CNM Faculty Senate Meeting Minutes

Date: 10/18/2013	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)		☐ Doug Scribner (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:	
Michael called the meeting to order at 1:05PM. A quorum was present	

III. Approval of Agenda	**Action Taken**
Phelan motioned to approve and Bonnie seconded. Agenda approved unanimously.	

IV. Approval of Minutes from September, 20, 2013 Meeting	**Action Taken**
Michael requested a change to the previous minutes as a sentence about the CCC could have been misinterpreted and wanted removal. Rachel moved to change the sentence, Bonnie seconded. The change was approved unanimously. Phelan moved to approve the minutes, Shanna seconded. Minutes were approved unanimously.	Sentence removed.

Respectfully submitted by Secretary

CNM Faculty Senate Meeting Minutes

V. Early Alert Presentation		Presenter
Carolina presented the Early Alert System. The Banner Communication Management System should be utilized to create an Early Alert referral that faculty and other constituents can enter which will be routed to Academic Advisors, Achievement Coaches, and the call center. One or two attempts should be made per week to contact the student. It is recommended that all advising staff develop a consistent coaching model. To create faculty buy-in faculty should be included in the design process. One idea is to send faculty a survey asking for their input prior to implementing the EA program. This will serve as a marketing method and also collect valuable input which can improve the EA program. It is recommended that the Early Alert program be given a positive sounding name such as Success Plan Program. Students will be less intimidated by receiving a Success Plan referral then an Early Alert referral which may sound more punitive. Success Plans should be marketed to students throughout their academic career at CNM as a service. Currently CNM primarily utilizes Repeat Limit blocks to identify at risk students. This means that students have already failed twice. This can only occur during the third semester or later by default. It is recommended that this process begin much sooner and that several opportunities to intervene are created. Student support resources need to be strong to accommodate Success Plan students. It is recommended that supplemental instruction be offered at each school. One method to accomplish this is to create an Honors Mentoring Course. In addition to supplemental instruction CNM has a shortage of mental health counselors. There has been as increase in mental health services needed recently due to a number of reasons. It is in the best interest of CNM to have onsite mental health providers in case of acute issues and to support the needs of students which chronic issues. Therefore it is recommended that more licensed mental health staff be hired to support Early Alert efforts.		Carolina Contrearas
Actions to be taken	Person Responsible	Deadline
Michael suggested that a flag be put on the Instructor Class List to show instructors the students who have been previously enrolled. Chris suggested that faculty get feedback from Achievement Coaches on their meetings with the student. Sub-Committee to look at the EA system to determine 1) what process should be used and how the process should work, 2) how to get buy in from faculty, and, 3) see if the system can be in place by 2014.	Sub-Committee: Cef, Rachel, Steve K., Rinita, Michael, Phelan.	The sub-committee will have a game plan in place by the November meeting.
VI. Teaching/Professional Reviews		Presenter

Respectfully submitted by Secretary

CNM Faculty Senate Meeting Minutes

Michael said that the professional review and the teaching review seem not to make sense because they are both extremely similar to each other and need to be re-evaluated. All felt that the reviews did not give much positive reinforcement, only negative, and that professional development should be a larger piece of the review or be included in college service. Right now there is one sentence asking about professional development, but a whole page on college service. Rachel thought it should include peer coaching where the instructor can request a peer mentor. The website for the peer mentoring should be done soon. Bonnie stated that the reviews should be meaningful. Right now they really don't have any meaning on an instructor's career unless it is punitive. Bonnie moved to create a subcommittee to look at this and also one for the EA system above. Shanna seconded. Unanimously approved.	Michael

Actions taken	Person Responsible	Deadline
A sub-committee was created to look at possible combining the teaching and professional review, and to look at what faculty think should be on the review – what is positive on it and what could be changed. Also how to make professional development become a larger objective than college service.	Sub-Committee: Shanna, Amy, Judith, Maxine, Chris, Bonnie.	The sub-committee will have a game plan in place by the November meeting.

VII. Faculty Senate Blog	Presenter
Because of the sensitive nature of our conversations, it is felt that we should not have an open blog on the internet. There will be a new Community tab in Blackboard Learn. Judith is meeting with Audrey G. and John W. to discuss if FS can pilot this new feature. The benefits are that you must log in to have access and that you can create forums. This would allow feedback from faculty. Bonnie thought it might be great to have a Faculty Senate tab with our forums inside of it. Cef was concerned about the email that might be generated from the forum updates. It was decided that faculty can probably shut off the email or not subscribe to it if it bothers them. Michael liked the idea since Blackboard Learn is now hosted and the service is very good.	Judith

Actions to be taken	Persons Responsible	Deadline
Judith will pursue using Blackboard Learn with the DL department.	Judith	

CNM Faculty Senate Meeting Minutes

VIII. Course Evaluations Update		Presenter
There is a concern that there is a very low response rate on the course evaluations. FS feels that the evaluations should be beneficial to admin/faculty/students. Right now it only seems to benefit admin. There does not seem to be a good way to entice students to fill them out. Only the ones who really like a class or hate a class seem to respond and the ones in the middle don't fill them out. It would be great to see how the students interacted in the class. Rachel said that we need a way to make it meaningful to the student. Chris said all the emails to faculty and students are confusing because they are vague and don't tell students which of their classes is being evaluated when. Judith brought up that it is beneficial as the course may be changed by what they say, but most students don't see that because it didn't help them that term. Amy sees an issue in HWPS because students have to evaluate every teacher for a course and the course could have four or five teachers. This becomes way too much for students to do.		Michael

Actions to be taken	Person Responsible	Deadline
None - FS will not attempt to do anything with the student evaluations until administration sees the need to serve all three demographics at the school with the evaluations.		

IX. Bookstore		Presenter
Michael has not done anything with the bookstore action items from last meeting. Judith asked for faculty to be polled to find out their experience with the bookstore. Rachel thinks that a non-profit bookstore would be in the best interests of the students. Phelan said some of his students had ordered the book and then the bookstore sold it to another student before they got there to get it.		Michael

Actions to be taken	Person Responsible	Deadline
One member of each school will email faculty asking for feedback over the last year (2013). Give them 1 week – ask about concerns over the bookstore/books/educational materials or supplies. Have they had issues and how has it effected their classes.	Judith Amy Michael Chris Maxine	Nov 4th.

CNM Faculty Senate Meeting Minutes

X.		**Presenter**
Actions to be taken	**Person Responsible**	**Deadline**
XI.		**Presenter**
Actions to be taken	**Person Responsible**	**Deadline**

Respectfully submitted by Secretary

XIII. Announcements		
XIV. Adjournment and next meeting		