



MINUTES

Shared Governance Regular Meeting

April 24th, 2020

3:00pm, Google Meet

- I. Establishment of Quorum

Six of 8 voting members present. Present are Breanna Gould, Geno Castillo, Lita Bernal, Amanda Lucero, Francina Martinez, and Kim Baca.

Non-voting members present are Susan Grohman, Matthew Cordova, Melissa Cordova, Larry Field, Georgia Baca, Linda Salazar, Vanessa Velasquez, Elaine Montano, Rick Baca, Belanna Apodaca, Gloria Pacheco, Matthew Bowie, Matthew Cordova, Lawrence Vigil, Patricia Kuhlman, Michael Montoya, Geraldine Saaverda, Larry Paiz, Martin Garcia, Sherry Goodyear.
- II. Call of Meeting to Order

Meeting called to order at 3:03pm.
- III. Approval of Agenda

Motion to approve with revisions made by Amanda, second by Francina.
Motion carries.
- IV. Approval of Minutes Regular Meeting:

2-21-2020
2-28-2020
3-6-2020

A special meeting may be needed to catch up on minutes.

Motion to table all minutes made by Francina, second by Kim.
Motion carries.
- V. Informational/Discussion Items
 - A. Senate Reports
 - Academic Leadership

Summer Schedule is out. Registration is open June 1st by phone only. Melissa Cordova is the acting registrar.
Classes start June 8th.

There was a question about how will students receive their books in time. Books can be difficult to get 2 weeks after registration. Ebooks may be a possibility for Summer as all classes are online. MBS will need the departments to order the books as Ebooks. Amanda will look into the process of changing already placed orders. It may be possible to move the registration timeline forward if the processes to enroll students are set. Mid May will be difficult for registration as the registrar's office will be processing degrees. May 25th was suggested as a possible date. Directors will be on campus from 8-5 and advisors from 8-12.

Academic Leadership has suggested adopting Canvas for Fall 2020, with a training for Canvas.

Instructor Evaluation by students will be using the Blackboard evaluations.

Contract with Blackboard will renew in 6 days for a year if not canceled, meaning Canvas will start in the summer. Canvas has shells already for the classes offered.

Cost for Blackboard is \$55,000 a year.

Dr. Patterson has asked for Canvas to move forward in Summer.

Questions were raised if registering by phone would violate FERPA as we have no way of confirming a student's identity. Students will be advised by their advisor. Students will initiate contact with their advisor via email who could arrange a time for advising. In addition, students could request a meeting through Google Hangouts. Hangouts require a student to login using their Luna account. An advisor meeting may be helpful to iron this out.

- Staff Senate
Setting up a meeting schedule. Difficult due to items left on campus after the closure. Met last week for the first time after the closure. Starting to set up a routine but first meeting may have been in violation of the Open Meetings Act. In order to avoid this, Staff Senate will continue to meet at their scheduled meeting time on Friday with an agenda.
- Faculty Senate
- Called a committee of the whole last week discussing how to proceed. Decided to meet today to change the meeting time to shift the meeting time from Friday at 1 to Thursday at 11 as the standard time conflicts with a senators schedule. Planning to discuss the election of a new vice chair, as well as how Inservice will be conducted. Would like to host some virtual tutorials on distance ed. Plan to discuss how to conduct end of year assessments and how faculty will be trained. Tentative plan to hold an assessment training during Inservice through both Google and as a voiceover presentation.
- Student Senate
No report available.

B. Shared Governance Structure- Academic Leadership

It was reported by Academic Leadership that the Luna Board of Trustees has questioned Academic Leadership's role in Shared Governance. The Board said Academic Leadership should not be part of Shared Governance. However, Academic Leadership's removal may place the institution in violation of HLC recommendations. It was questioned if Academic Leadership has the right sit at the Shared Governance table.

Academic Leadership is part of the SGC and is part of the charter with 2 members on the SGC. and has the right to make recommendations to the President and the Board.

President Rael could be emailed to ask him to explain how Academic Leadership works.

Discussion was held regarding what was said at the April 14th second Board meeting. The meeting will need to be watched in its entirety by the SGC.

C. Work from Home Status

Matt Bowie has set up access to personal work computers from home.

The changes to working at home has been a challenge, especially due to missing items.

The campus closure was sudden and resulted in several things left by employees at home.

Several employees expressed support for continued meetings and for each other. The transition has been tricky, but employees said indicated they are overcoming the challenges. Ursula is on campus Wednesday from 11-4 as her job requires her to be on campus for payroll. Matt Cordova stated he needs the president or vice-presidents approval to allow individuals on campus if they are not scheduled at that time to be on campus. If there are things that are needed, Matt can be emailed, and the items retrieved and given to security to be passed on to the individual.

Equipment or access to campus must be approved by the President or Vice-President. Mat will them pass on the clearance to security.

D. Open Bill Processing

Each subcommittee should take note of the agendas and minutes. A spreadsheet of everything collected and on record will be prepared and shared with all the subgroups and missing items can be found and submitted. At the beginning of next week, these items will be asked for. Continued bill process was discussed. It was asked how bills, as they are hand written, can be submitted and transmitted. An online form can be used for this process, such as how facility requests can be carried out. A fillable PDF submitted to the Shared Governance email may work for this purpose. A shared drive space may also be helpful for filing minutes and agendas. Matt Bowie said a system is currently being tested for this. Matt will provide an update next week.

VI. Open Bills

No Open Bills available

A.

VII. Action Items

No Action Items

A.

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

- A. Senate Reports
- B. Registration
- C. Book Deliveries
- D. Shared Governance Structure-Academic Leadership
- E. Graduation Process

Open Bills

A. Pending

IX. Adjournment

Made by Francina, second by Geno.

Motion carries.

Adjourned at 4:40pm.