

CNM Faculty Senate Meeting Minutes

ATTENDANCE

	Date: 6-1-18	Start Time: 1:00 pm	Location: SRC-126	
School	Checked Box Indicates Presence		<i>Names of Voting Members: First Last (alphabetical)</i>	
AT	<input checked="" type="checkbox"/> Eric Barros (Vice Chair)	<input type="checkbox"/> Diana Lucero	<input type="checkbox"/> Heidi Tahquechi	<input type="checkbox"/>
BIT	<input checked="" type="checkbox"/> D. Jim Batzer (Tech Officer)	<input type="checkbox"/> Robert Stone	<input type="checkbox"/>	<input type="checkbox"/>
CHSS	<input checked="" type="checkbox"/> Debarashmi Mitra	<input checked="" type="checkbox"/> Daniel Peterman	<input checked="" type="checkbox"/> Melanie Viramontes	<input type="checkbox"/> Amy Whitfield
HWPS	<input type="checkbox"/> Renee Barela-Gutierrez	<input checked="" type="checkbox"/> Charles Fatta	<input type="checkbox"/> Sean Haaverson	<input type="checkbox"/>
MSE	<input checked="" type="checkbox"/> Richard Elder	<input checked="" type="checkbox"/> Melissa Franklin	<input type="checkbox"/> Bradley Knockel	<input type="checkbox"/>
SAGE	<input type="checkbox"/> Aaron Cowan (Secretary)	<input checked="" type="checkbox"/> Everetta Mora (Treasurer)	<input checked="" type="checkbox"/> David Valdés (Chair)	<input type="checkbox"/>

CNM Offices & Representatives (Non-Voting)	ACE Learning Center	<input type="checkbox"/> Don McIver
	CNM Connect	<input type="checkbox"/> Herbert Hathaway
	Dean of Students	<input type="checkbox"/> Christopher Cavazos
	Disability Resource Center	<input type="checkbox"/> Ann Lyn Hall
	Student Government	<input type="checkbox"/> Vacant

Guest(s)	MaryJo Villasenor
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GETTING STARTED

Quorum (1/2 of the senate membership)	Proceed with Meeting
Quorum Present <input type="checkbox"/> No Quorum Present <input checked="" type="checkbox"/> Notes: ¹ Quorum obtained at 1:30 pm, then lost at about 2:20 pm. ² Everetta Mora volunteered to act as Secretary in lieu of the absence of Secretary Cowan.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Approval of Agenda		Proceed with Meeting
Agenda approved after 1:30 pm.	Motion to Approve: Sen. Peterman Second: Sen. Batzer Yay: 10 Nay: 0 Abstain: 0	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Approval of Draft Minutes from Last Meeting		Approval Status
Changes: Minor grammar and spelling fixes	Motion to Approve: Sen. Elder Second: Sen. Fatta Yay: 10 Nay: 0 Abstain: 0	Approved With Changes <input checked="" type="checkbox"/> Approved, As Is <input type="checkbox"/> Not Approved <input type="checkbox"/>

Announcements	Action Taken
Tech Officer position is vacant. Description is in our by-laws, on our website. Must be filled by an elected Senate officer for the next term.	

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TOPICS AND ACTIONS

Topic: CCC By-laws Review		Presenter
<ul style="list-style-type: none"> • V renamed to IV. • IV E. changed to report to Pres Council since AAC has been dissolved. • III A. only two of the four members for each school can vote. <ul style="list-style-type: none"> ○ The process to decide which two members vote is not stated in the by-laws. The Senate recommends that this procedure be clearly stated in the by-laws. • The footer now shows last edit date and name of editor. • III B. members can serve as long as they want; however, new faculty “role-in” each semester. Elections are held to fill vacancies, but who is eligible to vote is not clearly written in the by-laws. <ul style="list-style-type: none"> ○ The Senate recommends added language that indicates that both full and part-time faculty are eligible to vote. The general voting process may also wish to be included in the by-laws. ○ The first sentence can be made into two sentences to increase clarity. • Meetings of the CCC are now being audio recorded. • Biggest change to membership: the original intent of indefinite membership is now clarified. CCC Chair indicates that it takes a couple of years for faculty to become fully comfortable in their role on the CCC. • By-laws revision process: (1) A sub-team of 6 CCC members revised the by-laws. (2) The entire CCC voted on the proposed revisions. 	Brian Sailer, CCC Chair	
Actions	Person Responsible	Deadline
Suggested changes will be sent to the CCC Chair. The Senate will vote on the next revision of the CCC By-laws at our June 29 th meeting.	David Valdés	6-4-18

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Topic: Course Evaluations Review Update		Presenter
<ul style="list-style-type: none"> • We (the sub-team) would like to review sister institutions (access may be an issue) • This seems to be an instructor evaluation, not a course evaluation. Should we steer it toward <i>course</i> evaluation? • The meaning or interpretation of N/A “not applicable” may need to be clarified – and it counts as a “0” toward the instructor’s average. • Evaluations are not public, as they are on Rate My Professor. How do students see the feedback about instructors? Maybe an aggregation of reviews? • Could we identify people with consistently amazing reviews and ask them to provide tips to others? What are consequences of bad reviews? • Gender bias, race bias, etc – should we look at rewriting the questions? Some questions are also redundant. • Some Deans use evaluations in an informative way, and have a follow-up discussion with faculty. • Mechanics of delivery of evaluations – students can skip it, but instructions are complicated. Some students open Blackboard in a computer course during a test, and must complete their evals for their last opportunity before taking the test, and cannot both give thoughtful feedback and have time for their test. • Students are not always good at assessing their own knowledge of the subject matter, much less their instructor’s knowledge. Is this question a good question? → is this a question on all schools’ evaluations? Has this question already been reviewed, and either edited or removed? • Our evaluation questions should evaluate outcomes, not process. Questions should be clear and measurable, not ask about feelings. 		<p>Sen. Mitra Sen. Franklin Sen. Fatta</p>
Actions	Person Responsible	Deadline
<p>The Sub-team will:</p> <ul style="list-style-type: none"> a) review sister institutions’ evaluation documents and processes, and check IDEA (?) standardized evaluation survey for ideas b) Is there evidence that CNM evaluations contain gender bias? c) determine whether questions will be about the instructor, course, or both. How should it be organized? What is the ultimate purpose of the evaluations/how will they be used/how do they ultimately improve student success? d) check questions for bias, redundancy, and clarity e) bring some suggestions back to the Senate for review f) survey all faculty to see which questions need changing. <p>Timeline: Begin items (a)-(e), and update Senate at the next meeting</p>	<p>Senators Mitra, Franklin, and Fatta</p>	<p>6-27-18</p>

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Topic: Profanity in the Classroom, <i>continued</i>		Presenter
<p>What are our possible actions?</p> <ul style="list-style-type: none"> • Create a resolution • Create an opinion piece to send to Admin • Archive our opinions in the Senate meeting minutes • Clarify official language of the profanity policy, or recommend that it be clarified <p>Does this conversation possibly have something to do with high school dual-enrollment students being unclear of their status as college students, with the same expectations of other adult students?</p> <p>This policy applies to all staff, not just faculty, and not just academic settings. Should this policy be clarified to separate these situations? (Referred policy is stated here: https://www.cnm.edu/depts/hr/current-employees/policies-and-procedures/employee-handbook/section-iv-code-of-conduct-and-workplsce-behavior#4.01)</p>		David Valdés
Actions	Person Responsible	Deadline
<ul style="list-style-type: none"> • Create summary of (senator) opinions to send to Admin (including questions about process of clarity), with links to our minutes. Invite admin to ask senate for additional suggestions and/or actions. • Individuals may email additional opinions to D. Jim Batzer (dbatzer@cnm.edu) for inclusion in the summary. • Senate will review summary before sending to Admin. 	Sen. Batzer	6-27-18

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Topic: Textbook Adoption Guide Vote for Approval		Presenter
<ul style="list-style-type: none"> • Vote was not conducted. • Reply from Anne Heaton (Follett): There are no changes, except to due dates, so we can proceed with vote. • includeEd may need to be considered. (See https://www.follett.com/included/) • Anna Gilletly is currently putting together a cost saving initiative. 		Sen. Mitra
Actions	Person Responsible	Deadline
Debra will make changes to the document, and double check with Follett. Senate will vote to approve next meeting.	Sen. Mitra	6-27-18

Topic: Final Exam Emergency Disruption Policy		Presenter
<ul style="list-style-type: none"> • See Section 2.3 https://www.cnm.edu/depts/hr/current-employees/policies-and-procedures/the-source/is-2504/is-2504-college-schedule-changes-policy • The way it is written, especially “the option adopted by their instruction division,” seems to appease faculty senate. • The Senate Chair recommends leaving the policy as-is. • Should this policy be reviewed by Chair Council? 		David Valdés
Actions	Person Responsible	Deadline
Tabled for next meeting as there was no quorum at the time of this discussion.		

Topic: Transparent Course Costs – Letter to AT		Presenter
Did not have the opportunity to discuss.		David Valdés
Actions	Person Responsible	Deadline
Tabled for next meeting as there was no quorum at the time of this discussion.		

Call to Adjourn	
A vote to adjourn could not take place as there was no quorum at this time. The Chair brought the meeting to a close with the consent of those present.	
Time of adjournment: 3:07 pm	