

CNM Faculty Senate Meeting Minutes

Date: 03/22/2013 (FRI)	Meeting Time: 1:00 pm. – 3:00 pm.	Meeting Location: MS-402	
Attendees	Chair <input checked="" type="checkbox"/> Michael Crane (MSE)	Vice-Chair <input checked="" type="checkbox"/> Judith Tomasson (SAGE)	Secretary <input checked="" type="checkbox"/> Steve Glass (MSE)
	Treasurer <input checked="" type="checkbox"/> Cef Garcia-Heras (SAGE)	<input checked="" type="checkbox"/> Phalen Gavaldon (AT)	<input checked="" type="checkbox"/> Jason Manzanares (AT)
	<input checked="" type="checkbox"/> Barbara Bates (BIT)	<input checked="" type="checkbox"/> Kalynn Pirkl (BIT)	<input checked="" type="checkbox"/> Maxine Freed (CHSS)
	<input checked="" type="checkbox"/> Rinita Mazumdar (CHSS)	<input checked="" type="checkbox"/> Andy Russell (CHSS)	<input type="checkbox"/> Ron Reid (CHSS)
	<input checked="" type="checkbox"/> Shanna Davis (HWPS)	<input checked="" type="checkbox"/> Amy Rademacher-Neel (HWPS)	<input type="checkbox"/> Jennifer Schardt (HWPS)
	<input checked="" type="checkbox"/> Colleen McNamara (MSE)	<input type="checkbox"/> Roderigo Padilla (Acad Advisement)	<input checked="" type="checkbox"/> Janna Goodyear (SAGE)
	<input checked="" type="checkbox"/> Bonnie Bailey (SAGE)	<input checked="" type="checkbox"/> Doug Scribner (HWPS)	
Guest(s)			
I/II . Determination of Quorum & Call to Order:			
Michael called the meeting to order at 1:02PM. Role was taken and a quorum was present.			
III. Approval of Agenda			Action Taken
The agenda was adopted by acclamation.			
IV. Approval of Minutes from February 2013 Meeting			Action Taken
Several minor spelling corrections were made to the minutes. Andy corrected the description of the planned forum to reflect that the Administration will not be present. Phalen moved to approve the minutes, Amy seconded; the motion passed unanimously.			
V. April meeting and officer elections			Presenter
Michael noted that he is unavailable for the April 26 meeting. Judith will run the meeting. Officers will be elected during the meeting, and Michael expressed his willingness to continue as Chairman.			Michael
Actions to be taken		Person Responsible	Deadline
Judith will coordinate with Michael about the April agenda		Judith/Michael	
VI. Academic Policies Committee			Presenter
Electronic Devices in the Classroom: Phalen shared two versions of a draft policy for electronic devices in the classroom. Colleen suggested a merger of the language from the two versions. A overt distinction			

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<p>between cellular phones and smartphones was supported by a consensus of the FS. There was discussion about the occasional necessity for cell phones to be set to vibrate in case of emergency alerts, with a concern over the noise produced by a vibrating phone on a desk. Andy recommended that phones must be kept off of desks, and Jason suggested requiring that cell phones be “rendered silent”. Shanna objected to any allowance for vibrating cell phones, citing student distraction. Cef suggested that the paragraph allowing instructors to permit use of electronic devices should be less permissive. Jason noted that the policy can never be perfect, and that instructors must maintain control in the classroom. Michael reminded the FS that the objective is establish consistency between various schools, and advocated for simplicity in the policy. Andy and Phalen each offered draft simplified policy language. Doug noted that the policy must be applicable at all locations, and Phalen observed that CNM policy states that all educational locations are considered a “classroom”. Judith recommended including the sentence regarding instructor amendment of the policy in parentheses or a different font, as a statement to instructors during syllabus preparation. After debate and editorial changes, a vote was taken and the approved version will be sent to the Deans Council.</p>		
<p>Audit credit option (DL and F2F). Distance learning students often believe they don’t need to participate in the online class, and have complained about being dropped for non-participation. Judith asked whether the DL instructor should clarify requirements in the syllabus. Jason observed that some interaction is required for “participation” in either a DL or a F2F class. Maxine suggested including a statement in syllabi regarding minimum participation requirement. Jason and Amy noted that student participation is a classroom management issue, and Michael confirmed that the issue is not appropriate for the FS. Barbara offered that a policy might be needed if financial aid were provided for students who audit a course. Doug asked if CNM has clearly stated that participation requirements are equivalent for DL and F2F classes, and Judith brought up the online CNM statement that auditing students are expected to attend all classes. Jason expressed concern about establishing a limiting policy that could reduce instructors’ authority over classroom management.</p>		
Actions to be taken	Person Responsible	Deadline
Michael will forward the approved Electronics in the Classroom Policy to Deans Council Michael will inform the Deans Council that the Audit issue is not appropriate for FS action	Michael	
VII. Calendar Proposal Committee		Presenter
Colleen shared feedback from MSE faculty asking that the calendar decision be posted on the web. Most MSE faculty favor the 15-15-12 schedule. Judith shared feedback from SAGE, which was very similar to the MSE percentages. FS members will continue collecting responses from other schools.		Michael
Actions to be taken	Persons Responsible	Deadline
Collect responses	FS members	

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VIII. College Service Survey (or Other Duty Hours?)		Presenter
<p>Michael stated that a room has been reserved on April 5 for a joint FS/Faculty Union 3-hour forum. Jason noted that the date conflicts with Skills USA. The forum will supplant a faculty survey as a data gathering mechanism, to avoid survey fatigue. Topics will include other college service/other duty hours/non-student contact hours and equity in faculty schedules/workload among the various schools. Judith expressed her concern over eliminating the faculty survey regarding college service/other duty hours, recalling that the survey objective was to document disparities among schools. Cef observed that the forum may help focus the survey questions, and Judith concurred. Andy reminded FS about the Faculty Management Committee and summarized several Committee meetings in which other duty hours were discussed. Recommended language will be shared at the next meeting of the Committee. Andy stated that Deans Council is awaiting feedback from FS on the topic of other duty hours. The Union is advocating elimination of scheduled other duty hours, and encouraged FS to support the position. Michael shared his vision of the forum logistics, noting that FS members are needed to take notes about faculty comments. Andy asked if the issue of 8-week vs. 12-week summer schedule could also be considered during the forum, but Michael noted that including the issue will dilute emphasis on the proposed two closely related issues. Six Senators volunteered to be note-takers during the forum.</p>		
Actions to be taken	Person Responsible	Deadline
Michael and Andy Tibble will develop a forum announcement that will be distributed by Michael to all faculty.	Michael	
IX. Announcements		
<p>Amy reminded FS that the AAC will meet April 10 at 3PM in the Richard Barr Room at SRC. Faculty Senators are encouraged to attend.</p> <p>Suggestions are solicited for a classroom setting for an advanced technology demonstration. Several suggestions have been offered, and there was discussion about requirements for the room. Jason described the synchronous learning technology that links off-site students with the live classroom in use at Emery-Riddle University. Judith noted that large universities offer online lectures.</p>		
X. Adjournment and next meeting		
<p>The meeting was adjourned at 2:41 PM. Next Meeting: 04/26/2013 Location: MS 402</p>		