## CNM Faculty Senate Meeting Minutes

**Date:** 9/16/2011  
**Meeting Time:** 1:00 pm – 3:00 pm  
**Meeting Location:** SB-103

### Attendees
- **Chair**  
  - Barton Bond (AT)
- **Vice-Chair**  
  - Cef Garcia-Heras (SAGE)
- **Secretary**  
  - Julia So (CHSS)
- **Treasurer**  
  - Judith Tomasson (SAGE)
- Shanna Davis (HWPS)
- Steve Glass (MSE)
- Roderigo Padilla (Acad Advisement)
- Jennifer Schardt (HWPS)
- Suzanne Buck (CHSS)
- Lynne Lucero (SAGE)
- Amy Rademacher-Neel (HWPS)
- Michael Crane (MSE)
- Lynne Lucero (SAGE)
- Patricio Rojas (MSE)

### Guest(s)
- Colin Olson & Rinita Mazumdar from CHSS

### I. Call to Order: Senate Chair Barton Bond called the meeting at 1 PM.

**II. Approval of Agenda**

No printed agenda were distributed. It was written on the board and amended with the introduction of guests, Colin Olson and Rinita Mazumdar from CHSS. The two faculty members will be joining the Senate.

**III. Approval of Minutes**

No printed copies of the July meeting minutes were distributed. The approval for the July meeting minutes was deferred to the October meeting.

### IV. Old Business

**Discussion Item**

- **New Senate member:**  
  - John Beach from BIT will be possibly joining the Senate.

- **Actions to be taken**
  - No action needed.

**Students Evaluation of Instruction:**

Michael Crane will be meeting with VP Pitonzo on 9/27 to discuss the objectives of the student evaluation, the variables needed to be operationalized, the administration process of the evaluation, as well as how the collected data will be used.

**Presenter**

- Barton Bond
- Michael Crane

**Person Responsible**

- Barton Bond/Michael Crane

**Deadline**

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Submitted by Secretary Julia W. So
## Actions to be taken

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<tr>
<th>Discussion Item</th>
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### Campus-wide Communication Issues:

Two recent incidents occurred via e-Mails have aroused serious concern among the faculty. The first one was the information about a change in pay period that was not sent to all adjuncts who were to be affected by the delay. The second one was the information on the upcoming Assessment Workshop that was not announced uniformly and accurately to all faculty. As a result, not all adjuncts who were to be impacted by the change received timely information on the change of pay period. Secondly, faculty received unclear and mixed information regarding the purpose of the Assessment Workshop, its facilitator, as well as the participants.

The group discussed how critical information was not disseminated uniformly or systematically within CNM. Information announced from senior administrators, at times, was incorrect, incomplete, and/or untimely. The group agrees that CNM faces an opportunity to create a document that clearly describes the what, who, when, and how on campus communication—what is to be disseminated, who is responsible to disseminate such information, who the recipients are, when to disseminate and what medium is to use for dissemination.

The group agrees to discuss with VP Pitonzo about this issue, but they also understand the importance to provide some solutions.

### Discussion Item

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<td>Barton Bond</td>
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<td>By our October meeting.</td>
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### CNM Board Meetings:

Bart mentioned that a CNM board or trustee, Blair Kaufman, once complimented the staff and faculty on their work in the addition of programs.

The board agenda usually is published a week before the board meeting in the legal notice section of the Journal. Roderigo said he received the agenda the day before the board’s meeting from his office.

### Discussion Item

Bart encourages all senators to attend board meetings which are held every third Tuesday of the month from 5 PM to 6:30 PM.

### New Business

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Meetings with VP Pitonzo:
Bart will arrange a series of meetings between VP Pitonzo and faculty, both full-time and part-time. The meetings are to be held after mid-October, one at each location. The purpose of the meetings is to open a dialogue between faculty and administration on topics that concern both parties.

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<td>○ Bart asked all senators to personally invite key faculty members from their school to attend the meeting.</td>
<td>Barton Bond.</td>
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<td>○ Bart will draft an e-Mail invitation for all senators to use. This will ensure the same message will be sent to each respective school.</td>
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<td>o Within the next week.</td>
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<td>○ Once the senators receive the e-Mail invitation from Bart, they are to forward the invitation to their respective schools and collect names from their schools.</td>
<td></td>
<td>o As soon as they receive the e-Mail invitation from Bart.</td>
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Discussion Item

Open Forum by President Winograd:
Bart mentioned that President Winograd is open to the idea of conducting more campus forums this coming academic year.

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<td>No action needed.</td>
<td>Barton Bond.</td>
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Discussion Item

Classroom Observation
All schools are gearing up to hold classroom observations of their newly hired adjuncts.

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<td>Amy asked all senators to compare the components of professional review of full-time faculty with the teaching review of adjuncts. Such information can be viewed at: <a href="http://www.cnm.edu/depts/academicaffairs/AA_key_processes.php">http://www.cnm.edu/depts/academicaffairs/AA_key_processes.php</a></td>
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<td>By October meeting</td>
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VI. Adjournment
Future meetings will be on 10/21/2011, 11/18/2011 and 1/20/2012. The meeting was adjourned at 3:05 p.m.

Next Meeting: 10/21/2011 at 1 PM. Location: TBA