi.

- We began drafting language to present to the Faculty Senate for an amendment to be the current Bylaws regarding adding 1 Part-Time Faculty member to the Senate as a Voting Member. We would like this on the Agenda as an Action Item for the next Faculty Senate meeting.

Chair-Elect Cardoza: This will go in as a 1st read John & then can be voted on in the fall. Your Committee may want to wait until the fall because there will be change in the ranks of the Senators.

Professional Standards Committee - Eddie Burke, Chair

- Met April 15th.
- Cathy Brewster is here today as my guest and would like to remind us about the Professional Development Courses & Days coming up in the fall.

Cathy Brewster: Thank you for letting me come talk with you.

- We closed last week in terms of taking proposals. We received some very good ideas from faculty. There is still time I you have other ideas we would like to hear from you.
- We are always looking for new members for our Advisory Committee. We currently have 12 female & 1 male member.
- We are planning an orientation for the Part-Time Faculty.
- Suggested bringing in radical or controversial speakers however this is expensive due to budget cuts.
- We had a workshop a couple years ago on Cheating in the Classroom. This might be something we can do again.

Eddie Burke: Our next Committee Meeting is May 6th in SIER 209.

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

- There was not a report given.
- Next meeting is May 6th at 12 p.m.

Curriculum, Assessment & Programs Committee (CAP) – Melanie Purdy, Chair

- BAS & Accreditation
 - We can't offer the BAS's until our Accreditation People approved it even though it's been through our system & approved.
 - The repercussions are really focused on financial aid and 300-400 courses. We will offer these in the Fall but **since they're not tied to a program, the students can't get financial aid for them.**
 - Melissa expects to have an answer by next month.
- AAS-Gen-Ed; we have 50 submissions for May.
- Leapfrog is the new system we will have. We should have less of the odd glitches we have had. It should hopefully be online in about year.
- **We are still on MCO's.**
- Today is the deadline for CAP. Please continue to send them to CAP Chair tmcc.edu. Send you questions to Haley.
- 1st deadline for fall sounds like it is going to change.
- Any submission after today will go towards the fall.

Student Learning Outcomes & Assessment (SLOA) – Brain Ruf, Chair

- Met April 8th.
- Melissa Deadmond discussed the possible process of assessing General Education.
- She brought in several Rubrics from AACU (Association of American Colleges & Universities) as stepping stone since they had been vetted nationally.
- The Rubrics matched to the Gen Ed sections at TMCC such as written oral communication and literacy.

- After the presentation, we then had a discussion about the process & benefits of the presented Rubrics.
- We agreed to bring in a random sample of graded work from English & Art to go through a mock GenEd using some Rubrics at our next meeting on May 6th in SIER 209 from 2-3 p.m.
- I was re-elected as Chair of SLOA.

Unfinished Business

None.

New Business

None.

Adjournment was 2:23 p.m.