
MEETING MINUTES FOR FEB. 23, 2018

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

In attendance: Sameer Bhattarai, Arnold Brock, Amy Cavanaugh (chair), Warren Hejny, Scott Huber, Andy Hughes, Linda McGillicuddy, Jim Winston, Cheryl Woehr

Absent: Dave Boden, Laura Briggs, Wade Hampton, Terry Mendez, Melanie Purdy, Trenton Schoppe, Kyle Simmons

Guests: Amber Anaya, Barb Painter, Jean Lampson

Approval of the Agenda

Scott Huber requested to add student culture to agenda item 9—Other.

Approval of the January 26, 2017

Amy Cavanaugh called for a motion to approve the January 26, 2017 minutes. The motion was made and seconded by Linda McGillicuddy and Arnold Brock respectively and passed unanimously with no abstentions or oppositions.

Academic Calendar—Barb Painter & Jean Lampson

Barb Painter and Jean Lampson from the VPAA's office presented the proposed changes to the Academic Calendar. Barb reviewed the proposed changes: campus closure Wednesday before Thanksgiving and other changes/edits proposed. Per Barb's research WNC uses the Wednesday before Thanksgiving as a holiday. WCSO also is closed. If approved, it would not go into effect until Fall of 2019. The faculty would come back a day earlier. This change would impact faculty and students only with the largest impact on classes that meet once a week on Wednesdays. Other changes in yellow highlight were to drop AY 15–16 from the calendar to fit AY 21–22 and to sync the asterisks with the descriptors. The main feedback received was that students could take off Wednesday if they wanted and we should focus on education not social services. The committee was asked to motion on the proposed changes. It was suggested to have senate review the idea of closing the campus the Wednesday before Thanksgiving. Amy called for a motion to approve the yellow highlighted changes to the Academic Calendar. Arnold Brock and Warren Hejny motioned and seconded respectively. There were no oppositions or abstentions. The motion passed unanimously. Amy will report this to the senate.

Dean's Evaluation of Department Chairs

The goal is to make the evaluation useful and transparent with the idea of mirroring the annual evaluation plan. The evaluation will be filled out in the Fall Semester and revisited at the end of the semester. An optional box has been added to include any remediation plans and ensure timeliness. Amy asked for any feedback on the form. Linda McGillicuddy asked how it mirrors the annual plan. Amy said the plan box/achievement box will be used so the chair can state what they plan to do and can later mark they achieved the activity. Linda noted we should avoid redundancy. Scott Huber asked if Amy had discussed the evaluation with any department chairs. Amy said she will be talking to department chairs. Scott suggested asking if the list is too long. Amy will create a form for the committee to review.

Tenure Guidelines

The subcommittee met and is working to clarify language and align dates. They meet next week. Draft documents will be brought to the Professional Standards Committee for review.

Diversity and Inclusion Initiative

The subcommittee will meet for the first time this afternoon.

FERPA Training—Andy Hughes

Andy updated the committee on the FERPA video and documents. He brought an updated do's and don'ts list which will include a student waiver form. The video is in process. Andy asked for any feedback/suggestions/questions. Several committee members asked when the form is to be used. Andy recommends using the form each time you release student information at their request. Arnold Brock asked to specify institutionalized grade. Cheryl suggested keeping form online under Documents and Forms on the Admissions and Records webpage. Another question asked was how FERPA applies to DRC students. Andy said to not discuss in front of the class. If you have any other feedback, please let Andy know.

Other

Amy announced she is stepping down as Chair of Professional Standards and is making a call for nominations.

Scott Huber opened a discussion on student culture. He is also a member of the Learning Commons Committee. Scott wants to see a culture shift to students taking responsibility for their education and recommends a discussion in Faculty Senate. Jim Winston asked if there is data on the effectiveness of EPY courses. Cheryl Woehr said the EPY courses were moved from counseling to the academic side. Melanie Purdy collects data of retention/success rates.

Adjourn: 10:53 a.m.