

# CNM Faculty Senate Meeting Minutes

<b>Date:</b> 6-19-14	<b>Time:</b> 1:00 pm. – 3:00 pm.	<b>Location:</b> MS-407	
<b>Attendees</b>	<b>Chair</b> <input checked="" type="checkbox"/> Judith Tomasson (SAGE)	<b>Vice-Chair</b> <input checked="" type="checkbox"/> Chris Burns (BIT)	<b>Secretary</b> <input checked="" type="checkbox"/> Bonnie Bailey (SAGE)
	<b>Treasurer</b> <input type="checkbox"/> Phelan Gavaldon	<input checked="" type="checkbox"/> Rinita Mazumbar (CHSS)	<input type="checkbox"/> Steve Klein (BIT-P/T)
	<input checked="" type="checkbox"/> Rachel Black (MSE)	<input checked="" type="checkbox"/> Amy Rademacher-Neel (HWPS)	<input type="checkbox"/> Jason Manzoneres (AT)
	<input checked="" type="checkbox"/> Mark Danley (MSE)	<input checked="" type="checkbox"/> Andy Russell (CHSS)	<input type="checkbox"/> Roderigo Padilla (Acad. Advising)
	<input checked="" type="checkbox"/> Patrick Flink (SAGE)	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Janna Goodyear (SAGE-P/T)	<input type="checkbox"/> Barbara Bates (BIT)	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Kathy Kaestner (HWPS)	<input type="checkbox"/> Maxine Freed (CHSS)	<input type="checkbox"/>
<b>Guest(s)</b>			
Quorum was determined. Called to order by Faculty Senate Chair, Judith Tomasson.			
<b>III. Approval of Agenda</b>			<b>Action Taken</b>
Agenda was reviewed. Addition items to be included but not on the agenda:  No new items added to the agenda.			NA
<b>IV. Approval of Minutes from Meeting</b>			<b>Action Taken</b>
There were no minutes from the last meeting. FS Secretary was not present.			NA

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<b>V.Observation Form for DL Courses</b>		<b>Presenter</b>
<p>Presidential Fellow Brian Sailer shared an observation form for peer observations of online classes as well as a document that explains the philosophy &amp; procedure behind online peer observations. The form was developed because the current observation form used for face to face classes is not a good fit for observations of online or blended courses.</p> <p>Brian reported that several others have contributed to the development of the "Online Peer Observation Form." Details concerning peer observations of online classes include the following:</p> <ul style="list-style-type: none"> <li>• Observations will be limited to one module &amp; 48 hours of observation total.</li> <li>• Pre and post observation meetings between the course instructor and the peer observer are being stressed.</li> </ul> <p>The Deans have reviewed the form that Brian presented. Brian reported that although the Deans like the form, each Dean was interested in making school modifications. There are eight general observation categories designed to match the eight QM general standards, so there is some alignment between this observation and a QM review. The difference is QM Reviews focus on course design. The peer observations will focus on interactivity, engagement, and the actual teaching of the course (and not the design of the course).</p> <p>Brian has asked us to make any suggestions for changes/improvement to the form to him. A final version of the form still needs to be presented to the Chair Council, then go back to the Dean's Council, etc. FS Chair Tomasson will send members of the Faculty Senate an electronic copy of the form presented by Brian for our more careful review. Senate discussed changes we would like to see to the form (see "Actions to be taken" below).</p> <p>The Senate discussed the difference between the Peer Observations for teaching and the internal Quality Matter Reviews. Senators agreed there is a need and interest in more QM training for DL faculty, and the Senate wondered about the possibility of training through CNM CTL during the professional development days before fall term. FS Secretary Bonnie Bailey agreed to investigate this possibility with CTL Professional Development Chair Erica Reed.</p>		Brian Sailer
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
<p>FS Chair will send an email to all Faculty Senators with an electronic version of the Observation Form.</p> <p>FS Chair will convey the following recommendations to Brian for the Peer Observation form:</p> <ol style="list-style-type: none"> <li>1. A statement be included that the criteria (categories 1 through 8) are</li> </ol>	Judith Tomasson	As soon as possible

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<p>guidelines and not a checklist. (Not every item has to be met.)</p> <ol style="list-style-type: none"> <li>2. Please also note in the brief introduction that the primary goal of this peer observation is to observe online instruction and course delivery, not to evaluate course design.</li> <li>3. A statement be included that the Classroom Management items on the last page are to be discussed at the Pre and Post meetings and will not necessarily be observed during the 48 hr. observation period.</li> </ol> <p>FS Secretary will check with CTL concerning presenting Quality Matters training during professional development time before fall term begins.</p>	Bonnie Bailey	As soon as possible
<b>VI. Audit Policy</b>		<b>Presenter</b>
<p>The Faculty Senator who served on the CCC sub-team reported on the Audit Option sub-team of CCC. The Senator reported that some on the sub-team were a little confused by why the FS wanted to set the audit option earlier (Census Date), and they wanted to make sure that we had seen the data from PBIR on who audits classes and when.</p> <p>The Faculty Senator reported that the chair of the Audit Option sub-team of CCC sent an email to all Deans asking for a list of classes from their schools for which they feel an audit option would never be appropriate for reasons of safety and liability. A list is being compiled.</p> <p>The Senate briefly reviewed the Senate discussions concerning the need to move the audit option to an earlier date; Senate is aware of the data concerning when students tend to change their grade option to audit and which schools/courses are most affected. The Senate reaffirmed its support for the recommendation that changing the grade option not be allowed after the Census Date.</p>		Bonnie Bailey
<b>Actions taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
<p>FS Chair will check to see where our recommendation for no audit options allowed after Census date is.</p> <p>The faculty senator on the sub-team will respond to CCC if they inquire about the FS recommendation again.</p>	<p>Judith Tomasson</p> <p>NA – only if further questions are posed by CCC</p>	As soon as possible
<b>VII. Update on Professional Review Project</b>		<b>Presenter</b>

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<p>FS Chair reported that one of the Presidential Fellows has (as part of his project), a revised professional review project. Chairs and the FS Chair were invited to participate in planning meetings with the Presidential Fellow in order to collaborate on the proposal which will be presented to the Dean’s Council soon.</p> <p>FS Chair reviewed how to access the Faculty Senate “Community” in Blackboard. The Professional Development materials (David Valdes, Presidential Fellow proposal, FS surveys, etc.) can be found under FS Teams – Professional Review Project. The latest version of the proposal is not uploaded to our community yet. There seems to be a problem with uploading documents into our FS Community today, but FS Chair will continue to try to upload the documents.</p> <p>It was noted that there was no HWPS representative (chair or program director) on the committee that the Presidential Fellow convened. The schools represented were CHSS, SAGE, BIT, MSE, &amp; AT, but no one from HWPS.</p>		Judith Tomasson
<p><b>Actions to be taken</b></p>	<p><b>Persons Responsible</b></p>	<p><b>Deadline</b></p>
<p>FS Chair will check with Presidential Fellow David Valdes and (1) see why there was no representative from HWPS on this committee, and (2) see if the proposal (version 2.2) is ready to be viewed so that Faculty Senators can seek input from faculty in the schools they represent.</p> <p>Once Judith knows that Proposal 2.2. is ready and Senators have access to the electronic copy, one FS from each school (on behalf of all Senators from that school) will share the proposal via email with the FT faculty in their schools.</p> <p>Discussion was held on how to analyze the qualitative data from the Faculty Survey (Teaching &amp; Professional Review) that the Faculty Senate compiled last spring. FS Chair will explore several avenues (outside firm, PBIR,) to have the data from “crunched” and analyzed. FS Chair will also see if we can get funds form the VPAA to pay for a summary analysis of the Faculty Survey (Teaching &amp; Professional Review).</p>	<p>Judith Tomasson</p> <p>To send out Proposal 2.2 to FT faculty once we have the “go-ahead:”          Bonnie Bailey – SAGE          Andy Russell – CHSS          Mark Danley – MSE          Pehlan Gavaldon – AT          Amy Rademacher Neel - HWPS</p>	<p>June 27, 2014</p> <p>As soon as the proposal is read and D. Valdes gives the “go ahead.”</p>

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<b>VIII. Report by Chair on summer projects, recruitment, outreach, etc.</b>		<b>Presenter</b>
<p>FS Chair reported that course release compensation for FS Chair has been reduced from 2 course releases to 1 course release. Agreed that chair and vice chair should keep a record of time invested to FS duties this semester so this can be reviewed next semester. Discussion was held concerning splitting some of the duties, particularly meeting attendance, between Chair and Vice Chair. FS Chair wondered, if 2 course releases could be provided in the future, if the course releases could be split between Chair and Vice Chair of FS.</p> <p>FS Chair reported that she is assembling a current list of all Faculty Senators from each school. Mark Danley is the new Senator from MSE. Rachel Black's (MSE) last meeting will be in July. MSE will be holding a Faculty Senator election. Steve Klein is a representative for Part Time Faculty, but has recently been hired as FT faculty, so BIT will need a new PT Senator. Vice Chair Chris Burns agreed to check on this for BIT. FS Chair indicated that each school should have a part time faculty representative and we need to promote that part time faculty receive compensation for participating in faculty senate meetings.</p>		Judith Tomassen
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
<p>FS Chair – keep track of hours spent on FS business. FS Vice Chair – keep track of hours spent on FS business</p>	<p>Judith Tomasson Chris Burns</p>	<p>Review Spring 2015</p>
<p>FS Vice Chair – check on election/recruitment of PT Senator from BIT to replace Steve Klein and contact Steve Klein concerning the need for a new Senator from BIT to represent PT faculty.</p>	<p>Chris Burns</p>	<p>Prior to next FS meeting</p>
<b>IX. De-personalization of meeting minutes</b>		<b>Presenter</b>
<p>A motion was made and seconded that we “de-personalize” the FS minutes and generalize discussions so that names are not used (or are used minimally) since the minutes are publicized and this could possibly create difficult situations for individuals. Motion carried.</p>		NA
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>

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None	\	
<b>X. Ted Talk from Faculty Senate at Convocation</b>		<b>Presenter</b>
A suggestion was made that our FS leaders create a Ted Talk for Convocation based on "community."		NA
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
No action at this time.		
<b>XI. Faculty Senate Newsletters by School</b>		<b>Presenter</b>
A suggestion was made that each school's Senators send out a monthly newsletter and be on the agenda of each school meeting to present FS news. It was suggested that a newsletter template be created.		NA
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>

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No action at this time.		
<b>XIII.</b>		
<b>XIV. Adjournment and next meeting</b>		
Motion made and approved that we adjourn.		NA