

CNM Faculty Senate Meeting Minutes

Date: 01/20/2012 (FRI)	Meeting Time: 1:00 pm. – 3:00 pm.	Meeting Location: SB-132	
Attendees	Chair <input checked="" type="checkbox"/> Michael Crane (MSE)	Vice-Chair <input checked="" type="checkbox"/> Cef Garcia-Heras (SAGE)	Secretary <input checked="" type="checkbox"/> Julia So (CHSS)
	Treasurer <input checked="" type="checkbox"/> Judith Tomasson (SAGE)	<input checked="" type="checkbox"/> Barbara Bates (BIT)	<input checked="" type="checkbox"/> Barton Bond (AT)
	<input type="checkbox"/> Suzanne Buck (CHSS)	<input type="checkbox"/> Shanna Davis (HWPS)	<input checked="" type="checkbox"/> Steve Glass (MSE)
	<input type="checkbox"/> Rinita Mazumdar (CHSS)	<input type="checkbox"/> Colin Olson (CHSS)	<input checked="" type="checkbox"/> Roderigo Padilla (Acad Advisement)
	<input checked="" type="checkbox"/> Amy Rademacher-Neel (HWPS)	<input type="checkbox"/> Patricio Rojas (MSE)	<input checked="" type="checkbox"/> Jennifer Schardt (HWPS)
Guest(s)			
I . Determination of Quorum & Call to Order: Senate Chair Michael Crane called the meeting at 1:10 PM.			
Quorum established.			
II. Approval of Agenda		Action Taken	
Motion moved by Garcia-Heras, the agenda was unanimously approved.			
III. Approval of Minutes		Action Taken	
A motion to approve the minutes was called by Garcia-Heras and seconded by Rademacher-Neel. The set of meeting minutes of November was unanimously passed.			
IV. Old Business			
A. Key Performance Indicators adopted by CNM		Presenter	
Juliane Ziter will attend the Senate’s February meeting with college deans to present the college’s key performance indicators.			
Actions to be taken	Person Responsible	Deadline	
No action needed.			
B. Student Evaluation of Instruction		Presenter	
Crane reported that the median response rate of the last student evaluation survey is 25% whereas the range is from 15% to 80%. Crane asked the Senators to find out from other instructors why student participation in the online survey is low. Judith volunteered to draft a questionnaire that the Senate can use via Survey Monkey.		Crane & Garcia-Heras	
Actions to be taken	Person Responsible	Deadline	

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Tomasson will send the draft survey to the Senate within the next week. All Senators will have one week to provide input to Tomasson. Tomasson will upload the questionnaire to Survey Monkey.	Tomasson. All Senators. Tomasson.	By Friday 1/27. By Friday 2/3. By Friday 2/10.
C. Purpose of Senate		Presenter
Crane cited the Constitution on the purpose of Senate which is "To promote open and effective communication within and among all organizational levels and all campuses." Everyone agreed the communication channel between management and the Senate was broken. Crane proposed to speak with administration on this issue.		Crane & So.
Actions to be taken	Person Responsible	Deadline
Crane will meet with Interim VP of Academic Affairs, Dr. Sydney Gunthorpe to discuss and brain-storm what process needs to be in place for the better flow of communication between administration and faculty. Crane will report the result of their meeting to the Senate at the February meeting.	Crane.	By Friday 1/27.
D. Standing Committee on Professional Performance		Presenter
All Senators agreed that it is to the faculty's advantage that they initiate a dialogue with administration about the evaluation of their professional performance, rather than to wait and learn about the process.		Tomasson & Garcia-Heras
Actions to be taken	Person Responsible	Deadline
Tomasson will meet with Ziter to convey the Senate's message.	Tomasson.	Before the Senate's February meeting.
V. New Business		
A. Bylaws and Constitution Review		Presenter
Crane pointed out that the Senate Bylaws and Constitution have gaps with respect to Senators attendance. Citing the Bylaws Article I Section II--"if a member is absent for three consecutive meetings without notification of the Chair and/or provision of a substitute, the Chair will attempt to contact the member or designate another member who is able to, to contact the member who has missed the three meetings and encourage active participation," Crane proposed that he will contact the Senators who have been absent in the last three meetings and to seek their commitment. He also proposed to recruit new Senators should positions open up.		Crane
Actions to be taken	Person Responsible	Deadline
Crane will send official e-Mails to all senators who were absent in the previous three months and to request their response. Crane will call for a Bylaws Committee at the Senate's February meeting. The task of the committee is to revise the Constitution and Bylaws of the Senate.	Crane.	By Friday 1/27.
B. Meeting Schedule for Spring 2012		Presenter

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For the rest of Spring term, the Senate will be meeting on the third Friday of every month, except March and May. The meeting for March will be 3/23 and for May, it will be 5/25.		Crane
Actions to be taken	Person Responsible	Deadline
No action needed		
C. Grade Submission Timeline		Presenter
After discussion, the grade submission timeline for SAGE faculty turned out to be a non-issue.		Garcia-Heras
Actions to be taken	Person Responsible	Deadline
No action needed.		
VI. Adjournment		
The meeting was adjourned at 3:15 PM. Next Meeting: 2/17/2012 at 1 PM. Location: TBA		