



MINUTES
Shared Governance Regular Meeting
January 31st, 2020
2:30 p.m. Shared Governance
Suite, GS-104

I. Establishment of Quorum

All 8 voting members present. Members present are Breanna Gould, Kim Baca, Francina Martinez, Amanda Lucero, Geno Castillo, Lita Bernal, Masie Estep and Louis Paredes.

II. Call of Meeting to Order

2:46 p.m.

III. Approval of Agenda

Add Subgroup Survey to Informational/Discussion Items as item E. Add Bill number 2020-01-31.01 through 2020-01-31.04. Motion to approve the agenda as amended made by Lita, second by Geno.

IV. Approval of Minutes A. Regular Meeting – 1-24-2020

Motion to table item Lita, second by Kim. Motion carries.

V. Informational/Discussion Items

A. SPIA

Motion to table. Made by Geno, second by Kim. Motion carries

B. Discussion of Subgroup Membership

Two members of Shared Governance have resigned. Vice-President Patterson has stated that those unwilling to participate do not have to, but that this is part of institutional service and will be part of the review process. A possibility to avoid this issue of resignations could be to amend the bylaws to allow for the Shared Governance Committee to self-appoint a minute taker. A minute taking training will be arranged by the President's Office similar to one held prior for administrative assistants and other members. The quality of minutes is not in question

Tutoring has requested an increase in the number of individuals on their committee. Currently, tutoring has 5 members. Student Senate has volunteered to send a member to join the tutoring committee. In addition, a tutor could be asked through Ray Varela to join the Tutoring Committee.

C. Subgroup Forms

Some bills need certain committees to act in a certain order. An intended progress form has been created so the bill could be assigned an intended path by the originator. A form may be left blank as well.

D. Shared Governance Subgroup Operating Instructions

The forms cannot be altered as they are approved forms unless approved for alterations.

Added a clause that states the current membership list can be requested from the VP's office.

Attendance sheets will be held by the VP in a binder. Forms will not be placed online.

Agenda now has a hotlink on the LCC page.

Minutes will be held in a binder until a hotlink is created on the LCC Website.

Instructions had item #2 added, which states that new forms should be submitted to the lockbox outside the Shared Governance suite. Assessment requested that bills be submitted by Wednesday at 5:00pm. Yvonne Pina from Nursing can come in on Thursday to post bills to the board.

Item 6: Intended progress updated to reflect the creation of an intended progress timeline.

Item 7: Updated the reporting block to better reflect the focus on each group reporting what they did.

Remaining items remain the same.

A discussion about clarifying the why is this urgent section to emphasize why this bill needs to happen now, such as it needs board approval. This will help identify which bills need addressed immediately.

Roberts Rules training is still being planned. A committee email with the members of shared governance has been created and will be used to organize this training.

Concern was raised about how some bills are sent with just opinion and no facts. This is problematic as some bills touch on laws. Facts are needed to act on a bill. A bill needs to be backed up with more than opinion. The forms instructions already state incomplete forms will be returned for completion but returned bills could cause individuals to feel they're being put off. The form could be amended to include a statement reading "please provide supporting documentation." A statement, such as "if this is a policy or procedure, attach supporting evidence. If documentation is not provided, the form will be returned to you."

A Shared Governance Process checklist could be created, which could help streamline this process by listing each point that needs accomplished, such as how to fill out the form, what documents are needed, and deadlines for submissions.

E. Subgroup Survey

Administration has requested surveys for the subgroups on if the subgroups feel the shared governance process is working. Some concerns were raised about how to collect individual data from a group. A pilot survey could be performed, measuring the groups feeling of "Is shared Governance Working? Are you being heard?" Group data is difficult as it erases the individual voice, which could run against the goal of Shared Governance, which is to give everyone a voice. Data could be collected and held, allowing it to be reviewed, but not taken for transparency reasons.

A research question and measurable variables need to be created. Research could be conducted on other surveys measuring the effectiveness of other political structures. Goal is to have the survey out by mid-February.

VI. Open Bills

A. 2020-01-24.02 (Classroom Evaluation of Full Time Faculty)

Currently with Assessment Committee

B. 2020-01-24.03 (Teaching Experience for Full Time Faculty)

Currently with Faculty Senate

C. 2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)

Currently with Assessment Committee

D. 2020-01-24.05 (Academic Suspension and Mentoring Advisement)

Currently with Assessment Committee

E. 2020-01-24.06 (Professional Teaching Experience Rubric)

Currently with Faculty Senate

F. 2020-01-24.07 (Recurrent Faculty Training)

Shannon has already completed the majority of the work but is unavailable at this time to discuss the progress. Table. Motion to table made by Lita, second by Kim.

Lita motions to untable item as Shannon is in attendance. Second by Kim. Shannon requested the material from individuals who normally provides this training and has completed online modules for FERPA, Active Shooter. Sexual Harassment and OSHA are in progress. Weekly updates have been requested. All requests to create training modules can be forwarded to Shannon.

G. 2020-01-24.08 Degree Audit System

Sent to IT/DE to determine if the changes can be made using CXCARS. Forwarded back to Advisement.

H. 2020-01-31.01 (Credit for Prior Learning Policy)

Luna needs to develop a CPL policy as students are requesting this policy and students can be completed faster with this policy. Some classes, such as CPR, could be awarded credit here at LCC. Student still has to complete their required residency credits, as well as sign disclosure stating they understand the impact courses awarded CR grades can have on their financial aid. CNM is already using this policy, and students are limited on the number of credits that a student can earn under CPL agreements. It is unknown if this policy has received feedback from Financial Aid. There is a clause stating students should speak with Financial Aid and Veterans Affairs to review if their status would be impacted. In addition, the department director and registrar are required to request CPL credits. Academic Leadership recommended the policy be adopted. Faculty Senate has approved this policy

Motion to approve made by Geno, second by Kim. Role call vote was unanimous with all ayes, Motion carries.

I. 2020-01-31.02 (Procedure to Move/Destroy Records)

Record destruction/retention procedures need to be followed, in accordance with state and federal laws. Current state statute 1.21.2 pertains to record retention, including FERPA records. Title V records cannot be destroyed. It may be possible to digitally archive the records. The library may be able to provide this. Bill to be sent back to the registrar for more information.

J. 2020-01-31.03 (Book Ordering Timeframe).

Book ordering online is not open until first day of class and can take 2 weeks to arrive. Bill originated in Recruitment and Campus Life and then was sent to Staff Senate. Staff Senate has stated that book orders cannot be changed after being placed by departments. Instructors have to provide the correct information to the department administrative assistants in order to ensure the right book is ordered. Once registration is open, the book cannot be changed. It was asked if MBS has changed the ISBN codes for some classes. Ron has been able to identify books that seem wrong at time, but he cannot be a catchall.

Books are not appearing on the bookstore website during enrollment. This may be due to a class being newly created. It could also be a delayed response from the bookstore. Financial Aid was open from December 15th to January 31st. MBS cards have not been given to students at registration. The bookstore is currently run by Dawna, not Francina. Further discussion is required by the SGC to gather more information and documentation. Bill is stayed until the next meeting. Ron and Dawna are needed for further discussion.

K. 2020-01-31.014 (Adjunct Pay)

All LCC adjuncts work for 2 weeks before being contracted. It is unfair to require them to work for free since the class can be canceled and they are out 2 weeks of work. Faculty Senate stated this is a personnel/contract issue. No cost estimate or number of adjuncts was provided. Cost is about \$108/per week per 3 credit hour class. A possible fix is to disenroll students for non-payment before class begins. Faculty Senate has requested HR impute as HR and Administration construct the contracts. However, some contracts have been left until the day before classes start. Advisors can help let students know to clear while registering students. The state measures retention, not enrollment.

Bill to be stayed, pending more information. Carolyn and Administration can be invited to the next meeting to provide feedback.

VII. Action Items

A. Close out Bill 2020-01-24.01 (Annual Review of Strategic Plan)

Motion to approve by Lita, second by Kim. Motion carries.

B. SGSF Form:

Motion to approve on the understanding the document is a living form made by Geno, second by Francina.

Motion carries.

C. New Bills:

Motion to table indefinitely as the bills have been dealt with already made by Geno, second by Lita. Motion carries.

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

A: Roberts Rules/Cheat Sheet

B : Subgroup Survey/Questions

C: 2020-01-31.03 (Book Ordering Timeframe). Invite Dawna/Ron

D: 2020-01-31.04 (Adjunct Pay). Invite Carolyn/Administration

IX. Adjournment

Motion to Adjourn Made by Lita, second by Geno. Motion carries.

Adjourned at 4:31