

---

# MEETING MINUTES APR. 20, 2018

---

**Meeting called to order:** 10:00 a.m.

**In attendance:** Sameer Bhattarai, Dave Boden, Arnold Brock, Amy Cavanaugh (chair), Wade Hampton, Warren Hejny, Scott Huber, Andy Hughes, Linda McGillicuddy, Terry Mendez, Jim Winston

**Absent:** Cheryl Woehr

**Guests:** Amber Anaya, Mike Holmes, Melanie Purdy

---

## Approval of the Agenda

---

Chair Amy Cavanaugh noted she is adding FERPA training video as an agenda item. A motion and second were made by Andy Hughes and Terry Mendez respectively and the motion passed unanimously.

---

## Approval of the April 13, 2018 Minutes

---

It was noted under the agenda item Tenure Guidelines the word "to" should be added to the sentence "The binder document was reviewed and the main change was to incorporate information where the document previously referred the reader to the other document."

Amy Cavanaugh called for a motion to approve the April 13, 2018 minutes as amended. The motion was made and seconded by Linda McGillicuddy and Warren Hejny respectively and passed unanimously with no abstentions or oppositions.

---

## FERPA Training Video – Andy Hughes

---

Andy previewed the video for the committee and is continuing to work on edits. He will be also adding the dos and don'ts list and form links. He will return in the Fall with the final video and document.

---

## Grade Appeal Policy

---

Amy reviewed the changes made to the Grade Appeal Policy. She edited the policy with the suggested changes from Melanie Purdy. The major changes were to outline personal hardship issues more clearly. Amy also reviewed changes for the Grade Appeal form as well. Personal hardship issues were outlined on this form more clearly as well. Amy opened the floor for discussion. Comments and questions received circled around the student who received an F and is requesting another grade. This form would allow them to request an I, AU, W depending on the situation. It was noted the forms are reviewed by the dean and VPAA. Wade Hampton noted that if there is a serious hardship he has experienced proactive students who communicate with him right away. Amy summarized the changes are only to clarify the option of personal hardship. The policy is already in place. Line item motions were done for changes to the policy and form and are as follows:

### Official Grade Appeal Policy and Process

#### Definitions:

- Motion to add the words "or a personal hardship" to the first sentence of the first paragraph.

Motion: Trent Schoppe

2<sup>nd</sup>: Wade Hampton

Motion passed unanimously

- Motion to add the words “, or to present a case of personal hardship.” to the second paragraph.

Motion: Warren Hejny                    2<sup>nd</sup>: Linda McGillicuddy

Motion passed unanimously

*Procedure:*

- Motion to remove the hyperlink from TMCC’s Sexual Harassment Policy

Motion: Wade Hampton            2<sup>nd</sup>: Andy Hughes

Motion passed unanimously

*Student Grade Appeal Procedure:*

- Motion to add sentence “If submitting a grade change for a personal hardship, faculty may assign an AU, W, I or other appropriate grade.”

Motion: Wade Hampton            2<sup>nd</sup>: Terry Mendez

Motion passed unanimously

### **Official Grade Appeal Form**

It was noted there will be no formatting changes as these are the purview of the VPAA’s office.

- Motion to make four changes on this form: to add the words personal hardship, request to have the letters align with the text, and use the wording “healthcare provider” rather than doctor.

Motion: Wade Hampton            2<sup>nd</sup>: Terry Mendez

Motion passed unanimously

## **Dean’s Evaluation of Department Chairs**

---

Amy has brought the evaluation before the deans and chairs. A lot of discussion ensued. A planning box was added for Deans and department chairs to communicate. It was later rejected by the deans and chairs. It was also noted WorkDay now does many of the tasks that were assigned to the department chair. An MOU will need to be created by the NFA to denote these tasks now handled by WorkDay. Wade Hampton and Trent Schoppe moved and seconded respectively to accept the version created in Professional Standards. The motion passed unanimously.

## **Diversity and Inclusion Pamphlet**

---

Amy reviewed the pamphlet and requested feedback from the committee. The title of the pamphlet had two choices. Linda McGillicuddy and Andy Hughes motioned and seconded respectively to use the “In it together” title. The motion passed unanimously.

It was motioned and seconded by Terry Mendez and Andy Hughes respectively to refer any questions or concerns about the pamphlet to the HR department. The motion passed unanimously.

It was also motioned and seconded to bring the pamphlet to faculty senate for review. Linda McGillicuddy and Andy Hughes motioned and seconded respectively and the motion passed unanimously.

## Tenure Documents

---

It was motioned and seconded by Wade Hampton and Linda McGillicuddy respectively to approve the tenure documents. The motion passed unanimously.

Amy reviewed changes made to the forms. The Probationary Report form changes made were motioned and seconded by Trent Schoppe and Wade Hampton respectively and approved unanimously with one abstention. Chair-Elect Mike Holmes noted he is pushing for a Word version of the form to be offered along with a PDF.

A comment box was added to the Tenure Recommendation form for the VPAA. It was motioned and seconded by Wade Hampton and Linda McGillicuddy respectively to approve the motion. The motion was approved unanimously with one abstention.

The wording for the Guide to Preparing the Summary of Tenure Activity Reports was adjusted and language applicable to the binder was relocated to the binder document instructions. It was motioned and seconded by Scott Huber and Arnie Brock respectively and the motion was approved unanimously with one abstention.

Changes made to the Guide to Preparing the Tenure Binder were to receive language relocated from the Guide to Preparing the Summary of the Tenure Activity Reports. It was motioned by Wade Hampton and Scott Huber respectively and the motion was passed unanimously with one abstention.

Changes made to the Faculty Tenure Guidelines Tenure form were reviewed. It was motioned and seconded by Wade Hampton and Scott Huber respectively to approve the changes. The motion passed unanimously with one abstention.

## Other

---

Amy discussed future agenda items for the next semester. There are VPAA documents in the handbook that will need to be reviewed.

## Student Culture

---

Scott Huber opted to defer this item until it could be discussed in depth.

**Adjourn:** 11:31 a.m.