

CNM Faculty Senate Meeting Minutes

I. Attendance

Date: 9/18/15	Time:	Location:		
School	Checked Box Indicates Presence		Names of Voting Members: First Last (alphabetical)	
AT	X Eric Barros (Vice Chair)	X Phelan Gavaldon (Treasurer)	X ROBERT STONE	X EVERETTA MORA
BIT	X Elizabeth Baros	X David “Jim” Batzer	X Debarashmi Mitra	<input type="checkbox"/> Sue Taylor
CHSS	X Nariman “Moni” Arfai	<input type="checkbox"/> Leonard Madrid	<input type="checkbox"/> Amy Rademacher-Neel	X David Valdés (Chair)
HWPS	X Karen Ball	X Renee Barela-Gutierrez	X Aaron Wilson	
MSE	X John “Mark” Danley	<input type="checkbox"/> Everetta Mora	X Myra Reed (Secretary)	
SAGE	X Therese Baca-Radler			

CNM Office & Representative (Non-Voting)	ACE Learning Center	<input type="checkbox"/> Don McIver
	CNM Connect	<input type="checkbox"/> Herbert Hathaway
	Dean of Students	<input type="checkbox"/> Dr. Rudy Garcia
	Disability Resource Center	<input type="checkbox"/> Mark Cornett
	Student Government	<input type="checkbox"/>

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<p>INTRODUCTION/Guest(s)/NOTES</p>	<p>NEW SENATORS: Karen Ball, Renee Barela-Gutierrez, and Robert Stone</p> <p>NEW CHAIR: David Valdés</p>
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<p>II. Quorum (1/2 of the senate membership)</p>	<p>Action Taken</p>
	<p>QUORUM EXISTS</p>

<p>III. Approval of Minutes from Previous Meeting</p>	<p>Action Taken</p>
	<p>Phalan Gavaldon moves, Eric seconds, minutes approved</p>

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IV. Approval of Agenda	Action Taken
	APPROVED BY VOICE VOTE

V. Quick Vote Items	Presenter
<p>Quick vote discussion item1: Are we willing to approve meeting minutes via email, instead of in meetings? We could set up a survey each month in CNM Learn, and then respond with “Yes” or “No” in a discussion forum in CNM Learn Faculty Senate community area.</p> <p>NOTE: Our bylaws state that we must call meeting to order, and approve minutes. Do we need to update bylaws to reflect the new method of approving minutes, if a new way is made?</p> <p>Not if we require members to review and approve them online first, and then vote in the meeting.</p> <p>ACTION TAKEN: Review minutes online before general meeting. Vote on approval during the general meeting without time for review. APPROVED BY UNANIMOUS VOTE, NO ABSTENTIONS</p> <p>DEADLINE: Minutes will be sent at least 24 hours before the general meeting. </p> <p>Quick vote item 2: We need a formula in the Constitution for the total number of Senators, and we need to modify when Senators are elected.</p> <p>CNM rules regarding the numbers of Senators allowed by school currently only has the total numbers by school. There is no underlying formula provided that justifies the numbers, and there should be one.</p> <p>To correct this issue, we could divide the total faculty population by sixths, because CNM has 6 schools. If any school has more than 1/6 of the total CNM faculty population, that school gets up to 2 Senators. If any school has 1/6 or less, then that school gets 1 Senator. This is a “weighted mean” type of system.</p>	David Valdés

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We also should consider amending the Senate Constitution to add David's proposed system for selecting Senators once per year.

Questions for research: 1. What are term limits for at-large Senators, and will this affect the implementation of this formula in a problematic way?

2. The newest data we can get for faculty in the CNM Fact Book are 2 years old, and this is the newest data that we will be able to obtain. Is this a problem in regard to determining how many Senators from each school can be elected?

DEADLINE: ???

Actions Taken	Person Responsible	Deadline
<p>Vote to accept: David Valdes will bring an example of the new Constitution with changes, for review and vote on this change. Phalan motioned, Aaron seconded.</p> <p>APPROVED unanimously.</p>	<p>David Valdes</p>	<p>NEXT MEETING</p>

VI. Item 2 in discussions: p/t faculty discipline process.	Presenter
<p>BACKGROUND OF ISSUE: A Faculty Senate sub-committee made the current faculty complaint process appx. 10 years ago, and it needs to be updated and improved.</p> <p>The actions that student deans are taking in regard to student complaints about faculty are not provided in the complaint process documentation. No one is reviewing and evaluating the outcomes of the student complaint management process.</p> <p>There is no formal system of reporting on student complaints about faculty members to said faculty. Maybe they are informed, maybe they are not. Maybe the complaints are referred to other departments, maybe not.</p> <p>P/T Faculty who are applying for F/T positions may not know about complaints about them, until they lose</p>	<p>Monie Arfai</p>

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that position.

F/T CNM faculty have left after being dissatisfied with this process.

There is no faculty advocate, and the paperwork that student completes is titled “faculty complaint”, which establishes a negative tone.

The action project team survey about this issue has been completed, and the results are currently under review. It is supposed to help the dean’s office manage the student complaint process more effectively. It is poorly written. It also does not advocate for the student.

A faculty advocate needs to be included in the student faculty complaint process. The term “Faculty Concern” should replace “Faculty complaint” on the student faculty complaint form.

We should create a committee from the Senate Faculty to meet with the Dean to discuss this issue, including reviewing the outcomes of the student complaint management process.

RECOMMENDATIONS: The Senate Faculty should form a committee (sub-team) that reviews and provides a report about these possible solutions:

1. Clearly define and outline a standardized faculty complaint/concern management process
2. Create a formal outcomes review process
3. Examine how effective the formal complaint management process is
4. Propose an implementation rubric for the faculty complaint process
5. Have the faculty senate represented on the Action Project Team currently working on this issue.

Actions taken	Person Responsible	Deadline
David Valdes moves to make a survey of these recommendations to Senate members to determine which of these will be taken, using Survey Monkey. Motion seconded. Monie agrees to develop the survey. MOTION PASSED	Monie Arfai	NEXT MEETING

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VII. Term Limits:		Presenter
<p>BACKGROUND OF ISSUE: currently, elections are held only when needed. Term limits are 2 years.</p> <p>ACTION SUGGESTED: When Senate members are elected needs to be standardized</p>		Aaron Wilson
Actions to be taken	Persons Responsible	Deadline
<p>Motion made to continue this discussion at next meeting after review of this proposal placed in writing. Myra Reed made motion: David Valdes seconded.</p> <p>APPROVED by unanimous vote.</p>	Aaron Wilson	NEXT MEETING
VIII. Water in the Desert promotion		Presenter
<p>BACKGROUND: If the Senate likes this project, then we could promote it.</p> <p>ACTION RECOMMENDED: Motion made to acknowledge that we support this effort, and we offer our assistance as appropriate..</p>		David Valdés
Actions to be taken	Person Responsible	Deadline
APPROVED by unanimous vote.	David Valdes	9-25-15

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IX. Attendance policy review		Presenter
<p>BACKGROUND: There is wording in the attendance policy in the CNM catalog that may be somewhat problematic and confusing. Students could believe that the instructor's decision is not final, because of ambiguity in wording. It is also somewhat difficult to locate in the catalog.</p> <p>ACTION RECOMMENDED: Motion to discuss new language options on CNM learn Senate Faculty community site, and to contribute suggestions:</p>		David Valdés
Actions to be taken	Person Responsible	Deadline
APPROVED by unanimous vote	David Valdés	10-9-15

X. Adjournment and next meeting		
Approved by unanimous vote at 3:00 PM. No sub-team meetings held.		N/A

BEFORE QUORUM MISC. DISCUSSION NOTES:

WE HAVE APX \$306 IN OUR BUDGET, AND WE ARE DETERMINING HOW TO SPEND IT, SUCH AS COFFEE, DONUTS, CNM FOUNDATION, ETC. WE CAN GET THEM VIA H.R. DEPT.

PART-TIMERS ONLY GET PAID FOR 6 HOURS OF ADDITIONAL WORK DO NOT GET PAID, EXCEPT UPON APPROVAL OF SIDNEY GUNTROPE. Follow-up with message about this to President of Senate.

ANNOUNCEMENTS

1. Vacancies in Faculty Senate for 1 p/t faculty for and 1 p/t for AT, 1 p/t for HWCS.
2. Please use your title as Faculty Senator in your email signature.
3. Please use SMART goals when working to complete a task (specific,) when working in committees, and when solving problems.

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4. Current Sub-teams:

1. **Outreach & Communication Protocol:** David, Jim, Aaron, Myra (as needed)

Report Summary: Senate can communicate with dean to improve collaboration; David working on clear statements about “who” and “what” the Senate “is” w/ Mission, Direction, History (David needs anyone’s input regarding dates), and Vision
How hard is information to locate, and can that be improved for accessibility.

Create a Faculty Senate email address for people to use to send us information.

Add a once-per-semester newsletter-style email summarizing what we have done, to remind CNM about our accomplishments and to seek members, improve input from faculty and staff, etc. We need to decide who in fac. Senate sends input from various departments, and what they provide.

Remember to provide information that people’s input about their issues to the Senate members, that we will keep it confidential.

2. **Convocation Data Analysis:** Debra, Mark, Eric, Everetta

Report summary: All data sent to Chris Burns for analysis, which is in progress, Mark Danley will follow up with Chris Burns to determine status of analysis

3. **Textbook Adoption Policies** (in collaboration with Chair Council): Phelan,

Report summary: We will contact Judith to get information.