



FACULTY SENATE MINUTES

Regular Meeting

Friday, November 8th, 2019,

2:00 pm, MEC Atrium

I. Call of Meeting to Order and Establishment of Quorum

- A. Establishment of Quorum 2:03 pm (7 of 10 voting members present).
Breanna Gould (Chair), Jason Killian (Secretary), Larry Fields (Senator, Humanities, Adult Basic Ed. And Early Education), Linda Salazar, (ex-officio/LRC), Kim Baca (Senator of Associate Members) Jackie Romero-Arguello (Senator of Allied Health Services and Nursing) Patricia Kuhlman (Senator of Satellites) and Reyes Coca (Faculty, School of Business).
- B. Call Meeting to Order at 2:13pm

II. Approval of Agenda

- A. Add Course Scheduling as Action Item C. Motion to approved made by Jackie, second by Kim. Motion passes.

III. Approval of Minutes

- A. Modify Item A Linda Salazar's report to state library has asked to make a part time employee full time. Modify action item C to correct typo from mad to made. Modify Follow Up item B, correcting typo sate to state. Motion to approve made by Jackie, second by Patricia.

I. Informational/Discussion Items

- A. Reports from all Senators
 - Jackie Romero Arguello-Senator of Allied Health: Dental has requested that Dental week, which is March 1st-7th, be recognized on campus and would like Faculty Senates help with doing so. Also stated that the graduation lists are inaccurate, as students who have failed are still included in the list. It was questioned if the list is maintained through CARS and that Henrietta Romero be invited to the next meeting to discuss if there is a way to clean up the list.
 - Kim Baca- Senator of Associate Members: Brought concerns from students regarding the food situation on campus. Some students who live at NMHU have had to buy meal plans but cannot use them due to schedules. In addition, these students cannot qualify for government assistance such as SNAP. While Luna in the past had a cafeteria, it was closed due to the amount of money lost due to its operation. It was suggested that local businesses may be willing to provide services to the campus. The Coffee Shop and Francina should be invited to Faculty Senate to discuss the possibility of alternate food services. Continuing from last month's discussion, it was confirmed that adjunct office space has been found at the MEC building. The offices are currently being set up for adjunct faculty and includes shared office space, a breakroom and a private room for meeting with students.
 - Larry Fields- Senator of Humanities, Adult Basic Ed., and Early

- Childhood: No business to report.
- Patricia Kuhlman- Satellite Senator: No new business.
- Rachel Lucero- Senator of STEM and Business: Absent
- Louie Plagge- Senator of Trades: Absent
- Linda Salazar- Senator Ex Officio, Learning Resource Center: The library floorplan was modified, allowing for more tablespace to better accommodate more students. In addition, the LRC hosted a campus-wide coloring contest for Halloween.

B. Adjunct Office Walk Through

- Faculty Senate was able to tour the shared adjunct offices in the MEC with Reyes Coca. The offices contain an area for shared offices, a breakroom and a room that is private that can be used for meetings with students, in compliance with FERPA.

C. Shared Governance Reorganization/Structure

- A new model for shared governance was proposed, as several committees do not feel as if they have a voice. As each group was operating on its own, there was no data collection or reporting. The second reason for reorganizing was due to there being no formal structure beyond a PowerPoint listing a few groups in a top-down structure. Due to this, the new model is designed to work from bottom-up, having each committee meet, plan and report. Current proposal sets a structure for who meets and when, broken into tiers. As the day progresses, different groups meet, with Tier 1, comprising of Recruitment and Campus Life, Facilities and Safety, IT/DE and Tutoring meeting at 9:00am-10:20, Tier 2, comprised of Advisement, Assessment and Curriculum and Retention and Completion, meeting at 10:30-11:50, Tier 3, comprised of, Student Senate, Staff Senate, and Faculty Senate meeting at 1:00-2:20pm and Tier 4, which is Shared Governance, meeting at 2:30-4:00. When proposed to the HLC liaison, they were very supportive, even stating it was possible to present nationally. Committees organization, specifically Retention and Completion and Strategic Planning, needed to be changed, with Strategic Planning moving outside the organization as it includes the Board. By removing Strategic Planning, Directors were removed. Academic Leadership was added to bring the directors back into the group. In addition, Financial Aid and Registrar would need to be added to the Academic Leadership team, as this is common at other institutions. By moving SP (Strategic Planning), R&C (Retention and Completion) moved to Tier 3. R&C was moved up to ensure the subcommittees still report to R&C. Issues with the current structure includes only 4 meeting spaces are available. The goal of meeting at the same time was to ensure each group is close to address issues. Project will include standardized forms such as sign in sheets, agendas, minutes and standard operating procedures.

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D. Course Scheduling

- In order to move to the proposed meeting schedule, the campus would need to adopt a Monday through Thursday schedule. Meetings would be weekly for now. Nursing is exempt from this requirement as they have clinicals on Friday. Nursing would be given a position that allows for a rotating member as instructors rotate. Jackie stated that normally clinicals are 6:30 am-2:30pm, meaning an afternoon start time could work. Membership could move to a rotating basis as needed. Proposed adopting a M-TH teaching Schedule for Fall 2020, with Spring 20 remaining as is. Planned implementation is scheduled for January with a plan to amend bylaws to allow for rotating members.

E. Campus Climate Survey Follow Up

- The proposed special meeting will be postponed until the climate survey is revised. Issues to be addressed include creating a research question, identification of variables to measure the independent variable, safety measures such as privacy and storage of data, as well as establishing a methodology. Item should appear as an item of business on future agendas. Members are asked to bring a research question and 5 questions to measure the variable to the next meeting.

F. Faculty Handbook Revisions

- Prior handbook updates were kept by Jessica McGee. The data and progress from last year was lost when last chair resigned. Questions were raised concerning what a reasonable full-time workload is. Administration has stated that 12 hours would make the campus go broke yet is full time for adjuncts. Handbook revision may include methods of release for faculty who serve on committees. Item should be on further agendas as an item of action.

G. Susan Woods

- As there is no funding available to continue using WEAVE, new forms for documenting and assessing classes are in progress. December in-service is to be designed for grading and paperwork. Paperwork would be submitted to Dr. Susan Woods for review. Currently Assessment Committee is trying to produce a new form for assessment. One part wants a master form to represent a general education form. The other group wants to move to a skills-based assessment. Updates will be provided at future meetings.

H. Tuition Waiver Policy

- Current policy is that If a parent has ever worked at and retired from Luna, the dependents get tuition free for life. The policy is vague about who counts as a child, as well as spouses. Recent issues have resulted in this policy being examined. Larry Fields has volunteered to work with HR to identify the policy. In addition, HR, Institutional Research and the Business Office may be able to list how many people utilize

this waiver.

I. On-Boarding/Mandatory Training

- Discussion regarding changing the structure of in-service. Last week in-services should be used for grading and reporting, with the first week in-services used for trainings. Some trainings, such as Title IX, FERPA and Sexual Harassment, can be done online and offered to faculty who cannot be present during in-service.

II. Action Items

A. Shared Governance/Reorganization

- Motion to approve 2nd draft with intended rollout based on a rotation clause to allow transition between current schedule and Fall. Motion made by Jackie, second by Larry. Motion carries.

B. Assessment/Dr. Susan Woods

- Motion to bring Dr. Woods back during the January In-Service (1-9). Motion made by Larry, second by Kim. Motion carries.

C. Course scheduling:

- Motion to adopt a M-TH teaching schedule, with nursing operating on a different schedule, effective fall 2020. Motion made by Jason, second by Kim. Motion carries.

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

- A. Department Recognitions
- B. Student Food Survey
- C. Director Evaluations

IV. Adjournment

- A. Motion to adjourn made by Jackie, Second by Patricia. Adjourned at 3:54.