



Minutes

Faculty Senate Regular Meeting
Friday, November 22, 2024
1:00-2:20 PM on Google Meet

Meeting link: meet.google.com/bta-gvti-gvh

- I. Establishment of Quorum: Kevin Williams, Chantel Rivera, Billie Mathews, Gene Martinez, Linda Salazar, Mari Hill, Nichole Collins
- II. Call of Meeting to Order: 1:03 PM
- III. Approval of Agenda: Billie motioned. Linda seconded. Motion carried.
- IV. / Approval of Minutes: Gene motions. Billie Seconded. Motion carried.
- V. Welcome of Guests/Public Comment (3 minutes per person): Rachael Lucero

Rachael has formally requested Faculty Senate take up writing a policy on how faculty are to be assessed by our directors. She has a policy that she has written and will email to Kevin Williams to distribute for everyone to take under consideration. She mentioned that she thinks we have to have a policy put in place on evaluations of faculty and how they are done, when they are done, where they are done, and how much information we have beforehand about them. She is requesting that FS take it up in the Spring semester.

VI. Information/Discussion Items:

A. Senator Reports

1. Kevin Williams (Associates Senator, Senate Chair) – Met virtually with adjuncts faculty last Friday. Four people showed up. Senator Williams was excited for the attendance due to lack of feedback over the past year. He reports on feedback from the faculty members regarding concerns of frustrations with the current process for grade checks for student-athletes. Faculty expressed that the process was time-consuming and redundant, particularly since early grade alerts are already being provided. They suggested streamlining the grade check process by allowing coaches access to these early alerts and utilizing 8-week grade reports instead of requiring weekly submissions. Additionally, Senator Williams highlighted the lack of comprehensive onboarding for adjunct faculty as a significant issue. Many adjuncts reported feeling uninformed about available resources, such as the Learning Resource Center's research databases and various on-campus labs. To address this, it was recommended that a structured onboarding process be developed for adjuncts. This could include an adjunct handbook, orientation sessions to familiarize them with available resources, and clear explanations of procedures and expectations related to grade reporting. Senator Williams agreed with the need for improved onboarding procedures for adjunct faculty. In response to these concerns, Rachael Lucero informed the Senate about her initiative to establish a welcome committee. The proposed committee would consist of at least two representatives each from staff, faculty, and administration. The committee plans to create a welcome package for new hires, including a swag basket and an information folder. This folder would contain essential information about IT services, a QR code for the Rough Rider Knowledge Bank page, and a checklist of required trainings. Rachael requested Faculty Senate's assistance in developing faculty-specific content for the welcome package, such as tips for

managing grades and using Blackboard. She also invited volunteers from the Faculty Senate to join the welcome committee.

2. Gene Martinez (CTE Senator, Vice Chair) – Senator Martinez reported significant progress in student certifications and grant activities. In the current semester, 10 students attempted certification, resulting in 13 certifications awarded, including four to West Las Vegas students. Martinez anticipates an additional 5 to 10 students will pursue certification before the semester's end, potentially bringing the total to 25-30 certifications. Regarding grants, Martinez has submitted a proposal for Phase 3 of the LANL grant and is currently working on the Phase 2 LANL grant. The Phase 2 grant has been approved, and the fiscal office is in the process of setting up the budget.

3. Chantel Rivera (Allied Health/Nursing Senator, Secretary) – Nothing new to report.

4. Billie Mathews (Humanities Senator, Immediate Past Chair) – Senator Mathews reports the instructors in Humanities and STEM are completing their evaluations by the department director. Additionally, the Northeast Quadrant theatrical competition was held on campus, featuring participants from Robertson High School and Moreno Valley. Approximately 30-35 students attended, showcasing their talents through monologues and musical excerpts. A highlight of the event was the presence of guest speaker Ben Koldyke, an accomplished actor known for his roles in "How I Met Your Mother" and various films. Koldyke, lives seasonally in the Las Vegas area, and served as both a guest and an evaluator for the competition. He delivered an inspiring talk to the students about working with their strengths. Koldyke shared his personal journey into acting, noting that he did not begin his career until he was 30 years old and had initially pursued athletics. He began by creating documentaries and sharing them on platforms like YouTube. By chance, his work caught the attention of someone involved with "It's Always Sunny in Philadelphia," leading to further opportunities in his acting career. His rapport with the students was excellent, and he encouraged them to be confident and seeing things through. Another significant highlight was the opportunity to showcase Terrence Garcia's TV studio and filming setup in the MEC building. Although there have been some technology issues that need addressing, the setup is in a much better place than it used to be. It was a relaxed atmosphere and can potentially allow for networking among teachers and spark interest among students in taking filmmaking classes, making it a valuable recruiting tool for Humanities. As we approach finals week, the faculty is focused on supporting students as they complete their coursework and prepare for exams. Billie also noted that a previous display in the building has been taken down as individuals collected their items. The FEMA claims workers who had occupied space in our building have moved out for this season but are expected to return in April. Their presence had brought positive energy to our environment.

5. Nichole Collins (STEM/Assessment Senator) – Senator Collins reported all instructors are preparing for the end of the term, with some faculty planning to release finals next week, while others will follow their own schedules due to an incorrect finals schedule that was previously released. This week, the department hosted the New Mexico FFA District 2 CREED competition, which saw participation from over 50 high school students. The event ran from around 9 AM to just after 2 PM and utilized six classrooms, including the STEM lecture hall. Senator Collins and Rachael were present throughout the day, with Betsy assisting by offering her office for use. There were initial challenges with sound transmission between rooms, but these issues were resolved, allowing for a successful event. Advisors expressed their satisfaction with Luna's ability to host and the quality of services provided, indicating a strong possibility of returning next year for additional meetings. In terms of assessment, CLOAs are being released by Rachael, the assessment leader, with a due date set for Wednesday, December 11th. The new CLOA form has been developed based on feedback from faculty and may appear longer but

retains the same questions in a more straightforward format. In terms of ITDE, Senator Collins plans to meet with Larry Paiz next week before the break to discuss which faculty members will transition to the Ultra version next spring. The transition has been delayed due to discrepancies in class listings, including incorrect or missing information for both faculty and adjuncts. The goal is to prioritize moving online faculty first before addressing others. Each faculty member is expected to transition two classes per semester, with hopes of completing the full transition by spring 2026.

6. Mari Hill (Adult Basic Ed., Business, Early Childhood Ed., Satellites Senator) – Senator Hill reported for Early Childhood and Education:

The department is wrapping up the semester with some exciting developments. Last night, the curriculum class was involved in redesigning one of the preschool classrooms at Luna, setting it up as part of their coursework. The model classroom continues to evolve, with Tycee securing additional grants that have allowed for the purchase of new equipment and resources. Senator Hill mentioned that her office has been mostly relocated to the Early Childhood and Education area. Report for Adult Basic Education:

They recently had their first student pass. They are anticipating more students will follow suit in the near future.

7. Linda Salazar (Ex Officio/LRC) – Nothing new to report. Still working on workday duties. Things are going good.

B. Standing Committee Reports

1. Elections Committee – Nothing to report due to meeting not occurring until the spring.
2. Professional Development Committee/In-service Week Committee – The results of the faculty in-service survey were presented, with six respondents providing feedback on areas of interest for professional development. The responses were categorized into three domains: Wellness, Technology, and Higher Education & Trend Topics. Wellness Domain: Two respondents indicated an interest in sessions focused on diet and nutrition. One respondent suggested a focus on fitness. Five out of six respondents expressed interest in stress relief activities, highlighting the need to address faculty stress during the semester. One respondent proposed emotional intelligence training, which was noted as a unique and valuable idea for professional development. Technology Domain: Four respondents expressed interest in exploring the pros, cons, and uses of artificial intelligence in higher education. Four respondents wanted training on Blackboard, particularly with the upcoming transition to Ultra. Three respondents were interested in learning more about Google Suite tools. Two respondents suggested training on presentation software beyond PowerPoint and Google Slides. Higher Education and Trend Topics Domain: Three respondents wanted sessions on obtaining grants and managing them post-completion. Three respondents requested a presentation by LCC administration on the campus's goals and future direction. Three respondents supported the idea of a panel discussion focusing on innovation within higher education. For Ideas, one respondent emphasized the need for additional training on Course Learning Outcome Assessments (CLOAs), noting that some faculty still feel uncertain about completing them correctly. This aligns with recent updates to the CLOA form, which may require further clarification during training sessions.

According to Nichole and Rachael: The committee is responsible for planning activities throughout the entire in-service week. Efforts are being made to shorten the in-service period to 2-3 days allowing faculty time to prepare for the upcoming semester. Dr. Linder and Sherry Goodyear have prepared an example calendar for Spring but the committee has flexibility to adjust times and activities as needed. Friday is typically reserved for shared governance meetings following a block schedule. Wednesday is typically designated as the main on-campus

day for all faculty and staff and Dr. Day is usually invited to host a college address. There are suggestions to inquire with Karen's office about funding for professional development activities and potentially including coffee service. The option for Hybrid options is suggested to be available for all meetings. Rachael and Nichole are available to assist with setting up hybrid meeting rooms.

Kevin mentions that he received the email from Dr. Smith regarding a green screen training suggesting multiple two-hour trainings on the studio technology so that everyone can receive the training.

Billie has recently consulted with Dr. Smith regarding concerns with the green screen training. She expresses her belief that the training should be optional rather than not mandatory for all faculty due to concerns of a mandatory green screen training causing discomfort and may challenge academic freedom among faculty. She pointed out that the email recently sent by Dr. Smith did not accurately reflect their discussion as the email seemed to present the training as non-optional. There seems to be a potential miscommunication and further discussion with Dr. Smith is needed for clarification. Nichole agrees with making the training optional due to some faculty not needing this training for their courses. This could cause potential overwhelm among faculty unfamiliar with the technology and potentially take time away from class preparation. She states that green screen effects can be achieved with various colors and even in a home setting, suggesting that a formal studio set up is not always necessary. Nichole suggests that faculty should be primarily focused on the transition to ULTRA rather than additional technology training. She recommends that as Faculty Senate, we could include the training on the schedule but should not make it a mandatory requirement. She emphasized the need to consider the diverse needs of faculty and adjunct faculty and to approach the decision professionally.

3. Curriculum Committee – Has not met yet due to committee meeting on an as-needed basis. Currently, there is no need to change or add anything in.

C. Topics of Concern

1. Faculty Evaluation process and policy: Kevin Williams raised concerns about the accessibility and implementation of faculty evaluation policies at Luna Community College. He noted that these policies are not easily accessible or readily available to faculty members. Kevin emphasized the importance of publishing these policies on the college website to ensure transparency and accessibility. He pointed out that existing policies are not consistently followed. He stressed that if a policy is not working effectively, it should be revised rather than ignored. Nichole Collins added perspective to this issue, suggesting that the inconsistency might be attributed to frequent changes in administration. She noted that new administrators often seek to implement changes, sometimes attempting to "fix" systems that may not necessarily be broken. Rachael states that each successive administration tends to impose their own perceptions of the college's challenges without recognizing the lack of readily available employee handbooks. She pointed out that the current handbook does not clearly delineate between faculty and staff roles, which complicates matters. Rachael explained that many policies were not properly reviewed by the Board of Trustees, leading to a mix of policies and procedures in the handbook. This confusion makes it difficult for the board to act solely on policy without inadvertently involving themselves in procedural matters, which can attract scrutiny from the Higher Learning Commission (HLC). Rachael stressed the importance of having a clear separation between policies and procedures so that the board can effectively govern without overstepping into daily operations. She also highlighted a significant issue regarding the unclear role of shared governance in these

processes. Rachael urged that much of this confusion stems from inadequate documentation of processes, which have evolved inconsistently with each new administration's approach to shared governance. She called for increased participation from faculty and staff in governance committees, asserting that a more engaged Senate would strengthen shared governance and ultimately benefit the institution.

VII. Action Items:

- A. Faculty In-Service Survey Results
- B. Dr. Smith's In-Service Plans
- C. Faculty Evaluation Policy Ad-Hoc Committee

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

- A. January In-Service Schedule
- B. Faculty Evaluation Policy Committee Update

IX. Next Regular Meeting: December 6, 2024, at 1:00 PM in Google Meet

X. Adjournment: Gene motioned, Linda seconded. Adjourned at 2:07 PM.