



Faculty Senate Regular Meeting Minutes
Thursday, October 2, 2014, 4:03 pm (1:37:42)
GEN, Room 108 (Humanities Building)

- I. Call Meeting To Order & Establishment of Quorum. Present: Adrienne O'Brien, Carolyn Chavez, Lawrence Martinez, Leslie Jae Dennis, Deborah Worthy, Connie Reichert (for Erin Gilland), Andrellita Chavez, Joseph J. Montoya, Eugene M. Sandoval, Cindy Armijo, Jeanette-Mercedes Nolan, Nichole Collins (for Betsy Sanchez), Twila Quintana and Tina Gallegos (for Patricia Kuhlman) via ITV.
- II. Approval of Agenda.
Motioned for approval by Leslie Jae Dennis, seconded by Jeanette-Mercedes Nolan. Vote: unanimous.
- III. Approval of Minutes from 9/4/14 Meeting:
Motioned for approval by Leslie Jae Dennis, seconded by Jeanette-Mercedes Nolan. Vote: unanimous.
- IV. Informational/Discussion Items:
 - A. Faculty Handbook Update—Carolyn Chavez.
Current Handbook is from 2006 with the following changes: updated cover, layout, and inclusion of policies adopted by LCC Board of Trustees since 2006. There is still a need to update the document in its entirety. Faculty agreed that the document should be in a format that can easily incorporate future amendments/modifications. The goal is to create a new document that will be more "user friendly," applicable, updated, and easier to understand.
 - B. Curriculum Committee Update – Vidal Martinez.
Dr. Martinez was unable to make this meeting. Will be invited back for November Meeting. Cindy Armijo had met with Dr. Martinez previously and related his wish to: develop and/or re-establish the existing Curriculum Committee. Faculty agreed that this Committee should be comprised largely by faculty from each department because faculty use their curricula daily. The Senate seeks further information on how the committee membership will be structured, the Committee's official purpose and authority over matters of curriculum and the frequency with which it will meet. Further discussion included desires to ensure that current and future programs investigate community workforce needs and creating a repository of curricula-sharing with other 2-year institutions within New Mexico.
 - C. NCA Accreditation Site Visit Agenda.
Copies were handed out and everyone was encouraged to attend scheduled meetings. Focus is to encourage change where needed and to build to on what is being done well,

e.g., La Galeria Encantada: Journal of Student Arts & Letters, discuss professionalism of our jobs at LCC. All employees should modify their schedules to attend designated meetings.

- D. Board of Trustees meeting update, Tuition Agreement Policy – Cindy Armijo
Cindy related the highlights of the meeting.
 - 1. Board is looking at adopting a Tuition Agreement Policy- if LCC Faculty/Staff Member receives a degree/credential (while employed at LCC using PDP funds) he/she will be required to commit to a certain amount of time of service for the privilege of gaining this education.
 - 2. Draft of Self-Evaluation Assessment Form and rubric was presented. LCC Board of Trustees seemed to be in favor of the use of this documentation. Mentoring of faculty was suggested, and a “program” to come from the data obtained from this document.
- E. Master Schedule – L. Jae Dennis.
Leslie Jae Dennis handed out an example of block scheduling and described its benefits.
- F. “Fall for Luna” Oct. Activity Planning Update–Betsy Sanchez (via Nichole Collins)
Ideas of incorporating folklore and child-centered activities were presented. Activity is still in the works and will not be offered in October, but will take place in November. L. Jae Dennis will be offering an APA Documentation Format seminar on Oct. 20th which will be open to all students. This is the Senate’s “Off the Hook” October activity.
- G. Constitution Day Update – Armijo
Activity went well and was enjoyed good participation.
- H. Presentation on ranked faculty structures and tenure at NM 2-year institutions-Adrienne O’Brien
Research shows that about half of NM 2-year schools have ranked faculty: instructor, associate professor, assistant professor and full professor. Tenure is usually treated separately. O’Brien will write up findings and present at November meeting.
- I. Faculty Overload Teaching Policy Discussion
Tabled for next meeting. Motioned by Adrienne O’Brien, seconded by Jeanette-Mercedes Nolan. Vote unanimous for.

V. Action Items

- A. Establish Dates for Faculty Roundtable Brown Bag for 2nd half of semester – Armijo
Change to Wednesdays. Next on October 15th, October 29th, and every other Wednesday thereafter.
- B. Presentation of, amendments to, and vote on budget for Persistence, Retention and Completion (PRC) Activities for A/Y 2014-15 – Armijo and O’Brien.
Budget sets three goals for PRC: improve student-faculty interaction, faculty-faculty interaction and professional development training for faculty. Budget unanimously approved.
- C. Vote to adopt Faculty Self-Evaluation Form and Self Evaluation Rubric – O’Brien

Motion to approve evaluation and rubric made by Jeanette-Mercedes Nolan, seconded by Joseph Montoya. Voted unanimous for adoption of these documents.

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

- A. Faculty Advisement Passport Issues
- B. See Above Meeting Minutes

VII. Adjournment:

Adrienne O'Brien moved to adjourn, seconded by Jeanette-Mercedes Nolan.
Meeting adjourned at 5:45 pm.