I.   Establishment of Quorum
        Five of 8 voting members present. Present are Breanna Gould, Geno Castillo, Amanda Lucero, Francina
        Martinez, and Kim Baca.

II.   Call of Meeting to Order
        Meeting called to order at 3:03pm.

III.   Approval of Agenda
        Add to Open Bill

        2020-02-28.01 (Book Ordering Assistance)
        2020-02-28.02 (Strategic Goal Measurability)
        Motion to add made by Geno, second by Francina.
        Motion carries.
        Motion to approve agenda as modified made by Amanda, second by Geno.
        Motion carries.

IV.   Approval of Minutes Regular Meeting – 2-21-2020
Due to the length of the minutes, it was requested that the minutes be tabled to allow members to review the
contents of the minutes, suggest changes and ensure the accuracy of the minutes, as well as ensure all topics
were correctly and adequately covered. Amanda has volunteered to send the minutes ahead of time to the
members of Shared Governance for revision. Minutes need to be marked as draft.
Motion to table made by Geno, second by Kim.
Motion carries.

V.   Informational/Discussion Items
        A. Senate Reports
            •   Academic Leadership
            No Report.
            •   Staff Senate
            Welcoming Committee was invited. There was some miscommunication. The Welcoming
            Committee will inform Staff Senate in writing about where they are at and what help they need
            from Staff Senate. there is some confusion regarding trainings for employees. A bill could be
            moved through shared governance to establish a training deadline, which states when
            employees need to be trained.
                Updated the Staff Senate regarding the HLC visit.
                Maintenance is still present for Staff Senate. There have been difficulties for the
                representative from maintenance as the meetings are on Friday every week, while the
                member is working. There is a concern that not all employees check their email or know
                how to.

Proxy members were discussed. A proxy can be part of the unit but doesn't have to be. The member who uses a proxy can write their vote, include their notes, and give it to the proxy to present. A proxy used in this way can be someone like Francina. A proxy form could be used but would need to be created.

Discussed arranging trainings and workshop for travel and procurement. Individuals have been angry about what money they receive. Individuals do not know that receipts need to be itemized. Dr. Rael suggested setting up a mock travel scenario as a workshop. Evelyn, Dona and Francina have been asked to assist with this. A workshop is being planned for both staff and faculty. These trainings are needed to ensure the institution is compliant with laws for auditing purposes. Dr. Patterson suggested faculty and staff work together on the handbooks. President Rael suggested looking at the book used by CNM.

Activities are still being researched. It was asked "what is the purpose of these activities?" Things like moral are too broad, but focused team activities like trust are possible. Employees can be fed as events like these are work related and can be a working lunch. 25th hour communications have provided free team buildings before.

- Faculty Senate

  Tabled open bills as they are all currently in other committees. The Springer campus was discussed, as they are having issues with their internet. A supply request is needed as well. Currently, the senator has not submitted a request. The administrative assistant was asked by faculty senate to submit a request. A justification stating the fan is an OSHA hazard could be submitted. The issue may also be ER&R (Equipment Replacement Request).

  Graduation is May 9th. In the faculty handbook, adjuncts need permission to attend by the VP.

  Assessment is working on instructor evaluations, including online. They are revamping MOU's.

- Student Senate
  No report

B. Shared Governance/Luna Light Bulletin
  Jesse has run an article in the Luna Light on Shared Governance. A bulletin featuring the bills being worked on would be helpful as well.

C. Pictures for Shared Governance
  Motion to table made by Amanda, second by Geno.
  Motion carries

VI. Open Bills
  A. 2020-01-24.02 (Classroom Evaluation of Full Time Faculty)
    In Assessment. No Discussion.
  B. 2020-01-24.03 (Teaching Experience Full Time Faculty)
    In Assessment. No Discussion.
  C. 2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)
    No Discussion.
  D. 2020-01-24.07 (Recurrent Trainings)

In Advisement. Waiting for bill to be forwarded. No Discussion

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

In Advisement. Waiting for bill to be forwarded. No Discussion

F. 2020-02-07.01 (Campus Food)

With Recruitment and Campus Life. Working on getting quotes from Sodexo. The food pantry that Jesse was trying to establish was discussed. It was asked if it is possible to collect food through a food drive, as long as it is nonperishable. Soliciting food for students is a violation of law if it is not done through the Foundation, as the Foundation is a 5013c. The college cannot use funds, but the Foundation can. Departmental and club drives are allowed, and food can be collected in a central place for individuals to collect. Highlands uses a similar process. Highlands also goes during the Road Runner Food Bank to collect food for their pantry. Student Senate could help establish this process. A pantry needs established at Luna. In NM, 20% of students go hungry over the weekend. Non-perishable, high caloric food may be the best. Items need to be easy to heat or easy to open as some students may not be able to do this. The game room may be a good spot to hold these items.

G. 2020-02-07.02 (Spirit Gear)

Forwarded to Staff Senate No Discussion

H. 2020-02-07.03 (Logo Use)

With Recruitment. No Discussion

I. 2020-02-14.02 (Class Evaluation Form)

With Faculty Senate No Discussion

J. 2020-02-21.01 (Dual Credit Policy)

Bill seeks to create a policy stating Establishes all 200 level classes be taught at Luna. Academic Leadership has questioned the rigor of the 200 level courses taught at the High School due to complaints from other institutions taking these students. Standardize the finals for the 100 level classes to make them the same at the high school as here. Standardize the review and grading for finals. Students can take the 200 level classes at LCC. There is a concern that some high schools are not equipped or up to the standards needed to teach these classes. Lab inspections can be used as HED requires labs be up to standards. Currently with Advisement

K. 2020-02-28.01 (Book Ordering Assistance)

With Staff Senate. No Discussion

L. 2020-02-28.02 (Strategic Goal Measurability)

Primary focus is to take the current strategic goals and add, where missing, measurability to these goals to allow for assessment and reporting. Instead of we want to grow as an institution, add how much.

Goal #1: Issue with how much growth. Assessment has added a 35% growth for Fall to Fall enrollment, in line with the Governors report.

Goal #3: Identified 2 goals, the first being to ensure academic quality by achieving a 100% return rate of evaluations of faculty by directors of all faculty. Evaluations used by directors and students was redone, with a Likert scale placed into the survey. Both student and directors/supervisor forms will be used to develop an overall score, with the goal being 80%.

Some questions are biased. Factors beyond the instructors control, such as scheduling and facilities, have been removed.

Goal 4, 5 and 6 have measurements.

Goal #7: Only Business has a SARA agreement, making harder to bring in new online courses. Added other methods, such as hybrid, web enhanced or online classes, as well as utilization of resources such as computer lab use and advisement. A benchmark will be needed. It was suggested to examine how other institutions do it. A diversity index from 0-1 could be created. This can then tie into the budgeting strategic plan and justify the need for things such as equipment. Assessment is aiming to increase diversity and access by 25%.

Goal #8: Unclear what is being measured. Quality, in demand, transferability is all vague and differs case by case. The alumni surveys can help with this. The first run came back at 60% response rate. It is currently unknown how many students are in the cohort or how many exactly have taken it. The survey asks questions like do you have a job? for how long? was it difficult to find a job? Did you transfer?

Goal #9: Goal is currently unmeasurable. Assessment is also not an expert on finance. The audit can help with this. Francina will look for sources of data that other colleges use. IPED data is nearly 2 years behind due to how the process currently works. Luna is audited yearly. Luna was at high risk due to the Foundation only. Anything with Lunas name ca put Luna at risk in the case of adverse incidents. Luna has an internal review system for P.O.'s, which go through Donna first. There is also a verification in the form of someone stating it was done, as well as the company reporting the work was completed.

Assessment can add "by continuing to maintain a 100% adherence to reporting requirements". In addition, justification for orders, such as getting computers, helps ensure compliance.

VII.   Action Items

Motion to table A-K due to being in referral or tabled in other committees made by Geno, second by Amanda.

Motion carries

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

Tabled

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

Tabled

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

Tabled

D.   2020-01-24.07 (Recurrent Trainings)

Tabled

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

Tabled

F.   2020-02-07.01 (Campus Food)

Tabled

G.   2020-02-07.02 (Spirit Gear)

Tabled

H.   2020-02-07.03 (Logo Use)

Tabled

I.   2020-02-14.02 ((Class Evaluation Form)

Tabled

J.   2020-02-28.01 (Book Ordering Assistance)

Tabled
K.   2020-02-28.02 (Strategic Goal Measurability)
Motion to approve the updates provided made by Kim, second by Francina.
Motion carries.

VIII.   New or Follow-up Items for Next Meeting's Agenda
   A.   Senate Reports
   B.   Shared Governance/Luna Light
   C.   Pictures for Shared Governance
   D.   Shared Governance Sponsored Food Pantry

                        Open Bills
   A.   2020-01-24.02 (Classroom Evaluation of Full Time Faculty)
   B.   2020-01-24.03 (Teaching Experience Full Time Faculty)
   C.   2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)
   D.   2020-01-24.07 (Recurrent Trainings)
   E.   2020-01-24.08 (Degree Audit System)
   F.   2020-02-07.01 (Campus Food)
   G.   2020-02-07.02 (Spirit Gear)
   H.   2020-02-07.03 (Logo Use)
   I.   2020-02-14.02 ((Class Evaluation Form)
   J.   2020-02-28.01 (Book Ordering Assistance)

   IX.   Adjournment
Made by Geno, second by Amanda.
Motion carries.
Adjourned at 4:33pm.