



# Minutes

Faculty Senate Special Meeting  
Friday, February 16, 2018,  
2:30 pm, Nursing Department  
Conference Room,  
Allied Health Area

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

### A. Roll Call

1. In attendance were Kenneth Bachicha (Vice-Chair), Sara Vigil (ABE/ECE/ Humanities Senator), Geno Castillo (STEM and Business Senator), Sierra Fernandez (Adjunct Senator, Humanities), Monica Rossetti (Faculty, Humanities), Breanna Gould (Instructor, Allied Health), Linda Salazar (ex-officio- LRC), Eugene Sandoval (Senator, Trades), Sherry Goodyear (Springer/Satellite Senator), Henrietta Maestas (Registrar)

A. Establishment of Quorum: 2:45 pm

## **II. Approval of Agenda**

- A. A. Requested changes by Vice-Chair Kenneth Bachicha: Change Agenda all Informational/Disussion Items bumped down one letter. New item added "Changes to the Catalog and other, Henrietta Maestas
- Academic Petition
  - Catalog of Record
  - Course Substitutions
  - Transferring student graduation requirements

Second amendment is to include Action Item A. Approval of Student Academic Petition and Action Item B. Course Substitution Wording

B. Senator Sierra Fernandez requested addition of: Item G. Discussion on campus wide communication

Vice-Chair Bachicha entertained a motion for approval with changes.

Senator Geno Castillo was the first motion. Seconded by Senator Gene Sandoval

All in favor-ayes. No nays. Approved.

## **III. Approval of Minutes from February 9, 2018 Meeting (Tabled)**

- A. Corrections or additions  
B. Vote to approve minutes

## **IV. Informational/Discussion Items:**

- A. Changes to the Catalog and other, Henrietta Maestas
- Student Academic Petition- Registrar presented the current draft of the petition. The petition will be used to aid students with various academic obstacles that may prevent a student from completing their program of study at LCC. The petition will be used with the assurance that the integrity of the program of study is maintained. The form will further the Registrars ability to have documentation for the students academic record. Which will

be beneficial in the event that HLC or HED were to request such documents. The petition committee will consist of the Student Program Advisor, the Academic Director for that program, the registrar, the Student Success Director, VP of Instruction, and the Chair of FS or Curriculum Committee. Catalog committee has come across multiple instances of changes that need to be addressed. Monica Rossetti asked for clarification to insure the form wasn't a replacement to the academic suspension form. Registrar Maestas verified that it is not a replacement. It is a form with a different purpose. Senator Sandoval recommended that a line indicating the catalog year that the student is petitioning for be added to the form.

- Catalog of Record- Breanna Gould asked if a student could progress in a catalog year, but not regress? Potentially if they change their major. It's a case-by-case basis.
- Course Substitutions wording was presented to the Registrar, the primary change requested was the replacement of the terms "[matriculation \(first term enrolled at LCC\).](#)" with the term "[declaration of program of study.](#)"
- Transferring student graduation requirements the student academic petition will help streamline this process and also give the institution documentation.

B. Satellite Senator Sherry Goodyear attending FS Meetings in person

A new effort needs to happen to allow distance Senators the ability to attend meetings in person. Distance technology has not been ideal. Booking meetings on the same dates to make trips worthwhile.

C. Instructional Technology Committee Transition

Vice-Chair Bachicha informed the Senate that IT Committee will be absorbed by another main committee on campus, but no clear decision had been made.

D. New Faculty Senate Logo

Vice-Chair Bachicha presented a concept for a logo to represent Faculty Senate. The expectation is to have more designs created and voted on by the Senate.

E. HLC Show Cause Report

Vice-Chair Bachicha showed all in attendance where to find the Final Submission to show-cause report: Accreditation>Accreditation Info>Final Show-Cause Report

F. Mora Forum (Sara Vigil)

Senator Vigil attended the Mora Forum held by LCC. Registrar Maestas also attended the meeting. The forum covered what Luna Community College has done to address the HLC Show Cause. The Mora District Board of Trustees Member was also in attendance. While he expressed his dedication to the college, some members in attendance requested that he step down. President Serna delivered key information to those in attendance. Community members have concerns about the amount of courses being offered onsite as well as the limit to online courses allowed (49% program of study). Senator Vigil has been teaching a course onsite. Registrar Maestas mentioned that while attendance could have been better, those in attendance were prominent members of the Mora Community. Trustees need to be held accountable during this HLC visit.

G. Campus Communication

Senator Jackie Romero asked Senator Fernandez to make the request that communication be improved campus wide. Senator Goodyear mentioned it would be a good idea to create a more organized system to coordinate meetings. Breanna Gould stated communication broke down leading up to the NMHEAR Conference.

**V. Action Items**

A. Approval of Student Academic Petition

Vice-Chair Bachicha entertained a motion for approval with changes. Senator Sherry Goodyear was the first motion. Seconded by Senator Sierra Fernandez

All in favor-ayes. No nays. Approved

B. Course Substitution wording

Vice-Chair Bachicha entertained a motion for approval with changes. Senator Sherry Goodyear was the first motion. Seconded by Senator Geno Castillo

All in favor-ayes. No nays. Approved

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

- A. NMHEAR follow-up information
- B. Keys for Adjunct Instructors

**VII. Adjournment- adjourned at 3:58 pm**

In absence of secretary- minutes recorded and transcribed by FS Vice Chair- K. Bachicha.