



MINUTES

Faculty Senate Regular Meeting
Tuesday, May 13, 2014, 1:00 pm
LRC Lecture Hall

I. Call Meeting To Order & Establishment of Quorum

Roll Call: Erin Lopez, Leslie Jae Dennis, Betsy Sanchez, Nichole Collins, Sherry Goodyear, Jackie Romero Arguello, Jeanette-Mercedes Nolan, Harry Anderson, Maxine Hughes, Erin Gilland, Clarice Bonney, Joseph Montoya, Anthony Baca, Chuck Peterson, Cindy Armijo, Eugene Sandoval, Adrienne O'Brien

II. Approval of Agenda

Agenda approved by unanimous vote

III. Approval of Minutes from 4/7/14 Meeting

Minutes approved by unanimous vote

IV. Informational/Discussion Items:

- A. *Student Financial Aid "No Show" Paperwork-Amanda Ortiz*: short presentation and explanation by Amanda Ortiz of the Financial Aid Department that laid out new paperwork to be filled out by faculty. This will be sent to departments at the end of the second week of classes. Faculty will check off any student who has not attended the first weeks of class to prevent them from collecting financial aid for the course.
- B. *LCC Board of Trustees update*. O'Brien detailed matters covered at the April 29th Board Meeting including a fiscal update and legislative appropriations to the college for AY 2014-15.
- C. Progress of Resolution regarding Student Caps: no progress.
- D. Presentation of Elected Senate Representatives for AY 14-15:
Chair: Cindy Armijo
Vice Chair: Leslie Jae Dennis
Secretary: To be elected in the Fall meeting 2014
Humanities Senator: Jeanette Nolan
Associate Faculty Senator: Twila Quintana
Allied Health Senator: Erin Gilland
Business/STEM Senator: Betsy Sanchez
Trades Senator: Gene Sandoval
Satellite Senator: Patricia Kuhlman (self-nominated *ex post facto* on 5/14/14)

V. Action Items

- A. Amendments to Senate By-Laws: Following the discussion from the April meeting, attendees were shown the draft of the by-laws and added amendments. This draft was adopted by unanimous vote FOR.
- B. Faculty Self-Evaluation Form for Spring 2015: Measure passed by administration to add service to the faculty evaluation. This will begin at the end of the 2014-2015 school year. Attendees were given a draft of what the form will look like. Adoption was tabled pending another draft that would include specific revisions recommended by the Senate body. A revised draft will be presented at next Senate meeting in August 2014.

VI. Other/New Business/Follow up

- A. Year-End Summary of Senate Accomplishments. O'Brien enumerated the Senate's efforts in 12 of the 16 areas in which the Senate is charged with acting in an advisory role to Luna's administration. These areas are listed the [Senate Bylaws](#) under *Article II – Purpose of the Senate*.
1. Formulation of institutional long range plans, goals and strategies; through participation on the Leadership Advisory Team;
 2. Outcomes assessment; through 6 training sessions offered to faculty to complete SLOA reports
 3. Organization of the college to execute its instructional mission; through participation in the Institutional Re-organization Committee;
 4. Development and use of instructional technology; through Sherry Goodyear's work with Larry Paiz to develop orientation modules for distance learning faculty;
 5. Academic standards and policies; through working to establish class enrollment caps;
 6. Faculty evaluation policies; through re-design of evaluation forms
 7. Faculty duties policies; through adoption of the [faculty service policy](#)
 8. Faculty Professional Development; through workshops offered during in-service week at the beginning and end of each semester;
 9. Regulations that directly and indirectly impact faculty and areas of instruction; through recommendations regarding class enrollment caps;
 10. Student advisement and retention activities; through monthly activities for students during the 2013-2014 AY;
 11. Faculty Handbook update and revision; through revision of Standard Operating Guidelines, and
 12. All other issues falling within the purview of the instructional umbrella; through regular communication among instructors and among Senate, Administration and Board of Trustees.
- B. Initiatives for 2014-2015. As the incoming Chair for the Faculty Senate, Armijo spoke about her desire to work on community-building within the Luna faculty as an area of primary focus during her tenure.

VII. Adjournment

Meeting adjourned at 2:35 pm.