

FACULTY SENATE MEETING MINUTES

Sept. 4, 2020

Faculty Senate Chair: YeVonne Allen	Faculty Senate Chair-Elect: Virginia Irintcheva	Executive Committee member, Academic Standards and Assessment Chair Jinger Doe
Executive Committee member, Curriculum Review Chair Katie Kolbet	Executive Committee member, Professional Standards Chair Melanie Purdy	Executive Committee member, Salary, Benefits and Budget Chair Matt Leathen
Administrative Faculty Committee Chair Ashlyn Moreno	Library Committee Chair Rob Lively	Part-Time Faculty Committee Chair Edwin Lyngar
Recognition & Activities Committee Chair Lauren Gatto	WebCollege Faculty Advisory Committee Chair Dan Hooper	
Senators At-Large: Yuli Chavez Camarena Staci Miller Adine Stormoen Sidney Sullivan	Senator for Allied Health: Heidi Himler Julie McMahon	Senators for Technical Sciences: Sam Byington Jeremy Coggin
Senators for Biology: Amy Cavanaugh Jinger Doe	Senators for Computer Technologies: Steve Bale Cathy House	Senators for English: Lenaya Andersen Karen Wikander
Senators for History, Political Science & Law: John Kemp Ben Scheible	Senators for Humanities: Eric Bullis Gabriel Chavez	Senators for Math: Hieu Do Rebecca McCleary
Senators for Physical Sciences: Ed Corbett Olga Katkova	Senators for Social Sciences: Julia Hammett Paula Reynolds	Senators for Visual and Performing Arts: Candace Garlock Rossitza Todorova
Senators for Part-Time Faculty: Gwendolyn Clancy Heather Haddox	Classified Council Representative Chynna Sandgren	Student Government Representative Alyssa Fromelius

Absent: Lenaya Andersen (Proxy: Karen Wikander), Cathy House, Olga Katkova (Proxy: Katie Kolbet)

Guests: Amber Anaya, Natalie Brown, Elena Bubnova, Cheli Cuevas, Anne Flesher, Anthony Futia, Karin Hilgersom, Mike Holmes, Lars Jensen, Kate Kirkpatrick, Marie Murgolo, Jim New, Cynthia Porter, Tina Ruff, Jack Sato, Gretchen Sawyer, Joe San Prieto, Brandy Scarnati, Kim Studebaker, Cliff Uren, Cecilia Vigil, Wyatt Ziebell

The meeting was called to order at 12:31 p.m.

Chair's Report – YeVonne Allen

Chair Allen provided her report, thanked everyone for attending today on Zoom, and ensured we have quorum. Chair Allen provided updates on the three Legislative Special Sessions and three Board of Regents Meetings that have occurred over the Summer. The TMCC Planning Council, which met on August 31 and reviewed travel policies, for international and athletic travel. Please contact Chair Allen with any feedback. Chair Allen reviewed meeting housekeeping including noting the meeting will be recorded for minute taking purposes.

Chair-Elect's Report – Virginia Irintcheva

Senate Chair-Elect Irintcheva and Senate Chair Allen are on the COVID Crisis Management Team and the Covid Faculty Taskforce. Virginia reiterated how important the Senate's role will be this year and to please participate. She also reminded the Senators to take information to their constituencies and bring feedback to Senate.

Administrative Report – Dr. Karin Hilgersom, TMCC President

Dr. Hilgersom opened her report welcoming everyone and discussed the VPAA search. TMCC will use a national search firm to find a new Vice President of Academic Affairs. Two reasons TMCC is using a search firm is to have wide access to gather the best candidates and to assist Human Resources as they are short staffed at this time. Dr. Hilgersom reviewed the process including forming a search committee of faculty. Senate Chair Allen will be collecting nominations for the committee.

Dr. Hilgersom thanked the Budget Reduction Taskforce and the COVID-19 Management teams for all of their help and support. The Budget Reduction Taskforce notes will be reviewed and Dr. Hilgersom will reach out to the taskforce to assist in determining best uses of remainder funding released from NSHE. She also reported the NSHE Board of Regents (BOR) will form a Budget Reduction Subcommittee which will include faculty representation. The NSHE BOR discussed potential committee topics including efficiencies and shared services.

Once the Legislative session convenes please advocate for the topics important to TMCC: caseload growth and capacity enhancement. There will be more announcements as the session open date nears.

TMCC has received a TRIO Grant of \$262K per year, for 5 years, and colleges typically reapply at the end of the grant period to be funded again for another 5-year cycle. Dr. Hilgersom thanked everyone who worked to obtain this grant for our students.

The only question received was the amount being spent on the VPAA Search. TMCC is spending a maximum of \$39K, which may be trimmed as travel will likely not occur due to COVID concerns.

Administrative Report – Dr. Marie Murgolo, Vice President Academic Affairs

Dr. Murgolo welcomed everyone back and thanked everyone for all the work done to get the Fall semester started. There were over 2,000 online instruction trainings completed through the WebCollege. Please reach out to the VPAA's office if anything is needed.

Dr. Murgolo praised the experience of the Deans and noted the VPAA search will have a fantastic outcome.

Budget Reduction Update – VPFA Jim New

VPFA New opened his update with a budget reduction timeline and thanked the Budget Reduction Taskforce for the quick work done to submit proposals and prioritize reductions. Mr. New also highlighted the offsets such as hiring freezes, CARES funds, and distributions from the Market Fluctuation Account and unrealized gains. He strongly recommends TMCC save these funds for future fiscal years. Mr. New also highlighted advocating for caseload growth, capacity enhancement, and the academic advising initiative once the legislature convenes.

Questions and comments received were to please send workload reduction offers early so faculty may have more time to review, if the remainder monies can be swept, has the Economic Forum report published, and whether caseload is connected to weighted student credit hours. Mr. New noted the remainder monies are not swept, the Economic Forum Report should publish fresh numbers in 3 weeks, and caseload is connected to weighted student credit hours. Senate Chair Allen praised TMCC's transparency with the budget reductions.

Stance Against Bullying Policy Update – Kim Studebaker, Interim HR Director

Kim Studebaker provided an update on the status of the policy. The goal was to roll out the policy during the Fall 2020 Semester. This is still the goal; however, HR has also been working on Title IX changes and budget reduction programming.

The proposed policy was approved in February 2020 and there are thresholds to be met in order to be considered under this policy. HR will work in collaboration with the department and supervisor on documentation and next steps when a complaint is initiated. There will be training and electronic forms created and published at a future date as well.

Academic COVID-19 Taskforce Update – Ana Douglas

Ana noted the COVID Subcommittees and the need for a faculty Driven COVID-19 committee to address academic and policy issues. The Academic COVID committee morphed into three subcommittees: Safety Protocols and Ethical Return for the Classroom, Communication and Clarification, and the Professional Procedures Committee.

The concerns and issues brought fourth as a result of the Academic COVID-19 committee were communicated to the COVID Crisis Committee and was a great collaboration and way to communicate effectively.

Concerns were brought forth about how to tell if students have completed the required COVID-19 training. Instructors can check with Ben Davis to find out if their students have taken the training. If a student has not taken the training and an instructor does not want to confront the student, they may email Anthony Futia the student's name and he will take it from there.

Approval of the May 1, 2020 Minutes

Motion: To approve the minutes for April 3, 2020

Movant: Senator Ben Scheible

Second: Senator Eric Bullis

Vote: Motion passed.

Consent Agenda

Motion: To approve the September 4, 2020 Consent Agenda.

Movant: Senator Ben Scheible

Second: Senator Jinger Doe

Vote: Motion passed.

Committee Reports

The general committee reports were included in the Google Drive for today's meeting.

- **Academic Standards and Assessment Committee – Jinger Doe**

The Academic Standards and Assessment Committee (ASA) had their first meeting last Friday and met jointly with the Curriculum Review Committee (CRC) for the first hour of the meeting. Each committee discussed their charges, the Interstate Passport, and the General Education Learning Outcomes Committee (GELO). The ASA will move to a new PUR review schedule in order to make the PUR review more efficient and avoid several PUR's being done all at the same time.

The ASA Committee Brings forth Regulations for Academic Dishonesty for action today. Jinger noted there was a big increase in plagiarism when TMCC migrated to online instruction.

Senate Chair Allen called for discussion on the action. Senator Scheible asked where the regulations will be published and if this is a recommendation to the President. Chair Allen answered yes, we are recommending this be included in the student handbook.

Chair Allen called for a vote to approve the Regulations for Academic Dishonesty. The motion passed.

- **Administrative Faculty Committee – Ashlyn Moreno**

The committee met on May 15 and began discussing the implementation of furloughs for the Administrative Faculty. The committee met again on June 19 to finalize the seven recommendations. The first four relate to the use of furlough days and the remaining three are other considerations including a tiered approach to furloughs. There was no discussion requested concerning the Administrative Faculty Furlough document. The next meeting of the committee is September 18.

Senate Chair Allen called for a vote to approve the Administrative Faculty Furlough document, the motion passed.

- **Curriculum Review Committee – Katie Kolbet**

The committee met last Friday beginning the meeting with a joint meeting with the ASA committee. Katie is working to get some of the courses sent back through CIM which were delayed over the Summer. If you have any prerequisite changes, please submit them as soon as possible. The deadlines are quickly approaching. The next meeting of the CRC is October 9.

- **Learning Commons Committee – Rob Lively**

Rob reviewed all the services available through the Learning Commons and will continue to send out reminders. The next meeting is October 1.

- **Part-Time Faculty Committee – Edwin Lyngar**

The committee met today at 10 a.m. and discussed the concerns and issues they will focus on this academic year. The committee is looking to create more opportunities to socialize with a virtual coffee meeting on Sept. 18. A spotlight article will be discussed with marketing to highlight a part-time faculty member's knowledge and experience. The committee also wants to compile a part-time faculty directory of experts. Other concerns Edwin was able to gather from the Part-Time Faculty Open House: a preparation incentive/cancellation fee, website messaging, part-time progression to full-time, and finding ways to create more personal messaging with all areas of the campus. The next meeting is on October 9. Please watch for the part-time senator elections.

- **Professional Standards – Melanie Purdy**

Melanie thanked everyone who volunteered to join the special candidate hearing pool. Melanie's committee is bringing four items for action today. The next meeting is September 25. The committee would like to have more members join especially from the Liberal Arts Division.

The Online Observation Form updated for efficiency, content, and instructor expertise. There was no discussion on this item.

Senate Chair Allen called for a vote to approve the Online Observation Form updates. The motion passed.

The In-Person Observation form was also updated for efficiency, content, and instructor expertise. The Senate Office will expedite these items.

Senate Chair Allen called for a vote to approve the In-Person Observation form updates. The motion passed.

The Tenure Timeline and Form has returned to Senate to re-include the Vice President of Academic Affairs in the timeline and form and return the form to the tenure candidate.

Senate Chair Allen called for a vote to approve the Tenure Timeline and Form. The motion passed.

The Guidelines for completing the Tenure Binder has come to Senate after the committee has worked to make the process more succinct and streamlined for the tenure applicants. The main questions from the senate are when this goes into effect and how does this affect faculty in process? As soon as the Senate Office can move the motion through tracking and you may use the document you started your tenure process with.

Senate Chair Allen called for a vote to approve the Guidelines for Completing the Tenure Binder. The motion passes.

- **Recognition and Activities Committee – Lauren Gatto**

The committee is currently accepting nominations for the August Professional Employee of the Month. The committee will move forward with the Career Champions initiative this semester. The Pumpkin Decorating Contest will consist of people, pets, and pumpkins. An announcement will be coming next month. The next meeting is October 6 at 2 p.m. via Zoom.

- **Salary, Benefits and Budget Committee – Matt Leathen**

The committee elected Matt Leathen as committee chair. There will not be any Faculty Senate Travel Funds this semester. The committee is still seeking out members for the Sabbatical Subcommittee. The next meeting of the SBBC is September 25.

- **WebCollege Faculty Advisory Committee – Dan Hooper**

The committee met today and reviewed the committee charges. There are courses going through QM currently. The online standards 2.3 concerning the Financial Aid Requirements will be reviewed at the next meeting

- **Student Government Association – Alyssa Fromelius**

Welcome Week was successful with 900 bags distributed. On July 17 the Green Door Scholarship was approved for undocumented and DACA student recipients. Videos and a document have been made to promote mask wearing. The campus internship program was funded by SGA for \$21K. Please notify SGA if you need student representation on committees.

- **Classified Council – Chynna Sandgren**

The council last met August 20. A stipend was approved for the Classified Council Executive Board and the council is working toward how the distribution will work. Chynna noted the new position of NSHE Representative on the council. Chynna also reminded everyone to nominate Classified staff for Classified of the Month.

Old Business

None

New Business

Addenda for Annual Evaluation was brought from the COVID-19 subcommittee for approval from the Senate. Chair-Elect Irintcheva noted the changes such as the scaling back of points needed for Excellent I & II and requirements for office hours which are held by the NFA contract. The addenda will be used while we are in stages 1-3.

A motion and second of Faculty Senate support the COVID-19 Addenda for the Annual Evaluation was made by Chair-Elect Irintcheva and Senator Jinger Doe respectively. The motion passed.

The addenda for Tenure Process and Documentation does not have a lot of substantial changes. The addenda requests an explanation of the extra work done due to COVID-19. There is a one-year extension allowed if wanted.

A motion and second of Faculty Senate support the COVID-19 Addenda for Tenure Process and Documentation was made by Senator Amy Cavanaugh and Senator Karen Wikander respectively. The motion passed.

Meeting Adjourned: 2:33 p.m.



Truckee Meadows Community College

Faculty Senate Standing Committee Reports

SEPT. 4, 2020

Administrative Faculty Committee – Ashlyn Moreno, Chair:

I'd like to introduce myself as the new chair for the Administrative Faculty Committee. My name is Ashlyn Moreno and I am a Grants Specialist in the TMCC Foundation & Grants Office. I look forward to working with our committee and the Faculty Senate.

Since the last Faculty Senate meeting on May 1, the Administrative Faculty Committee met on May 15th. We also chose to hold a special meeting on June 19th to finalize the "Administrative Faculty Committee Furlough Recommendations," which are formally presented to the Faculty Senate today. In addition to furlough implementation, we discussed campus re-opening plans and how to keep faculty and staff engaged as we continue working from home.

We tackled many projects last year, our first full year as a committee, which included proposing and discussing pay increase for advanced degree attainment; developing and testing the New Employee Welcome(NEW) Experience; offering a "Let Us Introduce You ..." workshop during January 2020 professional development days; leading and planning Administrative Faculty professional development days for the summer (which had to be postponed due to COVID), and; passing recommendations for Administrative Faculty furloughs. The committee has a sizeable list of topics that we are interested in addressing and we will be prioritizing what we will be working on this year, and in light of COVID-19, at our next meeting on September 18th at 10:30 am.

Part-Time Faculty Committee – Edwin Lyngar, Chair:

Elections are upon us. This is my final senate meeting as a senator. We are looking for another part timer to represent. Our first meeting today, we outlined broad areas of concern and issues we think can be improved upon. Many of the issues I cover today will be our focus for this academic year.

The sense of isolation expressed by part timers has grown in the age of COVID. Therefore, we are creating new opportunities for PTF Interaction. On Sept. 18 at 10 a.m., we will have our first virtual coffee klatch, let by Gwen Clancy. Our intent is to hold these monthly, alternating weeks to avoid the PT committee meeting. All are welcome.

We have created an "ad hoc" committee to explore creating a part time faculty "spotlight" to show the vast diversity and professionalism of part time staff. Many are well regarded / accomplished. Published, educated, respected in this community. We will reach out for ideas / perhaps support from marketing for assistance. We're also exploring a professional "directory" of part timers, based on their professional and educational capabilities, that others could lean on for professional questions, guest speakers etc.

This part time spotlight is wholly different and divorced from the PT Faculty of the Month, which is still ongoing. We seek your suggestions and nominations for this important program going forward.

In the Part Time open house, we had a frank discussion of issues of concern to part timers. It's our sense (without measuring) that issues that have concerned part timers have again, been further exposed by COVID challenges:

- We are creating a proposal for a "Preparation incentive" for part timers who lose classes at the last minute (an ongoing concern) the most common complaint for part timers in many departments over several years.
- Some part timers were unhappy with the message 55% of classes taught by full time faculty. Does that mean part time classes are worse? I understand an outward facing message, but this message makes part timers question their value.
- The part-to-full-time career progression feels broken to those who go through the process:

Committed employees put their best foot forward for competitive jobs. The response is often little communication or system generated messages. Impersonal and not professional.

- There have been many suggestions, including an official career progression path for part to full positions, based on a point system or priority recruitment. There are programs to mimic throughout the country. Saddleback College has a program where part timers can automatically qualify for an interview after four years of part time work.
- We are going to explore suggested changes in policy, as well as HR best practices to address the real concerns of our community. We welcome ideas and suggestions. We ask these not come in the form of cop-outs “we’re afraid to be sued” or “jobs are competitive” or “this is a nationwide problem.” Macro factors exist, but that doesn’t mean we can’t address these real concerns.

Standby as this committee develops new, novel and bold proposals to improve the quality of life for our cohort.

Professional Standards Committee – Melanie Purdy, Chair:

Professional Standards brings five action items:

- Update to Probationary Timeline Date Document, and adding in VP’s Signature of acceptance on reports.
- Revised Tenure Binder Guidelines
- Online Teaching Effectiveness Form - Update
- In Person Teaching Effectiveness Form - Update
- Special Hearing Candidate Pool - Thank you to all who stepped up to be in this pool.

For our September meeting - to be held on September 25, 2020 we will discuss:

- Revisions to wording on annual parts of the annual plan.
- Introduction of a new observation form designed to evaluate synchronous teaching.
- Tips and tricks to getting more student input on your course evaluations.

Salary, Benefits and Budget Committee – Virginia Irintcheva, Interim Chair:

The SBBC met on August 21st. Matt Leathen was elected as the new chair of SBBC. There will be no money for travel rewarded by the Faculty Senate this Fall. The Sabbatical subcommittee will be accepting and reviewing applications for sabbatical.