

# Minutes

LCC Faculty Senate (LCCFS) Regular Meeting  
Friday, October 14, 2016, 3:30 PM  
Tech 102 (STEM Auditorium in Administration Building)

## I. Call of Meeting to Order and Establishment of Quorum

A. Roll Call- In attendance were Erin Gilland (Chair), Jessica McGee (Vice Chair), Susan Grohman (Secretary and Allied Health Senator), Sequoia Romero (STEM Senator), Sierra Fernandez (AHS Faculty, Adjunct Senator), Matt Griego (Life Safety Manager), Linda Salazar (Senator, LRC), Leon Bustos (Adjunct Faculty), Eugene Sandoval (for Joe Montoya- Trades/Auto Senator), Kenneth Bachicha (ABE/Humanities Senator), Aurora Sisneros ( Santa Rosa satellite via ITV), Dr. Sharon Lalla (VP of Instruction)

B. Establishment of Quorum – established at 3:47 pm

## II. Approval of Agenda

a. Motion to approve agenda by Kenneth Bachicha, second by Gene Sandoval. All ayes, no nays, motion carried.

## III. Approval of Minutes from September 2016 Meeting

a. Motion to approve minutes - Sequoia Romero moved to approve, second by Leon Bustos. All ayes, no nays, motion carried.

## IV. Informational/Discussion Items:

A. Meeting Dates for Semester: 2<sup>nd</sup> Fridays at 3:30pm, could change to 2<sup>nd</sup> Wednesdays at 8am

a. As of today- meetings will remain on 2<sup>nd</sup> Friday of month at 3:30 pm.

B. Progress toward Collective Bargaining through NEA – Erin Gilland, Chair

a. Officers and senators need to get cards signed

C. Retention, Persistence, and Completion Initiative – Role of Faculty

a. Retention- keep students in class- Persistence- continuing next semester- Completion- obtainment of certificates or degree.

b. Plans emailed from Dr. Lalla - discuss in department meetings.

c. Ideas?

i. Customer service- 3 people were just assisted by Sequoia before the meeting, didn't know where to go.

ii. Lack of signage across campus

1. Dr. Lalla reported that is in progress- digital signage

iii. All faculty need to be part of advisement-assessment-retention persistence completion.

iv. Communication on changes- faculty listserv now active- check email. Student listserv also active.

v. Tutors- review study skills

vi. Send students to Cindy Branch for assistance

vii. 8 week college success course- HD110- 13 enrolled

D. Phi Theta Kappa Board Game Night (tentative date: 10/19 or 10/20) – Cindy Armijo

a. Continue watching for email with new date

E. Professional Development Committee Progress, Estab. Of Structure, Next Steps

a. Chair is advisory member.

b. Chair solicited volunteers

c. Goal – work to improve disbursement of PDP funds. Policies/procedures- see bylaws

- d. LCC- all determined by President.
  - e. New faculty- online- 2 week training – NM Consortium – Quality Matters.
  - f. SLOA- available of faculty is minimal, incorporate what leadership requires.
  - g. Faculty improvement- training improves teaching. Need money to support this.
  - h. Cannot cancel class for workshop. For example active shooter was mandatory and on Friday or online.
  - i. Compliance training mandatory
  - j. Change bylaws to include adjunct faculty for committees.
  - k. Encourage adjunct to be active in decision making. Need to feel part of institution
  - l. Directors- need to be more vocal about adjuncts.
  - m. Faculty at universities- smaller teaching workload to allow time for admin. responsibilities
- F. Elections Committee Progress, Estab. Of Structure, Next Steps
- a. Cindy Armijo knows what needs to be done, no urgent needs as of now
- G. Need for protocol, training for response to injuries on campus and students suffering abuse
- a. For now
    - i. Refer to student services. Call security- Matt gave attendees his number.
  - b. Abuse- handout given
  - c. Injuries- should be First aid certified. Nursing cannot treat.
    - i. First Aid/CPR during in-service week
    - ii. Fire Extinguishers A-B-C training
- H. Report on Board of Trustees Special Meeting 9/13/16 – Erin Gilland
- a. Wanted faculty directory
  - b. NEA
  - c. Support for new instructors
  - d. FS bylaws- attend BOT meeting and report back to FS.
- I. Report on communication with VP of Instruction Dr. Sharon Lalla – Erin Gilland
- a. Faculty email list
  - b. Faculty listserv
  - c. Green light from Dr. Lalla to have Curriculum Committee under FS.
- J. Proposed Addition of Curriculum Committee to LCCFS Standing Committees – Sequoia Romero, Current Curriculum Committee Chair and STEM Senator
- a. Curriculum Committee Responsibilities
    - i. See bylaws
    - ii. Most fall on FT faculty but adjunct want to be included.
    - iii. Quorum is problem.
    - iv. In past- President told those who needed to attend and no one showed up. Bylaws state each department chooses an attendee.
  - b. Process for incorporation into LCCFS- given green light
    - i. Goal is transparency
    - ii. Directors worried they won't have input.
    - iii. Sequoia wants to make sure that change is widely approved and buy-in assured before implementation. Will take time.
- K. Need for Faculty-Driven Assessment Committee – via LCCFS or separate?
- a. HLC report- assessment plan
    - i. Deficiencies- Professional development and Program-level Assessment
  - b. Course assessment- SLOA- was successful at LCC and stopped abruptly.

- i. HLC loved SLOA- done at program Capstone level
- c. Program assessment- workforce- field trips
  - i. Assessment needs to be done at program level – Capstone maybe?
  - ii. Capstone based on report/work – portfolio development
  - iii. Critical thinking/ reading /writing skills
- d. Articulation- align course across state with learning outcomes similar
  - i. NMNEC- nursing
  - ii. English- writing across the curriculum
- e. Talk with Professional Development Committee to reinstate SLOA
- f. Meet with Dr. Lalla to brainstorm and develop plan, Discuss within departments.
  - i. Format a capstone project- not in this meeting- maybe in one course across campus. Discuss in email.

**V. Action Items**

- A. Vote on Changing Meeting Dates to Wednesdays 8am- **tabled**
- B. Vote on Amending Bylaws to add Curriculum Committee to Standing Committees **tabled**

**VI. New or Follow-up Items for Next Meeting's Agenda**

- a. Tabled items

**VII. Adjournment**

- a. Next Meeting- 2<sup>nd</sup> Friday in November – Nov 11- 3:30 pm.
- b. Motion to adjourn by Kenneth Bachicha, second by Leon Bustos. Meeting adjourned at 5:36 pm.