

CNM Faculty Senate Meeting Minutes

ATTENDANCE

	Date: 3/24/17	Start Time: 1:00 pm	Location: MS 301	
School	Checked Box Indicates Presence		<i>Names of Voting Members: First Last (alphabetical)</i>	
AT	<input checked="" type="checkbox"/> Eric Barros (Vice Chair)	<input type="checkbox"/> Diana Lucero	<input type="checkbox"/>	<input type="checkbox"/>
BIT	<input checked="" type="checkbox"/> David “Jim” Batzer	<input checked="" 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 type="checkbox"/> Renee Barela-Gutierrez	<input type="checkbox"/> Christopher O’Donnell	<input type="checkbox"/>
MSE	<input checked="" type="checkbox"/> Terri Koontz	<input checked="" type="checkbox"/> Patricio Rojas	<input type="checkbox"/> Scott Whitlock	<input checked="" type="checkbox"/> Aaron Wilson
SAGE	<input checked="" type="checkbox"/> Aaron Cowan	<input checked="" type="checkbox"/> Everetta Mora	<input checked="" type="checkbox"/> David Valdés (Chair)	<input type="checkbox"/>

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)	John Cornish, Tamra Mason, Trish Heaton, Erin Wilson
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GETTING STARTED

Quorum (1/2 of the senate membership)	Proceed with Meeting
Quorum Present <input checked="" type="checkbox"/> No Quorum Present <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Approval of Agenda		Proceed with Meeting
Changes:	Motion to Approve: Aaron Second: Terri Yay: 11 Nay: 0 Abstain: 0	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Approval of Minutes from Previous Meeting		Approval Status
Changes:	Motion to Approve: Robert Second: Aaron Yay: 10 Nay: 0 Abstain: 1	Approved With Changes <input type="checkbox"/> Approved, As Is <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>

Announcements	Action Taken
<ol style="list-style-type: none"> 1. We have a faculty senate portal on the Gen Ed website, in the feedback section. The legislation concerning Gen Ed and has been signed in to law. It was suggested that it might be a good idea to start a discussion in the Learn Community so that we can read the comments ahead of time before discussing the meeting. 2. David put together a list with the leaders and one other member for the Strategic Direction Teams. If you are interested contact the team leader. It was suggested that it would be helpful to know days and times of meetings and whether or not they would like to have new members. It was also suggested that because each team has a SharePoint sites, links could be provided. The problem with this is that some of them require permission for access. 3. Setting SMART goals. Suggested that this may be helpful for FS – something for us to think about. 4. Karen Ball announced the pinning ceremony for nursing 	<ol style="list-style-type: none"> 2. David will contact team leaders to ask about meeting times, etc.

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TOPICS AND ACTIONS

Topic: Faculty Credentials and Experience	Presenters	
<p>A couple of years ago HLC required that each institution create and publish this document. It's been under the consideration of various groups for over a year. This was driven by dual degree courses and whether or not instructors were qualified to teach these courses. Couple of key issues: HLC made it very clear that no faculty should lose their positions because their backgrounds don't match what is in the document and that the institution should make sure it helps any faculty meet the requirements they lack. There are a couple of areas that are "gray" such as education requirements around the northern part of the state. According to the HLC guidelines CNM has been successful in employing qualified faculty for a long time. The intention of the HLC is to ensure that all institutions meet these guidelines. The most important thing to keep in mind is that faculty have the responsibility and authority for hiring decisions, even in cases with exceptions. However, documenting decisions with faculty who don't meet the requirements (exceptions) is the most important thing. If the requirement changes after a faculty member is hired the CBA says CNM will pay for what needs to be done to meet the new requirement. Regarding dual credit, the HLC has said that the course(s) that faculty with graduate degrees in education have to take are sufficient for these requirements. General rule of thumb is that faculty must have at least one degree higher than the program (e.g. at least a bachelors to teach in an associate's degree program). Over time because of the stress on transfer courses it may be that programs will require a masters. There are exceptions for industry requirements. Generally faculty are involved in search committees and, in some cases, writing job posting announcements. The question was raised about the need for a teaching license. Since the classes in which dual degree students register are CNM classes the requirements for CNM are what are applicable. This will be published on the CNM website by Fall 2017, so if we have feedback and suggestions we should get them to John soon. The question was also raised about the responsibility to make sure the job posting meets the requirement and that the faculty that is hired meet the requirement. Moving forward will there be additional step for the hiring committee?</p>	<p>John Cornish and Tamra Mason</p>	
Actions	Person Responsible	Deadline

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Topic: ADA Training for all faculty and staff		Presenter
<p>The DRC is starting their promotion of the new training. This is a training important to college, faculty, staff, and students. It's designed around working with students with disabilities. Have been working on developing the curriculum. Created a short online video that will be rolled out in April to the entire campus. We'll have 60 days to complete it. New faculty will have 30 days to complete it. It is 13 minutes long – has pre and post quizzes. It covers things like what we have to do when a student has a request for an accommodation and what about other students in the class, etc. If you attended a session on this during faculty focus day that covered the same thing and you will not need to take the training again. The DRC will be meeting with other groups like President's Council and the Academic Affairs Council. Trish will enroll the whole college in the class, we'll be notified of this, and it will be followed up with reminders.</p>		<p>Trish Heaton Erin Wilson</p>
Actions	Person Responsible	Deadline

Topic: Tech Office Description and Duties		Presenter
<p>David put together a description of the duties of this officer. It was clarified that the tech officer is not responsible for creating materials for the website – only to add the materials to the website. A question was raised about the naming conventions for emails. The use of the underscore adds to confusion.</p>		<p>David Valdés</p>
Actions	Person Responsible	Deadline
<p>Have to change the bylaws to add this office. Will have to do that before we vote for the tech officer.</p>	<p>David Valdés</p>	<p>Next meeting</p>

Topic: Textbook Adoption Guide Edits		Presenter
<p>Jim put together a matrix of criteria for evaluating a textbook. It is currently on Academic Affairs website. It was suggested titles be used to replace “click here” references.</p>		<p>Jim Batzer</p>
Actions	Person Responsible	Deadline

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Topic: Elections Process		Presenter
David went through the list, checking with each division for status. They all need to be wrapped up by next meeting.		
Actions	Person Responsible	Deadline

Topic: Meet with the Dean		Presenter
<p>A while back Judith Tomasson wrote guidelines for faculty senate representatives for meeting with their Dean. This had been bundled with email initiatives for advising schools of FS initiatives. Becoming a better communication channel is a goal, and the purpose of these guidelines. Part of the process is to get feedback from the dean about school goals that FS can address as well. Idea was brought up that the best time might be the beginning of the semester. Should we commit to meeting with our deans before end of the term? Seemed to be a preference to wait for fall. We could talk about what kind of items that we should talk about over the summer. It was also brought up that we had talked in the past about having deans visit a FS meeting to also accomplish these goals. The comment was made that the deans already meet regularly so we don't want to just take up their time needlessly.</p>		David Valdés
Actions	Person Responsible	Deadline
David will schedule some activities for summer to outline how we would approach this. Do we want to set goals?	David Valdés	

ADJOURN

Call to Adjourn
<p>Motion: Robert Second: Aaron Yay: 12 Nay: 0 Abstain: 0 Time of adjournment: 3:00 pm</p>