

FACULTY SENATE MEETING MINUTES

May 4, 2018

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 Dan Hooper	Senators At-Large: YeVonne Allen Amber Burroughs Kate Kirkpatrick Staci Miller	Senators for Allied Health: Julie Muhle Mike Schulz
Senators for Technical Sciences: 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 Fredrickson	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: Amber Burroughs (Proxy: Staci Miller), Meeghan Gray (Proxy: Jinger Doe), Julia Hammett (Proxy: Micaela Rubalcava), Cathy House (Proxy: Judy Fredrickson), Virginia Irintcheva (Proxy: Megan Lahti), Michelle Montoya, Julie Muhle (Proxy: Mike Schulz)

Guests: Amber Anaya, Elena Bubnova, Veronica Fox

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

Approval of Meeting Minutes April 6, 2018

Motion: To approve the minutes for April 6, 2018.

Movant: Senator Mike Schulz

Second: Senator Fred Lokken

Vote: Passed unanimously

Consent Agenda

There was one correction to the Consent Agenda Item 1: Committee Membership Changes: Melanie Purdy was listed as an addition to the Curriculum Review Committee in error. She is a new member of Professional Standards. Chair Cardoza called for a motion to approve the consent agenda as amended.

Motion: To approve the Consent Agenda as amended.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed unanimously

Administrative Report – Elena Bubnova

Elena Bubnova provided Dr. Hilgersom's report. Elena reported Dr. Hilgersom's gratitude for the Shared Governance document that was created in conjunction with the Joint Executive Board, Ron Marston's work on the NSHE salary study, the Faculty Senate, and commencement. Dr. Hilgersom sent chocolates in appreciation for the work the senate has done.

Faculty Senate Bylaw Revision Second Read

There was no discussion or comments on the bylaw change.

Motion: To approve the committee name change from Part-Time Issues Committee to Part-Time Faculty Committee.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed unanimously

Annual Plan Approval

Chair Cardoza called for a motion on the Annual Plan. Senators Ben Scheible and Fred Lokken motioned and seconded respectively. Ron Marston, Chair of the Salary, Benefits and Budgetary Concerns Committee, gave a presentation and review of the proposed changes to the annual plan. Ron reviewed why the changes are being proposed, perspective, the survey results, and proposed changes. The changes proposed were activities, weighted values, a performance multiplier, input from dean/evaluator, revised points system, and usability. The dean/evaluator input was removed from the Annual Plan based on survey results. Chair Cardoza asked for any discussion or questions. Discussion ensued regarding sabbatical scores versus annual plans. Ron noted the sabbatical will account for one half of the total score achieved on the sabbatical for the annual plan. Concern over taking sabbatical over the Spring semester was also raised. Ron noted this is an issue that has not been worked out and a timing issue of when the sabbatical score is received and when the annual plan is due. Concerns about a book versus an article versus an article versus a peer-reviewed research article were also discussed. Ron noted this type of feedback would have been more useful to have received during the survey and open forums. Mentoring a faculty member versus mentoring students and the work required was also raised. Senator Anne Flesher also noted the annual plan is self-scored and the sabbatical is scored by the sabbatical committee. Suggestions received were for faculty taking sabbaticals to have their annual plan score cut in half to accommodate the sabbatical. Ron asked the senate whether they want to approve the plan based on the revisions discussed today. Discussion ensued whether to amend the motion currently on the floor or to withdraw the motion. Ron proposed to Ben to amend the motion to approve conditional upon adding the verbiage to the satisfactory section, adding an activity to address peer-reviewed articles, and removing the sabbatical activity. The issue of faculty using multiple instances of activities was also discussed and this will come back to senate in the Fall. A vote was taken to amend the motion with Ron's motion. There was no discussion and the amended motion was unanimous. A vote was taken to approve the annual plan as amended.

Motion: To approve Annual Plan as amended.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed with 3 oppositions.



Shared Governance Statement

Chair Cardoza shared the draft Shared Governance Statement with the committee and noted we are approving the draft to be sent forward for review by the other TMCC governing bodies (SGA, NFA, and Cabinet). Chair Cardoza called for a motion. Senator Ben Scheible and Fred Lokken motioned and seconded respectively. Senator YeVonne Allen said administrative faculty was not included in draft. YeVonne wanted to add administrative faculty in appropriate sections where it specifies administrators to the shared governance document. Cheryl agreed with YeVonne's suggestion and this will go to cabinet where YeVonne will be able provide comment and also suggested to gather input from the administrative faculty via email. Senator Discussion ensued on which areas would identify administrative faculty. Chair Cardoza called for a vote on Senators Ben and Fred's motion and second. The committee approved with 1 opposition and no abstentions.

Motion: To move the Shared Governance draft forward to the other TMCC governing bodies (SGA, NFA, and Cabinet).

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed with 1 opposition.

WebCollege Standards

Chair Cardoza called for a motion to approve the WebCollege Standards. Ben Scheible and Fred Lokken motioned and seconded respectively. Chair Dan Hooper of the WebCollege Faculty Advisory Committee reviewed the proposed revisions in the WebCollege Standards for online instruction (1.3 and 4.4). Brandy Scarnati was on hand to answer any questions and also clarified any issues. Discussion ensued regarding the changes and the appropriateness of WebCollege having to handle student calls when grades are not posted, appropriate time to grade assignments, proctored exams, and how the standard would be enforced. Chair Cardoza summarized the suggestions received: state guidelines instead of standards, should instead of shall, eliminate 4.4 as 1.3 covers 4.4. add "as established by department". There was no vote and no second. Chair Cardoza called for an amendment motion Wade Hampton and Ben Scheible motioned and seconded respectively. The motion to amend the document passed with 1 opposition and 1 abstention. Section 4.4 will be removed and 3.1 will be amended to include the department.

Motion: To support proposed changes to the WebCollege Standards as amended.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed with 3 opposition and 3 abstentions.

Professional Standards Documents

TMCC Pamphlet: Senator YeVonne Allen reviewed the pamphlet of TMCC values and is collecting suggested edits. Discussion circled around why the pamphlet is needed and if it satisfies an accreditation guideline. Senator YeVonne Allen explained her office will use the pamphlet as a hiring tool and general guidelines on our TMCC values. Chair Cardoza called for a motion to move the general concept of the pamphlet forward.

Motion: To support the general concept and move the pamphlet forward.

Movant: Senator Micaela Rubalcava

Second: Senator YeVonne Allen

Vote: Passed unanimously

Grade Appeal Policy: Amy Cavanaugh introduced revisions to the Grade Appeal Policy document and form. Amy stressed that nothing in the policy is changing or being added. The revision to the policy will make it clearer that a personal hardship is a reason a student can appeal a grade. The form was revised slightly to reflect this change as well. Chair Cardoza called for a motion to approve the policy. Ron Marston and Wade Hampton motioned and seconded respectively. Discussion ensued as to how the instructor is informed. Chair Cardoza called for an amendment to the motion to include informing the instructor of the appeal decision. Senators Ben Scheible and Tom Cardoza motioned and seconded

respectively to approve the amended motion to approve the Grade Appeal Policy and form. The motion passed unanimously with not oppositions or abstentions.

Motion: To approve the Grade Appeal Policy and form as amended to inform the instructor of the appeal decision.

Movant: Senator Ben Scheible

Second: Senator Tom Cardoza

Vote: Passed unanimously

Dean's Evaluation of Department Chairs: Amy reviewed the proposed changes made to the existing form. An area was added for the deans to meet with their chairs prior to the start of the year. There was discussion that the faculty input was not incorporated and the form is too parsed out. Amy noted the changes made were the addition of the planned activity boxes. The breakdown was already incorporated into the form and matches the NFA contract headings. The other addition made was under the overall job performance. It was added "If the rating is unsatisfactory, use the comments section to describe a remediation plan." More discussion ensued and the following suggestions were made: a department chair training of roles and responsibilities, and a dean training to alleviate any turnover issues. A motion was made and seconded by Senator Elizabeth Humphrey and Rob Lively respectively to pull document and send to the chairs and deans for input prior to coming back to the senate. The motion passed unanimously with no opposition or abstentions.

Motion: To send the Dean's Evaluation of Department Chairs document to the department chairs and deans for input prior to coming back to the senate.

Movant: Senator Elizabeth Humphrey

Second: Senator Rob Lively

Vote: Passed unanimously

Tenure Documents: Amy reviewed the proposed changes made to the tenure document guidelines and forms. She gave a sweeping overview of the proposed changes and where instructions were moved to the appropriate documents. Chair Cardoza called for any comments and questions. Chair-Elect Mike Holmes gave Kudos to the committee for the work they have done and noted a handbook will be created by the VPAA's office. Senator Marston requested a copy of Amy's summary and wanted to ensure the documents will be posted before the Fall. Chair Cardoza asked if the department chair duties are included in the tenure process. Amy noted the tenure process is from NSHE. It is not listed in the NFA contract. The NFA contract speaks of the Annual Plan if there are issues, but not if there is an issue with the tenure applicant. Chair Cardoza called for a motion to approve the documents and forms. Ron Marston and Ed Corbett motioned and seconded respectively. The motion passed unanimously with no opposition or abstention.

Motion: To approve the proposed changes to the tenure documents and forms

Movant: Senator Ron Marston

Second: Senator Ed Corbett

Vote: Passed unanimously

Chair's Report

Chair Cardoza reported the BOR is holding a special meeting at the same time as today's senate meeting. They are discussing the budget and Gallagher Salary Study. The senate chairs of each NSHE institution made reports on the study and pointed out the issues with the study. Chair Cardoza summarized all of the institutions reports. Chair Cardoza will report back on the final results of the report and study. The RBO training will take place on May 16-18 and Chair Cardoza included the information/agenda on the training. Please contact her if you would like to know more.

Chair Elect's Report

Chair-Elect Holmes reported on the results of the Chair-Elect Election, apologized for the issues that occurred during the election, and has identified problem areas to address for future elections. Anne Flesher is the new Faculty Senate Chair-Elect. Congratulations Anne!

NFA Report

No report was given.

Committee Reports

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

The last CRC meeting of the semester was held on April 27th Sidney Sullivan and Marcie Iannacchione visited to discuss internship courses with the committee. The committee was provided an overview of enrollment requirements for internships. Marcie discussed the process of developing learning objectives in conjunction with the internship supervisor, and it was noted there has been an effort to develop consistency across internship courses at TMCC with regard to the credit to intern hours ratio. We have now been utilizing LeapFrog as our curriculum system for a full academic year. In light of that, the committee debriefed on their experience from a review standpoint. Myself (Haley Orthel-Clark), incoming Chair Virginia Irintcheva, Melissa Deadmond, Julia Bledsoe and other stakeholders will be meeting at the end of term to discuss remaining issues such as missing GE data within CIM and missing program measures in PIM (program inventory management). The goal is to address lingering issues over the summer for an even smoother experience come Fall 2018. Haley thanked everyone and concluded her final report to senate.
- **Professional Standards – Amy Cavanaugh**

Haley Orthel-Clark reported for Amy. The committee met on April 13 and 20. The FERPA training is continuing with revisions, the committee presented several documents for action today, and the committee is seeking nominations for a chair.
- **WebCollege Faculty Advisory Committee – Dan Hooper**

Dan Hooper thanked everyone for their thoughtful debate on today's action item and noted the WebCollege has not met since the last senate meeting.
- **Student Government Association – Kimberly Tran**

Kimberly is headed to Stanford and reported the SGA has updated the bylaws, operations manual, and are preparing for the incoming SGA members.
- **Classified Council – Cynthia Olivo**

Cynthia reported executive board nominations are ongoing, The Employee of the Year nominations are closed and the winner is in process of being selected. Cynthia thanked the senate and has received a lot of good ideas to use during Classified Council meetings.
- **Part-Time Faculty – Marynia Giren-Navarro**

The Part-Time Faculty Committee has not met since the last senate meeting.
- **Salary, Benefits & Budgetary Concerns – Ron Marston**

The committee met on April 20 and Ed Corbett was approved for travel in the committee and on today's senate consent agenda. The committee worked on three things: the annual plan, rank advancement policy, and the salary study. The Rank Advancement Taskforce last met on April 26. They are working on issues with NSHE regarding instructor position titles stated in the NSHE handbook and funding. Ron also noted to thank both the current and past administrations for the work they did to find budget for salaries. Ron also made recommendations for the salary study to have flexibility to allocate funds, adjustments for compression, and other adjustments.
- **Academic Standards & Assessment – Anne Flesher**

The committee met on April 20 and this morning, prior to today's senate meeting. The final PUR's were reviewed for this academic year. The committee did a lot of hard work. The committee is looking to review/revise the PUR handbook and is collecting any feedback you may have.
- **Recognition & Activities – Michelle Montoya**

Michelle Montoya was not in attendance at today's meeting, no report was given.

- **Library Committee – Josh Shinn**

The committee met on April 5. The Poetry event was on April 19. The committee discussed upcoming events and will be meeting again in August.

- **Old Business**

Chair Cardoza discussed the idea of having the Wednesday off before Thanksgiving. Many were for the closure; however, it would cause issues in the sciences for lab time. The senate is not pursuing the closure and is referring the item to the NFA to discuss contract days with TMCC Administration.

- **New Business**

Chair Cardoza presented a Faculty Senate Survival Kit to Chair-Elect Mike Holmes along with a plaque to commemorate his service to the senate as chair-elect. Mike Holmes presented Chair Cardoza a golden gavel and some parting gifts to commerate her service to the senate. Chair Cardoza gave the gavel to Mike to officially adjourn the meeting.

Meeting adjourned: 3:22 p.m.