CNM Faculty Senate Meeting Minutes

Date: 11/15/2013	Time: 1:00 pm. – 3:00 pm.	Location: MS-402	
Attendees	**Chair** ☒ Michael Crane (MSE)	**Vice-Chair** ☐ Judith Tomasson (SAGE)	**Secretary** ☐ Steve Glass (MSE – P/T)
	Treasurer ☒ Phelan Gavaldon (AT)	☒ Cef Garcia-Heras (SAGE)	☐ Jason Manzanares (AT)
	☒ Barbara Bates (BIT)	☐ Chris Burns (BIT)	☐ Steve Klein (BIT – P/T)
	☒ Rinita Mazumdar (CHSS)	☐ Andy Russell (CHSS)	☐ Maxine Freed (CHSS)
	☒ Shanna Davis (HWPS)	☒ Amy Rademacher-Neel (HWPS)	☐
	☒ Rachel Black (MSE)	☒ Bonnie Bailey (SAGE)	☒ Janna Goodyear (SAGE-P/T)
	☐	☒ Roderigo Padilla (Acad Advisement)	☐
Guest(s)			

I/II . Determination of Quorum & Call to Order:	
A quorum wasn't reached by 1:05 pm, so the meeting was started without order. A quorum was reached by 1:15 pm.	

III. Approval of Agenda	Action Taken
Michael noted that we needed to amend the agenda to include selecting meeting dates for 2014. Agenda was approved, with the change, at 1:10 pm. Phelan motioned for approval, Amy seconded the motion, all were in favor to approve the agenda.	Approval

IV. Approval of Minutes from October 2013 Meeting	Action Taken
Michael got sidetracked, all on his own, to start talking about the bookstore issues, course evaluations, and the Senate blog. After 15 minutes of discussion, Rachel reminded Michael that the minutes from last month still needed approval. Changes were the start time of last month's meeting (3:05 start changed to the actual 1:05 start time), and the spelling of Phelan's and Rachel's names. Phelan motioned for approval, Amy seconded the motion, all were in favor.	Approval

Respectfully submitted by Secretary

CNM Faculty Senate Meeting Minutes

V. 2014 Meeting Calendar	Presenter
We discussed various dates, selecting some 4th Fridays in months where holidays/etc. interfered and 5 Fridays were available. Only August and December were omitted: January 24 February 28 March 28 April 18 May 23 June 20 July 18 September 19 October 17 November 21	Michael

Actions to be taken	Person Responsible	Deadline
Send Calendar out to be included on website and to be sent to all Senators.	Michael	today

VI. Bookstore Issues	Presenter
Michael is almost done collating all faculty responses. Will send to Chair's Council next week. Chairs Council is expecting to talk with Bookstore reps on Nov 27 (?). Some discussion regarding the timing of Follett's $1,000,000 donation two weeks after they talked to Chairs Council. Barbara noted that any money to assist students shouldn't be dismissed. We all agreed.	Michael

Actions taken	Person Responsible	Deadline
List of issues, with faculty identity redacted, will be sent to CC next week.	Michael	Nov 18

Respectfully submitted by Secretary

CNM Faculty Senate Meeting Minutes

VII. Faculty Senate Blog	Presenter
The Senate Blog now has a Blackboard shell. Judith is working on getting access to all Senators so that we can use it as a document and discussion repository for our sub-committees. We'll keep it internal during Spring 2014 to work out the bugs and to decide if it will be a useful construct for all faculty to have a discussion space.	Michael

Actions to be taken	Persons Responsible	Deadline
Judith will endeavor to get access to all Senators this term.	Judith	End of term F2013

VIII. Course Evals	Presenter
Amy, and another HWPS faculty member, were asked to improve student participation in course evaluations. Both were offered a course release to do so. Cef noted that a few SAGE faculty were also asked, and Michael noted a few other faculty were asked and offered the same as Amy was. All have declined. Faculty realize that the Administration isn't sincere about improving the course evaluation structure, and appear to primarily want AQIP check boxes duly filled in (faculty are disinterested in busy work, and are interested in actual quality improvement). Michael suggested that if, and when, the Administration is sincere about constructing a viable assessment tool that serves the three necessary demographics of 1. students in developing their educational self-reflection and engagement; 2. faculty in developing their skill as an educator and response to students' needs; and 3. administration in developing a cohesive structure for faculty assessment/employee development, that the Senate should then consider assisting in such a useful experience. We can't/won't support busy work.	Michael

Actions to be taken	Person Responsible	Deadline
None		

CNM Faculty Senate Meeting Minutes

IX. AAC Communication Log		Presenter
Michael encouraged Senators to attend the AAC meetings, the second Wednesday of the month at 3pm, and to select schedules that would allow them to do so. This month's AAC meeting had Brian Sailer discussing the DL Audit issue. He'll be coming to our January meeting to discuss DL Audits. Michael noted that there was some discussion at the AAC about discontinuing the Audit grade option. He has asked PBIR for data, and Brian has access to outside data regarding Audits. Michael hopes to be able to present data regarding Audit usage at CNM and our peer institutions at the January meeting to coincide with Brian's presentation.		Michael

Actions to be taken	Person Responsible	Deadline
Schedule to attend these once a month meetings.	Each Senator	

X. EAS		Presenter
Phalen shared how AT is working on this. They call it a Student Success Plan (rather than the possibly stigmatizing Early Alert System). They plan on including a statement in all of their syllabi about referring students to resources so that students won't feel singled out. We all agreed that this is a fine idea to let students know from the start that we might refer them to resources to assist them in being successful. They also use the I-BEST system, in conjunction with SAGE instructors, to assist students in the classroom rather than have them fail due to small bits of needed knowledge not being readily accessible to the student. AT is also starting a food pantry to help students with documentable need (food stamps have been recently reduced and this has an impact upon our students). Cef shared that SAGE has an electronic report form for use during the first 5 weeks of the term. This form is used to identify students who are struggling or could benefit from assistance. It somehow creates a bond with CNMConnect. He also started a discussion about: How do we respond to overheard conversations and direct conversations with students discussing their needs? How do we deal with the obvious signs of an abused person who is our student? Rinita shared experiences about what deeply personal information students reveal in their essay writings. We all agreed that we'll need guidance and information sessions on how to effectively, and constructively, engage students about their struggles. We don't want to offend or impede a student's ability to meet their potential. Both AT and SAGE utilize their Achievement Coaches to do in-class presentations on how they can assist		Phalen, Rachel, Rinita, Cef, Michael, Roderigo

students to succeed.

Rachel suggested a mechanism for students to self-identify during registration: a simple text box to respond to the prompt: "What barriers do you see hindering your success?" Such an early engagement of students in their own educational success would help improve their opportunities and enable CNM to assist them with the needed resources.

Both Rachel and Rinita stressed the need that SSPs should include feedback to faculty on whether a student utilized the referred services, and what services they used. We all agreed that it is up to the student to accept assistance or decline it. We also want to comply with FERPA and HIPAA requirements. We all agreed that the college will need to provide adequate training to comply with such legal/privacy issues.

Roderigo wondered whether Outcomes Services, the EAP program to assist CNM employees with counseling services, might also be available for serving our students with similar needs.

We all agreed that any referral service faculty might utilize on behalf of students needs to be automated and electronic (not an 'e-mail-able' form but a true macro-enabled, check-box, comment box for text, sort of instrument). Possible check-boxes could include: finance, academic support, personal, 'mental/grief' counseling, organization and/or study skills, Veteran, 'learning disability', etc. We agreed that we can't diagnose mental or social issues, but we could base any referral upon observable fact and not inference or surreptitious knowledge (unless imminent peril, etc...).

Actions to be taken	Person Responsible	Deadline
Get copies of the forms and syllabi statements from SAGE and AT. Use 'Student Success Plan' rather than Early Alert System. Create a draft form, based upon SAGE's, incorporating our suggestions. Create a draft syllabi statement regarding referral services. Create a draft 'Advisory Letter' stating the perceived needs and issues that must be addressed so that Student Success Plans can be utilized across all Schools and be a beneficial element of our community building.	Michael	Prior to Jan 2014 meeting

XI. Faculty Review Process		Presenter
		Bonnie, Janna, Barbara, Shanna, Amy
Actions to be taken	Person Responsible	Deadline

CNM Faculty Senate Meeting Minutes

XIII. Announcements		
Have a fine break and see you in two months ☺		
XIV. Adjournment and next meeting		

Respectfully submitted by Secretary