



# Meeting Minutes

Faculty Senate  
Regular Meeting  
Wednesday, February 20, 2013  
SMET Room 126B, 4:30 PM

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

- Attending the meeting were Chuck Peterson, Joseph Montoya, Harry Anderson, Lisa Bentsen, Adrienne O'Brien, and Sherry Goodyear (via ITV).

## II. Approval of Agenda

Harry Anderson moved to approve the agenda, Joseph seconded the motion. The motion was approved unanimously.

## III. Action Items

### A. Adjunct Orientation/Training – Names of Adjuncts Turned in, Next Steps

O'Brien stated that she had received contact information (including phone numbers and e-mail addresses) from Sherry and a partial list from Maxine. We still need contact information for adjuncts from: Harry, Joseph, Laura and a completed list from Maxine.

The question was posed about what kind of training would be most attractive to adjunct faculty. Lisa Bentsen, adjunct instructor for Biology, offered that she would like help with advisement, navigation of Luna policy and dealing with the procurement system. She further suggested that online training as well as short (less than one hour) training workshops wouldn't feel like an imposition if adjuncts can't be compensated for their time to attend training.

There was further discussion regarding the negative impact for adjunct faculty and students of Luna's current policy to cancelling undersubscribed classes, some of them moments before registration closes. It was agreed that this policy should be addressed by the Faculty Senate and that faculty should come together to offer the Administration some ideas for resolving problems caused by the current policy.

### B. "One Professor"-type presentation in lieu of teaching award

After some informal research concerning teaching awards since the last meeting, O'Brien recommended that the Faculty Senate consider adopting a program that is being promoted by Phi Theta Kappa called "One Professor" in which students upload a video honoring one professor who has positively impacted their lives. This program might help the faculty senate honor excellence in teaching at Luna while avoiding some of the divisiveness caused by teaching awards at other institutions. O'Brien reported that Phi Theta Kappa is already beginning this initiative and had requested that the LCC Faculty Senate contact every faculty member, both adjunct and full-time, to find out whether they explicitly do NOT want to be named by a student who may potentially want to honor them on a video.

It was agreed that the Senators would be assigned to contact their constituencies to let them know about this program and allow individual faculty members the opportunity to decline to be named on video by students they've helped.

## IV. Fiscal

Report on status of remuneration for Senators and Officers. Chuck reported that he and Adrienne have an appointment with Donna on Friday, February 22, 2013 to discuss this matter.

## V. Committees Reports

- ### A. Handbook Committee.
- O'Brien reported that the Handbook Committee has met twice since the last Senate meeting and that the draft of the handbook has been separated for re-organization. The detail work on the handbook will soon begin.

It was suggested that the Handbook Committee send out the first completed draft of the document to give directors the opportunity to offer input on the document and to ensure that there would be no conflicts between stated policies in the handbook and departmental policies. This was agreed upon by all present.

- B. Student Activities Committee. No representative of this committee was present. No report.
- C. SLOA Committee. This committee has not met. Kayleen Encinias had tried to arrange a training meeting with Dr. Martinez on January 24, but that training was cancelled and not rescheduled. O'Brien will contact Kayleen to reschedule.

## **VI. Other Business/Follow up**

- A. Safety issues. It was decided at the last Senate meeting that this matter would be addressed through the Leadership Advisory Team (LAT). O'Brien updated the Senate members on the latest development with LAT. Andrew Duran is working with first alert responders in the area to create a campus-wide lockdown drill and is making the College's safety policy and procedures easier to find and access on Luna's website. It was acknowledged at the LAT meeting that faculty who are teaching will not be near a system telephone; therefore they will not be notified if there is a security emergency through the campus phone system. There are two additional special considerations with regard to safety: (1) adjunct faculty don't have keys to their classrooms, therefore they cannot lock classrooms and (2) the proximity of the firing range makes the sound of gunfire "normal" on campus. Additionally, efforts are being made to revive the Public Address system at the Humanities Building.

O'Brien and Peterson were asked to convey Senate concern regarding this matter at the satellites and to inform them that everyone at Springer does in fact have keys to classrooms.

- B. PDP Committee Update. O'Brien noted that she had written Donna Flores to ask her about having a faculty member appointed to this committee. Donna had responded to this request, but had been out town unexpectedly and would be in touch about this matter in the near future.
- C. Dr. Garcia, HED Guest Speaker Update. O'Brien reported that she had failed to contact Dr. Garcia since the last meeting, but would contact him for a visit at the end of the semester before the next meeting on March 5.
- D. Board of Trustees Work Session (2/13/13). Peterson and O'Brien both attended this meeting and reported that the Board of Trustees had been extremely pleased with the establishment of the Senate. Because the Senate had not received signed copies of the bylaws that had been adopted by the Board in Oct. 2012, the Board President and Secretary were asked to sign that document before upcoming elections and a possible change in the composition of the Board.

O'Brien reported that the Humanities Senator had received an objection from a faculty member regarding a comment that had been made during the Board meeting by the Chair regarding both "good and bad instructors" at the College. It was agreed that Senate representatives should be mindful in our speech in future to avoid alienating our colleagues, even if by accident.

- E. LAT Meeting (2/18/13). O'Brien reported that she had attended this relatively short meeting during which there had been three agenda items: Campus Safety, Faculty Senate Update and Accreditation. The report on the former issue had already been discussed in Item IV A (above). The second item consisted of information given to the Team regarding Senate activities, specifically about service as a criterion for faculty evaluation, remuneration for Senate Officers, training for adjunct faculty and updating the Faculty Handbook. The last agenda item, Accreditation, is of serious concern to the members of LAT. Members of LAT are concerned that there is little time to complete a self-study for an October 2014 site visit by NCA and work must begin in earnest on this document as soon as possible.
- F. Presentation of Resolution to include Service to the Institution as a criterion for evaluation of full-time Faculty. This item was discussed in the last Senate meeting. O'Brien presented a draft

for adoption by the full Senate membership. It was agreed that this document will be given to Senators to be distributed to their constituencies for revision and/or adoption. The Senate seeks a supermajority of 66% of eligible voting members to vote for the adoption or rejection of the Resolution for it to be binding.

Sherry suggested that the Senate might use Wimba to take and tally votes. Peterson and Anderson will check with Larry Paiz to see whether this is possible. The Officers and Senators agreed that we project to have voting completed by the March 20, 2013 meeting of the Senate.

- G. Water Fountain. Senator Laura Gonzalez had asked for follow up on this item from the previous Senate meeting. Although Gonzales was not present at this meeting, the members considered this problem and agreed that the fountain was not an academic issue and that the Senate probably has no authority to advocate for the installation of a water fountain.

## **VII. New Business**

- A. Stipends for Skills Advisors. O'Brien had been approached by Anthony Baca, an advisor for the Skills Automotive Collision Repair Club, to seek support for all the Skills advisors to receive a stipend for advising each of the Skills student Clubs. The Senators and Officers agreed that they would support this effort and felt that there might be funds to cover this expense in the Student Activity budget. O'Brien volunteered to approach representatives of Student Government to see whether they would also advocate for the Skills Advisors and agree to recommend use of Student Activity Funds as a revenue source for this expense.
- B. Discussion with Student Government Representatives (?). No Student Government representatives were present at the meeting.
- C. It was agreed that the following items would be put on the agenda for the next meeting:
1. Offer the Administration recommendations/guidelines for scheduled course offerings.
  2. Discuss ideas for promoting teaching excellence.
  3. Possibility of using Blackboard to administer Faculty Senate, including:
    - a. Recording Faculty Senate meetings for later viewing by Luna stakeholders
    - b. Creating an Orientation presentation on Blackboard to provide convenient and consistent training to new and adjunct faculty.

- VIII. Adjournment.** Harry Anderson moved to adjourn; the motion was seconded by Sherry Goodyear. The meeting was adjourned at 5:41 pm,

Luna Community College

Faculty Senate Resolution

Spring 2013

WHEREAS, the traditional role of faculty at institutions of higher education include teaching, scholarship and service activities; and

WHEREAS, Luna Community College seeks to adopt the values of shared governance through the institution of a Faculty Senate; and

WHEREAS, current criteria for full time faculty evaluation do not include a service component;

THEREFORE BE IT RESOLVED:

1. That the Luna Community College Faculty Senate desires that service be included among the criteria for full-time faculty evaluation beginning in the 2013-2014 academic year.
2. That full time faculty members participate in at least one service activity each academic year.
3. That "service" be defined as either service to the institution, service to the community and/or service to the discipline.
4. That examples of service to the institution include:
  - serving on either departmental or institutional committees, including search committees.
  - serving on bodies that establish and maintain academic excellence.
  - serving in a leadership capacity on the Faculty Senate.
  - serving as a representative of the institution at regular meetings and events outside the College.
  - contributing to the process of developing, evaluating, and revising college policies and procedures.
5. That examples of service to the community include:
  - volunteering in the community in a capacity that makes use of their expertise.
  - using service-learning in classes.
  - collaborating with local educational institutions for special projects or initiatives.
6. That examples of serving the discipline include:
  - maintaining professional memberships and actively participating in professional organizations.
  - participating in teaching associations, state/local organizations, and discipline-centered networking services/programs.
  - maintaining any required professional certifications.
  - acting as a mentor to adjunct and new faculty members.

**Respectfully Submitted, February 22, 2013**

**Adrienne O'Brien  
Vice Chair**