

CNM Faculty Senate Meeting Minutes

Attendance	Date: 9/30/2016	Time: 1:00 pm	Location: MS 301	
School	Checked Box Indicates Presence		Names of Voting Members: First Last (alphabetical)	
AT	<input checked="" type="checkbox"/> Eric Barros (Vice Chair)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIT	<input checked="" type="checkbox"/> David "Jim" Batzer	<input type="checkbox"/> Charles Milazzo (Treasurer)	<input checked="" type="checkbox"/> Robert Stone	<input type="checkbox"/>
CHSS	<input checked="" type="checkbox"/> Debarashmi Mitra	<input checked="" type="checkbox"/> Daniel Peterman	<input type="checkbox"/> Phillip Schoenberg	<input checked="" type="checkbox"/> Sue Taylor (Secretary)
HWPS	<input checked="" type="checkbox"/> Karen Ball	<input checked="" type="checkbox"/> Renee Barela-Gutierrez	<input checked="" type="checkbox"/> Christopher O'Donnell	<input type="checkbox"/>
MSE	<input checked="" type="checkbox"/> Terri Koontz	<input type="checkbox"/> Patricio Rojas	<input checked="" type="checkbox"/> Scott Whitlock	<input checked="" type="checkbox"/> Aaron Wilson
SAGE	<input type="checkbox"/>	<input checked="" type="checkbox"/> Aaron Cowan	<input checked="" type="checkbox"/> Everetta Mora	<input checked="" type="checkbox"/> David Valdés (Chair)

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"/> Dr. Rudy Garcia
	Disability Resource Center	<input type="checkbox"/> Mark Cornett
	Student Government	<input type="checkbox"/>

Guest(s)	Andy Tibble
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Quorum (1/2 of the senate membership)	Action Taken
Quorum established	

Approval of Agenda	Action Taken
Terry moved and Aaron Cowan seconded. Motion carried.	

Approval of Minutes from Previous Meeting	Action Taken
Convocation data has not been passed on yet – Debra will pass on Aaron moved to approve; Aaron seconded. Motion carried	

Announcements	Action Taken
Welcome to newcomers. Part timers are still being paid for this term. CNM budget situation: Have to cut 5 – 8% of total state budget by either end of year or January. Kathie is committed to no layoffs. Have not instituted a hiring freeze but need to look at it closely. Some cuts will come from benefits like educational benefits. Also are making cuts around technology. Special session of president’s council next Wednesday – Chris O’Donnell will attend in David’s place.	

Topic: Faculty Feedback on Course Syllabi		Presenter
It’s a way to make notes on students who are having trouble – are sent to an Achievement Coach who will contact the student. Connect is running this. They do trainings with best practices. Suggested that there should be a something in the syllabus and an announcement to the class to let students should know the instructor is using Faculty Feedback. Showed us what Sydney had written and Aaron’s recommendation for what should be included in the syllabus.		Aaron Wilson
Actions Taken	Person Responsible	Deadline
Aaron will forward his wording to Sydney and Shelby Villegas. If they agree he will contact appropriate people in each school so they can add it to their master syllabi. David moved to move forward with this proposal, Terry seconded. Motion carried.	Aaron Wilson	

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Topic: Distance Learning Policies and Procedures		Presenter
<p>David sent email to Audrey Gramstad with four questions:</p> <ol style="list-style-type: none"> 1. How are faculty involved in design of master DL courses? 2. How are faculty involved in curriculum and content delivery methods within the master shells? 3. How much are faculty allowed to alter master shells to meet student needs? 4. If faculty make changes to master shells, how do they get these changes copied for use in following semesters? <p>Each department has a faculty lead developer - much is left up to the faculty discipline group creating the Master Course.</p> <p>It was explained that in SAGE they have had the ability to copy their course materials from semester to semester taken away. The dean who instituted this change is on track to be dean of the Online College and that means it may affect other schools. One suggestion is that because DL does audits it may be easier for them to have less to audit if every instructor does not make extensive changes. It may have to do with the NC-SARA agreements/standards. Is this a Faculty Senate issue? Is it a CBA issue? Hopefully we can find a better solution, by working through the dean but it was brought up in FS to build awareness.</p>		
Actions taken	Person Responsible	Deadline
Would be interested in what policies will be written, who will be making the decisions, etc. Perhaps Sydney and Audrey should visit FS to discuss this.		

Topic: Student Complaint form		Presenter
<p>There is a link on all Bb shells that takes them to a student complaint form link. On the same page is a link to the student complaint process. Should the link take them there first? There was no communication about this appearing in the shells. Faculty are not supposed to be take it out of their shells. These complaints go into the system and on the instructor's record. Again, this is driven by NC-SARA but in the SARA website it addresses the need for student complaints about the college and the need to have an outside adjudicating body; it did not address complaints about instructors. One suggestion was to put it on Bb front page.</p>		David
Actions to be taken	Persons Responsible	Deadline
Scott moved, Jim seconded that David send a request about this to Sydney and Audrey. Request from Faculty Senate: move link to Bb main page and make the link go to complaint process page. Also see if there is an institutional complaint process and see what other institutions have done. Eleven yes, one abstention.	David	

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Topic: Faculty Communication Strategy on Statewide Gen Ed Reform		Presenter
Have come to the point in the committee where they want feedback from faculty statewide. We will be getting communication (email and MCO) by 10/5 asking for feedback. Link is live and feedback will go to NMSU. Need to be sure to use cnm.edu email.		
Actions to be taken	Person Responsible	Deadline
David asked that we all respond and encourage others to do the same.		

Topic: AA Tech Standard Committee – Priorities and Policies		Presenter
(Academic Affairs) There is a small team working on technology for AA. David is on the team along with other faculty. Goal – reduce overall technology costs. One way is to reduce computer maintenance costs for in-class activities (use of computer labs). One way is to have students bring own technology. Priorities and draft policy outlined in long version of agenda. Before next meeting please look at priorities and draft policies. There was quite a bit of discussion/concerns about seemingly requiring students to buy tablets. The issue of students with disabilities was also expressed as a concern.		
Actions to be taken	Person Responsible	Deadline
Please read priorities and draft policy and give David detailed feedback, concerns, and suggestions.		

Topic:		Presenter
Actions to be taken	Person Responsible	Deadline

Call to Adjourn	Action Taken
Aaron Wilson moved to adjourn the meeting, Robert Stone seconded. Meeting was adjourned at 3:05 pm.	