



Minutes

Faculty Senate Regular Meeting
Friday, September 8, 2017,
3:30 pm, STEM Area (Tech 102)

I. Call of Meeting to Order and Establishment of Quorum

A. Roll Call

1. In attendance were Jessica McGee (Chair), Susan Grohman (Secretary, AHS/Nursing Senator), Kenneth Bachicha (ABE/ECE/ Humanities Senator), Geno Castillo (STEM and Business Senator), Nathan Baker (Advisor-Humanities), Sara Vigil (Adjunct Senator), Henrietta Maestas (Registrar), Monica Rossetti (Faculty- Humanities), Ricky Serna (Interim President), Maxine Hughes (Asst. Director- Nursing), Mary Helen Ortiz (ECE), Dr. Lalla (VP of Academics)

B. Establishment of Quorum

1. Established at 3:37 pm

II. Approval of Agenda

A. Corrections or additions to agenda

1. Corrections to agenda: Move election of secretary to Action Item D. Motion to add items listed to agenda by Geno, second by Kenneth. All in favor-aye, no nays. Motion approved
2. Addition to agenda: Add Discussion Item E. Assessment Committee and minutes from March 24 and April 28, 2017 for approval. Motion approved by Ken and second by Geno. All in favor-aye, no nays. Motion approved.

B. Vote to amend or approve agenda

1. Motion to approve agenda as amended by Kenneth, second by Susan. All in favor-aye, no nays. Motion approved.

III. Approval of Minutes from March 24, April 28 and August 2017 Meeting

A. Corrections or additions

1. Change J to I in August 2017 minutes
2. Motion to approve amended minutes from August 2017 by Geno, second by Kenneth. All in favor-aye, no nays. Motion approved.

B. Vote to approve minutes for March 24, and April 28.

1. Motion to approve minutes from March, and April by Susan, second by Sara. All in favor-aye, no nays. Motion approved.

IV. Informational/Discussion Items:

A. Reports from all senators:

1. Jessica McGee- first Culinary Arts meeting. Hoping for opportunities for tours of local kitchens for students to see.
2. Susan Grohman Senator of Allied Health Sciences and Nursing - attended AH dept. meeting. Handed out many items about NEA. Invited all to FS meeting.
3. Sara Vigil Senator of Associate Members- nothing to report
4. Gene Sandoval Senator of Trades - absent
5. Kenneth Bachicha Senator of Humanities, Adult Basic Education, and Early Childhood - Business has new director. Also new director in Education. In ADE- Humanities needing to using classrooms.
6. Geno Castillo Senator of STEM and Business- Tutors are available. STEM club had first meeting today. New computers in ACE lab.
7. Linda Salazar Senator Ex Officio, Learning Resource Center- absent

B. Henrietta Maestas-Update on Common Core Course Numbering Process, Grade

Challenge Policy, Course Substitution Language, Catalog of Record, Course Proposal/Change Form for Curriculum Committee, Remedial Courses

1. HED required Common core nursing to take place 2019-2020. This will happen between catalog years. Registrar stated with the common core receiving institutions are not accepting our students and this is a problem. Numbering of common core will be given to us. Courses specific to LCC can be numbered by us.
 2. HED meeting in Oct to address this issue.
 3. New catalog year- catalog committee has been established.
 4. Asked FS to review grade challenge policy. No process. What is process? Catalog says course substitution for last semester of study. Should be approved at start. Catalog of record – needs to be reviewed. No wording for students to move forward. Problem for students moving forward. Remedial courses- in program structure. Cannot be part of programs
 5. Tracking of changing currently in Curriculum Committee minutes. All program needs to be aware of changes that may affect their program. Asked CC to review course program form.
 6. Target date is March for all changes to be done for new catalog.
 7. Will be implementing 3 year academic catalog.
- C. Advisement Portal Training
1. Includes the catalog year students are admitted. Approved list of course substitutions. FERPA releases.
 2. Registrar needs FS to review catalog for program of study.
 3. Mandatory training for advisement portal. New faculty that need training will be Sept 12- Tuesday at 2:30 pm. Email to everyone will go out.
 4. Registrar can provide herself and her staff to provide monthly training.
 5. Advisement committee- needs FS rep
 6. Discussed program maps for advisement. Assure students are advised to take courses they are eligible for not just course to fill slots.
- D. Professional Development
1. How to faculty get approval to attend a conference they need to go to. PDP to director then to VP and then to President for approval.
- E. Assessment Committee
1. Needs FS rep. Includes faculty within program, adjunct within program, and advisors. Per Dr. Lalla Assessment is a faculty driven responsibility.

V. Action Items

- A. Approve special election for Vice Chair and Satellite Senator
1. Kenneth stated Antoinette Lucero will monitor election results and tally results. Self-nominations accepted. Some were nominated but declined.
 2. Will begin Sept 11 until Sept 29 through Survey Monkey.
 3. Motion to approve election process by Geno, second by Susan. All in favor-aye, no nays. Motion approved.
- B. Set Date for Faculty and Staff Appreciation Day
1. Discussed week of Oct 30- Nov 3.
 2. Motion to have appreciation day Oct 30- Nov 3 by Kenneth, second by Geno. All in favor-aye, no nays. Motion approved.
- C. Confirm Meeting Dates
1. Motion to by Susan to continue FS meetings 2nd Friday of every month at 3:30 pm. Locations TBD. Second by Geno. All in favor-aye, no nays. Motion approved.
- D. Election of Secretary

1. Motion made by Kenneth for Susan to continue as secretary, second by Geno. All in favor-aye, no nays. Motion approved.

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

- A. Establishment of Standing Committees- tabled for next month's meeting for discussion/action
Committees to include Professional development, and Assessment Committee

VII. Adjournment meeting

- A. adjourned at 5:13 pm.