CNM Faculty Senate Meeting Minutes

ATTENDANCE

	Date: 07/27/2018	Start Time: 1:16 PM	Location: SRC 126	
School	**Checked Box Indicates Presence**		*Names of Voting Members: First Last (alphabetical)*	
AT	☒ Eric Barros (Vice Chair)	☒ Diana Lucero	☐ Heidi Tahquechi	☐
BIT	☒ D. Jim Batzer (Tech Officer)	☐ Robert Stone	☐	☐
CHSS	☐ Debarashmi Mitra	☐ Daniel Peterman	☐ Melanie Viramontes	☐ Amy Whitfield
HWPS	☐ Renee Barela-Gutierrez	☒ Charles Fatta	☐ Sean Haaverson	☐
MSE	☐ Richard Elder	☒ Melissa Franklin	☐ Bradley Knockel	☐
SAGE	☐ Aaron Cowan (Secretary)	☒ Everetta Mora (Treasurer)	☒ David Valdés (Chair)	☐

CNM Offices & Representatives (Non-Voting)	ACE Learning Center	☐ Don McIver
	CNM Connect	☐ Herbert Hathaway
	Dean of Students	☐ Christopher Cavazos
	Disability Resource Center	☐ Ann Lyn Hall
	Student Government	☐ Jimmy Thompson

Guest(s)	Bernadette Bell

Respectfully submitted by Secretary

CNM Faculty Senate Meeting Minutes

Quorum (1/2 of the senate membership)	Proceed with Meeting
Quorum Present ☐ No Quorum Present ☒	YES ☒ NO ☐

Approval of Agenda		Proceed with Meeting
Changes: No quorum – agenda cannot be officially approved. Everetta Mora agreed to record the minutes due to Secretary Aaron Cowan's absence.	Motion to Approve: Second: Yay: Nay: Abstain:	YES ☒ NO ☐

Approval of Draft Minutes from Last Meeting		Approval Status
Changes: No quorum – will have to wait until the next meeting to approve these.	Motion to Approve: Second: Yay: Nay: Abstain:	Approved With Changes ☐ Approved, As Is ☐ Not Approved ☒

Announcements	Action Taken
• AT has updated their website to increase transparency on course costs. • Thank you to all of our outgoing senators!	

TOPICS AND ACTIONS

Topic: Final Exam Emergency Disruption Policy *Continued*	Presenter
The language has been reviewed by Chair Council, and it has been decided that it looks fine. This is in agreement with what the Senate decided. We can now wrap up this item and consider it complete.	David Valdés

Actions	Person Responsible	Deadline
None.		

Topic: Things to Communicate	Presenter
Updates on topics we have covered in the last year: • Credit-hour Guidelines: • Profanity in the Classroom: • Course Evaluations: • Final Exam Emergency Disruption Policy: The language has been approved, and it has been decided that it looks fine. This is in agreement with what the Senate decided. We can now wrap up this item and consider it complete. • Transparent Course Costs: The new Dean of AT has replied to David Valdés. They have been updating their website to reflect the costs associated with each course. • Textbook Adoption Practices: • Standardized Syllabi: We agree they **should** be standardized. • NM Gen Ed Reform in HEd: • Credit for Prior Learning:	David Valdés

- Transition to Student-Owned Technology: This is one of the 24 strategic directions. David is the leader of the committee, and is willing to make presentations to anyone. Contact him if you are interested.
- Academic Integrity Policy:
- Framework for Online Quality Assurance:
- Internationalizing the Curriculum:
- CBE Policies:

- Looking toward the future, we need to address:
- Incorporating the new statewide Gen Ed requirements in syllabi and curriculum

Actions	Person Responsible	Deadline
Type summaries into a "Year in Review" document	David Valdés	August

Topic: Credit-hour Guidelines Review	Presenter

It's not a big deal if we do not solidify any decisions today, partially since we do not have quorum, and not all Schools are represented.
Our team (work experience committee) looked at all the different ways credit is offered on campus. We identified & defined them.
We then made slight adjustments to the definitions in the catalogue for consistency's sake:
    • What instructional mode will you be using? →The top part is a federal definition, and was not changed.
        1. Theory – not changed.
        2. Laboratory – edited to add an element of professionalism into the wording.
        3. Studios – edited to add an element of professionalism into the wording, and to be more inclusive of architects. We struck the last line because it is not true.
        4. Practicum – edited so that it does not imply a co-requisite, since not all practicums have a co-req. Some require prerequisite preparatory instruction.
            ▪ **Why do we not have "Intense Practicum" (4:1) listed? → HWPS has a course that falls under the definition of a Clinical Intensive, though it is often called Intense Practicum.** *This may be just a misuse of the official language.*
	Bernadette Bell

5. Cooperative/Internship/~~Externship~~ – edited because the original definition did not actually address "externships." The definition was clarified. [Externship has been defined as basically job shadowing. There is only one externship in CNM in Cosmetology, but it acts more like an Internship, and will be changed in the following catalogue. Other places job shadowing is required is as part of another course, and does not have an hour requirement.]

6. Field Experience – edited to change "capstone course" to "field experience" since these are slightly different concepts, but were being used interchangeably. Field experience is not always done as a culmination of all other courses, as "capstone" implies. Some of our field experience requirements are in the education department, and not necessarily taken at the very end. (Education 2090, 2190, 2390, and EMS 2790)
   - **Question: Was the original intention of using the word "capstone" there to imply that the field experience *should* be done toward the end of the degree?**
   - **Do we want to add some similar language to imply that the field experience should be done toward the end?**

7. Clinical – Tamra Mason and her team edited this definition for clarification, to add in the clinical nuances.

8. Clinical Intensive – edited with the same changes as Clinicals, but with an extra line.

9. Integrated Service Learning – edited to include the one credit Service Learning Experience course. We also removed some specificity referencing the course number. We also took out the "non-profit site" language because this can be done at a for-profit location, as long as it is still service-oriented.
   - **We suggest a language edit: changing the last line to "personal and social responsibility" would correspond to one of our Strategic Direction teams.**
   - **Question: is the ISL course taken in addition to a second course? Yes. The ISL is not *within* a course, but is a separate course. The two courses are not necessarily co-reqs, though, because they do not have to be taken concurrently.**
   - **Question: ISL – should the official description include a clarification of whether faculty can optionally add a service learning component into their classes? It is not clear whether this is automatically included across the board in certain courses, or whether certain students, with the permission and guidance of their instructor, can participate in a service learning project and add the ISL course.**

- Exceptions to the above guidelines will be referred to the Vice President for Academic Affairs.

The top of the document says, "Approved by: Deans Council, CCC, Chair Council." We (Faculty Senate) cannot add our stamp of approval today, since we do not have quorum. What we **can** do is make comments and suggest edits. If this document is sent back to us for approval, we can then approve it, if desired.		

Actions	Person Responsible	Deadline
Send comments to the Credit-hour Guidelines committee. Add to a future agenda to discuss this topic again.	David Valdés Melissa Franklin	

Topic: Year of Meetings	Presenter
Fridays typically work well for most faculty, and guests can find a free parking lot on Fridays. (This has definitely become more difficult, though. Eugene Padilla is the new vice president for student services, if we need to talk about parking services, on an individual basis.) 11 meetings next school year: August – no meeting. Fall term begins the last week of August, and a Week 1 meeting is difficult. September – 7th October – 5th November – two meetings: 2nd and 30th December – no meeting. The first week of December is Finals Week. January – 25th February – 22nd March – 22nd (APS Spring Break is March 11-15, so this will not conflict) April – 19th May – 31st June – 28th July – 26th	David Valdés

Actions	Person Responsible	Deadline
Calendar Invitations	Melissa Franklin or next year's Tech Officer	August 24th

Topic: Faculty Focus Day – brainstorming session	Presenter
Check with Erika Reed – can we make a poster for Faculty Senate with a list of topics that we have covered in the last year, with at least one representative willing to sit and answer questions? Alternatively, we could use the "About the Faculty Senate" document, and add a Year in Review section. We could distribute these in addition to the poster, or Do we have a logo for Faculty Senate? Can we create one in the next year	various senators

Actions	Person Responsible	Deadline
Follow up with Erika Reed Coordinate poster and/or flyer creation and duplication	Jim Batzer Melissa Franklin	July 27 CNM CTL August 24th

Topic: Course Evaluation Draft	Presenter
Please take a look at the "Faculty Senate Evaluation Project Questions" Document. Other institutions are having difficulties with evaluations as well.	Charles Fatta

What is the purpose of our evaluations? Is this a chance for students to voice their concerns? Is this a tool for measuring quality of teaching and course structure?

We seem to like the way that student comments can raise red flags for certain questions. Associate Deans and Deans look for specific wording in regards to the instructor treating students with respect, for example.

Instructor questions: "the instructor provided meaningful feedback" could be rephrased as "the instructor or the course tools provided feedback" to eliminate the distinction. The instructor might have designed the course to include software that gives great feedback and guidance. Bias?

Do we have evidence that bias is happening at CNM? It would be interesting to know, and would help guide our suggestions. Who would we ask? Opie?

We could potentially experiment. Could we use first initial, last name only in our DL classes and see if that eliminates bias in our DL classes? Change the "Mr." "to Mrs." or vice versa?

Future discussions: We should discuss the timing of evaluations in the future, as well as whether instructors use their Blackboard shell *at least* for hosting the syllabus and checking messages. (Should all instructors use this? How could we increase the use of the shells?)

Actions	Person Responsible	Deadline
• Review document, ask questions, & make comments • Talk to Erika Volkers. Are we in synch with her vision? • Set deadlines & create a schedule of actions for this project	All Senators Subteam (Melissa, Charles, Debra)	September meeting September meeting

Topic: Tech Officer	Presenter
Jim Batzer needs to inform the new Tech Officer of what needs to be done, which trainings to take, etc.	Jim Batzer

Actions	Person Responsible	Deadline
Meet with Lissa	Jim Batzer	September meeting

ADJOURN

Call to Adjourn
Motion:
Second:
Yay:
Nay:
Abstain:
Time of adjournment:
No quorum. Meeting disbanded at 3:05 pm.

Respectfully submitted by Secretary