



# MINUTES

Faculty Senate Regular Meeting  
Friday, April 27, 2018,  
3:30 pm, Nursing Department  
Conference Room,  
Allied Health Area

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

- A. Establishment of Quorum- roll call- quorum established
- B. Call Meeting to Order- 3:40 pm

## **II. Approval of Agenda**

- A. Motion to amend agenda to add D and E- In-service week agenda- approve agenda by Sara and second by Geno.

## **III. Approval of Minutes from March 9, 2018 Meeting- tabled**

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

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

- A. Faculty Senate Elections
  - Cannot get a hold of student who was to complete survey.
- B. Faculty Senate Nominations
  - Nominate person and they have to accept the nomination
  - Email thread and forward thread to election chair
  - Faculty nominate other faculty. We can take recommendations from director. Why doesn't STEM have a senator? Structuring was completed as outlined in bylaws. Maybe it needs to be reviewed and restructured.
- C. Faculty Handbook Work- session
  - Should we compare or go with one. Has anyone looked at this? Kenneth reported no major changes- mostly punctuation and formatting. Sara saw some changes needed. Old Shared governance model. Director as faculty needs to change wording.
  - Faculty status- administration and faculty should establish
  - Advisory committees- How involved is the BOT? Is this a community board of advisory members? Remove from handbook
  - Shared governance model location- add policies and procedures
  - Page 40- change to Institutional organization and add shared governance
  - Faculty teaching hours- page 51- classes may be scheduled between 8 am – 5 pm and Saturdays. We do have classes later than 5 pm. Traditional work days upper gate will be open until 9 pm. Should change from 8-5 to 8- 9.
  - Page 64- Contract renewal- President will consider renewal- letter of intent- before end of academic year. Last day of academic year is May 12. Fiscal year or academic year? Older version – states BOT approval for reemployment of faculty. Who is in authority? BOT approves budget
  - Employee self-evaluations- used to do them but now we do not. Mr. Serna is trying to get them back.
  - Course substitutions – changed per CC. CC didn't exist until about 3 years ago. Now standing committee of FS.
  - 7.25- changed NMHED 4 core outcomes
  - Plan to convert to word doc and then all can do their changes- maybe google docs.
  - 3.1- Lists a Dean- should be CC.

D. Retention and Completion

- Trying to survey students in regards to retention. Did not know if FS needs to approve and email can go to Depts. to have students complete before they leave campus this term. Make sure survey is user friendly- Kenneth will help Sierra. Digital document to share with satellites and online. Trying to mirror satisfaction survey. May need to make part of final process to make sure students complete surveys.

E. Agenda for In-service week

- In-service week- Assessment software training and data input.
- Wednesday- Faculty and Staff appreciation
  - We do not have a budget yet. Potluck?
  - After HLC decision- big celebration- July/August and registration
  - NEA contacted and told them we would like them to visit. Yes, we had our salary parity but we do not want this to be the only step. Accountability. Could help with negotiations.

V. **Action Items**

- A. Approve student retention survey- Motion to approve by Sara, second by Kenneth. All ayes, no nays. Motion carried.

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

- A. Next meeting – in-service week

VII. **Adjournment-** meeting adjourned at 4:57 pm.