



FACULTY SENATE

MINUTES

Special Meeting / Work Session

Friday, March 22, 2019,

1:30 pm, MEC Atrium

I. Call of Meeting to Order and Establishment of Quorum

- A. Establishment of Quorum 1:40pm
Kenneth Bachicha (Chair), Breanna Gould (Vice Chair), Sara Vigil (Secretary), Kimberly Sena (Allied Health Senator), Sierra Fernandez (Senator/Adjunct), Geno Castillo (Senator/STEM/Business), Sherry Goodyear (Satellite Senator), Linda Salazar, (ex-officio/LRC), Eugene Sandoval (Trades Senator), Daniel Twitchell (Humanities/Early Childhood/Adult Education Senator)
- B. Call Meeting to Order at 1:40pm

II. Approval of Agenda

- A. Motion to approve agenda by Geno Castillo. Second by Gene Sandoval. Motion Carried.

III. Approval of Minutes from Feb. 8, 2019 & March 8, 2019 Meetings

- A. Corrections or additions
- B. Vote to approve minutes
 - Motion to table March 8th minutes and approve Feb. 8th minutes with suggested changes by Breanna. Second by Gene. Motion Carried.

IV. Informational/Discussion Items:

- A. HLC Visit update-Kenneth: Schedule has been released. Additional meetings were held to help acquire additional evidence, prior to HLC being here. Meetings will be held in the Board Room and MEC auditorium and should average about 15-30 attendees per meeting. Some questions asked were if the public forum was invite only and why the groups were so large? It was discussed that specific invitations had been sent out, and any additional attendees should be directed to Jessica McGee. Concerning the size of groups, HLC requested these groups/attendees.
- B. Update on Dr. Susan Wood Assessment visit
 - Susan Wood will be here next week to meet with faculty and directors to go over and provide recommendations for program reviews.
- C. Commencement Guest Speaker Recommendations
 - Registrar wants 3 recommendations for the 2019 Commencement Guest Speaker. Discussion ensued about possible ideas including, authors, alumni, professionals. It was decided that any recommendations be forwarded to Kenneth, so he can forward to registrar.
- D. Faculty Senate Election Update
 - Nominations for 2019-2020 Faculty Senate will be held from April 3rd-10th. Elections will take place the following week. Many Senator's 2yr. terms are up, so there are many positions in need of



fulfillment.

- E. Master Syllabi and Faculty Handbook
 - Syllabi workshop breakout at 2:14pm
 - ADA and Plagiarism Policies: These policies need to be reviewed for master syllabi.
 - Meeting called back to order at 3:55pm.
 - The decision for the needed information is listed: Updated Course Description, Learning Outcomes, State Competencies, Textbook/Required Materials, LCC Attendance Policy, LCC Email Policy, LCC Athlete Policy, Cell Phone Policy, Course Policies/Procedures/Expectations, Course Evaluation/Grade Scale, Updated ADA Statement, Plagiarism Statement/Academic Integrity, Subject to Change Upon Notice Clause, Refer to Student Handbook for Additional Information Clause, Academic calendar, Methods of Measurement, Course calendar. Other additional optional headers will also be included.
 - A syllabus header and format was also decided upon.
- F. Adjunct Faculty
 - It was discussed that there needs to be a review of orientation checklist, which should include: Add trainings, list of expectations, adjunct handbook, Faculty Senate, committees, pre-contract, pay schedule/rate, etc.. This review needs to take place during end of Spring semester in-service week.

V. Action Items

- A. Master Syllabi
 - Motion to construct draft of Master Syllabi based on recommendations to present to Curriculum Committee by Gene. Second by Sherry. Motion Carried.

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

- Please forward any follow-up items to Chair before April 12th meeting.

VII. Adjournment

- Motion to adjourn at 4:18pm by Geno. Second by Gene. Motion Carried.