



FACULTY SENATE MINUTES

Regular Meeting

Tuesday, December 10th, 2019,

9:00 am, MEC Atrium

I. Call of Meeting to Order and Establishment of Quorum

- A. Establishment of Quorum 9:03 am (7 of 10 voting members present).
Breanna Gould (Chair), Susan Grohman (Vice-Chair), Jason Killian (Secretary), Larry Fields (Senator, Humanities, Adult Basic Ed. And Early Education), Kim Baca (Senator of Associate Members), Jackie Romero-Arguello (Senator of Allied Health Services and Nursing), Rachael Lucero (Senator of STEM and Business), Reyes Coca (Faculty, School of Business), Nathan Baker (Humanities), Joy Shrum (Faculty, Nursing), Amanda Lucero (Administrative Assistant Humanities) and Eugene Sandoval (Faculty, Trades).
- B. Call Meeting to Order at 2:13pm

II. Approval of Agenda

- A. Motion to approved made by Susan, second by Rachael. Motion passes.

III. Approval of Minutes

- A. Tabled until January meeting.

I. Informational/Discussion Items

- A. Reports from all Senators
 - Jackie Romero Arguello-Senator of Allied Health: Workloads are still a concern, with teaching loads ranging from 12-18 hours. Issue is being looked at through possible revisions to the faculty handbook.
 - Larry Fields- Senator of Humanities, Adult Basic Ed., and Early Childhood: No business to report.
 - Kim Baca- Senator of Associate Members: Mentioned the need for director evaluations as part of faculty duties. A new form is currently being looked at as the old form that is part of the faculty handbook is not being used. Susan stated that it has been years since director evaluations were used, with the last Vice President saying it was not faculties job to evaluate directors.
 - Patricia Kuhlman- Satellite Senator: Absent
 - Rachel Lucero- Senator of STEM and Business: No business to report.
 - Louie Plagge- Senator of Trades: Absent
 - Linda Salazar- Senator Ex Officio, Learning Resource Center: Absent
- B. Shared Government Reorganization/Bylaws
 - Review of new structure. Faculty Senate Chair suggested amending bylaws as she was nominated as Shared Government chair, creating a conflict of interest. Bylaw change was suggested to replace the chair of faculty senate if they are called to share on shared governance. Will continue as chair in spring for now. Concern was raised by several

members over lack of faculty present at this meeting, as this meeting affects all faculty members, not just voting members. Methods of collecting communication evidence is needed, as well as absence policy needs added in the bylaws. There is a recall policy but no progressive discipline. Full time faculty are facing burnout from extra duties. Members on multiple committees should come off of the extra so the load should be shared. Several departments have one full time member, increasing the strain. Faculty contracts require service, while staff contracts stipulate duties as assigned. There is deep concern that some on campus are not participating. Expectations in faculty contracts can be vague and if individuals do not seek qualification, the information may be missed. Directors and faculty members should take part in this process. Director reviews are still part of the faculty handbook. These may be able to help directors convey expectations. There was concern that directors may push back against the idea of faculty being used on additional committees, as some departments only have one full time faculty member. There is also a possibility of faculty resigning over additional assignments. Establishing a course load mandate, establishing a maximum number of hours an instructor may teach may increase faculty participation, as will reducing the classes with only a few students. Faculty Workload Discussion will be added to next meeting.

C. Campus Climate Survey

- Staff Senate has also expressed concern over the survey and examined issues in it. Amanda Lucero, president for Staff Senate, discussed how staff makes up most of the Luna campus and must be brought into the discussion regarding how to restructure the survey. Eugene Sandoval mentioned how the individuals taking the survey need an explanation about why they are taking the survey again and what the result of the first one was. In addition, the survey itself presented several methodical and ethical issues. Some ways of overcoming the ethical issues were discussed. One possible idea is to bring in a third party who is certified in human research with no connection to Luna to administer the survey, collect the data and analyze it in order to ensure participants are protected. Another idea was to place the survey online and to run the program in a way that hides who completed the survey. Matt Bowie will need to be involved with this process. Issues regarding the methods used to conduct the survey were discussed. The Institutional Review Board (IRB) documentation used by NMHU was presented, as well as a set of possible questions and a cover letter. This issue will be discussed during the January Faculty Assembly. Amanda was asked to involve staff as well at this assembly, creating a general assembly in January. The survey is aiming at increasing response, with

a minimum of 100 respondents wanted, out of 164 employees.

D. Faculty Handbook Follow-up

- The faculty handbook needs to be rewritten, as there are now several different versions and editions of it in circulation. It was decided to rewrite the newest version. Fixing minor issues may make this process easier. Workload needs to go through shared governance but is part of the handbook. Currently, adjuncts are listed as 9 hours, but some have worked as many as 12. Information of other institutions' workloads was submitted to HR, with HR stating that without a collective bargaining agreement, there is no way to reduce the load. Members of the faculty senate will be assigned sections of the handbook to review in the future, with discussions regarding the progress made by each member added to the agenda, similar to the way senator reports are set up.

E. Tuition Waiver Policy:

- Discussed amending the policy to where individuals only receive free tuition while their parent only while they are hired. An amendment was discussed that would allow faculty who have retired to continue receiving some type of waiver. Larry is still working on finding a copy of the policy.

F. Onboarding/Mandatory Trainings

- Adjuncts are in FERPA violation due to lack of training. Humanities and Media Arts can record presentations and post them online for faculty. Modules may be used and conducted by an outside source. Both Gene and Breanna had examples of companies who provide modules to universities for this purpose. The Welcoming Committee has been assisting new hires on campus with several factors. The Welcoming Committee's goal is to welcome New Hires to LCC and ensure the new hires receive a tour, have an email and phone, ID and receive a goody bag welcoming them to the campus. One issue was the time to train the individual who was hired. By the time training was arranged, 22 new hires were waiting for it. In the past, HR has sent out a link to new hires for sexual harassment training, but LCC was unable to determine if it was done. Instead, the committee brought the trainers into the process, having them on hand to perform the training. It was argued that adjuncts did not need to do trainings as they are adjuncts. Adjuncts have prep time that could be used to attend these trainings. It was suggested that trainings could be put online through Blackboard. Individuals are required to take the module, pass a test and get a certificate within 2 weeks of hiring.

G. Student Life/Food Option

- Previously, the R&C asked on a global survey if students liked the food options. Overwhelmingly, students said no. Some students have written papers on how bad it is. A new survey is needed to document

what options students want to see on campus, as well as a feasibility study. In addition, there is concern that our students come to campus, attend class, then leave, resulting in a feeling of emptiness on campus. This could be changed by using on campus activities, such as game days and meet and greets with the clubs on campus.

II. Action Items

A. Campus Climate Survey Follow Up

- Motion to approve continuation of campus climate survey. Motion by Susan, second by Rachael. Motion carries

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

- A. Approval of Minutes from 11-08-19 and 12-10-19.
- B. Bylaw changes
- C. Proxy forms
- D. Director Reviews
- E. Handbook Revisions
- F. Tuition Waivers
- G. Campus Climate Survey

IV. Adjournment

- A. Motion to adjourn made by Susan, second by Larry. Adjourned at 10:52am.