

# FACULTY SENATE MEETING MINUTES

**October 6, 2017**

Faculty Senate Chair: <b>Cheryl Cardoza</b>	Faculty Senate Chair-Elect: <b>Mike Holmes</b>	Executive Committee member, Academic Standards and Assessment Chair <b>Anne Flesher</b>
Executive Committee member, Curriculum Review Chair <b>Haley Orthel-Clark</b>	Executive Committee member, Professional Standards Chair <b>Amy Cavanaugh</b>	Executive Committee member, Salary, Benefits and Budgetary Concerns Chair <b>Ron Marston</b>
Library Committee Chair <b>Josh Shinn</b>	Part-Time Faculty Issues Committee Chair <b>Marynia Giren-Navarro</b>	Recognition & Activities Committee Chair <b>Michelle Montoya</b>
WebCollege Faculty Advisory Committee <b>Candace Garlock</b>	Senators At-Large: <b>Yevonne Allen</b> <b>Amber Burroughs</b> <b>Kate Kirkpatrick</b> <b>Staci Miller</b>	Senators for Allied Health: <b>Julie Muhle</b> <b>Mike Schultz</b>
Senators for Applied Industrial Technology: <b>Clifford Bartl</b> <b>Paul Seybold</b>	Senators for Biology: <b>Meeghan Gray</b> <b>Virginia Irintcheva</b>	Senators for Computer Technology: <b>Arnold Brock</b> <b>Cathy House</b>
Senators for English: <b>Elizabeth Humphrey</b> <b>Robert Lively</b>	Senators for History, Political Science & Law: <b>Fred Lokken</b> <b>Ben Scheible</b>	Senators for Humanities: <b>Tom Cardoza</b> <b>Wade Hampton</b>
Senators for Math: <b>Hieu Do</b> <b>Anne Flesher</b>	Senators for Physical Sciences: <b>Ed Corbett</b> <b>Judy Frederickson</b>	Senators for Social Sciences: <b>Julia Hammett</b> <b>Micaela Rubalcava</b>
Senators for Visual and Performing Arts: <b>Ron Marston</b> <b>Corina Weidinger</b>	Senator for Part-Time Faculty: <b>Jonathan Reddick-lau</b>	
Classified Council Representative <b>Cynthia Olivo</b>	Student Government Representative <b>Kimberly Tran</b>	

**Absent:** Cynthia Olivo (Proxy: Jose Torres-Jasso), Kimberly Tran

**Guests:** Amber Anaya, Elena Bubnova, Dr. Karin Hilgersom, Pat Miller, Perry Mitchell, Marie Murgolo-Poore, Jim New, Kim Studebaker, Joan Steinman

**The meeting was called to order at 12:37 p.m.**

Chair Cheryl Cardoza called on Senator Paul Seybold, Applied Industrial Technology, to say a few words about Austin Meyer, a TMCC student who was a victim of the shooting in Las Vegas that occurred on October 1. Senator Paul Seybold noted Austin was well-liked and worked well with his fellow students. Chair Cardoza reminded the senate there are counseling services available.

## Approval of Meeting Minutes September 1, 2017

There were two corrections to be made on the minutes: Amy Cavanaugh, Chair of Professional Standards Committee noted they will be working with the Salary, Benefits and Budgetary Concerns Committee on the Annual Evaluation Plan rather than FERPA training which is a separate issue her committee is working on. Amy also reported that she stated they have no representation from Business rather than wanting more representation from Technical Sciences, Business or Social Sciences.

**Motion:** Approval of the minutes for September 1, 2017 as amended.

**Movant:** Senator Julia Hammett  
**Second:** Senator Thomas Cardoza

**Vote:** Passed unanimously

## Consent Agenda

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**Motion:** To approve the Consent Agenda with an update to the Academic Standards Committee Chair appointed as interim chair by Faculty Senate Chair Cheryl Cardoza.

**Movant:** Senator Ron Marston  
**Second:** Senator Virginia Irintcheva

**Vote:** Passed with 1 opposed

## Administrative Report – Dr. Karin Hilgersom

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Dr. Hilgersom opened her report with condolences to Austin Meyer's family and reminded faculty to be sure to extend any assistance to students via counseling and listening. Elena Bubnova is working on behalf of TMCC to set up a GoFundMe account for Austin's family. Highlights Dr. Hilgersom reported on were the Association of Community College Trustees (ACCT) National Convention in Las Vegas, a foundation update, and the moving of the CNA program to our Meadowood Campus. TMCC participated in three panels at the ACCT National Convention; These included presentations on our dual credit initiatives, TMCC High School, and the Summer Bridge Program. There was also an NSHE panel that discussed the system within a system and a Tesla panel that included TMCC representatives. Dr. Hilgersom mentioned a report by the Gallup-Strata Education Network she learned about and will be sharing with faculty in the future. The report contained detailed surveys of students and why they chose their college and why they stay in college. TMCC received a \$1.64 million capital grant from William N. Pennington Foundation which will assist in moving the CNA program to Meadowood, expand the dental assisting and hygiene programs, create a dental clinic, add a new lecture room, modify a lecture room and add a new anatomy and physiology lab to the Red Mountain Building. Dr. Hilgersom reported new members on the Planning Council are: Cate Edlebeck, Gwendolyn Clancy and Jennifer Kurowski. Members continuing to serve are: Cheryl Cardoza, Mike Holmes, Julia Hammett, Julie Muhle, and Michelle Montoya and Phil Smilanick. Dr. Hilgersom also reported the first Joint Executive Board (JEB) Meeting with the executive leaders of Faculty Senate and Administration. A lot of topics were covered and the JEB is continuing to work on shared governance.

**Questions:** Faculty Senate Chair Cheryl Cardoza asked how far Austin was in his studies and if he qualifies for a posthumous degree. Dr. Hilgersom said they are currently researching that.

## Chair's Report – Cheryl Cardoza

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- **Part-Time Senator Election Results:** Jonathan Reddick-lau is the new Part-Time Senator. There were enough candidates for this position to have two senators and Faculty Senate will entertain changing the bylaws to have a second Part-Time Senator.
- **DACA Petition:** A statement was published by NSHE, Dr. Hilgersom's office, and TMCC faculty and staff. Senator Ron Marston, on behalf of the Faculty Senate Executive Board, drafted an apolitical statement. Cheryl opened the floor for a motion to accept this statement. Julia Hammett motioned and Wade Hampton seconded. It was agreed the period should go inside the quotation mark in the first sentence. Senator Micaela Rubalcava suggested a stronger statement to be inclusive of all students not just students affected by DACA. Senator Arnold Brock asked why we are doing this. Senator Brock did not feel we need to respond to political issues/entities. Senator Ron Marston replied he wrote it as basic as possible and the statement doesn't directly say we do not support the rescinding of DACA it states the rescinding DACA is contrary to our core principles. Senator Ben Scheible noted the decision is an executive action that is now being sent to congress to take action. Questions were raised about what we would do with such a statement. Cheryl Cardoza proposed that Faculty Senate could post this statement to the email distribution list All Mailboxes once agreed upon. The discussion continued and circled around whether we are making a political statement or supporting our students.

### Faculty Senate Resolution – DACA students

The TMCC Faculty Senate embraces the institution's mission of access to lifelong learning and service to our diverse community, as well as the value of "*respect, compassion and equality for all persons.*" The rescinding of the Deferred Action for Child Arrivals (DACA) program would be contrary to those core principles. We affirm our commitment to the whole community and continue to welcome all students at TMCC.

**Motion:** To accept the DACA statement crafted by the Faculty Senate Executive Committee as amended.

**Movant:** Senator Julia Hammett  
**Second:** Senator Wade Hampton

**Vote:** Passed with 2 opposed and 3 abstentions

- **Workday Training:** Please take advantage of trainings and open labs being offered for faculty.
- **Board of Regents Update:** The meeting was run very effectively. Chair Cardoza shared the public comment she made at the meeting with the senate today and asked for comments on it. No comments were made.

*Statement read by Cheryl Cardoza at the September 7-8 Board of Regents Meeting*

I am Cheryl Cardoza. C A R D O Z A, and I am Chair of TMCC's Faculty Senate. I am here to speak on the Proposed Health and Sports Complex at TMCC.

Let me start by acknowledging that there is support among faculty for the concept being presented for approval here. Many of us like the idea and appreciate Dr. Hilgersom's attention to student proposals.

Even So, Faculty at TMCC continue to be concerned about the project because of the added expense to the institution and to its students, and because of the president's handling of the initiative, without proper concern for shared governance.

Rather than working to create a collaborative atmosphere where the feasibility of the proposal could have been explored more thoroughly with better input from all constituents at TMCC as well as the community, the process was rushed to approval without vetting that could have improved the proposal and reduced the negative perception created by the initiative.

Many faculty worry that a \$5 per credit fee increase will push our already food and housing insecure students to quit college or reduce how many classes they take. The survey data presented in the packet suggests student concerns about the fees too. The most recent survey shows a fairly even split between students willing to pay \$5 per credit and those who don't want to pay anything.

And, many faculty wonder why this project is a priority for our college over expanding classroom and lab space, making Meadowood a more viable campus, expanding at Redfield to accommodate program growth, and bringing the theater to campus instead of a strip mall on the wrong side of town.

We are not universally opposed to this project, but we do think that the rush is unnecessary and unproductive. More time could produce a better proposal. Please consider rejecting this proposal at this time.

- **University Tenure Policy Feedback:** While this does not affect TMCC, Faculty Senate was asked by the regents to provide feedback on the policy. Another category is being added to the university tenure process relating to community service/engagement. A concern from other senate chairs was that the policy would encroach on our mission statement to include community involvement. Senators asked questions but did not have any suggestions on this policy for the Board of Regents.
- **Tobacco Use Policy at TMCC:** The draft policy proposes removing the designated smoking areas at TMCC and making the entire campus tobacco free. Senators noted that the policy as written has a nebulous enforcement statement. Cheryl pointed out that the policy was aiming for social enforcement and was not currently considering any kind of punitive enforcement. Discussion ensued regarding the wording of *prohibits* and *prohibited* being changed to *refraining* and to keep the designated smoking area by the south end of the Red Mountain as it is ADA compliant. It was noted we have other learning sites that need to be included as well. Senator Ron Marston commented that the title states tobacco free but the policy discusses other types of smoking products, the policy overall seems pieced together, and no research has been done to find out how many employees and students smoke. Dr. Hilgersom clarified that we are grant recipients for a smoke free campus and we now have grant reporting duties. The president said that the policy debate should have occurred prior to applying for a grant. Health concerns for both the smoker and non-smokers were also voiced.
- **TMCC Bylaw Change: Administrator Evaluations:** The Planning Council is suggesting changes to the evaluations. Chair Cheryl Cardoza opened the floor for discussion. Senator Julia Hammett noted she liked the current transparency of the process; however, the whole point of the newer bylaw language is lost. Senator Tom Cardoza said the changes lean towards opacity rather than transparency and asked if there were any implemented in the process as previous bylaw changes. Chair Cheryl Cardoza said surveys have been done, but the rest of the policy had not been followed due to concerns of confidentiality and legality. Chair-Elect Mike Holmes asked what the comparable policies at other institutions are and would suggest a similar adoption. Senator Tom Cardoza asked

what happened to the data from previous surveys. Chair Cardoza said the data was given to the supervisors of the individual being evaluated. Dr. Hilgersom mentioned concerns about how the policy is being framed. There was compromise on the policy that was agreed upon by all meeting attendees which included Chery Cardoza and Mike Holmes. It was agreed that a wavier/confidentiality agreement would be signed by individuals who were not the evaluatee or supervisor would be subject to a reprimand if they disclosed any information from the evaluations. The issue was how to have a process that guarantees confidentiality. Chair Cardoza stated what was agreed to in the meeting was that the policy would be revised to show the survey data gets to the evaluatee, ensuring transparency, and ensuring confidentiality. Faculty Senate does not want to see the evaluations or comments. A senator asked if it would be appropriate to have Professional Standards review this. Amy Cavanaugh, Chair of Professional Standards will add to the agenda for her next meeting.

- **TMCC Campus Climate Survey Results:** Elena Bubnova reiterated condolences for Austin Meyer and she will circulate the information about a GoFundMe account for Austin's family. Associate Vice President Bubnova updated the Senate on the Fall 2017 TMCC Campus Climate Survey. There were 367 responses out of 1,449 persons sent via the AllMailboxes email distribution list. Results will be shared with the major constituent groups on campus as well as campus-wide forums to discuss the results at the following dates, times and locations: Wednesday, October 11 at 3-4:30 p.m. at the Dandini Campus RDMT 256; Thursday, November 2 at 2-3:30 p.m. at Meadowood Center MDWS 104; and Friday, December 8 at 9-10:30 a.m. at Dandini Campus SIER 108.

## Chair-Elect's Report – Mike Holmes

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Chair-Elect Mike Holmes updated the senate on dated obsolesce in the tenure policy that will be fully vetted in Professional Standards; i.e., candidate rating and the instructor observation form. Chair-Elect Holmes is also working on revised tenure binder requirements and is continuing to work on the organization and representation charts as well.

## Action Items

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- **National Faculty Alliance (NFA) Contract Language:** Chair Amy Cavanaugh of the Professional Standards Committee introduced a motion brought from her committee. The committee discussed the wording in the NFA Contract Section 8.5.2 to possibly state Faculty Senate will be responsible for coordinating nominations and running elections for department chairs. With the suggestion that the word secretary be removed as Faculty Senate does not have a secretary and this creates confusion as to whether the secretary is an officer of Faculty Senate or another employee in the Faculty Senate Office. Julia Hammett, Social Sciences Senator and President of the NFA, thanked Professional Standards for discussing this and noted that she will forward this to the NFA; however, there must be agreement between the administration and NFA to create a memorandum of understanding.

**Motion:** To advise the NFA to revise contract language to specify that the Faculty Senate will be responsible for coordinating nominations and running elections for department chairs.

**Movant:** Senator Wade Hampton

**Second:** Senator Anne Flesher

**Vote:** Passed unanimously with no abstentions

- **Course Evaluation Pop-up Reminders:** Chair Amy Cavanaugh of the Professional Standards Committee described how the pop-up reminders work. The pop-up reminders go live November 13 with the lock out phase currently being utilized between 8-5 p.m. on December 6-7. Students cannot enter their course unless they take the evaluation or opt out. If the student chooses to later go in to do the evaluation, they have to go the WebCollege office to get their accounts reset. Concerns were raised due to the impact on student's ability to complete their coursework, thoughtfulness in evaluating, and their mood when evaluating. Discussion ensued by Senator Fred Lokken who stated the Georgia system attaches evaluations to the student's final grade with an opt out option and receives a 95% completion rate. Senator Julia Hammett noted the validity or accuracy of those student reviews as many of her students have rated their professors disingenuously because they felt they had to do it. Senator Anne Flesher commented that her students liked the shortened version that existed on paper and do not like the repetitive self-evaluation questions that they also answered for other classes. Senator Ben Scheible stated we should not make the students evaluate classes in order to finish their coursework. Dr. Hilgersom suggested having the students complete the survey with their cell phones as a group activity in class in order to get more participation. Josh Shinn agreed with Anne Flesher that shorter surveys would be better.

**Motion:** To retain pop-up reminders, but remove the lock out feature from instructor course evaluations.

**Movant:** Senator Wade Hampton

**Second:** Senator Ron Marston

**Vote:** Passed unanimously with no abstentions

- **Blanket General Education Approvals:** Chair Haley Orthel-Clark of the Curriculum Review Committee introduced the motion and provided background. There are some areas of our AAS Degree in general education where there are statements such as "or any art course 100-level or above" which poses assessment issues and could influence our accreditation.

**Motion:** To remove general education statements of "any course 100-level or above"

**Movant:** Senator Corina Wedinger

**Second:** Senator Wade Hampton

**Vote:** Passed unanimously with no abstentions

## NFA Report – Julia Hammett

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Senator Julia Hammett, President of the NFA reported on current activities and shared her concern about the tragedy in Las Vegas. The NFA will soon have their own web page through the state NFA website. They are progressing on legal issues reported last month including the removal of the Humanities Chair and subsequent elections. The state board of the NFA passed a resolution of concern about the new partnership between TMCC and Sierra Nevada College. Their faculty have asked to join the NFA. They are all adjunct faculty who were fired and subsequently rehired which brings up labor concerns. Julia also showed a spreadsheet of response rate data from the recent climate survey. NFA surveyed academic and administrative faculty only, as was done in past surveys. The data is still being analyzed by the NFA and all are welcome to view the comments but may not keep them. Julia will send out the results to all professionals.

## Committee Reports

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- **Curriculum Review Committee – Haley Orthel-Clark**

The Curriculum Review Committee met on September 22 and reviewed the progress made with the new CourseLeaf software during the first submission period. The committee is working their way through the approval workflow and continues to make adjustments in order to create a smoother process for all involved. The MCO database is still available for reference and comparison of courses to ensure they transferred over correctly. Any courses that did not transfer over correctly will need to be fixed. Julia Bledsoe is offering drop-in lab times and office hours to assist with curriculum submissions. Haley also discussed the WICHE passport which creates a more seamless transfer from community college to university and between universities. NSHE has tasked its institutions with exploring the passport's possibilities. TMCC will likely follow the direction UNR takes with the passport.

- **WebCollege Faculty Advisory Committee – Candace Garlock**

The Web College Faculty Advisory Committee met prior to Faculty Senate today and received a demonstration of Yellowdig, a software which is similar to Facebook but made for classroom discussions. It can be easily integrated into CANVAS. Please see Brandi Scarnati if you would like to test the software. The Quality Matters (QM) Subcommittee reported they are creating a getting started template for instructors using CANVAS. The QM Subcommittee will give a presentation at the next WebCollege Faculty Advisory Committee meeting on December 8, 2017.

- **Student Government Association – Kimberly Tran**

Ms. Tran was not able to attend today due to assisting with senior pictures. The Student Government Association offered no report.

- **Classified Council – Jose Torres-Jasso, Proxy for Cynthia Olivo**

Jose Torres-Jasso updated the Senate on Classified Council's activities. The Classified employee recognition awards for July, August, and September were done as one event. Fall and winter events and fundraisers are being planned to support classified staff such as the book scholarship, emergency loans and trainings provided in Classified Symposium. Classified Council has arrived at the same conclusions as Faculty Senate on the Tobacco Policy. Mr. Torres-Jasso will report our thoughts on the tobacco policy to his council, and he noted a survey of classified staff on their opinions has not been done.

- **Part-Time Faculty Issues – Marynia Giren-Navarro**

Part-Time Faculty Issues met on September 8 for the first meeting of the academic year. The goals the committee set were to work on a standardized biography form for future part-time Faculty Senator nominees, to draft bylaws for a second senator seat for part-time faculty, and that pay-per-credit for part time faculty to be possibly included in the equity survey. The part-time open house was well-attended and popular with staff. The committee would like to focus on having all part-time employees attend at future open houses. Other goals are to change the name of the committee, offer more training, and offer more recognition in an effort to retain part-time faculty. The part-time faculty member of the month for September was Verla Jackson of Social Sciences. The October part-time faculty of the month has been chosen, but not yet announced.

- Professional Standards – Amy Cavanaugh**  
 Professional Standards Committee met on September 15, 2017. As already discussed, the language in the NFA contract was reviewed. Committee members are reviewing the FERPA training for updates, and possible expansion and clarification. Instructor evaluation software was reviewed with the committee by Brandy Scarnati who described new features of the evaluation software. The evaluations will show up on the student's to do list in CANVAS, reminder messages will go to both student email and their CANVAS inbox, the student's dashboard, and instructors will be able to see student response rates in real time.
- Salary, Benefits and Budgetary Concerns – Ron Marston**  
 The Salary, Benefits and Budgetary Concerns Committee met on September 22. Sabbatical applications are due Friday, October 13 by 5:00 p.m. in the Senate office. NSHE has awarded six sabbaticals to TMCC. The committee discussed the revision of the annual plan and will be presenting the draft at the next Professional Standards Committee meeting on October 20, 2017. Chair Marston will also meet with the deans and directors in their meeting on October 17 to discuss the form. This will be brought back to the faculty before any changes are approved. A summary has been created to keep track of changes made. Some of the changes included how one-semester sabbaticals are scored and weighting of activities. The other main task that is being tackled by the SBBC is establishing a rank advancement policy. A rank advancement taskforce (RAT) has been formed. Ron Marston and Marie Murgolo-Poore are co-chairs. RAT met on September 28 to establish charges, timelines and membership. Members are: Bill Gallegos, Julie Ellsworth, Elizabeth Humphrey and Jim New as Ex Officio. RAT hopes to have a policy and implementation plan by Fall of 2018 with implementation planned for the following year. RAT's next meeting is October 18. The final item Ron mentioned was Legislative Taskforce resulting from AB202. Chair Cardoza noted the Chancellor has not named committee members yet. Ron also noted that he and Roni Fox, HR Director were asked to join the Chancellor's working group to review community college salary schedules
- Academic Standards and Assessment Committee – Anne Flesher**  
 Academic Standards and Assessment Committee (ASA) met prior to today's Faculty Senate meeting. Interim Chair Flesher thanked for Chair Ruf for his past service to the committee. Dr. Melissa Deadmond discussed the WICHE passport and its advantages. ASA will review how TMCC's GE outcomes fit the passport. Dr. Deadmond also presented baseline percents of students at each GE competency area at proficient or exemplary level. Also, discussed was how to use those baselines and set targets for GE at TMCC. The next meeting is on November 3, 2017.
- Recognition and Activities – Michelle Montoya**  
 Recognition and Activities met on September 14 and are planning their yearly activities. Memorial plaques will also be kept on the agenda. A Night at the Theater will take place on October 21 at 8 p.m. for *The Rocky Horror Picture Show*. The discounted rate is \$10. The pumpkin decorating contest is being planned and Michelle is gathering more volunteers. The committee is also exploring fundraising activities such as selling wine at future Night at the Theater events. The next meeting is October 12 and any new members are welcome to join the committee.
- Library Committee – Josh Shinn**  
 The Library Committee met on September 7 and October 5. One of the focuses of the committee has been more faculty participation in database use, purchasing, and suggestions. The committee was tasked by Dr. Channing to create a list of faculty in each department who will recommend databases that would be best for his or her department disciplines. Databases that are not used may be weeded out to make room databases that will be used. Suzanne Malek presented an Information Literacy Module which can be placed in CANVAS for English class library assignments. On October 19 the Monster Panel will take place and feature radio personality Zambo along with TMCC's mad professors. On November 2 we will have a Nevada warming hypothesis event with noted environmental speakers. The committee also discussed a parent/student event for spring.
- Old Business**  
 Chair Cardoza and Ron Marston are continuing researching meeting recordings. The official record of Faculty Senate will be the published approved minutes.
- New Business**  
 One of the senators brought forward part-time employees were not paid contract overages properly due to the Workday implementation. Jim New said the overages were not included in pay if they were submitted late. These overages will be paid in November. Ron Marston also mentioned pension miscalculations that were not deducted properly. Marie Murgolo-Poore stated HR will deduct the amount over the next three months to lessen the financial impact on these employees.

Chair-Elect Holmes mentioned District Court Judge Patrick Flanagan has been on life support and is expected to be disconnected today and services will be held next Thursday at 5 p.m. at Lady of Snows.

**Meeting adjourned: 2:45 p.m.**