TMCC
Truckee Meadows Community College
Faculty Senate

FACULTY SENATE MEETING MINUTES

Oct. 9, 2020

Faculty Senate Chair: **YeVonne Allen**	Faculty Senate Chair-Elect: **Virginia Irintcheva**	Executive Committee member, Academic Standards and Assessment Chair **Jinger Doe**
Executive Committee member, Curriculum Review Chair **Katie Kolbet**	Executive Committee member, Professional Standards Chair **Melanie Purdy**	Executive Committee member, Salary, Benefits and Budget Chair **Matt Leathen**
Administrative Faculty Committee Chair **Ashlyn Moreno**	Library Committee Chair **Rob Lively**	Part-Time Faculty Committee Chair **Edwin Lyngar**
Recognition & Activities Committee Chair **Lauren Gatto**	WebCollege Faculty Advisory Committee Chair **Dan Hooper**	
Senators At-Large: **Yuli Chavez Camarena** **Staci Miller** **Adine Stormoen** **Sidney Sullivan**	Senator for Allied Health: **Heidi Himler** **Julie McMahon**	Senators for Technical Sciences: **Sam Byington** **Jeremy Coggin**
Senators for Biology: **Amy Cavanaugh** **Jinger Doe**	Senators for Computer Technologies: **Steve Bale** **Cathy House**	Senators for English: **Lenaya Andersen** **Karen Wikander**
Senators for History, Political Science & Law: **John Kemp** **Ben Scheible**	Senators for Humanities: **Eric Bullis** **Gabriel Chavez**	Senators for Math: **Hieu Do** **Rebecca McCleary**
Senators for Physical Sciences: **Ed Corbett** **Olga Katkova**	Senators for Social Sciences: **Julia Hammett** **Paula Reynolds**	Senators for Visual and Performing Arts: **Candace Garlock** **Rossitza Todorova**
Senators for Part-Time Faculty: **Gwendolyn Clancy** **Heather Haddox**	Classified Council Representative **Chynna Sandgren**	Student Government Representative **Alyssa Fromelius**

Absent: Cathy House, Olga Katkova (Proxy: Katie Kolbet), Lenaya Andersen (Proxy: Karen Wikander)

Guests: Amber Anaya, Natalie Brown, Cheli Cuevas, Jencie Davies, Julie Ellsworth, Anne Flesher, Michael Flores, Karla Hendrickson, Karin Hilgersom, Mike Holmes, Andy Hughes, Lars Jensen, Kate Kirkpatrick, Marie Murgolo, Jim New, Barb Painter, Chancellor Melody Rose, Tina Ruff, Gretchen Sawyer, Joe San Prieto, Brandy Scarnati, Kim Studebaker

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

Chancellor Melody Rose

Chancellor Rose joined today's Senate meeting and provided her background and experience in higher education including her status as a first-generation college student who has achieved and excelled in spite of difficulties. Issues important to Chancellor Rose included: creating access to excellence for students, closing the achievement gap, strengthening the Nevada workforce, and smoothing out the transition between two and four-year institutions to make them more student-centric. Senate Chair Allen welcomed Chancellor Rose back to any Senate meeting and to please call upon TMCC when faculty perspective is needed.

TMCC
Truckee Meadows Community College
Faculty Senate

Chair's Report – YeVonne Allen

Chair Allen ensured quorum was met and provided her report. The NSHE Board of Regents (BOR) Quarterly Meeting was held virtually and presentations were given by Student Mona Coker and Dr. Joylin Namie, the RN to BSN Nursing Program was approved, and the travel audit was completed and noted TMCC is performing in a satisfactory manner. There are new presidents appointed at DRI, Dr. Kumud Archarya and at UNR, former Governor Brian Sandoval. The Nevada State College Presidential Search will begin this month. The Furlough procedure is being finalized at NSHE and there seems to be acceptance of furlough stacking. Furloughs will start with the Jan. 1 paycheck.

The BOR Budget Reduction Recommendation Committee has been formed and the mission statement was approved. The chair will be Regent Carter. The Advisory Board for the committee will include a faculty member from Nevada State College, the University of Nevada, and the Community Colleges. The Council of Senate Chairs are requesting to include Theo Meeks from NSHE for perspective and administrative faculty representation. Any recommendations from the committee will go to the BOR and public comment may be made. Any recommendation from the committee to eliminate program degrees does not eliminate the need for actual classes offered as they are transferable. The next BOR Special Meeting is rescheduled for Friday, November 13.

COVID-19 Crisis Management Team has planned for Spring 2021 voluntary 40% in-person classes and 60% virtual. The COVID Committee is working to create on-campus work spaces for students. Please have students contact IT if they are needing computers.

Dr. Amy Pason from UNR Faculty Senate created an informational sheet on Ballot Question 1. Please contact Chair Allen if you would like a copy of the document.

Chair Allen reminded everyone of meeting etiquette and welcomed our new Part-Time Faculty Senators Gwen Clancy and Heather Haddox. She also thanked Dr. Hilgersom for keeping the lines of communication open and leadership easy to contact.

One question was received: What will happen if the regents are abolished if Ballot Question 1 passes? Chair Allen answered it will take a legislative decision or action to rearrange the regents. At this time, we do not know.

Chair-Elect's Report – Virginia Irintcheva

Chair-Elect Irintcheva welcomed Chancellor Rose and reported on the Textbook Taskforce which will come as an action item in today's New Business. Tenure track training will be held on Tuesday, October 13 at 4 p.m. by Chair-Elect Irintcheva and Dean Anne Flesher.

Administrative Report – Dr. Karin Hilgersom, TMCC President

Dr. Hilgersom also welcomed Chancellor Rose to today's meeting and thanked Chair Allen and Chair-Elect Irintcheva for their assistance on the COVID-19 Crisis Team. The team made successful decisions due to their feedback from administrative and academic faculty.

Dr. Hilgersom also thanked Melissa Deadmond and everyone who participated in the mission statement workshop. The mission statement drafts will be unveiled soon. The Strategic Master Plan will have fewer data points as recommended by the accreditors and will align with NSHE Goals. This will be shared with campus stakeholder groups including Faculty Senate.

Questions received were whether TMCC will delay the start Spring Semester or cancel Spring Break. Dr. Hilgersom and VPAA Murgolo answered we have a different structure than the universities, have had a small handful of COVID cases, and do not have residential dorms. This will be a topic for the COVID-19 Crisis Committee to discuss.

TMCC
Truckee Meadows Community College
Faculty Senate

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

Dr. Murgolo thanked everyone for the efforts made to help our students find success. She has received a lot of positive feedback from students. Dr. Murgolo also discussed the Guided Pathway Pillars and how to pull it all together and promote to students. There will be Zoom workshops scheduled this Spring and a taskforce with Admissions and Records, Institutional Research, and Advising involved to launch the Guided Pathways.

Dr. Murgolo also discussed zero-based scheduling and budgeting for future planning and to avoid budget overages and ensure programs are funded properly with the finite budget available. Dr. Murgolo wanted everyone to know why the deans and chairs may be asking for budget and scheduling information.

Modality Name Change – Andy Hughes, Director Admissions and Records

In March 2020 TMCC moved to online instruction. Since Fall classes were already built we had to modify the existing modes of instruction, update class notes, communicate the changes to students, and create a definition of asynchronous instruction. WebLive has been added to modes of instruction. Andy also provided important upcoming deadlines: shopping carts for Spring and Winter Session opens on Nov. 2, 2020; registration for continuous students opens November 16, 2020; Fall Instruction ends December 12, 2020; and grades are due December 15, 2020.

Chair Allen called for questions. Senator Do asked if there was any faculty input and will this exist beyond the pandemic? VPAA Murgolo noted synchronous online education has existed, and will continue to be used if faculty wish to teach in that manner. Senator Do noted faculty would like more definition concerning proctoring.

Senate Chair Allen said this is something that could be left to the department or division to determine how to proctor a class. Andy said there are two definitions for online instruction: asynchronous and synchronous. Andy also encouraged anyone to reach out to him if there are more questions.

Chair Allen encouraged everyone to share the document as it was included in the Senate Folder for today's meeting.

Dan Hooper, Chair of WebCollege Faculty Advisory Committee noted his committee has begun to discuss the coming discussion of what will WebLive look like once the pandemic subsides.

The term WebLive and Lizard Live was well-liked by the Senate body.

Culture and Belonging Taskforce – Karen Wikander

Karen Wikander provided an update on the committee. They met in January and were meant to get together in March, but COVID-19 prevented that. The charge of the taskforce is: "The Campus Belonging and Culture Taskforce (CBC) strives to identify and deter biased and hateful behaviors on our college campus. The CBC facilitates conversations and cultural initiatives for faculty and staff."

The next meeting is November 6, 2020 at 9:30 a.m. via Zoom. Please email Karen (kwikander@tmcc.edu) if you would like to join the taskforce.

Karen noted she envisions the CBC working with existing committees and will work to bring in informative speakers.

Approval of the September 4, 2020 Minutes

Motion: To approve the minutes for September 4, 2020

Movant: Senator Staci Miller
Second: Senator Eric Bullis

Vote: Motion passed with 26 ayes.

TMCC
Truckee Meadows Community College
Faculty Senate

Consent Agenda

Motion: To approve the October 9, 2020 Consent Agenda.

Movant: Senator Ben Scheible
Second: Senator Amy Cavanaugh

Vote: Motion passed with 27 ayes.

Committee Reports

The general committee reports were included in the Google Drive for today's meeting.

- **Academic Standards and Assessment Committee – Jinger Doe**
  The Academic Dishonesty Regulations have been approved by Senate and Leadership and will be published in the catalog. The GELO Taskforce met on October 8 and have an action plan going forward to determine the alignment of the current GenEd learning outcomes with the passport blocks with a deadline of December 31, 2020.

  The 20-21 Program Unit Review Rubric was evaluated and changes made based upon feedback. The committee next meets Friday, October 16, 2020 via Zoom at 9 a.m.

- **Administrative Faculty Committee – Ashlyn Moreno**
  The Administrative Faculty Committee met on September 16, 2020. Two items were determined in committee as high priority for Administrative Faculty: Professional Advancement via degree attainment and development of a process for compensating Administrative Faculty when positions significantly increase in responsibilities and complexity. The committee will continue to develop these items while also remaining conscientious of the current budget situation. The committee also discussed a need for a consistent, uniform process and forms for Administrative Faculty's Annual Evaluations. It was outlined what's needed for professional development offerings including accessibility training. The committee next meets October 16 at 10:30 a.m. via Zoom.

- **Curriculum Review Committee – Katie Kolbet**
  The committee met last week and the courses reviewed appeared on today's consent agenda that was approved earlier. The upcoming deadlines are: October 16 for New Programs (this is a hard deadline), November 6 is the next CRC meeting, program and course changes for the 21-22 Catalog is November 13. Please make updates to courses with Math and English corequisite changes.

- **Learning Commons Committee – Rob Lively**
  The committee met on Sept. 3, 2020. The committee will host a Spanish Flu panel on Zoom Thursday, October 22, from 3-4:30 p.m. There will be an announcement. Please contact the librarians for assistance with Open Educational Resources and research. The Tutoring Center is also available to help. The committee next meets Nov. 5.

- **Salary, Benefits and Budget Committee – Matt Leathen**
  The SBBC met Friday, September 25 and Steve Bale was elected as the Chair of the Sabbatical Subcommittee. The Sabbatical Applications are due at 5 p.m., October 9, 2020. The committee reviewed the COVID Related Furlough Document. The next meeting is October 23, 2020 at noon via Zoom.

- **Part-Time Faculty Committee – Edwin Lyngar**
  The committee met today and welcomed newly elected Part-Time Faculty Senators Gwen Clancy and Heather Haddox. The committee heard from VPFA Jim New, who provided an update on the Part-Time Faculty Loyalty Incentive Program. The committee also received a briefing from Marynia Giren-Navarro on the International Advisory Faculty Committee. The committee will invite Part-Time Faculty to join. The first Coffee and Conversations was held in September. The Part-Time Faculty of the Month will be awarded during the monthly Coffee and Conversations.

- **Professional Standards – Melanie Purdy**
  The Professional Standards Committee continues to work on getting usable, valuable teaching observation forms, including for Web, WebLive and In Person course. Slight changes to the annual plan are coming through as an action item. The changes include removal of subjective language such as "significant" from some job duty options. Tips and Tricks to getting more students to participate in doing end of semester evaluations is coming.

Annual Performance Evaluation

Senate Chair Allen opened the floor for discussion for the Annual Performance Evaluation language changes.

Senator Hammett suggested we only make changes to the form once a year or semester as the form has been updated multiple times and is difficult for faculty to keep current with. Chair Purdy noted there are language changes, not content changes.

Senator Haddox asked how the evaluation relates to Part-Time Faculty. Chair Purdy answered this document is for tenure and tenure track faculty. Part-time faculty should be evaluated on their courses. Chair Allen noted zero-rank full-time faculty also use this form.

Senate Chair Allen called for a vote to approve the language changes for the Annual Performance Evaluation. The motion passed with 21 in ayes and 1 abstention.

WebLive Teaching Observation Form

Chair Melanie Purdy provided background on the observation form and Senate Chair Allen called for discussion on the motion. This form will be evaluated as it is used.

Senator Scheible asked if the observer attends the class. Chair Purdy answered yes and the observer would also be granted Canvas access for the course.

Senator Doe wanted to know why there was a section for the getting started module for WebLive and why the checking the syllabus box is there. Chair Purdy noted the syllabus box exists because physical handouts are not available. The getting started area facilitates discussion and contains important supporting formation for the WebLive course. Brandy Scarnati noted the module is important to have the information available to students.

Virginia Irintcheva noted when the COVID-19 Crisis Taskforce was convened there was discussion initially on how to evaluate the tenure process. A form was needed for WebLive instruction as synchronous and asynchronous instruction are different beasts. Students will access class information online before they meet the instructor, so the information is necessary for students.

Senator Julia Hammett noted deans are not always knowledgeable about the instructor's discipline and pointed out it is an observation form not an evaluation form and to be mindful of how far we go on this.

Senator Hieu do asked about the implementation timeline and whether faculty can choose which form is to be used. Senator Chair Allen noted the form will go through motion tracking to be approved by the VPAA and President. It is about a week / two-week process. The suggestion from the Coordinator, Chair, and Directors Meeting was to use which form fits best. The form should be tied to what the class is marked as in PeopleSoft.

WebCollege Faculty Advisory Committee Chair Dan Hooper noted the different forms for different course types works. He noted the form is needlessly verbose and specific. The "for example" in each box is too much detail.

Senator Ben Scheible concerned evaluation on the basis of content expertise should be struck. Chair Purdy suggested N/A could be a choice.

Senator Amy Cavanaugh noted the "For Example" boxes give the impression that those areas must be filled in. Chair Purdy suggests to place a statement in the Overview concerning how the "For Example" boxes could be used.

1st Amendment:
Motion Proposed by: Senator Amy Cavanaugh
Motion Seconded by: Chair-Elect Virginia Irintcheva
To approve the sentence to be added as the last line of the Overview: "Examples are only meant to help the evaluator understand the criteria, not every example must be met."
Motion passed with 23 ayes, 1 abstention.

2nd Amendment:
Motion Proposed by: Senator Jinger Doe
Motion Seconded by: Senator Heather Haddox
To approve adding a "N/A" checkbox to the observation question "Instructor demonstrates content expertise."
Motion passed with 20 ayes, 3 nays, 1 abstention.

Original Motion: To approve the Observation of WebLive Teaching Effectiveness Form as amended. *Motion passed with 20 in ayes, 5 nays, 1 abstention.*

Furlough Document with SBBC

Chair Purdy introduced the Furlough Document Recommendations. Senator Steve Bale suggested the document reference the NFA contract.

1st Amendment:
Motion Proposed by: Senator Steve Bale
Motion Seconded by: Senator Ben Scheible
To approve adding a reference to the NFA Contract in the Furlough Document to ensure furlough days are taken consistently. *Motion passed with 26 ayes.*

Original Motion:

To approve the Furlough Document recommendations as amended to include a reference to the NFA Contract. *Motion passed with 23 ayes and 1 nay.*

- **Recognition and Activities – Lauren Gatto**
  Professionals of the Month are being celebrated, please continue to make nominations. The Pumpkin Decorating Contest is moving forward and announcements will go out next week. Photos of people, pets, and pumpkins will be submitted for voting. Career Champions will be moving forward in November.

- **WebCollege Faculty Advisory Committee – Dan Hooper**
  The committee met today and voted on the Online Faculty Standard 2.3. It will come to the next Senate Meeting as an action item. The committee also discussed the future of WebLive post-COVID. The committee supports continuing WebLive and will have an ongoing discussion of what that would look like. Links to third-party content in Canvas were discussed and to please put links in Canvas or integrate to assist students.

- **Student Government Association – Alyssa Fromelius**
  On October 7 the General Assembly voted to support the further implementation of Open Educational Resources, a resolution is being drafted, and a letter of support is being written for the Edison Campus. Pasta from the President brought comments from 30 students. The SGA continues to post videos on COVID safety and mask wearing.

- **Classified Council – Tina May**
  On October 29 there will be a Spooktacular virtual event with several activities. The next Classified Meeting is October 15 at 1 p.m. Please continue to nominate Classified Employees of the Month.

Old Business

None

New Business

Chair Allen will pull the Planning Council Charge Change and will request feedback via email for the next Planning Council Meeting on October 26.

Chair Allen turned the floor to Chair-Elect Virginia Irintcheva. Chair-Elect Irintcheva reviewed the history of the Textbook Taskforce's work. Textbooks were separated from educational materials and a definition for peer-review was created. Chair-Elect Irintcheva opened the floor for discussion. Senator Scheible wanted to know if this was reviewed by TMCC's legal counsel. Chair-Elect Irintcheva said no. Senator Scheible's concern was over copyrighting. Chair Allen noted that section was previously approved by the President and has counsel review any policies. SGA President Alyssa Fromelius noted the document should be more encouraging of Open Educational Resources.

Motion: To approve the Guidelines Regarding the Selecting, Authoring, and Publication of Textbooks and Other Educational Material by Faculty at TMCC.

Movant: Senator Jinger Doe
Second: Chair-Elect Virginia Irintcheva

Vote: Motion passed with 21 ayes and 3 abstentions.

Senate Chair Allen called for new business. Senator Ben Scheible will bring forth a resolution to formally invite the President and her Executive Staff to attend the Faculty Senate Meetings to adjournment if they wish. Chair Allen requested Senator Scheible's draft before Nov. 6 to be reviewed by the Faculty Senate Executive Board for potential placement on the November 13 Faculty Senate meeting. Chair Allen reminded the Senate body they are invited to submit items for discussion as well.

Meeting Adjourned: 2:33 p.m.

TMCC
Truckee Meadows Community College
Faculty Senate Standing Committee Reports

OCT. 9, 2020

Academic Standards & Assessment Committee - Jinger Doe, Chair:

The first joint task force meeting for the General Education Learning Outcomes (GELO) Taskforce will be Oct. 8.

Administrative Faculty Committee – Ashlyn Moreno, Chair:

Administrative Faculty Committee had our first meeting of the year on September 18th, where we reviewed projects that we had previously worked on or identified as important to work on.

We discussed two items that were previously identified as high-priority for the committee: development of an Administrative Faculty Professional Advancement Program resulting in movement on the salary schedule when completing degree programs, and development of a process for compensating Administrative Faculty when positions significantly increase in responsibilities and complexity. The committee agreed that these continue to be high-priority projects, while we also remain conscientious of the current budget cuts. It was decided that we will move forward with development, aware that the process can take a long time.

The need for a consistent, uniform process and forms for Administrative Faculty's Annual Evaluations was also discussed. We will address this more closely once work on increase in responsibilities/complexities of Admin. Faculty positions have begun. And we began outlining what's needed for important professional development offerings, including accessibility training.

We certainly have our work cut out for us this year! Our next meeting will be on Friday, October 16th, at 10:30 via Zoom.

Curriculum Review Committee – Katie Kolbert, Chair:

Upcoming Deadlines:

- 10/16 for new programs (and a reminder that this has to be met because the President has to take them to the Academic Affairs Council) for approval.
- 11/13 for program and course changes.

Courses were approved on today's consent agenda.

Part-Time Faculty Committee – Edwin Lyngar, Chair:

The part time faculty committee welcomes our two new Senators, Gwen Clancy and Heather Haddox. This is Gwen's second term and Heather's first. This year, with Covid lockdowns and online challenges, we had fewer people express interest in serving on the senate. We are grateful that Gwen and Heather are willing, able, and now elected to represent part-time faculty. Both have proven to be valuable members of the part-time committee, helping on successful previous projects, such as getting grant-in-aid for dependents to the recently constituted online Coffee meetings for part timers.

The part-time faculty committee is going to hear from Jim New on the latest developments for the Part Time Loyalty Incentive Program. This program is an exciting development that continues to generate support and enthusiasm. Even in the Pandemic, the part time committee members are ecstatic that this is moving forward.

Marynia Navarro will brief the part time faculty during our Friday meeting on the International Faculty Advisory Committee (IFAC).

TMCC
Truckee Meadows Community College

Faculty Senate

The committee held its first coffee and conversations in September. Attendance was sparse, but it was the first meeting. This month, we are adding our part time faculty of the month award to the coffee meeting, scheduled for **October 23rd at 10 a.m.** We have an October winner, but we are still soliciting worthy faculty for next month. If you have a nomination, send it to Edwin Lyngar.

The committee is still fleshing out its two signature programs for this year. We are creating these projects as "Ad hoc committees" within the larger committee. We are examining the feasibility of an incentive program for part timers who lose class sections after putting in work on the course. This is a constant concern of part timers, spanning years, if not decades. The second ad hoc committee will examine creating a path from part to full time employment via a "point system" or priority recruitment. Many part timers want to stay part time, but many also hope for a full-time position. The committee is looking into ways to help more part timers realize their professional goals. More to follow on both initiatives.

We are revamping our planning council and professional development updates in the monthly meeting. With Cathy Brewster's retirement, we are working through who to add for this in our committee. Our two part time senators are still serving on planning committee, so we are adding this update back to our standing agenda items.

Professional Standards Committee – Melanie Purdy, Chair:

The Professional Standards Committee continues to work on getting usable, valuable teaching observation forms, including for Web, WebLive, and In Person courses. It is a process, and we appreciate all the input across divisions.

Slight changes to the annual plan are coming through as an action item. The changes include removal of subjective language such as "significant" from some job duty options.

Tips and Tricks to getting more students to participate in doing end of semester evaluations is coming. The student input is important, especially in these times, to help us improve our classes.

We are thinking of how to collaborate with those teaching WebLive to get input on what worked well for you to engage students, and to present the course content in effective ways, in this mode of teaching.

The next meeting is on October 25th at 10am.

Recognition & Activities Committee – Lauren Gatto, Chair:

The Recognition and Activities Committee recognized Adine virtually as the August Professional of the Month and is scheduling for the September recipient. The committee is moving forward with the Annual Pumpkin Decorating Contest but will expand to Pumpkin, People and Pets and will be marketing soon to ask for photo submissions. The Career Champions initiative which allows for students to recognize TMCC employees will be active on CANVAS in November. Candice from marketing attending the meeting to identify in which ways we could collaborate in advertising our programs.

Salary, Benefits and Budget Committee – Matt Leathen, Chair:

The SBBC met on September 25th. Steve Bale was elected as the chair of the Sabbatical Subcommittee. Sabbatical Leave Applications are due to the Faculty Senate Office by October 9th at 5 pm.

SBBC approved the Covid Related Furlough Options document being brought forward by Professional Standards as an Action Item.

The next SBBC meeting is Friday October 23 at 12-2 pm via Zoom. (https://zoom.us/j/7756747912)