
MEETING MINUTES FOR SEPT. 15, 2017

Meeting called to order: 10:02 a.m.

In attendance: Sameer Bhattarai, Dave Boden, Laura Briggs, Amy Cavanaugh (chair), Wade Hampton, Scott Huber, Linda McGillicuddy, Trenton Schoppe, Kyle Simmons, Jim Winston

Absent: Arnold Brock, Bill Gallegos, Warren Hejny, Andy Hughes, Melanie Purdy, Cheryl Woehr

Guests: Amber Anaya, Cathy Brewster, Cheryl Cardoza, Jill Channing

Approval of the August 18, 2017 Minutes

Discussion: Cheryl Cardoza requested the minutes be amended to state Cheryl Cardoza, Faculty Senate Chair welcomed all attendees and thanked them for their service.

Chair Amy Cavanaugh called for a motion, the motion was made, seconded and the motion was passed unanimously as amended.

Chair Elections

Cheryl Cardoza, Faculty Senate Chair discussed the Nevada Faculty Alliance (NFA) contract sections 8.5 and 8.6. The contract does not specify who specifically runs the elections and vaguely states the Faculty Senate Secretary coordinates the election. Cheryl will ask the NFA for a revision to be made in their contract and is tasking the PS committee with creating specifying language for the chair election process or supporting what is already in the draft statement. Cheryl also referenced the College of Southern Nevada (CSN) Department Chair Selection and Recall Policy as a best-practices/benchmarking source. Discussion ensued and was agreed administration needs to act in good faith and follow the process.

Section 8.7 Special Elections was also discussed (excerpted from NFA Contract below for quick reference).

7. If the person elected to be Department Chair is unacceptable for reasons determined by the Dean, evidence of the rationale supporting the unsuitability of an elected Department Chair will be reported to the candidate, the Vice President, and the NFA Chapter President with the consent of the candidate, within ten (10) working days after notification by the Dean. Another election may take place. If the department is unable to elect an acceptable Department Chair by March 1st, the Dean, in consultation with the Vice President, will appoint a Department Chair for a one (1) year term. The Dean and Vice President must select a faculty member from (in order of preference), i) the same department, ii) another department within the division, or iii) if neither i nor ii are available, college-wide.

It was suggested to advise the NFA to review wording and tighten the language so faculty can choose their leaders. At this time a memorandum of understanding (MOU) would be created as NFA contract negotiations are not until 2019. It was motioned by Wade Hampton and seconded by Jim Winston to advise the NFA to revise section 8.5.2 to specify that the faculty senate will coordinate nominations and conduct elections. The motion was passed unanimously with one abstention.

Chair Evaluations

A document exists in HR called Department Chair Performance Assessment. It was reviewed with the committee to bring back any suggestions for changes that could be made.

Progressive Discipline

NSHE code has a progressive discipline process that is not codified in the TMCC Bylaws. It was proposed to the committee draft a step-by-step process for progressive discipline. Amendments to the TMCC Bylaws go through Planning Council. It was suggested to take time as a committee and review the NSHE code for further study. It was also suggested to include administrative faculty in draft. Chair Amy Cavanaugh will email the group to review how due process supersedes NSHE code.

FERPA Training

Chair Amy Cavanaugh will send the video link to the current training required of all new hires. This video was made in 2011. It was acknowledged by the committee that the training does not cover all possible FERPA situations and violations and should be updated to reflect departmental changes. The committee was tasked to watch the video and bring comments/notes to the next PS meeting.

Course Evaluations

Brandy Scarnati, Program Director Web College discussed the course evaluation process. A link for the course evaluation is currently included in student emails and a reminder can be placed on the dashboard for students. Instructors have the choice to make course evaluations a prerequisite to take the final. The committee discussed the merits and concerns of making evaluation a prerequisite. It was agreed to add course evaluations to the student dashboard. Further discussion followed whether or not to use a reminder button for students to complete the evaluation. The feature has not been enabled at this time. Concerns were raised that the students would give poor evaluations in return for being required to complete the evaluation and annoyance due to the lock out feature. Quality evaluations were deemed more important and useful than quantity. A suggestion was to have department chairs remind faculty to ask students to participate in order to obtain more evaluations. A motion was called to retain pop-up reminders, but remove the lock out feature from instructor course evaluations. Wade Hampton motioned, Jim Winston seconded and the motion was passed unanimously.

Other

None.

Adjourn: 11:19 a.m.