



MINUTES  
Shared Governance Regular Meeting  
February 7th, 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, Masie Estep and Louis Paredes.

II. Call of Meeting to Order

2:47 p.m.

III. Approval of Agenda

Motion to approve the agenda as is made by Francina, second by Masie. Motion carries.

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

In order to increase the clarity on what actions were taken on bills, it was suggested to move the actions taken on the bills to action items. However, the agenda had already been approved. Roberts Rules could be suspended to amend the agenda after approval.

Lita motioned to suspend the rules to add Bills to action items. Motion by Lita, second by Francina. Motion carries.

Motion to add all open bills as action items made by Francina, second by Lita.

Motion carries.

Motion to approve minutes as modified made by Lita, second by Kim.

Motion carries.

V. Informational/Discussion Items

A. Roberts Rules/Cheat Sheet

Item 1: Any SGIR forms received after 5:00pm on Wednesday on a given week will be accepted into the system the following week.

Add supporting evidence to the Shared Governance Cheat and add it to item 6. "and attach supporting evidence/documentation to the SGIR.

B. Subgroup Survey Question

Motion to table made by Francina, second by Kim.

Motion carries.

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)

Reduce the 3-year teaching requirement for full time faculty to 2 years. Academic Leadership has accepted the bill. According to Academic Leadership, the HLC allows for this type of change, as long as it is consistent.

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. Policy and forms currently being drafted by Assessment Committee.

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

Bill was forwarded by faculty senate to Academic Leadership. Bill was denied by Academic Leadership as it did not meet HLC standards. Lita has the policy. The rubric is creatable, but the current rubric does not meet standards set by the HLC.

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

Tabled last week. No future updates available at this time.

G. 2020-01-24.08 Degree Audit System

Currently in Advisement Committee.

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

Bill was sent back to Academic Leadership. Bill is asking that individuals be trained in how to handle, process and/or destroy records, in compliance with federal and state laws. Academic Leadership has recommended and approved that all departments be trained by the Registrar for the retention and destruction of student records.

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

Donna was not available to attend but Michael Montoya from Financial Aid is present. Michael stated that Spring 2020 book vouchers opened Dec 16th and closed Jan 31st. Students suspended cannot use the vouchers.

Students are notified by mail if they have been suspended. Students should ensure their contact information is updated. Students whose suspensions were cleared experienced as little as an hour delay. Vouchers are made by Financial Aid, unless it is a third party, which goes through Francina. Financial Aid controls when vouchers will open. MBS emails students through their student email. when the vouchers are available. Vouchers are usually opened once Financial Aid once the students' academic progress from the prior semester are available, with the goal of offering vouchers before the school goes on break.

J. 2020-01-31.014 (Adjunct Pay)

Bill was sent to Academic Leadership. Academic Leadership stated this action is against state law, with the Anti-Donation Clause (NMSA Sec. 10-16B-1) was cited. Adjuncts cannot be paid before their contract is offered. Academic Leadership killed the bill.

K. 2020-02-06.01 (Email Policy)

Current Luna email policy is too rigid and restrictive. Assign luna.edu emails when a student is accepted into the university. Students currently receive an email address when they are enrolled, not when they are accepted. Full time employees will receive an email the day of hire. Adjuncts will be assigned by HR. IT/DE and Academic Leadership accepted this policy.

L. 2020-02-06.02 (Pedestrian Access)

Sent to Facilities. Facilities recommended it be sent to the Board of Trustees Facility Committee as it involves Capital Outlay. A cost study will be needed. Matt Cordova will fill out the request.

M. 2020-02-07.01 (Campus Food)

Sent back to Recruitment for more study, such as cost analysis.

N. 2020-02-07.02 (Spirit Gear)

Sent back to Recruitment. Did not elaborate on cost. The Luna Rough Rider Logo is currently owned by Ron.

O. 2020-02-07.03 (Logo Use)

The wrong logo is used on the forms for Shared Governance. Everyone should use the black Luna Logo. However, no official logo has been chosen. There is no standard letter head or branding. The only logos registered are the Rough Rider logo and the LCC logo on apparel. An email was sent out by Jesse Gallegos on July 30th, 2019 but it is unclear who approved this.

## VII. Action Items

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

Motion to table made by Amanda, second by Kim. Motion carries.

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

Motion to table made by Amanda, second by Kim. Motion carries.

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

Motion to table made by Francina, second by Lita.

Motion carries.

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

Motion to table made by Amanda, second by Kim.

Motion carries.

E. 2020-01-24.05 (Academic Suspension Mentoring)

Motion to table made by Kim, second by Amanda.

Motion carries.

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

Motion to deny and close by Lita, second by Kim.

Motion carries.

G. 2020-01-24.07 (Recurrent Trainings)

Motion to table made by Francina, second by Kim.

Motion carries.

H. 2020-01-24.08 (Degree Audit System)

Motion to table made by Lita, second by Louis.

Motion carries.

I. 2020-01-31.02 (Procedure to Destroy)

Motion to approve made by Kim, second by Amanda.

Motion carries.

J. 2020-01-31.04 (Adjunct Pay)

Motion to deny and close made by Lita, second by Francina.

Roll call vote was taken, and motion carries unanimously.

K. 2020-02-06.01 (Email Policy)

Motion to approve made by Amanda, second by Kim.

Motion carries.

L. 2020-02-06.02 (Pedestrian Access)

Motion to close the bill made by Kim, second by Lita.

Motion carries.

M. 2020-02-07.01 (Campus Food)

Motion to table pending further evidence from Recruitment made by Lita.

Motion carries.

N. 2020-02-07.02 (Spirit Gear)

Motion to table pending further evidence from Recruitment made by Amanda, second by Masie.

Motion carries.

O. 2020-02-07.03 (Logo Use)

Motion to table made by Amanda, second by Lita.

Motion carries.

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

A. Senate Reports

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

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

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

- E. 2020-01-24.05 (Academic Suspension Mentoring)
- 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

Motion to adjourn made by Lita, second by Kim. Motion carries.

Adjourned at 4:17pm.