

FACULTY SENATE MEETING MINUTES

March 13, 2020

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| 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: YeVonne Allen, Elena Atanasiu (Proxy: Gabriel Chavez), Judy Fredrickson (Proxy: Cathy House), Virginia Irintcheva, Kate Kirkpatrick (Proxy: Jose Torres-Jasso), Ben Scheible (Proxy: Fred Lokken), Karen Wikander (Proxy: Mark Maynard)

Guests: Amber Anaya, Elena Bubnova, Dr. Karin Hilgersom, Dr. Marie Murgolo, Jim New, Chancellor Thom Reilly, Kim Studebaker

The meeting was called to order at 12:30 p.m.

Chair Flesher welcomed everyone and thanked Chancellor Reilly for attending today's senate meeting via video conference. Anne also noted the standing committee, senate chair, and chair-elect reports are in the meeting folder on Google Drive.

Chancellor Thom Reilly

Chancellor Reilly joined today's meeting via video conference. He opened his report noting as of today all institutions will be ready to go remote by April 3 with all campuses remaining open. The candidate information for the Presidential and Chancellor searches will be distributed to campuses and a survey will be sent. NSHE plans to move forward with the searches as of the time of today's meeting. NSHE will be monitoring the latest developments concerning Covid-19 and working closely with the Governor's office as changes occur.

The state is expecting a possible drop in tourism revenue which could affect the budget. NSHE is proceeding to build the budget and there may be a possible special session to present the budget to the Board of Regents in June. Capital and planning projects will be presented March 26.

Chancellor Reilly answered questions from the senate body. The discussion circled around merit increases and other budgetary issues. Chancellor Reilly noted the 1% merit will be presented as a part of each institution's budget under faculty compensation.

Chancellor Reilly ended his report thanking everyone for stepping up to transition the faculty and students during this difficult time.

Approval of Meeting Minutes February 7, 2020

A correction was noted to change "people or color" to "people of color."

Motion: To approve the minutes for February 7, 2020.

Movant: Senator Fred Lokken

Second: Senator Ron Marston

Vote: Passed as amended.

Consent Agenda

Diane Nicolet noted the title of "Academic Faculty Committee" should be "Administrative Faculty Committee" on the standing committee reports.

Motion: To approve the March 13, 2020 Consent Agenda.

Movant: Senator Fred Lokken

Second: Senator Ron Marston

Vote: Passed unanimously.

Administrative Report – Dr. Karin Hilgersom, TMCC President

Dr. Hilgersom thanked the faculty and staff for the quick work to transition to a digital environment. A President's Office message and video is in your inbox to assist in informing students. Dr. Hilgersom also asked faculty to send notes to students to have them check canvas daily, if not hourly. At the time of this meeting there are a small number of presumptive cases. TMCC's goal is March 30 to go remote with completion by April 3. Dr. Hilgersom asks faculty to do their best to help students who might not normally take a web-based course. Communicate with your dean if there is a tool that is needed for online support. Please check for updates and stress importance to students to check the website. The Deans are gathering lists of classes that must be done on campus. There will be social distancing protocols established and detailed sanitizing processes used for the in-person classrooms.

Questions circled around what defines keeping campus opened, how to accommodate students who are not web-based, options for refunds, will the library and tutoring be available, if instructors are ready to go online now may they do it, what events will be postponed, student workers, office hours, when we will go back to in-person courses, proctored exams, testing center, event cancellations, and commencement. As of the time of this meeting there were too many unknowns and items to be worked out due to the quickly changing climate surrounding COVID-19.

Senator Marston noted Adobe is granting free licenses for students thru the end of May. It was suggested testing could be done by Proctor U. Alexandra Patri, Student Government President noted ADA issues with Proctor U. Respondus was mentioned as another test proctoring software which locks down the browser when students are taking a test. The WebCollege will be holding training sessions to assist faculty with the transition. Dr. Hilgersom reiterated to be as flexible and understanding as possible with students.

Dr. Hilgersom concluded her report on a positive note. The Board of Regents approved a new policy that directs colleges to set aside 1% of their state operating dollars for merit. The set-aside will be used to fund a program that must be based on rigorous criteria. It will not be distributed across the board. Given the current economic climate surrounding COVID-19, this and other budgetary initiatives may be at risk.

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

Dr. Murgolo provided updates from the March Board of Regents meeting. The BAS-CTEL was approved, a title change from Vet Tech to Vet Nursing was approved, and the Unmanned Aerial Vehicle program was eliminated. Dean Ellsworth gave a presentation to the Health Sciences Committee on our proposed RN-BSN program.

There will be workshops and extended hours for faculty to transition to digital. The deans are working with Dr. Murgolo's office to make the online transition successful.

Chair's Report – Anne Flesher

Chair Flesher reported the last day to complete to Presidential Survey is March 27. Once completed, the final report and quantitative data will be made public. Anne noted additional materials are in the Google Drive: tutoring center flyer, Classified Employee of the Year nomination information, and the Chair-elect report.

Chair-Elect's Report – YeVonne Allen

Chair Flesher reported for Chair-elect Allen noting her report is in the Google Drive and announced nominations are open for Faculty Senate Chair-Elect. The nominees will be announced at the next senate meeting.

Shared Governance Document

Chair Flesher provided a history of the document including the feedback loop from other constituencies on campus. Once approved, the document will be posted on the Faculty Senate website and will play a part in TMCC's accreditation reporting.

Chair Flesher called for a motion to approve the Shared Governance Document. Ed Corbett and Ron Marston motioned and seconded respectively. The original motion was approved as amended.

Chair Flesher opened the floor for discussion on the motion. Senator Julia Hammett brought forth three items to strengthen the document.

- Section 1, par. 2: spell out American Association of University Professors rather than using the acronym AAUP;
- Section 2, par. 3: recommends removing the phrase "...and without presenting those unresolved conflicts in public..."
- Section 2, par. 3: (near the end of the paragraph) change the sentence "College leadership has a responsibility to represent TMCC fairly, accurately, and/or positively when speaking in public." to "College leadership has a responsibility to represent TMCC fairly and accurately when speaking in public."

An amendment to the motion was made and seconded by senators Julia Hammett and Ron Marston respectively to include the three items: Section 1, par. 2: spell out American Association of University Professors rather than using the acronym AAUP; Section 2, par. 3: removing the phrase "...and without presenting those unresolved conflicts in public..."; and Section 2, par. 3: (near the end of the paragraph) change the sentence "College leadership has a responsibility to represent TMCC fairly, accurately, and/or positively when speaking in public." to "College leadership has a responsibility to represent TMCC fairly and accurately when speaking in public." The amendment to the motion was passed with no opposition.

Committee Reports

The general committee reports were included in the Google Drive for today's meeting. Any standing committee chair who had an action item or additional highlights from his or her committee provided a report at today's meeting.

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

Ron has two items for action at today's senate meeting.

The first item: Motion to approve the proposed Guidelines for the Annual Evaluation. Ron provided the history of the guidelines up to today's meeting noting significant changes such as removing the phrase "expected collegial behavior" and replacing it with "per NSHE code." The NSHE code references 6 pages of things faculty are not allowed to do. Ron also noted there are no changes to the form. These are guidelines that will be used by the deans and is a standalone document.

This is an action item coming from a standing committee. Chair Flesher opened the floor to discussion on the motion to approve the proposed Guidelines for the Annual Evaluation. Questions circled around when the guidelines go into effect with the issue raised that these guidelines were not available when faculty originally filled out their plan. Ron noted these are only guidelines and it was further noted from Senator Hammett there was a give and take between the deans and faculty with no changes being made to the form. The deans accepted the changes and faculty and the deans must work together to find solutions. This document provides a level of safety for both the deans and the faculty. It was also noted "should" should be changed to "shall" within the policy. There were no other comments.

Motion to approve the Proposed Guidelines for the Annual Evaluation was approved unanimously.

The second item: Policy Regarding the Authoring and Publication of Textbooks and Other Educational Material by Faculty at TMCC. Ron provided a historical background on this policy and noted this would be incorporated into the TMCC Textbook Policy and Guidelines that will be established.

Motion to approve the Policy Regarding the Authoring and Publication of Textbooks and Other Educational Material by Faculty at TMCC. The motion was approved.

The floor was opened to discussion. Senator Becky Porter brought up the issue of copyrighting. Ron noted any written work needs to be formally registered with the copyright office otherwise the work has no Federal law protections and a claim cannot be filed. Formally registering is a protection to faculty. Senator Porter brought up other issues such as another instructor who may use a textbook authored by a TMCC instructor. How will the dean be informed in order to comply with the policy? It was deemed an unlikely to be a problem. Why is a reputable publisher required and how is reputable defined? A reputable publisher is asked for in the policy so the text is vetted and has academic credibility with peer-review versus self-publishing. Mark Maynard suggested to change reputable to an academic or trade publisher for less subjectivity.

A motion to amend was made by Mark Maynard (proxy for Karen Wikander) and seconded by Ron Marston to replace "reputable publisher" with "an academic or trade publisher that has an established method of distribution directly to the students and the bookstore." The amendment was approved.

Discussion on the amendment concerned open source work, item 3 and 5 conflicting each other. The policy does note other educational materials. Item 3 and 5 are in conflict with each other. Item 3 states textbooks or other materials should be peer-reviewed and item 5 concerns conflict of interest issues. Many publishers do not have strong academic peer-review. It was also noted some faculty self-publish their own textbooks. If the faculty are making a profit off of self-published, self-owned publishing companies is a conflict of interest as the faculty would be making money on the sale of the textbook to the student and the publishing of the textbook. Senator Fred Lokken noted everything is required to go through the bookstore.

- **Professional Standards – Melanie Purdy**

Melanie has two tenure track items for action; the tenure track timeline and form.

The first action item is the Probationary Tenure Track timeline and Probationary Development/Department Review Report form. The Professional Standards Committee seeks to specify the text on the timeline remove the checkboxes currently on the form and ensure a timely commenting and routing process.

The motion to approve the Probationary Tenure Track timeline and Probationary Development/Department Review Report form brought forth to senate was approved unanimously.

The second action item is the Tenure Probationary Report Guidelines. The Professional Standards Committee seeks to change the text to provide a timely and smooth flow process.

The motion to approve the Tenure Probationary Report Guidelines was approved with 3 abstentions.

- **Library Committee – Rob Lively**

The Library Committee is bringing to senate today a first-read bylaw change as an informational item. This will be voted on at the next meeting of the Faculty Senate. Rob provided a background on this bylaw change. The Library is now called The Learning Commons as it serves the students and faculty with many functions: a traditional library, an online library, tutoring, in-person and online research help, and so much more. The Library Committee would like to change the name of their committee to the Learning Commons Committee to better showcase the work and services of both the committee and the Learning Commons.

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

The committee met prior to today's senate meeting. Marynia advocated for everyone to please help the part-time faculty. They do not have health insurance/benefits and may need assistance with transitioning to online teaching. Marynia also reported the Longevity Loyalty Incentive for Part-Time Faculty was approved.

- **WebCollege Faculty Advisory – Dan Hooper**

The WebCollege Faculty Advisory Committee met prior to today's senate meeting. The committee discussed a potential campus closure due to COVID-19 and suggested a discussion forum where resources could be shared across the campuses. The discussion forum has been opened. Brandy Scarnati noted the WebCollege will be available to assist faculty.

Old Business

None

New Business

Chair Flesher brought forth a resolution the Faculty Senate Executive Board is seeking approval on: Resolution on Improving the Accountability of and Reaffirmation of a Commitment to Diversity, Equity, and Inclusion by the Regents of the Nevada System of Higher Education. It was also noted Regent Page has stepped down from chairing the Chancellor Search Committee.

A motion was made and seconded by Senators Julia Hammett and Fred Lokken respectively and passed unanimously to approve the Resolution on Improving the Accountability of and Reaffirmation of a Commitment to Diversity, Equity, and Inclusion by the Regents of the Nevada System of Higher Education.

Alexandria Patri asked if a Textbook Taskforce would be established. Chair Flesher said yes and the taskforce will be established by Chair-Elect Allen and a taskforce chair will be elected at their first meeting. Chair Flesher will call for membership via e-mail.

Meeting Adjourned: 2:42 p.m.