

CNM Faculty Senate Meeting Minutes

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| Date: 01/18/2013 (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"/> Phelan Gavaldon (AT) | <input 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 checked="" type="checkbox"/> Roderigo Padilla (Acad Advisement) | |
| Guest(s) | | | |
| I/II . Determination of Quorum & Call to Order: Michael called the meeting to order at 1:08PM. A quorum was present. | | | |
| III. Approval of Agenda | | | Action Taken |
| Phalen moved to approve the agenda, Colleen seconded. The motion passed unanimously. | | | Agenda was approved by voice vote. |
| IV. Approval of Minutes from December 2012 Meeting | | | Action Taken |
| Cef requested a correction to Item V (CCC Bylaws Changes), and the change was made. Phaeln moved approval, Cef seconded. Minutes were approved unanimously. | | | Minutes were approved by voice vote. |
| V. CCC Bylaws Changes | | | Presenter |
| Michael described CCC proposed modifications to their bylaws regarding election of their Chairman in the Spring to coordinate better with Senate Chairman election timing. | | | Michael |
| Actions taken | | Person Responsible | Deadline |
| Approval of the language change was moved by Maxine and seconded by Kalynn. The motion was adopted by voice vote. Andy abstained because he was out of the room during the discussion. | | | |

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| VI. College Service Study | | Presenter |
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| <p>Michael introduced a draft memorandum to faculty regarding the Senate survey about college service, including proposed questions. Andy cautioned against incorrectly communicating that college service fulfills “other duty hours” requirements, and read from the Union contract to clarify those requirements. Amy noted that her Dean uses a different document (possibly the faculty when advising faculty on “other duty hours” requirements, and her comments were confirmed by other Senators. Michael noted that each School has unique requirements for “other duty hours”. Judith suggested adding a question about what each School requires for “other duty hours” to gather information about inter-School inconsistencies. Barbara described her frustration with getting the Administration to establish a consistent, objective standard for “other duty hours”, and Andy reminded the group that requirements are often established by negotiation with the Dean of each School. Andy further described “other duty hours” to include college service, professional development, curriculum development, and evaluating student performance. Michael added the breakdown to the draft memorandum. Barbara criticized the poor communication about the definition of college service by Deans and Associate Deans. Michael added a question to the survey regarding how faculty members find out about various methods for fulfilling college service hours. Barbara suggested that rotation should be included in college committees, and Judith suggested adding a list of permanent faculty committees with contact information on the FS website. Andy postulated that the new Cluster Chair model leaves insufficient time for tasks previously performed by Department Chairs, encouraging the Administration to require faculty to take on those tasks as a part of college service. Andy proposed adding a question about the faculty respondents’ most recent score for college service, and Michael agreed to add the question. Judith recommended that FS pressure the Administration to propose and take feedback on a consistent matrix for evaluating college service. Cef noted that there is no central web resource for new faculty to learn about college service requirements. Amy responded that “Key Processes” on the Academic Affairs webpage includes the requirements, and Michael illustrated the college service rubric from the web page. Kalynn asked about how the survey questions will be presenting, cautioning against an overly long or complicated questionnaire. Michael confirmed that Survey Monkey will be used to circulate the survey, only to full-time faculty. Phalen asked if Deans are required to do college service, and was informed that Deans are not required to do so.</p> | | Michael |
| Actions to be taken | Person Responsible | Deadline |
| Michael will incorporate the FS suggestions into the draft survey memorandum and circulate to FS within a week. | Michael | |

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| VII. Electronic Devices in the Classroom | | Presenter |
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| <p>Michael shared with FS existing statements of policy regarding electronic devices in the classroom. The objective is to establish consistent requirements across the College, as requested by the Deans. There is concern about the possibility of using electronic devices during exams. Amy recalled the existence of a College-wide policy about cheating, and noted that the objective is for students to learn (by the best means possible). Michael and Cef noted that faculty must have discretion to limit the use of electronic devices in classrooms, and stated that a prohibition on copying copyrighted material should be adopted by the College (not left for faculty to manage). Judith recommended setting restrictions for educational purposes only. Michael requested that each faculty member draft a policy for his/her classes.</p> | | Michael |
| Actions to be taken | Persons Responsible | Deadline |
| Senators will draft statements of policy for the use of electronic devices. | Senators | Next FS meeting |
| VIII. Calendar Proposals | | Presenter |
| <p>Michael informed FS that the Administration plan is actually better than had previously been communicated. President Winograd is committed to taking calendar feedback from faculty about existing proposals. 20% of classes will be on an 8-week schedule during Summer 2013. Michael will re-distribute the three current proposals and encouraged FS to provide feedback. Barbara expressed her understanding that differing schedules were the result of differing contact hours requirements for different programs. Judith questioned possible impacts of revised schedules on student financial aid, and Roderigo confirmed that a different financial aid formula will be adopted. Barbara described possible impacts on enrollment, especially during the Summer. Judith recalled a previous data gathering effort about faculty perceptions, and asked about its status. Roderigo noted that students in general do not favor 8-week Summers sessions, and are more concerned with their ability to complete a curriculum quickly.</p> | | Michael |
| Actions to be taken | Person Responsible | Deadline |
| Michael will re-distribute the three schedule proposals to FS for feedback about effects on faculty and students. | Michael/Senators | Next FS meeting |
| IX. Senate Committees | | Presenter |
| <p>Michael proposed that the structure of the FS needs revision, so that work pertaining to curriculum and instruction gets done between monthly meetings. He recalled the former existence of the Academic Policies Committee, and encouraged FS to develop new ideas over the coming year about how to reorganize. Judith indicated that FS subgroups should take on projects in response to issues identified by the President, and define ad hoc and permanent FS committees as appropriate. Possibilities include academic policies, calendar and college service committees to be convened for</p> | | Michael |

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| the Spring 2013 semester. FS consensus was in support of Michael's proposal. Colleen shared a question from a colleague regarding the existence of a "judicial review board", and Michael responded that the subject may be a future consideration for FS. For the Academic Policies Committee, specifically focused on an electronic devices policy, Phalen, Judith, and Maxine volunteered. For the Calendar Committee, Colleen, Rinita and Kalynn volunteered. For the College Service Committee, Michael, Andy, Cef, Amy and Shanna volunteered. | | |
| Actions to be taken | Person Responsible | Deadline |
| Michael will provide seminal information to each new ad hoc committee. | Michael | |
| X. Joint FS/Union meeting | | Presenter |
| Michael informed the FS that the Union has proposed a joint meeting with faculty to clearly define areas of responsibility and overlap. FS responded supportively. | | Michael |
| Actions to be taken | Persons Responsible | Deadline |
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| XI. Compensation for Part-Time Faculty | | Presenter |
| Judith asked about the status of this issue. Michael responded that Administration supports the FS resolution for P/T faculty participation of FS, but recounted a historical lawsuit regarding inadequate compensation tracking for faculty. Administration is trying to develop a consistent definition of "extra compensation". Colleen noted that "participation agreements" already exist and could be used as a model for P/T compensation for activities outside teaching. | | Michael |
| Actions to be taken | Persons Responsible | Deadline |
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| XII. Adjournment/Next Meeting | | |
| The meeting was adjourned at 2:55 PM. Next Meeting: 02/15/2013 at 1:00 PM. Location: MS 402 | | |