



# MEETING MINUTES

Faculty Senate Regular Meeting  
Tuesday, December 9, 2014, 1:00 pm  
LRC Lecture Hall

## I. Call Meeting To Order & Establishment of Quorum

- Roll Call - Representatives Present: Lawrence Martinez, Eugene Sandoval, Twila Quintana, Cindy Armijo, Patricia Kuhlman, Betsy Sanchez, Jeanette-Mercedes Nolan, Erin Gilland and Adrienne O'Brien. Absent: Leslie Jae Dennis (due to illness)
- Members Present: Jacqueline Romero-Arguello, Dennis Fresquez, Nichole Collins, Debie Trujillo, Rita Surdi and Angie Manafy.

II. **Approval of Agenda.** Amended to move item III. (Approval of Minutes) further down on the Agenda so that they can be approved once they are distributed. Approved unanimously.

## III. Informational/Discussion Items:

- A. Faculty Overload Teaching Policy Discussion – representative from HR not available to discuss this policy. Discussion ensued about how, by whom policy is established or amended. C. Armijo offered to speak to HR about this matter and report back in January.
- B. Blackboard System – no developments. C. Armijo and E. Gilland will speak with Title V and IT to request if they can attend the January Senate meeting to find out the status of updating the software and preventing regular technical impediments for students and faculty who use this software in their courses.
- C. Program Assessment Committee Update – A. O'Brien reported that the Committee has adopted a Program Assessment model from U. Mass-Amherst and will be giving two trainings this week, two more at the beginning of next semester and one in May.
- D. Board of Trustees meeting update – C. Armijo reported that the Board had a very short meeting in November during which Member Romero spoke about his trip to the Car Show with Auto Collision faculty and the benefits thereof and approval to get a professional services contract for an expert curriculum development for the Nursing program.
- E. "Fall for Luna" November Activity Report – Betsy Sanchez reported that the event was successful and included collaboration with Skills Auto, Student Government and Phi Theta Kappa. There were approximately 25-30 participants. She has arts and crafts supplies left over from the event and would like to do another activity in the spring.
- F. "Art of Storytelling" Activity Report – C. Armijo reported that the event was very successful and included a panel of storytellers and a silent auction. There were 100 participants that signed-in, but a headcount of participants revealed that there were about 140-150 people there.
- G. Passport Access for Adjunct Instructors – no progress. Gene Sandoval will pursue this matter with the Registrar and report in January.
- H. Planning for Spring Elections – N. Collins offered to ask Monica Rossetti whether she is able to assist in coordinating the elections.
- I. Status of TERFs – Representatives' Responsibilities and PDP – Representatives were reminded of their specific responsibilities. There is a problem certifying whether representatives are meeting their duties because meeting attendance is the only quantifiable duty. Senate does not want to base honoraria upon attendance only. There was a consensus that members should vote on whether representatives have fulfilled their functions and the results of that vote would determine whether honoraria had been earned. A proposal will be presented at a special Faculty Senate meeting scheduled for 12/10/14. If the proposal passes at that

meeting, a vote will be held to determine who has merited receiving an honorarium for the fall 2015 semester.

- J. Status of Faculty Self-Evaluation Forms and Rubric – All directors have signed, still need to get VPs and President to sign.
- K. Spring Activity Schedule – January Activity – C. Armijo would like to see whether Faculty Senate can piggyback with Student Services in their orientation week activities. T. Quintana volunteered to do a civil rights-themed activity in honor of MLK Holiday in January. Representatives were asked to come to January meeting with ideas for other activities during the semester.
- L. January In-Service Activities – Discussion produced these topics for training:
  - 1) Accelerated Blackboard Training at computer lab for hands-on learning.
  - 2) ADA training for faculty “Modifications vs. Accommodations”
  - 3) The January Faculty Senate meeting will be held on Thursday, 1/8/15 from 11 am-1 pm at the IPC (Rough Rider Grill).

#### **IV. Action Items**

**Approval of Minutes from 11/6/14 Meeting.** Minutes were produced by the secretary and deemed too incomplete to approve. A special meeting will convene tomorrow at 12:30 pm during which the completed minutes will be submitted for approval by the Senate membership.

**V. New or Follow-up Items for Next Meeting’s Agenda.** None.

**VI. Adjournment.** Meeting adjourned at 3:33 pm.