

## PLANNING COUNCIL MEETING MINUTES

## Monday, October 25, 2021

9:00 am Red Mountain 256 & Zoom Web Conference

**In Attendance**: Tina May, Dr. Ayodele Akinola, Dr. Tina Ruff, Ron Marston, Dr. Natalie Brown, Dr. Jeffrey Alexander, Amy Williams, Barb Evans, Karen Cannan, Kreg Mebust, Helen Scott, Dr. Melissa Deadmond, Dr. Dana Ryan, Kara Potter, Adine Storemoen, Elise Bunkowski, Gwendolyn Clancy, Thomas Dobbert, Nicole Scollard, Dr. Julie Ellswroth, Elena Bubnova, YeVonne Allen, Darian Richards, Dr. Karin Hilgersom, Anne Flesher, Hallie Madole, Valerie Kelley, Kofi Poku, Thomas Dobbert, Cynthia Pierrott

#### TMCC Bylaws, Policies and Procedures

Virginia Irintcheva, Faculty Senate Chair, presented the Academic Policy to the Council for first reading. Discussion was held on the need to clean up language. Revisions will be made and the policy will return for a second reading at the November 15 meeting.

Hallie Madole, Administrative Assistant 3 for the Tutoring & Learning Center and Health and Wellness Committee representative, presented the Tobacco Free policy to the Council for first reading. It was noted that the policy had previously been discussed by the Council in 2018. Discussion was held on ensuring we have a campus consensus. The Health & Wellness Committee will regroup and work with campus constituencies to get more of a buy-in and the policy will return for a second reading at a future meeting.

The draft versions of both policies may be viewed in their entirety within the full minutes to be posted to the Planning Council webpage.

#### Health Science Center Presentation

Dr. Julie Ellsworth, Dean of Life Sciences, Allied Health and Public Safety Division, gave a presentation to the Council on the the happenings at the Health Science Center. Dr. Ellsworth's presentation highlighted current programs, staff, enrollments and program activities. The presentation may be viewed in full within the full minutes to be posted to the Planning Council webpage.

#### Transportation Update

Dr. Ayodele Akinola, Interim Executive Director of Facilities Operations and Capital Planning, gave transportation updates including the end of the RTC Strike, sidewalk and shuttle programs. Dr. Akinola also provided a reminder that TMCC Faculty, Staff and Student receive RTC transportation at no cost with a TMCC ID. Additional updates will be provided as they become available at future Planning Council meetings.

#### Strategic Master Plan Dashboard

Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, shared the Strategic Master Plan Dashboard developed by Institutional Research with the Council. Dr. Deadmond highlighted enhancements including the addition of goal lines and making prior years and peer groups more visible. The Council discussed working on a plan to disseminate the information out to departments and including in the Spring 2022 welcome back to show how it relates and can be used on a regular basis. Additionally, it may be helpful hold a Town Hall dedicated to the dashboard as well.

#### **Planning Council Committee Updates**

- Academic and Student Services Committee
  - Dr. Alexander reported that the committee is working on projects to launch Spring 2022 including the faculty advising program and student seminars aimed at getting students back in good academic standing and back on track. Dr. Alexander also reported on a new Bachelor of Architecture program.
- Accreditation Committee
  - Dr. Deadmond reported that the NWCCU completed their preliminary review of the Year 6 report and determined that a representative does not need to be sent for the full review which seems to be a good sign in meeting standards. The accreditation committee last met Tuesday and focused on dividing up sections for the upcoming Year 7 report.

- Budget Committee
  - Elise Bunkowski, Interim Executive Director of Budget and Planning, reported that the committee met the prior week and they are looking at the RAP process and ways to bring it back. The committee will meet next in November.
- Diversity Committee
  - Adine Stormoen, Veterans Upward Bound Specialist, reported on the projects of their various subcommittees including Diversity Advocate workshops, the Faculty of Color Coalition's scholarship work, the Sustainability Champions continuing work on sustainable practices and collaboration with Café Verde, and Biggest Little Bee City.
- Enrollment Management Committee
  - No report at this time.
- Facilities Committee
  - Dr. Ayodele Akinola, provided updates on a variety of campus projects including Red Mountain 101 and 115 spaces, the Oddie District, the Sierra Building refresh and chemistry labs remodel.
- Health and Wellness Committee
  - Athletics Director, Dr. Tina Ruff, noted that the committee is still recruiting members. An informal meeting was held last week to work on ideas for Spring 2022 activities. The Fitness Center will shift to winter hours beginning November 1.
- Technology Committee
  - Thomas Dobbert, Chief Technology Officer, noted that the committee last met in September with the next meeting occurring tomorrow, October 26. Thomas also reported that the wifi implementation is almost complete in addition to working with Facilities on placing access points in the parking lots. Thomas demonstrated a swivel device that can be helpful for instructors who hold lectures via Zoom or other video conference services. The device holds an iPad and follows your movement around the classroom.

#### **Constituency Updates**

- Student Government Association
  - Darian Richards, President, reported that the SGA are working on a variety of Senator projects including a Mythbusters event and engaging with the 50<sup>th</sup> anniversary celebration. They are also working on recording videos to help student complete vaccination forms. Pasta with the President will be held November 4 in RDMT 256.
- Classified Council
  - Tina May, President, reported that the Council last met on October 21 where the PEBP premium holiday, fundraising, holiday events, the NSHE Classified award and Workday training were discussed.
- Faculty Senate
  - Dr. Virginia Irintcheva, Chair, reported that the Faculty Senate last met on October 8. They are currently looking at an Additional Compensation Policy and seeking input from TMCC community. The Senate approved a resolution for dual enrollment instructors. Work continues on Starfish review task force.

#### Next Meeting: November 15, 2021



## REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By		Date				
Legal Review	Initials					
□ Approved □ Denied □ Not Ap						
Purpose of this Review	Purpose of this Review					
□ Add a Policy □ Revise a Policy □ Delete a Policy □ Other:						
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.						
Provide the reason and justification for request.						
Describe the impact of this request (cost, legal ran	nifications, etc.)					
Planning Council Review First Reading	Second Reading	Third Reading				
Status	Voto	Dete				
Status	Vote	Date				
Policy Manual & Webpage Update						
Policy Number	Date Posted					
Departmental Procedure Page Update						
Yes No Not Applicable						

## **General Policy**

Truckee Meadows Community College prohibits the use of all tobacco products, alternative nicotine products, and vapor products in all owned, operated, leased, occupied, or controlled college buildings, and structures, grounds, walkways, sidewalks, streets, parking lots, and vehicles.

## Definition

A. "Alternative nicotine product" means any noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved or ingested by any other means. The term does not include any product regulated by the United States Food and Drug Administration pursuant to Subchapter V of the Federal Food, Drug and Cosmetic Act, 21 U.S.C.§§351 et seq. (NRS 202.2485(1)).

"Government building" means any building or office space owned, leased or occupied by any component of the Nevada System of Higher Education (NSHE) and used for any purpose related to NSHE. (NRS 202.2483(12)(e))

- B. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in designated outdoor areas only in this policy.
- C. "Vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of the shape and size thereof, that can be used to produce a vapor from nicotine in a solution or other form. "Vapor product" includes, without limitation, (1) an electronic cigarette, cigar, cigarillo or pipe or a similar product or device. "Vapor product" does not include any product regulated by the United States Food and Drug Administration pursuant to Subchapter V of the Federal Food, Drug, and Cosmetic Act, 21 U.S.C.§§351 et seq. (NRS 202.2475(5))

### Policy

Truckee Meadows Community College's mission and themes are best achieved in an environment that promotes a healthy lifestyle among students, faculty, and staff. TMCC is committed to providing a safe and healthy working and learning environment at its campuses. The use of tobacco products and the exposure to second-hand smoke are inconsistent with such a commitment. Accordingly, this tobacco-free policy prohibits the use of tobacco products, including alternative nicotine products and vapor products, on all college property. Pursuant to the Nevada Clean Indoor Air Act, NRS 202.2483, smoking tobacco in any form is prohibited within indoor places of employment, including government buildings. The Act also provides that, in areas where smoking is not prohibited by law, nothing in state law prohibits the owners of such areas from voluntarily creating nonsmoking sections or designating the entire establishment as smoke free. Truckee Meadows Community College's policy prohibits the smoking of tobacco and the use of alternative nicotine products and vapor products on all college property owned, leased, or occupied.

The posting of signs prohibiting smoking constitutes an order to students, faculty, staff, and visitors not to use tobacco products. Signs will provide direction to the public and visitors to comply with the policy.

### Enforcement

Repeated violations could constitute insubordination, which conduct would provide the basis imposition of a disciplinary sanction against student, faculty, and staff pursuant to the rules governing their attendance or employment at TMCC.



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Departmental Procedure Page Update						
Yes No Not Applicable						



### TMCC Policy Manual 7000-7999: Institutional Policies

Approved by the Faculty Senate September 3, 2021

Proposed 7XXX: Academic Dishonesty

It is the policy of Truckee Meadows Community College that a student may receive academic and disciplinary sanctions for an intentional act of lying, cheating, plagiarizing, or other attempts of obtaining or earning grades under false pretenses.

This stance is consistent with the College's efforts to maintain ethical practices and integrity. This is also supported by the disciplinary procedures for all NSHE students as fully outlined in Board of Regents Handbook, Title 2, Chapter 10.

Responsible Office(s): TMCC Faculty Senate (Policy Development and Revisions) and Student Conduct Officer (Enforcement)

Procedure: Regulations and Procedures may be found on the Faculty Senate website and in the course catalog.

https://www.tmcc.edu/faculty-senate/regulations-academic-dishonesty



## **Supplemental Materials:**

## **Regulations for Academic Dishonesty**

Approved by the Faculty Senate September 4, 2020

## **Academic Dishonesty**

A student may receive academic and disciplinary sanctions for an intentional act of lying, cheating, plagiarizing, or other attempts of obtaining or earning grades under false pretenses.

### Academic Negligence

Academic negligence allows for faculty to assess situations of academic dishonesty with questions of intent. For students who commit minor violations of the academic dishonesty policy, there is punitive flexibility. These lapses in ethical behavior might be the result of inexperience, misunderstanding the principles of academic integrity, inadequate pre-college preparation, cultural differences, etc. Faculty are responsible for evaluating these situations to ensure there was no malicious intent, and the violations should be limited in extent. A student should not receive more than one notice of academic negligence. Multiple reports may lead to a charge of academic dishonesty.

## Definitions

**Plagiarism:** defined as: (1) the appropriation of another person's ideas, processes, results, or words without giving appropriate credit; (2) the submission of ideas, processes, results or words not developed by the student specifically for the coursework at hand without the appropriate credit being given; or (3) assisting in the act of plagiarism by allowing one's work to be used as described above.

**Collusion:** an agreement by two or more people to commit an act of academic dishonesty. TMCC will sanction students who cheat or plagiarize and those who assist in such actions. A student who assists another in the act of cheating or plagiarism is subject to disciplinary action for violation of academic integrity.

**Sabotage:** the disruption or destruction of another person's work to prevent said person from completing an academic activity successfully. This could include, for example, destroying another person's written work, artwork, experiment, or design. Failure to contribute to a required team project can also be considered academic sabotage.

Cheating: For purposes of this policy, cheating is defined as:

- 1. Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:
  - A. Sharing information about an exam with a student who has not taken that exam;
  - B. Obtaining information about the contents of a test the student has not taken;
  - C. Unauthorized use of technology;



- D. Text messaging or other forms of communication during an exam;
- 2. Having others complete coursework, write papers, or take tests/quizzes for you, thus representing another's work as your own;
- 3. Fabricating or altering data to deliberately mislead. For example, changing data to get better experiment results;
- 4. Unauthorized collaboration on an assignment;
- 5. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor;
- 6. Unauthorized use of translation software and/or assistance from native speakers or advanced-level students in foreign language classes and presenting work as your own;
- 7. Falsely citing a source or attributing work to a source from which the referenced material was not obtained;
- 8. Taking an examination for another student;
- 9. Unauthorized or inappropriate file sharing and use of Internet and computer resources;
- 10. Sharing your TMCC username/password with others, allowing them to log into TMCC systems as you, or logging in under another person's username;
- 11. Altering or changing test answers after submitted for grading;
- 12. Altering or changing grades after grades have been awarded;
- 13. Altering or changing other academic records once these are official;
- 14. And/or facilitating or permitting any of the above-listed items.

For purposes of this definition of cheating, the term "unauthorized" is defined as not obtaining direct or explicit approval of the course instructor.

#### Sanctions for Violation of Academic Standards

- 1. A student charged with academic dishonesty may not withdraw from the course in question to avoid the charge or sanction. A student who does so will be reinstated in the class.
- 2. A student found responsible for violating the academic dishonesty policy may not utilize the "grade replacement or grade appeals policies" for that course.
- 3. Sanctions for violations of TMCC academic standards for class misconduct may include academic and/or disciplinary sanctions. Academic sanctions for class misconduct may include temporary removal from the class by the faculty member or being dropped from the class. Dropping a student from a class must be approved by the dean. The student shall not receive a refund for course fees or tuition.



- 4. Sanctions for violations of TMCC academic standards for academic dishonesty may include academic and/or disciplinary sanctions. Academic sanctions for students may include: filing a final grade of "F", reducing the student's final course grade one or two full grade points; giving a reduced grade or zero on the coursework; or requiring the student to retake or resubmit the coursework. The academic sanction is to be determined by the extent of the dishonesty, based on the detailed criteria for academic dishonesty.
- 5. A student may also be subject to disciplinary action for violating TMCC academic standards depending upon the provisions of the TMCC Student Code of Conduct. Disciplinary sanctions may include the following: warning, reprimand, restitution, probation, suspension, expulsion, or revocation of degree. Students who violate this policy by helping others to cheat in a course in which they are themselves not currently enrolled are subject to disciplinary sanctions.

### **Disciplinary Procedures**

Disciplinary procedures for all NSHE students are fully outlined in Board of Regents Handbook, Title 2, Chapter 10.

### Levels of Academic Dishonesty

#### Academic Dishonesty Level 1

- 1. **Violations:** Instances where the student's actions constituted academic dishonesty to a modest degree.
- 2. **Examples:** Level 1 violations may include, but are not limited to:
  - A. Improper documentation of quoted text.
  - B. Unauthorized collaboration on an assignment.
- 3. **Sanctions:** Either of the following sanctions shall be applied for a Level 1 Charge:
  - A. Retake the exam or resubmit the assignment.
  - B. Reduced grade or zero on the assignment.

### Academic Dishonesty Level 2

- 1. **Violations:** Instances where the student's actions constituted substantial academic dishonesty.
- 2. **Examples:** Level 2 violations may include, but are not limited to:
  - A. Multiple instances of failure to document quoted text.
  - B. Inappropriate paraphrasing of others' written work.
  - C. Falsely signing another student in as present in class.



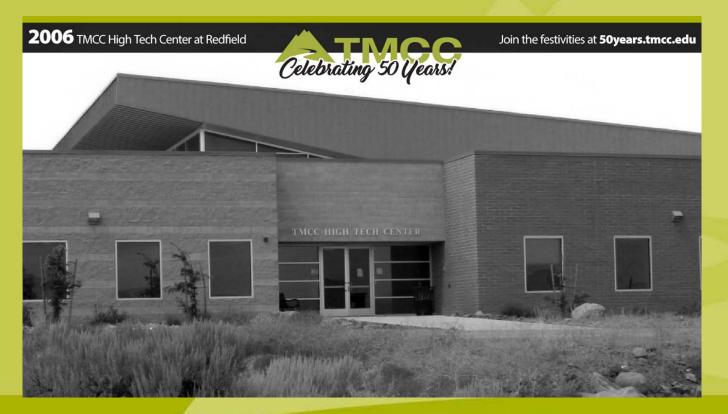
- D. Submitting the same assignment for two different courses without instructor permission.
- E. Copying another student's answers or coursework.
- 3. **Sanctions:** The sanction for a Level 2 charge is a Level 1 sanction and the following:
  - A. Reducing the student's final course grade by one or more letter grades.

### Academic Dishonesty Level 3

- 1. **Violations:** Instances where the student's actions constitute severe and egregious acts of academic dishonesty.
- 2. **Examples:** Level 3 violations may include, but are not limited to:
  - A. Presenting work written predominantly by another as one's own.
  - B. Obtaining or distributing an exam without the instructor's permission.
  - C. Submitting coursework completed by another person, or completing coursework for another person.
  - D. Copying answers, using cheat sheets, notes, books, or any type of unauthorized information during exams when expressly prohibited by instructor.
  - E. Falsification or fabrication of data.
- 3. **Sanctions:** The following sanction shall be applied for a Level 3 Charge:
  - A. Reducing the student's final course grade to an F in the course.

# What's happening at the William N. Pennington Health Science Center Julie Ellsworth

## Dean of Life Sciences, Allied Health & Public Safety





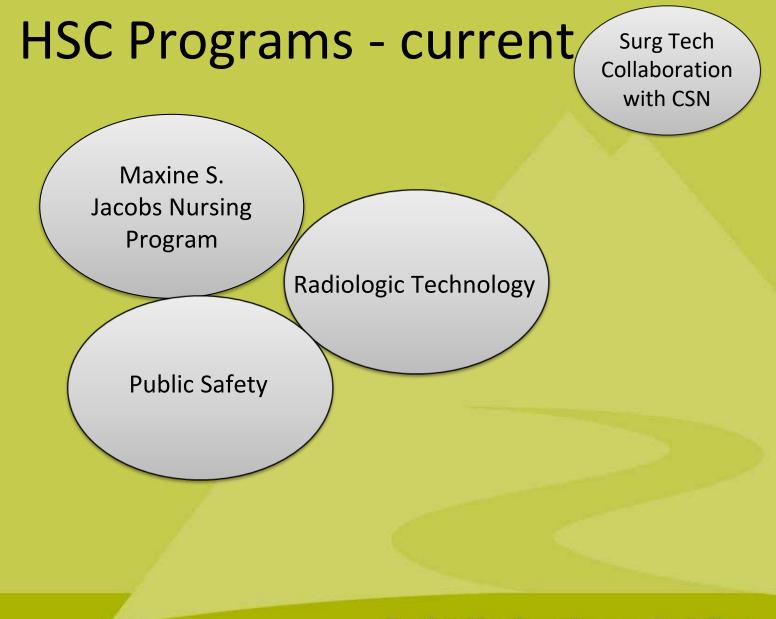


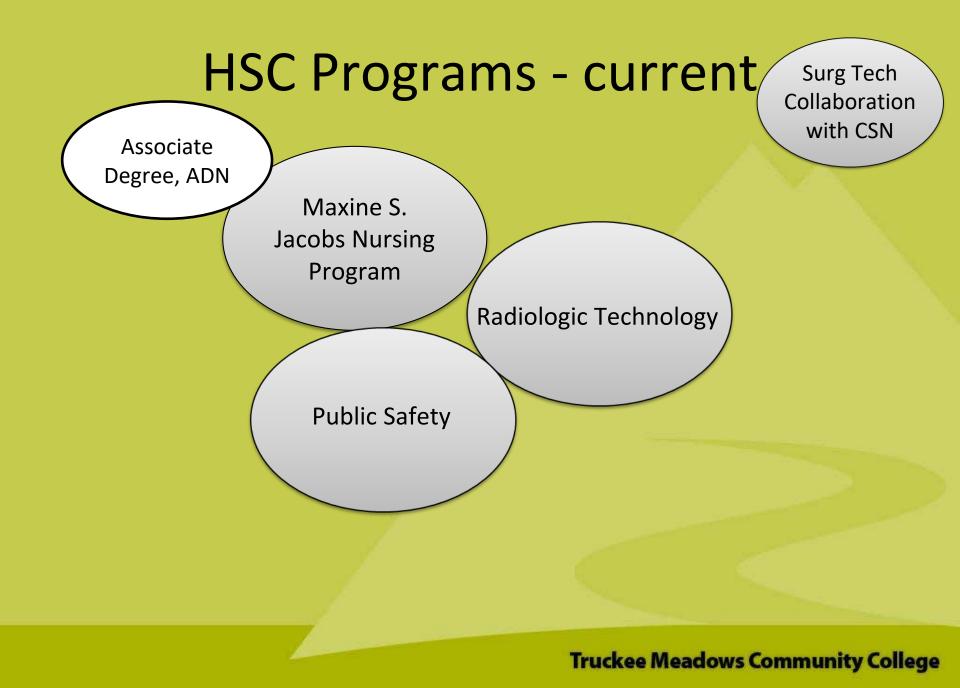


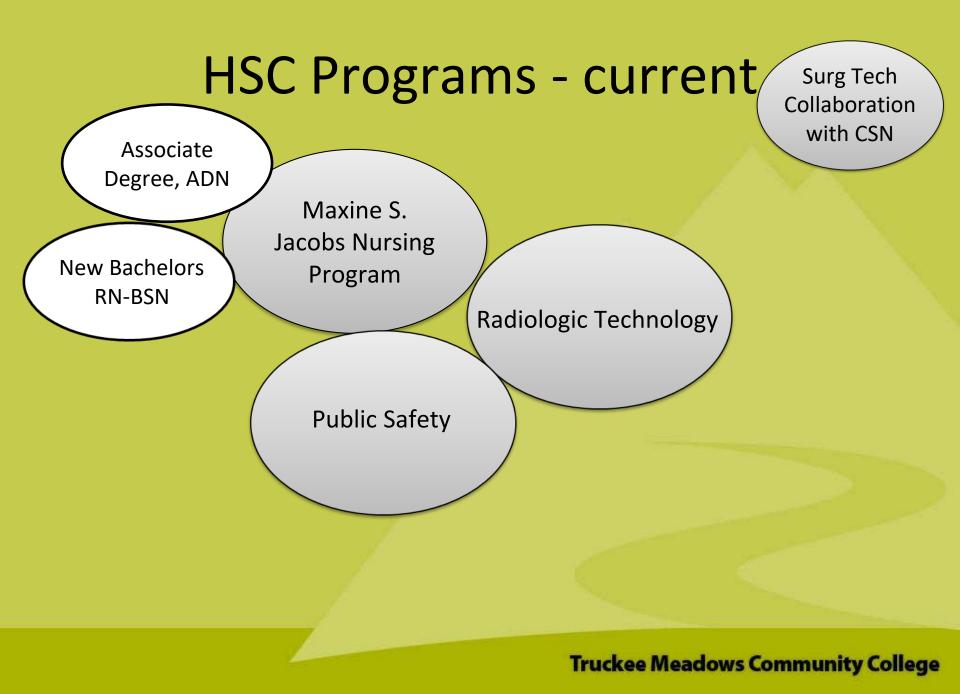


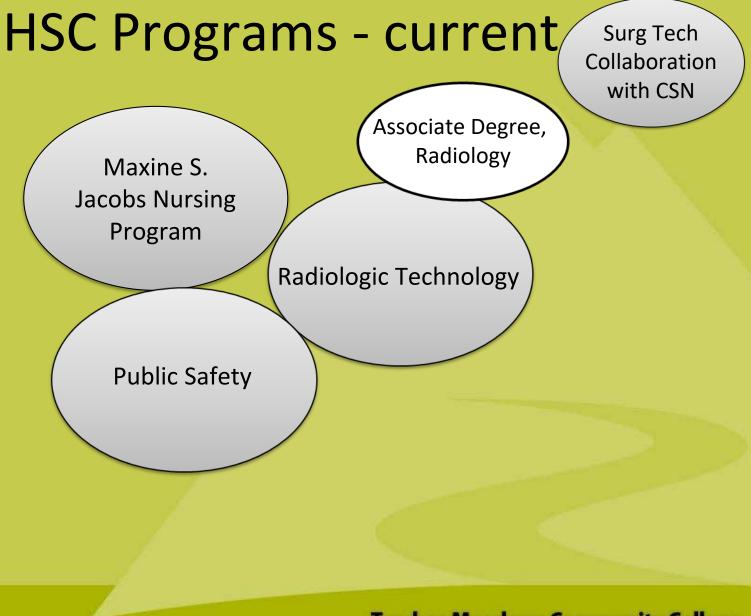
# **HSC Programs - current**

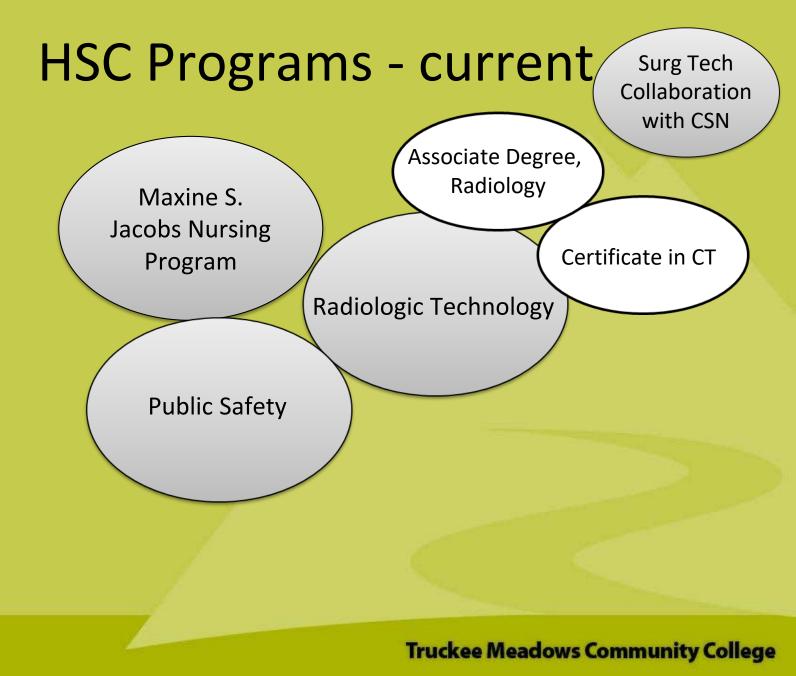


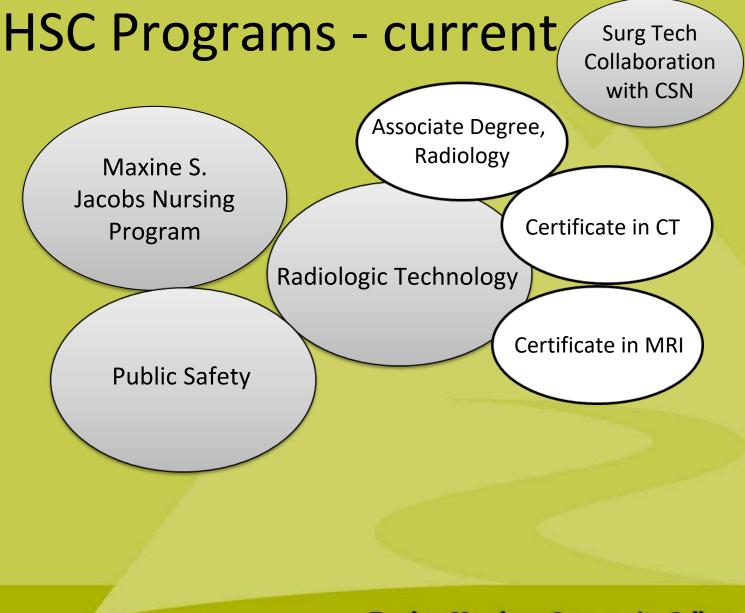






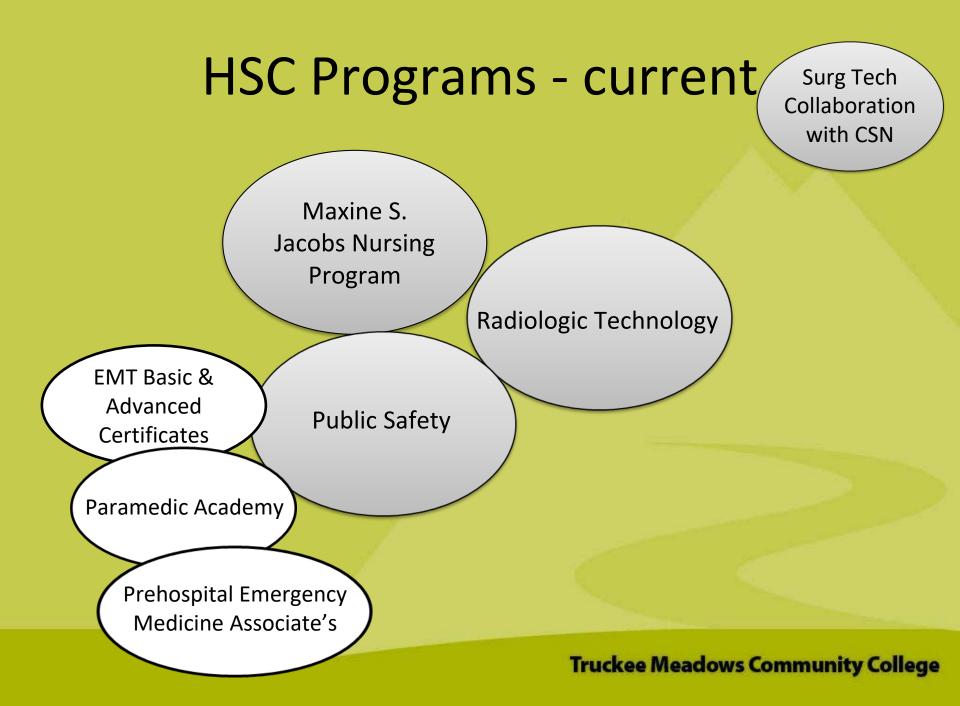


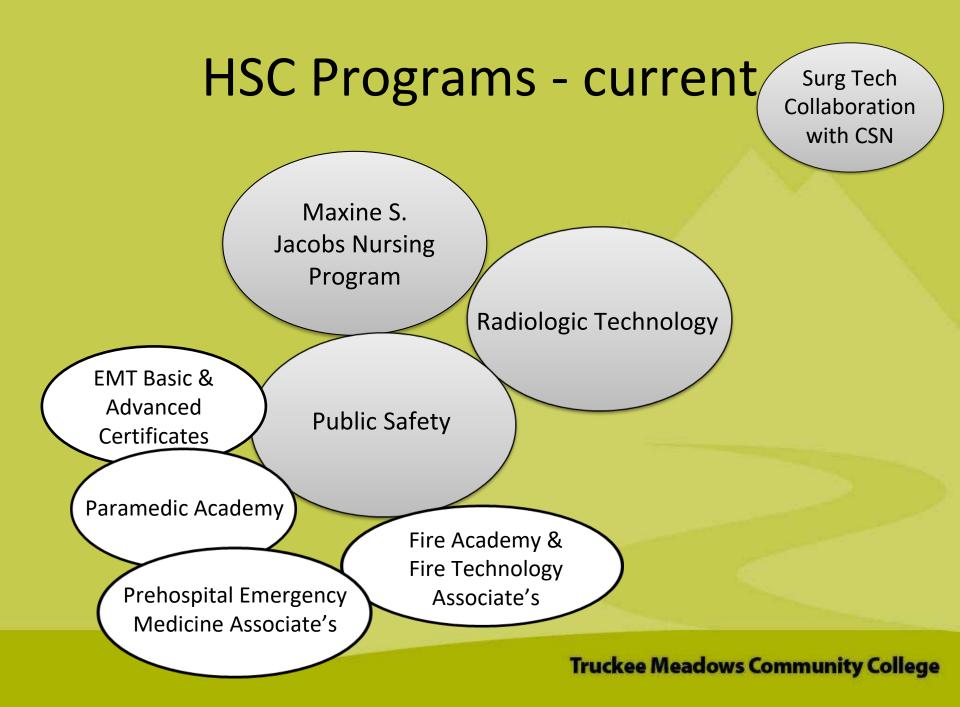


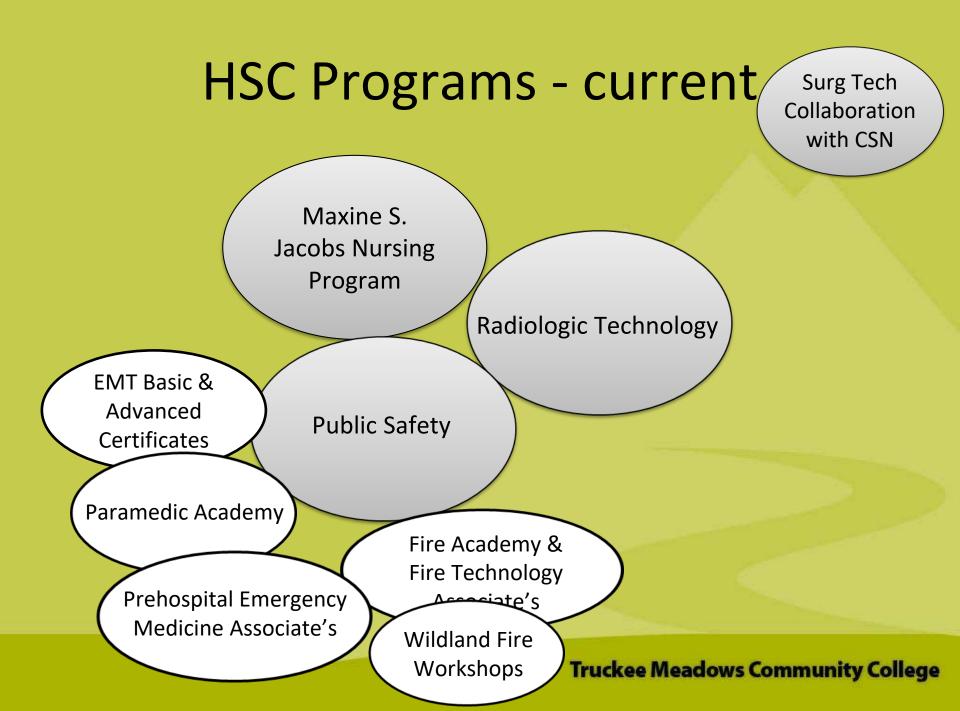


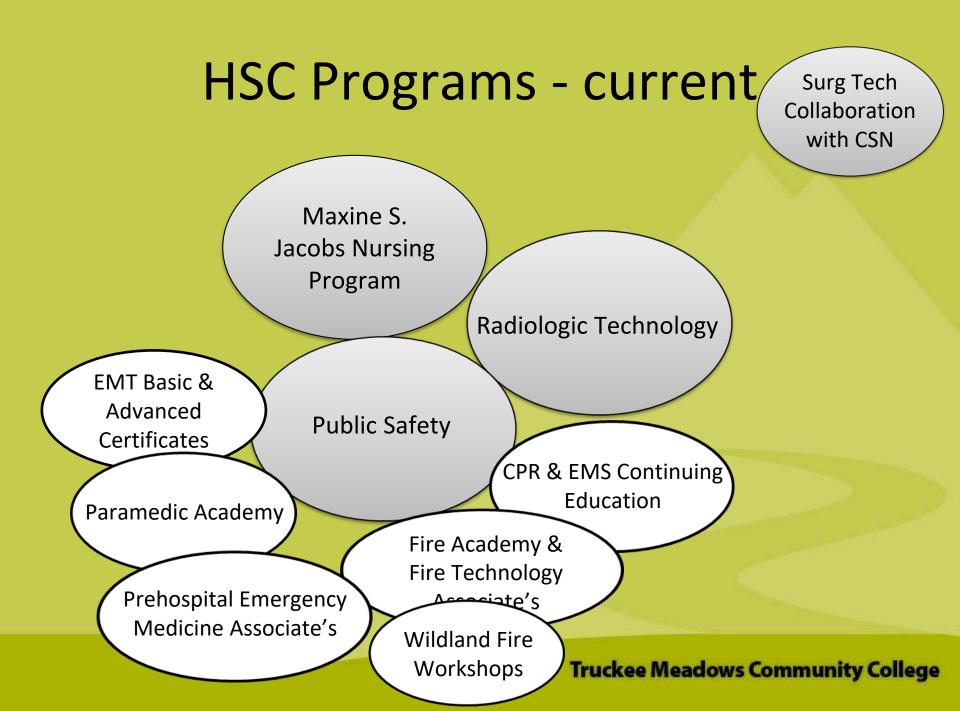


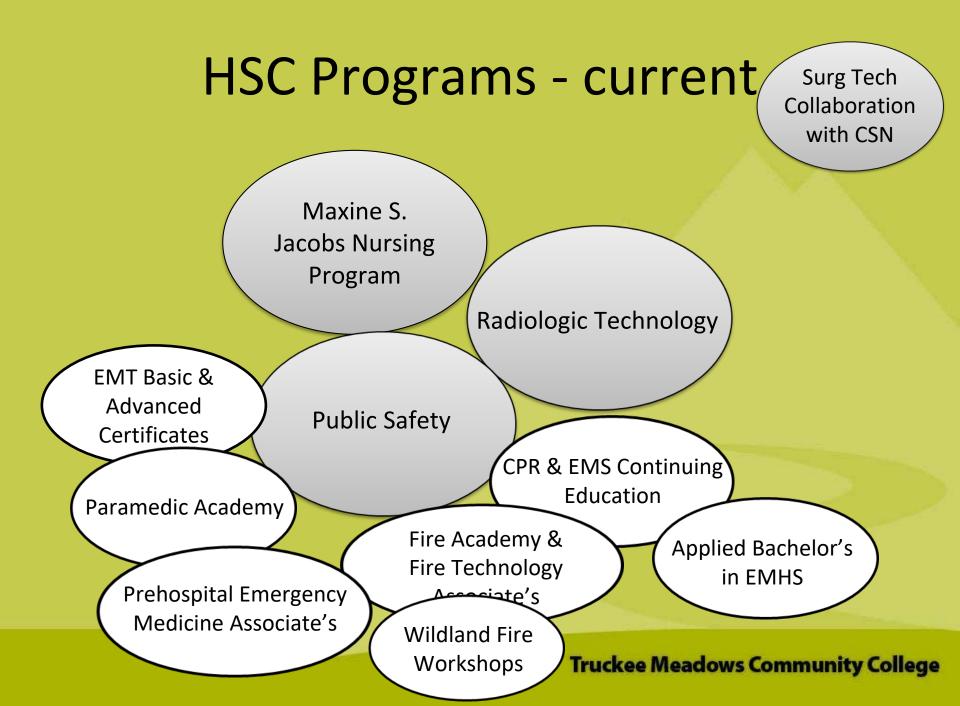














# **HSC Directors**



## Jody Covert, DNP, MSN, RN

Director | Nursing

- 775-850-4042
- 🖂 jcovert@tmcc.edu
- O HSC 157



## **Rori Wilkis**

Director | Radiologic Technology

- 775-850-4014
- rwilkis@tmcc.edu
- O HSC 101F

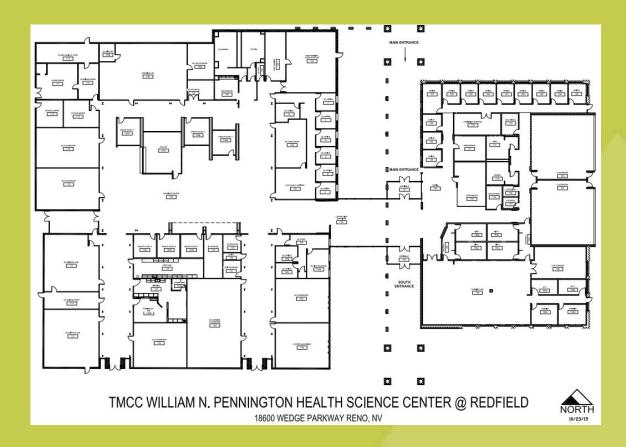


## Michael Schulz Director of Public Safety

# **HSC Staff**

- Amber Ka'ai'ai Nursing
- Manuela Dobbert HSC Building & Radiology & Surgical Tech
- Laura Meacham Public Safety
- Nicole Tuxon Public Safety

# HSC is a single, one-story building



Nursing Offices 2 Nursing Labs 2 Nursing Lecture Rooms

Rad Tech Offices 1 Rad Tech Lab 1 Rad Tech Lecture Room

Public Safety Offices 1 Public Safety Lab 2 Public Safety Lecture Rooms

Biology Wet Lab Old Vet Tech Lab – Surg Tech.

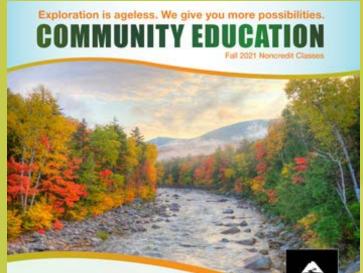
2 computer rooms1 other lecture space2 small conference rooms6 study rooms for studentsDRC space/small library

# HSC Enrollments – Fall 2021\*

Program	# of course sections	# of course enrollments	Student FTE
Nursing Program	16	357	103
Radiology	14	263	30
EMS/Paramedic	27	297	85
Fire – credit only	8	167	42
EMHS Bachelor's	12	143	29
HSC total – courses for credit	77	1,227	289

Allied Health FTE is up 1% compared to last fall, and Public Safety is up 11% \*as of 10/08/2021

Semester	# of workshop sections	# of course enrollments
Spring 2020	24	197
Spring 2021	41	660



## Flow into fall.

TMCC

Let's rediscover our rhythm and create a new, more rewarding normal. Enhance your career skills or explore a personal interest. EPIC has hundreds of classes (and dozens of new topics) to pique your interest. You'll find the same great classes and instructors you've always expected from us. For credit classes, see schedule.tmcc.edu.

- \* Yay! The Royal Father-Daughter Ball is back, page 23
- Enter the in-demand IT field, page 5
- . Get that wok out with Chinese Stir Fry, page 10
- Explore Virginia City as It Really Was, page 20
- Drive strategic opportunities with Business Development, page 5

775-829-9010 EPIC.tmcc.edu

taostook.com/TMCCCommunityEd

Huge growth in Wildland Fire non-credit workshops

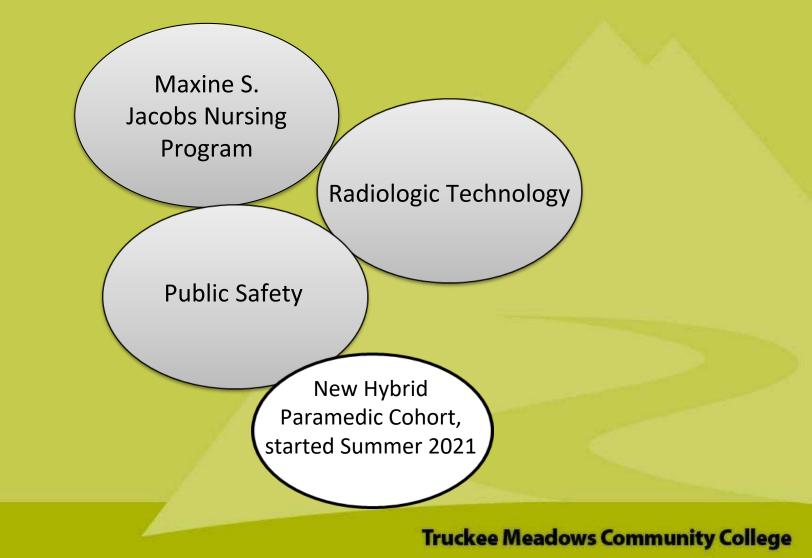
**Truckee Meadows Community College** 

TMCC EPIC (Educational Programs Inspiring the Community)

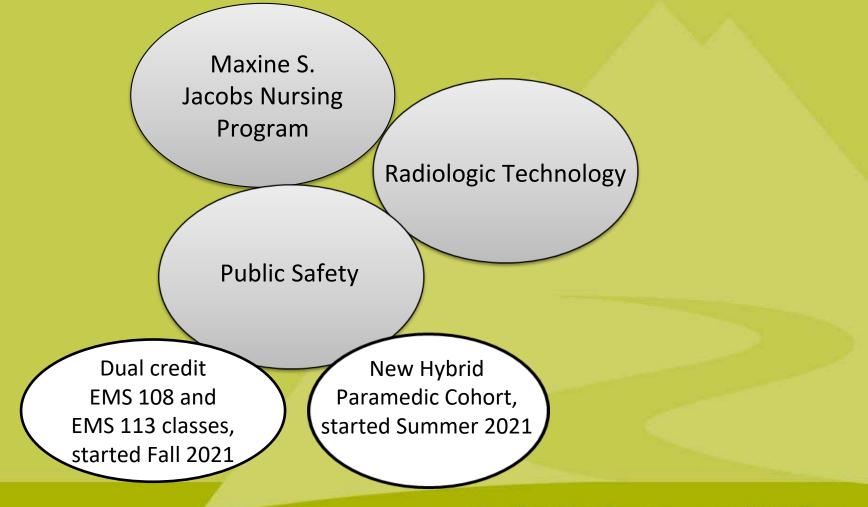
# **HSC Programs Activities**



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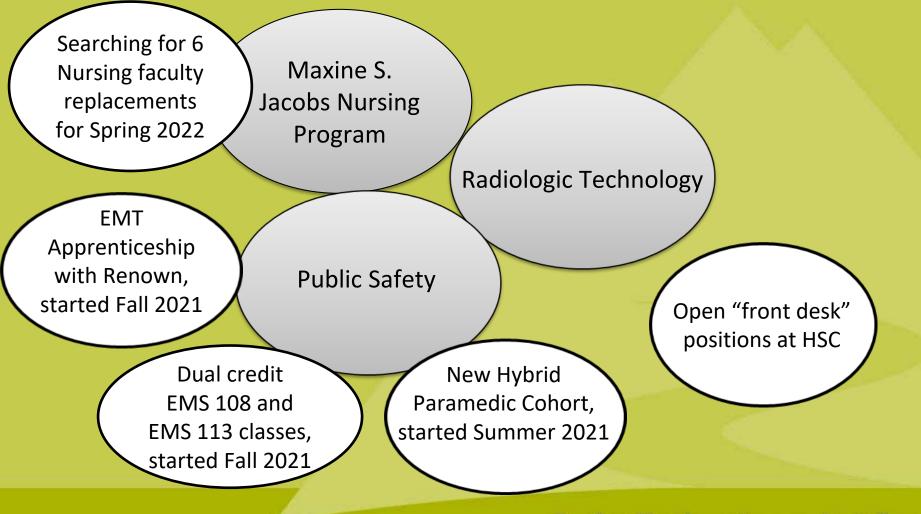




# **HSC Programs Activities**



# **HSC Programs Activities**



# Please help spread the word about these jobs to family, friends & students!!

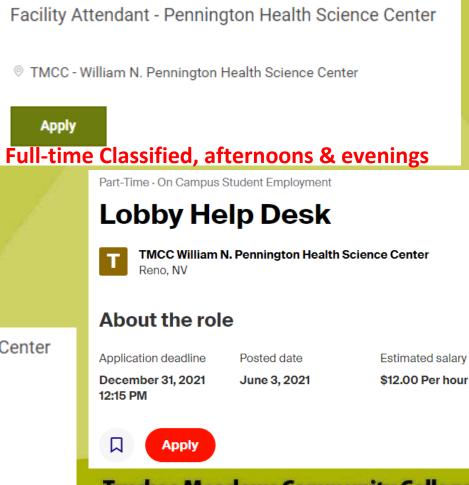


TMCC Nursing Instructor Full-Time, Tenured-Track Faculty Position

Part-Time Site Coordinator at TMCC Health Science Center

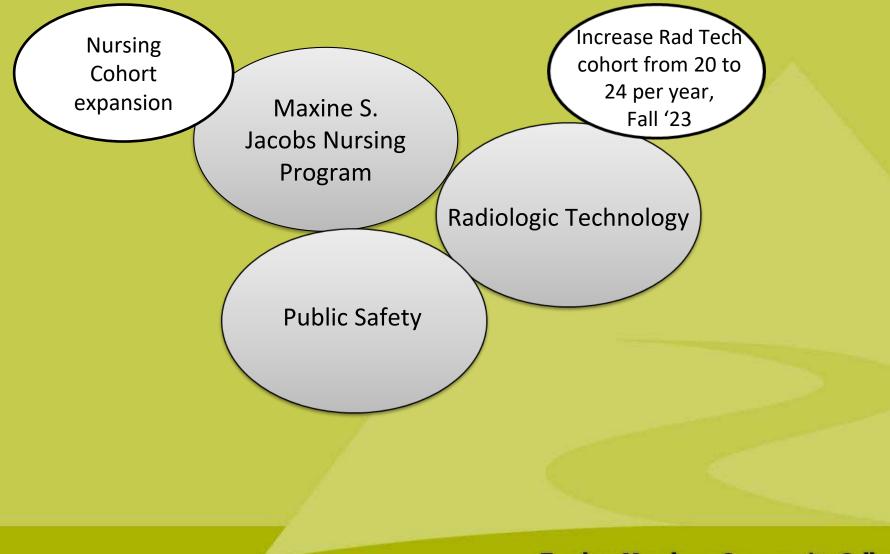
TMCC - William N. Pennington Health Science Center

Apply













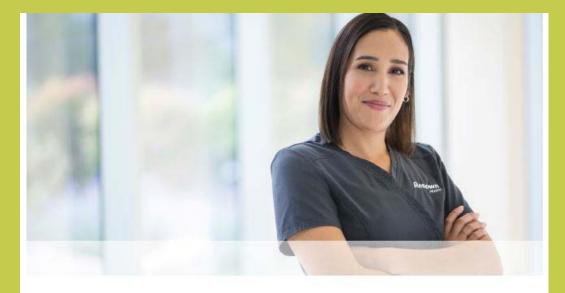












#### Plan Your Future at Renown Health

#### Apply to Become a Certified Nurse Assistant Apprentice

For those thinking about a career in healthcare, let us help you plan your career at Renown! Renown has partnered with Truckee Meadows Community College to fund a two-month program allowing students to go to school and work as a Certified Nurse Assistant (CNA) Apprentice while being paid. Students shadow and complete their clinical hours in a hospital setting, receiving both the education and hands-on experience to be a successful clinician. Upon completion of the program, participants are eligible to obtain their CNA license and transfer directly into a CNA position at Renown Health.

To apply now, visit careers.renown.org and search using keywords "Nursing Assistant Trainee" or visit the link below:

careers.renown.org/job/12457814/nursing-assistant-trainee-reno-nv

Upcoming deadlines for Spring 2022 class: Applications close: Sunday, December 5, 2021 Interviews: December 6 - 22, 2021 Cohort 1 starts: January 10, 2022 Cohort 2 starts: March 21, 2022

For more information, call 775-982-5298 or email Jenna.Martineau@renown.org.

#### **PLEASE SHARE!!!!**

TMCC Apprenticeship Program in CNA with Renown

Now open to those not yet employed by Renown

Hired for 8 weeks, for 36 hours per week, at \$15/hour

Cohorts planned for January and March 2022

Paid time includes classroom and clinical hours to become a CNA...and if student obtains the license they are guaranteed a job at Renown.

renown.org

Renown<sup>®</sup>