

FACULTY SENATE MEETING MINUTES

December 8, 2017

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

Absent: Cliff Bartl, Hieu Do (Proxy: Casey Machen), Fred Lokken, Micaela Rubalcava, Kimberly Tran (Proxy: Karina Sissom)

Guests: Amber Anaya, Elena Bubnova, Roni Fox, Dr. Karin Hilgersom, Andy Hughes, Heidi Julius, Jonathan Lam, Nate Mackinnon, Dr. Marie Murgolo-Poore, Jim New, Nick Vaskov

The meeting was called to order at 12:33 p.m.

Approval of Meeting Minutes November 3, 2017

Motion: To approve the minutes for November 3, 2017 as submitted.

Movant: Senator Ben Scheible

Second: Senator Wade Hampton

Vote: Passed unanimously

Consent Agenda

Motion: To approve the Consent Agenda.

Movant: Senator Anne Flesher

Second: Senator Ron Marston

Vote: Passed unanimously

Administrative Report – Dr. Karin Hilgersom

Dr. Hilgersom described the Joint Executive Board (JEB) to ensure that the senate was aware of the JEB structure. Membership in JEB is comprised of the Executive Management Leadership Team (Dr. Hilgersom, Elena Bubnova, Jim New, Dr. Marie Murgolo-Poore and Estella Gutierrez) and the Faculty Senate Leadership Team (Cheryl Cardoza, Mike Holmes, Amy Cavanaugh, Anne Flesher, Haley Orthel-Clark and Ron Marston). The JEB meets monthly to discuss various topics in a smaller setting. The JEB is currently working towards a joint agreement on a definition of shared governance that will be distributed college-wide. Dr. Hilgersom then discussed the operating pool dollars from NSHE. TMCC will receive up to \$2 M as a one-time allocation to be used for academic success initiatives, capital projects, and deferred maintenance as specified by NSHE. The proposal is due to NSHE December 25. Please forward any ideas as soon as possible to Cheryl Cardoza for her to pass on to the management team. She announced that the Kick-Off event is January 9 and will feature an Ignite Panel of our colleagues which will highlight achievements both personal and professional. TMCC contributed nine barrels of food to the Food Bank of Northern Nevada. The Health Science Center raised the bar with overflowing barrels. They had a donation challenge initiated by an EMS student, Colton Story. Dr. Hilgersom closed her report wishing the senate happy finals and winter break.

NSHE Strategic Plan Goals – Nate Mackinnon, Vice Chancellor for Community Colleges

The Vice Chancellor for Community Colleges, Nate Mackinnon, presented NSHE's five Strategic Plan Goals: Access, Success, Closing the Achievement Gap, Workforce, and Research. The goal of Access focuses on increasing participation in post-secondary education. Nevada ranks low in participation of 18 – 24 year olds enrolled in post-secondary education. Nevada ranks 44 in percent of high school graduates going directly to post-secondary education as of 2014. The goal of Success focuses on increasing student success overall. TMCC is performing well in graduation rates of students transferring. The data does not include students who are seeking certificates or out-of-state transfer students. It was requested that the data on how many students take job-specific courses, but don't seek degrees be included. The number of degrees awarded increased for all degrees except master's degrees and professional degrees in Nevada. The most noted rise in awards was certificates of less than one year. Chair Cardoza noted that the numbers indicate the community colleges are doing well. Vice Chancellor Mackinnon agreed, but warned that the rates need to drastically improve and less students should fail. The goal of closing the Achievement Gap focuses on underrepresented student populations. Though minority enrollment is rising, degrees awarded to minorities are still low compared to those awarded to white students. The goal of Workforce focuses on addressing the challenges of the workforce and industry education needs of Nevada. Openings are being filled with non-NSHE graduates. This is a gap NSHE wants to shrink. The final goal of Research focuses on co-developing solutions to the critical issues facing 21st century Nevada and raising the overall research profile. Community colleges also are included in this, claimed Mackinnon. In order to measure these goals, each NSHE institution has aspirational peers for benchmarking purposes. TMCC's peer institutions are Allan Hancock College, Community College of Denver, Spokane Community College and Chandler-Gilbert Community College. Our aspirational peers are CUNY Lehman, Santiago Canyon College, and Everett Community College. Vice Chancellor Mackinnon asked for feedback. Senator Julia Hammett spoke for the indigenous peoples of Nevada. Many Northern Nevada reservations are isolated with few job opportunities such as mining, which destroys the environment. Dr. Hammett suggested distance education as a way to provide educational training. Senator Ben Scheible reiterated his desire to see students who are taking job related courses not necessarily requiring a degree, included in the data. Josh Shinn, Library Committee Chair noted that a degree is not always necessary to be successful. Vice Chancellor Mackinnon agreed, but argued that NSHE is also looking to the future and wants to create an educated population to attract employers and make Nevada recession-proof. Chair Cardoza

reminded the senate there is an upcoming Strategic Master Planning session at the system office for further discussion and information. Vice Chancellor Mackinnon offered to take additional feedback via email also.

NSHE Open Records Act – Nick Vaskov, Vice Chancellor for Legal Affairs

Chair Cheryl Cardoza introduced NSHE Vice Chancellor Nick Vaskov who presented the NSHE Open Records Act to the senate. Vice Chancellor Vaskov reviewed the purpose of the act, who is subject to the act, what is a public record and what are "official state records" and what are "non-records." Vice Chancellor Vaskov also described audio recordings as related to TMCC Faculty Senate meetings. TMCC is not a public meeting and are not subject to the Open Meeting Law. TMCC is a unit of the NSHE government which does make the audio recordings subject to the Public Records Act. Providing the audio recording is a part of shared governance. Vice Chancellor Vaskov opened the floor for questions. Chair Cardoza recognized Robert Lively who asked why notes are a non-record. VC Vaskov said notes are generally valuable only to the person who made them; whereas, the recording has value. There were no other discussions or questions.

Motion: To continue to record TMCC Faculty Senate Meetings and make those recordings available as a public record.

Movant: Senator Ron Marston

Second: Senator Wade Hampton

Vote: Passed unanimously with two abstentions.

College Name Change – Elena Bubnova

Chair Cheryl Cardoza introduced Elena Bubnova, Associate Vice President Research, Marketing and Web Services. TMCC is now offering bachelor of applied science degrees. Many community colleges who have begun offering higher degrees have gone through an identity change as a result. Administration is starting the conversation and will begin with surveys to students, faculty and staff. A task force will be created to determine what the appetite is for this and what is required in order for TMCC to change its name. Discussion circled around what is involved in a name change and the sadness surrounded by removing the word "community" from the college. A suggested name change by Dr. Hilgersom is The Best College Ever.

Chair's Report – Cheryl Cardoza

- **Board of Regents (BOR) update:** The chancellor is eager to get the Policy on Articulation and Transfer passed. Due to the short review time, the Faculty Senate Chairs were able to have this held to the March agenda in order to have a bit more time to review and provide good feedback. Chair Cardoza asked the senators to review and show this document to constituents and provide feedback prior to her meeting with the Chancellor in mid-January. There are two other policies to review: Handbook Revision: Community College Admissions and Policy: Tuition and Residency. Please review and provide feedback on those policies. Chair Cardoza noted Dr. Murgolo-Poore presented at the BOR to the Academic, Research and Student Affairs Committee and successfully got approved our new degree in Dental Hygiene.
- **Administration Evaluation Policy:** The Planning Council revision of the Administration Evaluation Policy took the feedback gathered from Faculty Senate and Professional Standards Committee into account when revising the policy. The Administration Evaluation Policy will now state that the survey results "will become a part of" the Administrative Evaluations.

Chair-Elect Report – Mike Holmes

Chair-Elect Mike Holmes updated the senate in his continuing efforts ensuring proper Faculty Senate representation due to the reorganization of academic departments.

Action Items

Chair Cardoza called for a motion to accept the Faculty Senate Bylaw changes to extend to the terms of service for the Chair and Chair-Elect for Senate. She pointed out that the current terms from June 1 to May 31 do not reflect the reality of our contract time-periods. Faculty Senate leaders do not receive compensation until July 1.

Motion: To change the terms of service for the Chair and Chair Elect of Faculty Senate from June 1 of the first year to May 31st of the second year to July 1st of the first year of the term and ending on June 30th of the second year.

Movant: Chair-Elect Mike Holmes

Second: Senator Julia Hammett

Vote: Passed unanimously.

NFA Report – Dr. Julia Hammett, President NFA

Dr. Hammett discussed an issue with non-tenured faculty serving on faculty search committees. Per Article 7 in the NFA Contract (7.2.2) "preferably tenured" faculty are to serve on faculty search committees. Discussion circled around the availability of tenured faculty that has led to those who are not tenured serving on committees. Dr. Hammett asked the senate to please be mindful of who you are placing on faculty search committees. Chair Cardoza also noted that it is a good professional development opportunity for non-tenured to serve on these committees. Dr. Hammett went on to discuss Article 12 of the NFA Contract (12.13.2) process to notify the tenure track candidate in writing regarding any deficiencies or concerns regarding their application. Dr. Hammett requested any feedback on the NSHE code for Academic Freedom and Responsibility. Chair Cardoza recognized Roni Fox, Director Human Resources who noted any allegations that are unproven would not generally be shared with the tenure committee without knowledge that the accusations are valid. Dr. Hammett responded that this is about tenure-track candidates receiving a written reprimand notice and the committee not being notified.

Committee Reports

- **Recognition & Activities Committee – Michelle Montoya**

The committee met on November 9. Currently the committee is extending the deadline for the Distinguished Faculty Awards to provide more time to apply and find ways to increase the fanfare associated with the award. There will be a lot of notification during Professional Development Days. Teresa Golden received the Professional of the Month Award. The Holiday Party is December 12, and the ugly sweater contest will return. The next meeting is February 8, 2018.

- **Library Committee – Josh Shinn**

The committee met on November 1 and is discussing the Family Success Fair that will occur in March. The library is working on its strategic plan and discussing how they work with the committee in hosting campus-wide events and creating policies and procedures to meet their goals versus hosting random events that do not always align with the library strategic goals. The committee next meets February 1.

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

The committee, over the course of the semester, has approved several new degrees and courses from the areas of Dental Hygiene, GRC, Business, Social Sciences and Technical Sciences. The new degrees and courses have provided many more opportunities for TMCC students and faculty. The migration and implementation to Leapfrog has seen a lot of progress over the semester and ongoing cleanup will continue. Please contact Julia Bledsoe if you see any errors or missing information in Leapfrog for the courses. Updates will be made to any GE and additional degree requirements data that did not transfer over from the Master Course Outline Database. The catalog deadline is January 19. Please be sure to make your submissions so that all approvals are completed and the forms are to the committee by that date. There will be a professional development session on January 12 at 10 a.m. if

you would like to learn or refresh how to access to the curriculum database or make changes. The CRC voted in a new chair elect, Virginia Irintcheva for AY 18–19.

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

The committee met this morning, prior to today's Faculty Senate meeting. Presenting at an upcoming e-learning conference is Tamara Anderson for retention efforts at TMCC, Gabriella Brochu for online Spanish program and QM certification, and Brandy Scarnati is participating in a roundtable chat about our online template. Candace Garlock will be recognized for an outstanding e-learning course for ART 100. The QM template is closer to completion and is being tested. Recently approved for QM is Kathryn Mickey for MUS 121. In process for approval are Bill Gallegos for MATH 182 and John Reid for HIST 101. There were eight faculty members who completed the QM Rubric and ten who completed Delivering Effective Online Courses.

- **Student Government Association – Karina Sissom (Proxy for Kimberly Tran)**

The SGA has updated club documents and polices and is researching marketing strategies and how to implement them. There is an ongoing Snapchat competition. Members of SGA also attended the BOR meeting.

- **Classified Council – Cynthia Olivo**

The winner of the Halloween Decorating Contest was Financial Aid. The Art & Craft Fair and Bake Sale also occurred. Cynthia thanked Lee Anderson, Dee Tanner and Scottie Lockrem who jumped in and assisted with the fair and bake sale on short notice. The next event is the Silent Auction. The council is looking someone to chair the Silent Auction. Turkey and ham raffle tickets are still available.

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

The committee met on November 17, and the next meeting is February 9. The committee had a Workday discussion with Tommie Guy and Donna Kamen. Part-Time Faculty Night is January 17 and all are invited to attend. The Part-Time Faculty award for November was Rick Reynolds. The December award for Part-Time Faculty is still in process. The committee will be working on a bio form for PT Senator elections in the future. Gwen Clancy reported the Planning Council spent time on the topic of attracting more diversity of faculty to TMCC.

- **Professional Standards Committee – Amy Cavanaugh**

The committee met on November 17 and discussed the issues with the publication of tenure guidelines on the TMCC website. A subcommittee has formed to begin work on these issues in January. The committee continues to review FERPA training options and is creating a best practices document for faculty. The committee provided a lot of feedback to Ron Marston, Chair of the Salary, Benefits and Budgetary Concerns Committee on the annual plan revisions his committee is proposing. The next meeting is January 26, 2018.

- **Salary, Benefits and Budgetary Concerns Committee – Ron Marston**

The committee met on December 1. The sabbatical subcommittee has finished its work and sent their decisions to the president for review and approval by December 31. Revisions to the annual plan have been reviewed by Professional Standards and will be forwarded next semester to present the ideas to the entire faculty. The Rank Advance Advancement Taskforce (RAT) last met on December 4 and will have more to share next semester. The Retirement Plan Advisement Council (RPAC) has been investigating product pushing from TIAA representatives. Dan Williams, will be retiring and the council will need another representative from TMCC to serve. The NSHE salary workgroup that Ron serves on with Roni Fox will meet on Monday and will finalize revisions to the salary schedules. New PEBP changes have been added to the plan. Hometown Health will no longer be a part of the plan. Be sure to look for the email for more information. The committee next meets January 26, 2018.

- **Academic Standards and Assessment – Anne Flesher**

The committee met this morning prior to Faculty Senate. There was a robust discussion on strengthening the ties between the Resource Allocation Process (RAP) and Program Unit Review (PUR). The general education rubrics were passed in the consent agenda. The committee next meets February 2, 2018.

- **Old Business**

None.

- **New Business**

None.

Meeting adjourned: 2:31 p.m.