

FACULTY SENATE MEETING MINUTES

November 8, 2019

Faculty Senate Chair: Anne Flesher	Faculty Senate Chair-Elect: YeVonne Allen	Past Faculty Senate Chair Mike Holmes
Executive Committee member, Academic Standards and Assessment Chair Mark Maynard	Executive Committee member, Curriculum Review Chair Virginia Irintcheva	Executive Committee member, Professional Standards Chair Melanie Purdy
Executive Committee member, Salary, Benefits and Budget Chair Ron Marston	Administrative Faculty Committee Chair Diane Nicolet	Library Committee Chair Rob Lively
Part-Time Faculty Committee Chair Marynia Giren-Navarro	Recognition & Activities Committee Chair Lauren Gatto	WebCollege Faculty Advisory Committee Chair Dan Hooper
Senators At-Large: Kate Kirkpatrick Jose Torres-Jasso Staci Miller Adine Stormoen	Senator for Allied Health: Heidi Himler	Senators for Technical Sciences: Sam Byington Wes Evans
Senators for Biology: Jinger Doe Virginia Irintcheva	Senators for Computer Technologies: Steve Bale Cathy House	Senators for English: Elizabeth Humphrey Karen Wikander
Senators for History, Political Science & Law: Fred Lokken Ben Scheible	Senators for Humanities: Elena Atanasiu Eric Bullis	Senators for Math: Rebecca McCleary Becky Porter
Senators for Physical Sciences: Ed Corbett Judy Fredrickson	Senators for Social Sciences: Julia Hammett Paula Reynolds	Senators for Visual and Performing Arts: Candace Garlock Ron Marston
Senators for Part-Time Faculty: Gwendolyn Clancy Edwin Lyngar	Classified Council Representative Tina May	Student Government Representative Alexandra Patri

Absent: Wes Evans, Marynia Giren-Navarro, Julia Hammett (Proxy: Paula Reynolds), Fred Lokken (Proxy: Ben Scheible)
Guests: Amber Anaya, Elena Bubnova, Julie Ellsworth, Dr. Karin Hilgersom, Scott Huber, Andy Hughes, Martha Johnson-Olin, Kerry Kuster, Dr. Marie Murgolo, Jim New, Kofi Poku, Cynthia Porter, Kim Studebaker

The meeting was called to order at 12:32 p.m.

Approval of Meeting Minutes October 4, 2019

Motion: To approve the minutes for October 4, 2019.

Movant: Senator Ben Scheible
Second: Senator Ron Marston

Vote: Passed unanimously

Consent Agenda

Ron Marston verified Elizabeth Humphrey is no longer a member of the Salary, Benefits and Budget Committee and requested we amend the Consent Agenda item #1 Committee Membership to show Elizabeth Humphrey as no longer a member of the Salary, Benefits and Budget Committee.

Motion: To approve the November 8, 2019 Consent Agenda.

Movant: Senator Ben Scheible
Second: Senator Ron Marston

Vote: Passed unanimously as amended

Administrative Report – Dr. Karin Hilgersom, TMCC President

Dr. Hilgersom thanked those who attended office hours. The Institutional Advisory Council (IAC) will meet next week. The IAC was formed via legislative request to contain in its membership professionals in education, business, and industry. The committee is working to clarify its role and function on behalf of TMCC and discussing the Comprehensive Local Needs Assessment. The Perkins Comprehensive Assessment is ongoing with a new process for evaluation. Ashlyn Moreno of the Foundation Office is leading faculty in CTE processes for Perkins 5. Please offer your cooperation if Ashlyn should contact you.

The Eastview Building construction estimates have been high (\$780/sq. ft.) due to tariffs, bond rates, and heavy construction activity in Nevada. The strategy has changed to accommodate for the increased costs: the final building concept is 52,000 square feet, TMCC is retaining a consultant to conduct a fundraising study, construction will be delayed as long as possible until funding is in place and construction costs are lower. A final option is to find 5,000 square feet that can be shaved off the building. A potential donor has approached TMCC so there may be good news for the future.

Dr. Hilgersom congratulated the NFA leadership and TMCC Administration on completing the Nevada Faculty Alliance (NFA) contract negotiations. The NFA membership will vote and the contract will go the Board of Regents for approval.

Administrative Report – Dr. Marie Murgolo, Vice President Academic Affairs

Unit approval status for the Sciences Division is headed to the Academic Research and Student Affairs Committee (ARSA) and the full Board of Regents in December. Once approved, TMCC will begin dean searches with an interview schedule in mid-January and a July 2020 start date. Any vacant positions will receive justifications and the best way to meet campus needs will be considered. Please ask Marie if you should have questions about any position information.

Chair's Report – Anne Flesher

The NSHE Taskforce on Performance Pay and Administration met. The next meeting is December 19. Chair Flesher will update the senate after the next meeting. The Chancellor search is moving forward with a national search. The hope is to have candidates in late March. The senate chairs met with the chancellor and discussed the following: student success, workforce enhancement, deferred maintenance, faculty and staff compensation, and up to \$2.5M that will be received from NV Energy over five years for NSHE continuing to use NV Energy. The monies will be used for corequisite implementation.

The department chair elections have been completed and Chair Flesher thanked Amber and Cal for all the work done. Chair Flesher also thanked the committee chairs for all the work done in the committees. The Shared Governance Document will come back to senate after further vetting across various TMCC groups.

Anne also thanked the NFA leadership and TMCC administration involved in the NFA Contract negotiations. The NFA Contract has been completed by the agenda submittal deadline for the December Board of Regents meeting. The contract however, has not been ratified by the NFA members as of today's meeting. This creates an awkward situation if the Board of Regents approve the contract and TMCC's NFA members do not ratify the contract. The contract would not be valid. Chair Flesher suggests faculty and NFA members request the TMCC NFA create bylaws to adhere to and create more transparency in these processes.

Chair-Elect's Report – YeVonne Allen

The Anti-Bias Belonging Taskforce is being formed due to increased hate speech activity on campus. Other campuses have created a taskforce, Chair-Elect Allen will send out email seeking new members. Senator Karen Wikander noted the impact these issues have on students and suggested to include students on the taskforce as well.

Gender Neutral Class Designation: Chair-Elect Allen yielded the floor to Senator Ben Scheible. Senator Scheible, along with Chair-Elect Allen is bringing this forward in honor of his daughters. Chair-Elect Allen added the recommendation is to switch the words from freshmen/man to first-year. A first-year student is defined as a student who has completed 30 or fewer credits. A robust discussion ensued. Senator Ron Marston suggested to bring this forward to the Board of Regents or Chancellor as support exists at the NSHE level. UNLV uses this language and they lead the nation many times in using best-practices language. At-Large Senator Staci Miller supports this resolution and wants to make sure the student knows what first-year means (30 or fewer credits). Opposition to the resolution circled around software and governmental reporting requirements. This was written broadly for interpretation. Andy Hughes noted the Peoplesoft software is tasked and built to report to the Department of Education within their parameters and at this time the federal government is using binary terms. Many other softwares are also using those terms. It was agreed to change what we can, take time to find out what is involved in making these changes, use messaging, find clear language, and get the process started. It was also pointed out to differentiate between first year student and first-time student. Alexandra Patri, SGA President asked if a student survey has been conducted. Chair-Elect Allen encouraged SGA to discuss at the next SGA meeting.

The motion to approve the resolution was made and seconded by YeVonne Allen and Ben Scheible respectively and approved with one abstention.

Committee Reports

- **Academic Standards Committee – Mark Maynard**

The committee met prior to today's Faculty Senate Meeting and discussed the following: PUR Evaluation Rubric, Academic Dishonesty Policy, Syllabus best practices, WICHE Passport subcommittee update, and NWCCU evaluations. The PUR Rubric was finalized and will be shared with the PUR Self-study chairs and Captains. The Academic Dishonesty Policy discussion continued with progress addressing signing/logging in for other students, falsifying attendance/participation, using translation software, and sabotaging work of other students. Mark will meet with other key stakeholders to begin the process for reporting structure, how to track and document plagiarism/cheating, and enforcement procedures. Syllabus best practices were also discussed. The committee will consult with Dan Hooper's committee to ensure not duplicating efforts and will implement/interpret policies at the institutional, division, and departmental level. The committee will also suggest policies on best practices. The WICHE Passport subcommittee chair will meet with the national WICHE representative on Nov. 13 and a subcommittee meeting is in the process of being scheduled. Melissa Deadmond reported on NWCCW evaluation she recently participated in as an evaluator. The current assessment standards are moving away from course learning outcomes to an emphasis on clear mapping and assessment of program and institutional level. The next meeting of the ASA committee is January 24, 2020 at 9 a.m. in SIER 209.

- **Administrative Faculty Committee –Diane Nicolet**

The committee is currently working to complete an innovation grant with the assistance of Professional Development. The grant would provide funding for to continue the Administrative Faculty Symposium. The committee has also submitted a presentation proposal for Professional Development Days in January called Making Strides Together. The Ad-Hoc On Boarding committee is continuing its work. They meet next on November 15. It was suggested to include the administrative assistants in the on-boarding process. The Administrative Faculty Committee is also attending other standing committee meetings to learn more and blend with other departments and units. The next meeting of the Administrative Faculty Committee is November 15, 2019 at 10:30-12 p.m. in RDMT 333.

- **Curriculum Review Committee – Virginia Irintcheva**

The committee continues to approve programs, courses, and any revisions. An inclusive list of measurable action verbs used in submissions was approved in committee and will be published on the website. The next meeting of the Curriculum Review Committee is November 15, 2019 at 9-11 a.m. in SIER 103.

- **Library Committee – Rob Lively**

The Monster Panel was successful and there were 60 attendees. Rob noted the Open Educational Resources are available to instructors and the librarians, by appointment, are there to help with setup. The textbook policy is on hold until Spring as more research is being done. The next panels are a series of 60's topics: 60's Music, Civil Rights, Vietnam War, and the space race and science fiction. The committee next meets February 6, 2020 at 3:30-4:30 p.m. in LIB 102.

- **Part-Time Faculty Committee – Edwin Lyngar for Marynia Giren-Navarro**

The committee met prior to today's senate meeting. The Part-Time Faculty of the Month for November was awarded to Jeffrey Redwine. The committee continues to discuss recognition for part-time faculty at 5, 10, and 15 years. The committee decided to rename the bill of rights to Part-Time Faculty Admin Best Practices and are continuing discussion on it. The committee also discussed ways to integrate with full time faculty and how to get more part-time faculty to participate in the senator election. The next meeting is December 13, 2019 at 10-11:30 a.m. in RDMT 333.

- **Professional Standards – Melanie Purdy**

The committee seeks input on the Tenure Track Faculty Guidelines and Course Evaluations. Melanie asked the senate to please take these items to their constituencies to gather input and comments. She also invited anyone interested to attend a Professional Standards Committee meeting. Melanie also introduced three motions from the Professional Standards Committee for action.

The first motion: To approve the Anti-Bullying Policy. Chair-Elect YeVonne Allen noted this policy aligns with UNR's policy and will clarify bullying from sexual harassment. There was no discussion on the motion and it passed with two abstentions.

The second motion: To approve the Emeritus Policy Revisions. There was no discussion on the motion and it passed unanimously.

The third motion: To approve the Probationary Development/Department Review form.

An amendment to the motion was called to remove the check boxes from the third section of the form. The amendment was motioned and seconded by Senators Virginia Irintcheva and Ron Marston respectively. The amendment passed. The senate voted on the motion as amended and it passed unanimously.

- **Recognition & Activities – Lauren Gatto**

Lauren reported there were 20 entries in the Pumpkin Decorating Contest. Financial Aid won first place with Emergency Medical and Veterans taking second and third place respectively. November 23 is TMCC's Night at the Theater. It will be held in the Student Center. Michelle Noreen was Professional of the Month. There are cards for recognition and links nominate on the website.

- **Salary, Benefits & Budget – Ron Marston**

Ron has two items for action: A second read on the bylaw revision and the Sabbatical Pre-Application Form. The committee revised the bylaws to better represent the actual work of the committee and revised the sabbatical form to include a field for applicants to put their abstract information.

The first motion: To approve the second read of the bylaw revisions. The motion was approved unanimously.

The second motion: To approve the revised Sabbatical Pre-Application Notice Form with spacing for the applicant to add an abstract. The motion passed unanimously.

The committee also worked to create a Phase-In Retirement Procedure and form, which Dr. Hilgersom and Human Resources are supportive of. This will provide structure and accountability to the process and includes a place for the Chair, Dean, VPAA, and President to endorse. The procedure and a new form will come back to senate in December for approval.

The NSHE Performance Pay Taskforce will meet again in December. Salary schedules are being revised and a process is being established. The taskforce is considering a step system for pay; however, without funding it will not happen. A step system also makes merit/performance pay difficult to implement. TMCC's Rank Advancement Taskforce is on hold until funding becomes available for salary increases.

The committee continues to revise the Faculty Annual Evaluation Review/Revisions and has received many small and large edits. The deans may be working to standardize expectations with guidelines that would be used universally across TMCC. The committee will also review the de-identified self-evaluation scores to determine if adjustments are needed. Any edits need to be vetted by faculty through the senate standing committees. Smaller edits may come to the senate in December with larger edits coming in the Spring. An online form that can expand and contract in relation to the choices selected has also been requested by faculty. The Budget Committee who approves RAP's need another faculty representative. The Salary, Benefits and Budget Committee would also like to add to its membership. The next meeting of the SBBC is November 22, 2019 from 12-2 p.m. in SIER 112.

- **WebCollege Faculty Advisory – Dan Hooper**

The WebCollege Faculty Advisory Committee will present at the Spring Professional Development Days on the homepage. There is a test home webpage on canvas. Please contact Brandy Scarnati, Dan Hooper, or Danielle if you would like access. The committee received a presentation from Joylin Namie on scaffolding for research papers. Joylin is happy to share if you are interested. The committee also discussed sharing information between canvas courses and discussed updating the TMCC Resources Button.

- **Student Government Association – Alexandra Patri**

The SGA is looking to implement and enforce Open Educational Resources at TMCC, the fight song is being finalized, and SGA is working to create a universal student webpage. Alexandra also attended a dinner with Dr. Jill Biden and was able to discuss student activism on campus. Alexandra is also serving on the Chancellor search committee.

- **Classified Council – Tina May**

The Classified Council are selling tickets for the Turkey and Ham Raffle and getting the Silent Auction underway. Basket donations are being accepted. Please nominate any Classified staff for Classified Employee of the Month.

Old Business

None

New Business

Senator Kate Kirkpatrick announced TMCC Tuesdays. Wear your TMCC gear on Tuesdays and show your TMCC pride.

Meeting Adjourned: 2:09 p.m.