



# Meeting Minutes

Faculty Senate Regular Meeting  
Thursday, September 4, 2014, 4:00 pm  
GEN, Room 108 (Humanities Building)

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

**Present:** L. Jae Dennis, Cindy Armijo, Twila Quintana, Adrienne O'Brien, Lawrence Martinez, Jeanette-Mercedes Nolan, Erin Gilland, Betsy Sanchez, Joseph Montoya (for Gene Sandoval) and Patricia Kuhlman (via ITV).

**II. Approval of Agenda:** Removal of Item VII (A), "Set Meeting dates/time for Fall 2014 semester because they had already been established in the last meeting and this item made it onto the agenda by error. Motioned by L.Jae Dennis. Seconded by Adrienne O'Brien, approved unanimously.

**III. Approval of Minutes from 8/14/14 Meeting:** unanimous w/ name changes (spellings) & minor grammatical errors.

## IV. Informational/Discussion Items:

### A. Board of Trustees meeting update – Armijo

- ◆ Armijo shared the Board's concern about Faculty/Staff Professional Development and loyalties to the college after complete of advanced degrees and professional certifications. Exclusion of the LCC Tuition waiver was clarified. Faculty/Staff may only to use PDP funds for development in his/her field of study. Furthermore, each faculty/staff member may not take classes that conflict with regular work/class schedule (unless, other approval is given).
- ◆ Jeanette-Mercedes Nolan suggested for the Board to approve an increase of credit exchange with NMHU and place a contract agreement to retain employment for a given amount of years.
- ◆ An example of such a program/agreement was suggested by L.Jae Dennis. (refer to audio)
- ◆ Conversation of MA and PhD. Requirements of Faculty should be addressed in HR Job Descriptions.
- ◆ Cindy Armijo mentioned the need for investment from the LCC Board to initiate the tenure process for faculty.
- ◆ Adrienne O'Brien agreed to do more research on the tenure topic to present at the next meeting. There are 30 Full-time Faculty currently, as compared to 25 of last year.

### B. Faculty Handbook Update – O'Brien

- ◆ Old Handbook is on the LCC website. LCC Board needs to approve the new Faculty Handbook which Carolyn Chavez from HR is updating with approved Board policies. Cindy Armijo and Adrienne O'Brien have agreed to meet to update the document with the help of L. Jae Dennis once it is received from Carolyn.

C. First Faculty Roundtable Brown Bag Lunch to be held in Rough Rider Grill on Friday 9/5/14 at 12-1 pm

#### **V. Action Items**

A. Schedule of Events for “Luna off the Hook” activities on Sept., Oct. and Nov. Logo for these events is being designed by a media arts student. Report on August Opening School Activities which were very successful. The remaining events for the semester are as follows:

- ◆ September 17<sup>th</sup>, 20014 is Constitution Day: activities include Voter Registration. All hosted by Phi Theta Kappa
- ◆ October: “FAMILY NIGHT-type activity” was suggested. Twila Quintana suggested the activity be called: “Fall for Luna.” Betsy Sanchez volunteered to plan this activity.
- ◆ November: Adrienne O’Brien will host a “CHILE COOK OFF” with her Culinary Students on one Monday in November, TBD.

\*\*\*Seeking Proposals for Saturday student events.

B. Discuss recommendations for and vote on Persistence, Retention and Completion Activities for A/Y 2014-15. Cindy Armijo and Adrienne O’Brien were charged by the Senate leadership to prepare and submit a draft budget for activities at the next meeting. The Senate asked that proposed activities be tied into the Senate Strategic Plan.

C. Vote to adopt drafts of Faculty Self-Evaluation Form and Self Evaluation Rubric. Problems were found with: terminology in the rubric regarding pedagogy and levels of engagement. It was decided to table the vote pending review of all ideas and revisions. These will be submitted to O’Brien before the next meeting and put on the Agenda for a vote then.

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

- ◆ Discussion of recommending adoption of a Master Schedule suggested for next meeting agenda.-L. Jae Dennis
- ◆ Discussion of policy recommendations for teaching overloads for full time faculty.

**V. Next Meeting: October 2<sup>nd</sup>, 2014**

**VI. Adjournment:** 5:46pm