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# MEETING MINUTES NOV. 16, 2018

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**Meeting Called to Order:** 10:01a.m.

**In Attendance:** Sameer Bhattarai, Dave Boden, Eddie Burke, Keziah Dutt, Warren Hejny, Dan Hooper, Linda McGillicuddy, Cheryl Olson, Melanie Purdy (chair), Brandy Scarnati, Paul Seybold, Dolores Wonder

**Absent:** Wade Hampton, Andy Hughes (Lee Raubolt proxy), Terry Mendez, Trenton Schoppe

**Guests:** Ron Marston

**Subtractions from Committee:** Wes Evans

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## Minutes Approval

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Approval of October 19, 2018: Eddie Burke and Dave Boden motioned and seconded respectively. The motion passed with one abstention (Warren Hejny)

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## Agenda Item Discussion

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**Email List:** The committee had a robust discussion about the history and future of “alldiscussions” email list. The committee drafted the email list resolution, which was motioned by Dave Boden, seconded by Linda McGillicuddy, and was passed with one abstention (Eddie Burke)

**Faculty Evaluation “Planned Activity” double/triple dipping policy:** After careful consideration, the Professional Standards Committee passed a resolution providing guidance to faculty and administration regarding the dipping of activities. Please see this resolution below. Eddie Burke and Linda McGillicuddy motioned and seconded respectively, and the motion passed unanimously.

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## NFA Contract Input

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Chair Purdy reminded all committee members to include their input into the review document which will be forwarded to NFA President Scott Huber.

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## Email List Resolution

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### Background

The Professional Standards Committee reviewed the data, comments, and history of the “alldiscussions” list, and, from this, and the needs of the campus community (based on faculty perspective), recommend having two distinct email lists.

**Resolution:** Create two distinct email lists to accommodate faculty and staff needs.

**1.TMCCEVENTSANDINFO-L-** This list is a two-way list that anyone can post to and includes TMCC Community events, and accolades. All TMCC faculty, staff, and student employees would be “opted in” and people can opt out. The “honor” system would be in place for posting, with the understanding that the posts would be for TMCC campus events and information. Personal activities (performed by TMCC employees) would not be posted here.

2. In the spirit of cooperation, the Professional Standards Committee is advancing the following titles for consideration, with the understanding that Marketing will make the final decision on the name. These are: (keep as is)

**ALLDISCUSSIONS-L; WATERCOOLER-L; POTPOURI-L**

This list will be an opt-in, two way list that anyone can send to for topics of interest, such as articles, "for sale" items, and other non-critical, non-campus related activities and information. Replies go back to the sender.

## Annual Plan Use of Activities Resolution

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### Background

On August 28, 2018, VPAA Murgolo sent this e-mail to allfaculty:

Colleagues—

The ultimate determination of weighting and double count for specific categories on the Annual Plan will emerge through the appropriate Faculty Senate discussions and committee processes. However, with the September 4th due date for Annual Plans, the Academic Leadership Team wanted to send some information for how the Deans will proceed with evaluating Annual Plans for double count categories until the final policy is determined per Faculty Senate processes.

Given that there is ambiguity on the scoring process for the new Annual Plan/Eval form, we will follow the guidelines below for this year:

If two highly significant activities fall into one "planned activity" category, then the value of that activity may be doubled-counted. For example, C/E1 a. is "teach an established course for the first time," and is a value of 2. Completing one new course is a total of 2 points, and completing two new courses is a total of 4 points. Specifics must be provided in the description box so that each significant activity is clearly described. Faculty are responsible for making and error-checking final tallies. Double-counts will only be considered for highly significant activities, such as teaching a new course (C/E 1 a.), creating a new course (C/E 1 b.), serving as chair on more than one screening committee (C/E 2 j.) or as chair on more than one tenure track committee (C/E 2 k.).

Whether or not an activity is highly significant is left to the discretion of the Dean, who will base the decision on whether or not the activity meets all of the following criteria:

- a) involves significant time
- b) is an expression of the employee's professional training (disciplinary-related)
- c) involves a critical contribution to colleagues, the department, the division, or the college

Deans will use these criteria as a guide until the college community, through the Faculty Senate committee process, reaches consensus on a double-counting policy for the new Annual Plan/Eval form.

Thank you,  
Marie Murgolo, Ph.D.  
Vice President of Academic Affairs

After careful consideration, and including the input and support of the Salary, Benefits, and Budget Committee, the Professional Standards Committee addresses the concerns of Vice President Murgolo with the following resolution which provides changes to the instructions on the annual plans of all academic faculty (counseling, instructional, and library). These changes are guided by the NFA Contract, Article 12 - Faculty Evaluation Process - section 1 (p 49).

1. The process begins with the faculty member completing their annual plan prior to the start of the academic year. **Faculty members are responsible for satisfying the satisfactory elements of the Faculty Evaluation Criteria. Only the faculty member selects the commendable and excellent elements of their annual plan from the Faculty Evaluation Criteria.** The faculty member will make his/her annual plan available to the Department Chair/Director and the Dean concerning the criteria selected within the annual plan. **There will be general agreement between the faculty member, the Department Chair/Director and Dean concerning the criteria selected within the annual plan.**

Further, the proposed changes are to provide clarity, with the understanding that there will be communication between faculty and the department chair/director; and that if financial incentives and/or increases are ultimately tied to the annual plan, additional guidelines may need to be revisited.

## Resolution

**To provide clarity to faculty and deans/chairs in terms of use of activities in annual planning, we resolve to update the directions in the annual plan "Commendable/Excellent Requirements" section to the following:**

*To receive Commendable or Excellent, the Faculty member will determine the number of times an activity will be used/performed, per the NFA contract Article 12, and will determine the "Performance Achieved" value for the Self-Evaluation. The following point distribution is recommended.*

To receive Commendable or Excellent you must fulfill all Satisfactory requirements and:

- **Commendable 1**
- 5 points from C/E1–C/E3; a minimum of 2 points **must** come from C/E1.
  
- **Commendable 2**
- 8 points from C/E1–C/E3; a minimum of 3 points **must** come from C/E1..
- **Excellent 1**
- 12 points from C/E1–C/E3; a minimum of 6 points **must** come from C/E1; **and include activities from both C/E2 and C/E3.**
- **Excellent 2**
- 18 points from C/E1–C/E3; a minimum of 8 points **must** come from C/E1; **and include activities from both C/E2 and C/E3.**