



MEETING MINUTES FOR AUG. 18, 2017

Meeting called to order at: 10:04 a.m.

In attendance: Amy Cavanaugh (Chair), Laura Briggs, Wade Hampton, Andy Hughes, Linda McGillicuddy, Melanie Purdy, Kyle Simmons, Jim Winston, Sameer Bhattarai, Scott Huber

Absent: David Boden, Arnold Brock, Gregory Ellis, Bill Gallegos, Warren Hejny, Cheryl Woehr

Guests: Cheryl Cardoza, Mike Holmes

Approval of Minutes from April 28, 2017

The following corrections were noted: Cheryl Cardoza was a guest, Cheryl Woehr was an attendee, remove the second repeating sentence from the approval of the March 31, 2017 minutes, and Bill Gallegos is a faculty member not a student.

Chair Amy Cavanaugh called for a motion, Wade Hampton **motioned**, Scott Huber **seconded** and Melanie Purdy **abstained**.

The motion was passed unanimously with the provisions to make the noted corrections.

Introductions

Chair Amy Cavanaugh opened the meeting and introduced Faculty Senate Chair, Cheryl Cardoza. Chair Cardoza thanked everyone for attending the meeting and their service to the Professional Standards Committee.

Amy Cavanaugh introduced herself and had meeting attendees state their names and departments. It was noted more committee representation is needed from the following areas: English, Applied Technology Center, Business and Social Sciences.

Duties and Responsibilities of Professional Standards

Amy Cavanaugh reviewed the duties and responsibilities of the Professional Standards Committee. Excerpted from the [TMCC Faculty Senate Standing Committees Webpage](#):

Duties and Responsibilities

Recommend the criteria included in instruction and course evaluations, the processes by which they are administered and the uses of those evaluations for all full-time and part-time faculty.

Address policy regarding code, bylaw or contract violations that affect faculty and administration.

Recommend minimum criteria for use in the evaluation of new tenure-track faculty.

Recommend and revise criteria for evaluation of administration.

Recommend and review activities for professional development of faculty (both part-time and full-time).

Review and make recommendations of other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board or the Faculty Senate body.

It was suggested by Wade Hampton to use the self-evaluation criteria created by Hugh Frasier as a starting point for evaluations.

Expectations/Interest Poll

Amy Cavanaugh asked committee members for any items to discuss/explore in upcoming committee meetings.

Department Chair Evaluations

Amy Cavanaugh introduced Faculty Senate Chair Cheryl Cardoza to discuss department chair evaluations. Currently, there is no formal evaluation process in place.

Article 8.6 of the TMCC NFA Contract discusses department chair evaluations; however, the contract does not detail what the process is. There is also no formal process for unsatisfactory evaluations. Faculty Senate Chair Cardoza is asking the Professional Standards Committee to create a formal process for department chair evaluation along with a fair process to ensure remediation and/or due process for any department chair who may receive unsatisfactory evaluations.

Amy Cavanaugh asked to establish a subcommittee to create a formal evaluation process. The members who volunteered are Amy Cavanaugh, Wade Hampton and Melanie Purdy.

Honors Designation

The committee reviewed the honors designation motion that was sent to the Professional Standards Committee by Faculty Senate. Currently, students receive a distinction designation on their degrees.

The Academic Standards and Assessment Committee (ASA) has completed a survey of how other colleges denote their honor students and recommend we honor students with designations by accumulative GPA as follows:

- 3.60 or higher = Cum Laude
- 3.75 or higher = Magna Cum Laude
- 3.90 or higher = Summa Cum Laude

The TMCC chapter of Phi Theta Kappa provides tassels and cords to honor students. Admissions and records pledged to pay for the tassels and cords for any students receiving a bachelor degree.

Chair Amy Cavanaugh called for a motion to return the motion to faculty senate in agreement with the ASA committee. Melanie Purdy motioned, Jim Winston seconded and Andy Hughes abstained. The motion was passed unanimously.

NFA Report

Amy Cavanaugh introduced Scott Huber to update the committee on NFA business. Julia Hammet will report at the next Faculty Senate meeting. A campus climate survey will be sent out soon. The original climate study results were not reported to faculty and not all of the faculty received the survey.

Other

Mike Holmes reported two points from meetings he and Cheryl Cardoza had attended with the VPAA. He requested that any new software/hardware/troubleshooting launches are formally announced and list a person in charge. He also reiterated the need to rebuild confidence within the faculty.

Adjourn: 11:12 a.m.