



## MINUTES

### Shared Governance Regular Meeting

February 14th, 2020

2:30 p.m. Shared Governance  
Suite, GS-104

I. Establishment of Quorum

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

II. Call of Meeting to Order

2:37 p.m.

III. Approval of Agenda

Strike Item D on Open Bills and Action Items as it is a repeated bill.

Motion to approve the agenda with revisions made by Lita, second by Geno.

Motion carries.

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

Clarify Roberts Cheat to Roberts Cheat Sheet.

Motion to approve minutes with the proposed revisions made by Geno, second by Lita.

Motion carries.

V. Informational/Discussion Items

A. Senate Reports

• Staff Senate:

Currently working on revisions to the staff handbook. An outside source may be able to assist with this process. Also looking at activities, particularly team building activities for staff over the summer.

• Student Senate:

Student senate is president was out today. Most bills were tabled.

• Faculty Senate:

Bills were tabled to allow for discussion, particularly about the Campus Climate Survey and Commencement Speaker. Linda reported to Faculty Senate that the library server is currently down and is expected to be down for 2 weeks. Recommendations were made for the commencement speaker and sent to Henrietta.

The Campus Climate survey was approved by Faculty Senate in its final form. Henrietta Romero was selected as an arbiter of the data as she is the schools Federal Compliance officer and trained in federal compliance regarding the handling of confidential data. In addition, Kim Baca will also be an arbiter, as she is currently certified in human research and trained in the Institutional Review Board process, as well as survey research methods. Henrietta has also found a professional not attached to Luna who is willing to analyze the data.

There was concern raised regarding the clarity and transparency.

As prior minutes from Faculty Senate meetings were requested, Roberts Rules were temporarily suspended to allow for the introduction of these minutes.

Motion to Suspend Roberts Rules made by Lita, second by Geno.

Motion carries.

Discussion was held regarding the transparency of the survey rollout. There is a firm deadline for the survey as data is needed for the HLC assurance argument. It was felt that some information was not being shared. Meetings are open to the public with agendas posted ahead of time, as well as minutes posted to the Luna website after being approved by individual committees. It is also the responsibility of senators or sitting members on committees to bring this information back to their departments. There was a concern that some information is not being shared by individual senators.

- Academic Leadership

Summer Scheduler will be open February 24th and close March 2nd. and will go online March 30th. Individuals not meeting the deadline will not have their classes posted. Classes where directors are unsure in an instructor can teach should list the class as Staff to hold the spot. cancellations will not count against as a school cancellation.

Fall semester will use block scheduling. Some classes will use a flex block as they meet for more than 1 hour. Some time slots are blocked off as institutional time.

On February 18th, at 10am, a meeting in the board room talking about the concourse syllabus program. Program is looking to replace WEAVE.

## VI. Open Bills

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

No Discussion.

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

No Discussion.

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

No Discussion.

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

Renee Maestas was present to discuss the Mentoring program being developed. A student is placed on academic suspension if they have 2 consecutive semesters below 2.0 GPA. A student suspended and readmitted will need to have biweekly meetings with their advisor, mandatory tutoring sessions, and meetings with Student Success Service. Advisors will be made aware the student is on suspension and the student will need to bring a form to their advisor before they are allowed to register. Students who violate this contract may be placed on suspension. Financial Aid will use a different contract. Advisors would need to liaison with instructors to state which students are readmitted under suspension.

There was concern regarding FERPA raised. An advisor may share with a students instructor if they are on an academic contract.

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

No discussion.

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

No discussion.

### G. 2020-01-24.08 Degree Audit System

No discussion

### H. 2020-02-07.01 (Campus Food)

No discussion.

### I. 2020-02-07.02 (Spirit Gear)

No discussion.

### J. 2020-02-07.03 (Logo Use)

No discussion.

## VII. Action Items

Questions were raised about how individuals and departments will be informed about the status of a bill. It was proposed that the Luna Light include information about what happened to a bill. It was also mentioned that individuals part of certain committees should take the information back to their groups. The monitors on campus may also be used to provide updates.

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

Motion to table made by Kim, second by Lita.

Motion carries.

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

Motion to table made by Geno, second by Kim.

Motion carries.

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

Motion to table made by Kim, second by Geno.

Motion carries.

### D. 2020-01-24.05 (Academic Suspension Mentoring)

Motion to approve made by Kim, second by Geno.

Motion carries.

### E. 2020-01-24.07 (Recurrent Trainings)

Motion to table made by Kim, second by Geno.

Motion carries.

### F. 2020-01-24.08 (Degree Audit System)

Motion to table made by Kim, second by Geno.

Motion carries.

### G. 2020-02-07.01 (Campus Food)

Motion to table made by Kim, second by Geno.

Motion carries.

### H. 2020-02-07.02 (Spirit Gear)

Motion to table made by Kim, second by Geno.

Motion carries.

### I. 2020-02-07.03 (Logo Use)

Motion to table made by Kim, second by Geno.

Motion carries.

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

### A. Senate Reports

### B. Shared Governance/Luna Light Bulletin

### C. Pictures for Shared Governance

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

### E. 2020-01-24.03 (Teaching Experience Full Time Faculty)

### F. 2020-01-24.07 (Recurrent Trainings)

### G. 2020-01-24.08 (Degree Audit System)

### H. 2020-02-07.01 (Campus Food)

### I. 2020-02-07.02 (Spirit Gear)

### J. 2020-02-07.03 (Logo Use)

## IX. Adjournment

Made by Kim, second by Francina.  
Motion carries.  
Adjourned at 3:58pm.