

# FACULTY SENATE MEETING MINUTES

April 14, 2023

Faculty Senate Chair: <b>Amy Cavanaugh</b>	Faculty Senate Chair-elect: <b>Rick Bullis</b>	Past Chair <b>Virginia Irintcheva</b>
Executive Committee member, Academic Standards and Assessment Chair <b>Jinger Doe</b>	Executive Committee member, Curriculum Review Chair <b>Katie Kolbet</b>	Executive Committee member, Professional Standards Chair <b>Marynia Giren-Navarro</b>
Executive Committee member, Salary, Benefits and Budget Chair <b>Matt Leathen</b>	Administrative Faculty Committee Chair <b>Ben Davis</b>	Learning Commons Committee Chair <b>John Kemp</b>
Part-Time Faculty Committee Chair <b>Edwin Lyngar</b>	Recognition & Activities Committee Chair <b>Tara Connolly</b>	WebCollege Faculty Advisory Committee Chair <b>Blisin Hestiyas</b>
Senators At-Large: <b>Ben Davis</b> <b>Jennifer Pierce</b> <b>Adine Stormoen</b>	Senator for Allied Health: <b>Julie McMahon</b> <b>Rori Wilkis</b>	Senators for Technical Sciences: <b>Jeremy Coggin</b> <b>Wyatt Ziebell</b>
Senators for Biology: <b>James Kuzhippala</b> <b>Sharif Rumjahn</b>	Senators for Computer Technologies: <b>Steve Bale</b>	Senators for English: <b>Lenaya Andersen</b> <b>Karen Wikander</b>
Senators for History, Political Science & Law: <b>John Kemp</b> <b>Kofi Poku</b>	Senators for Humanities: <b>Gabriel Chavez</b> <b>Nancy Faires</b>	Senators for Math: <b>Rebecca McCleary</b> <b>Lars Jensen</b>
Senators for Physical Sciences: <b>Sameer Bhattarai</b> <b>Michael Leonard</b>	Senators for Social Sciences: <b>Marynia Giren-Navarro</b> <b>Haley Orthel-Clark</b>	Senators for Visual and Performing Arts: <b>Candace Garlock</b> <b>Ron Marston</b>
Senators for Part-Time Faculty: <b>Cara Dopf</b> <b>Gus Stuart</b>	Classified Council Representative <b>Sarah Gill</b>	Student Government Representative <b>Chanikan Buntha</b>

**Absent:** Chanikan Buntha, Sameer Bhattarai (Proxy: Michael Leonard), Haley Orthel-Clark (Proxy: Marynia Giren-Navarro), Rori Wilkis (Proxy: Julie McMahon)

**Guests:** Jeffrey Alexander, Amber Anaya, Sam Byington, Elena Bubnova, Yuli Chavez-Camarena, Karin Hilgersom, Crista Jorgensen, Thomas Kearns, Jim New, Lora Robb, Nicole Scollard, Joe Sanpietro, Kim Studebaker, Rossi Todorova

**The meeting was called to order at 12:30 p.m.**

## Chair's Report – Amy Cavanaugh

Senate Chair Cavanaugh opened her report with meeting protocols.

TMCC updates: The Cabinet has met twice since the last Senate meeting. The Equity Study presentation will be May 17. Regalia is not required in order to meet the attendance requirements for commencement. The mace is nearing completion. Starfish will sunset in August. E2E Achieve will replace Starfish. The Academic Support Center has been renamed to The Part-Time Support Center.

Legislative updates: A 2% COLA was approved for the rest of the biennium (through June). Other COLA's have not yet been approved. The one-time retention bonuses will begin to be disbursed on April 21 for \$500.00 and another \$500 bonus

in June. TMCC will provide funding for non-state employees. Longevity payments for NSHE Professional Employees would start at 8 years of service and be available in years that longevity pay is funded. PEBP benefit changes will have the same plan design, additional funds will go into the HSA or HRA accounts, dental will be increased to \$2,000 from \$1,500, and no long-term disability insurance will be offered. Retirement contributions will be increased to 17.5% for faculty with an increased employer contribution. PERS employee contributions are being reduced to 10.5% and the employer contribution is being increased to 24.5%. The NSHE deconsolidation bill would separate UNR, DRI, and UNLV. The other NSHE institutions would be separate. The funding study is still on the table. There are nursing bills for extra funding; however, the bills have amendments to increase the student-to-instructor ratio for clinicals. The budget is scheduled to close May 5.

Other updates: The language in the NFA Contract the annual performance evaluation form for faculty will be renamed Annual Plan / Self-Evaluation Form. The Online access policy will be discussed at Planning Council on Monday, April 17, 2023.

Elections: Senator Elections are underway and the departments have been notified, Amanda Stibick left TMCC. There will be one election to finish her term and one election to fill two at-large senator seats that are vacating. Nominations open Monday for the At-Large and Part-Time Senator elections.

Events: The Safety Subcommittees are being revived. Please see the email from the VPAA which lists all of the subcommittees. ArtFest opened Wednesday and runs thru April 21, 2023. The Earth Day celebration is April 20, 2023 and will include the Pollinator Garden ribbon cutting. The NFA is holding an End of Year Picnic on Friday, April 28, 2023 and all faculty are welcome to attend.

Questions received were whether Perrla, another AI software, has been discussed. ASA Chair Jinger Doe mentioned her committee will be reviewing the Academic Dishonesty Policy in the Fall.

## **Chair-Elect's Report: Rick Bullis**

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Chair-Elect Bullis announced the confirmed nominees for Senate Chair-Elect: Jinger Doe and Blisin Hestiyas. The Senate will also have a second read of bylaw changes today.

## **Past Chair's Report: Virginia Irintcheva**

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The VP of Finance and Government Relations Search Committee has forwarded the finalists. Campus forums will be scheduled towards the end of April.

## **Administrative Report: Karin Hilgersom, TMCC President**

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Dr. Hilgersom reported the legislative report for SB347, which began as a deconsolidation bill, is currently in working session with an amendment that proposes a Commission of Higher Education that would conduct a Funding Formula study. Dr. Hilgersom will be reviewing departmental travel funding and likely providing more funding if the budget holds. The chancellor search is continuing. TMCC is applying for a Title 5 Grant which targets HSI institutions and is a multi-million-dollar grant. An Economic Development Grant is also in the works for the Fire Tower Center.

TMCC Events going on are ArtFest, The Part-Time Faculty Awards are tonight, April 24 is the Employee Recognition Event, The Earth Day Celebration is April 20, Commencement is May 12, and Nov. 9 Christy Odom will be the speaker for the Distinguished Speakers Series.

Dr. Hilgersom attended the American Association of Community College Conference in Denver. The conference had workshops focused on AI. She received good direction on how to think about innovation in the future. She is also participating in an evaluation team for accreditation at a college in Oregon.

## Administrative Report: Jeffrey Alexander, Vice President of Academic Affairs

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The VPAA's office is reviewing course fees and updating the list, Starfish will sunset in August and E2E Achieve will be used in its place. The Lost and Found is moving to the Library front desk along with stamping services for off-campus posters. Smart thinking is sunsetting and the Learning Commons is looking for other software or shared services.

## Accessibility with online classes – Thomas Kearns

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Thomas Kearns from the Disability Resource Center demonstrated the UDOIT tool. The application allows the instructor to scan their Canvas classes and locate any accessibility issues. UDOIT cannot check documents attached in Canvas. Word and PowerPoint have accessibility checkers that can be done prior to making the document a PDF attachment. The checker can be turned on prior to creating the material in Canvas and it will tell you what might need to be fixed. Thomas can assist anyone using the checker.

## Proposed TMCC Bylaw Amendment

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Senator Jensen brought a motion to the Senate to propose a bylaw amendment (shown below) to the **TMCC Bylaws**. Due to lack of a second, the motion died.

All performance evaluations of tenured faculty shall include a rating

of either (i) "satisfactory," or (ii) "unsatisfactory."

## Approval of the March 17, 2023 Minutes

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**Motion:** To approve the Faculty Senate Minutes for March 17, 2023.

**Movant:** Senator Sharif Rumjahn

**Second:** Senator Marynia Giren-Navarro

**Vote:** Motion passed with 27 ayes as corrected.

The bylaw amendment of 7.6 in the draft minutes was incorrect. The correct version will be added to the minutes.

## Consent Agenda

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**Motion:** To approve the April 14, 2023 Consent Agenda.

**Movant:** Senator Steve Bale

**Second:** Senator Cara Dopf

**Vote:** Motion passed with 25 ayes.

## Standing Committee Reports

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### Academic Standards and Assessment Committee – Jinger Doe

The committee met on March 31 and prior to today's Faculty Senate Meeting. Two PURs were completed during each meeting. The committee next meets on April 28, 2023.

### Administrative Faculty Committee – Ben Davis

The committee has not met since the last Faculty Senate Meeting. The Reclassification Subcommittee met to continue its work. A brown bag lunch was held to gather input. The full committee will be discussing a Salary Advancement Policy. The committee next meets on April 21, 2023.

### **Curriculum Review Committee – Katie Kolbet**

The committee met on April 7, 2023. The last day for submissions is today, April 14, 2023. A GELO spreadsheet has been sent to the department chairs to select which GELOs they will assess. The committee next meets May 5, 2023.

### **Learning Commons Committee – John Kemp**

The committee met April 6, 2023. The Afghanistan Panel will be on April 20, 2023 in RDMT 256 from 2-3:30 p.m. The committee also discussed AI and how they can support the Learning Commons. Joe Anderson will be the new committee chair. The committee next meets in the Fall.

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

The committee met prior to today's Senate meeting and discussed the renaming of the Part-Time Faculty Support Center. The Part-Time Faculty Recognition Ceremony is this evening at 5:30 p.m. The adhoc committees are working on professional development opportunities, office space for part-time faculty, and compensation for office hours held in the Learning Commons. The committee next meets May 12, 2023.

### **Professional Standards Committee – Marynia Giren-Navarro**

The committee met prior to today's Senate meeting. Jim New and Dr. Alexander attended to discuss the NFA Contract changes and where it affects the annual plan. The committee approved the Dr. Alexander's draft. Motions will be coming to the May Faculty Senate Meeting. Marynia also called for nominations for a new committee chair. The committee next meets May 12, 2023.

Marynia also brought a motion forward to the Senate to approve the procedure for Digital Tenure Binders. This was approved at the March 17, 2023 Professional Standards Committee Meeting.

- The digital binder files should be saved in PDF format with weblinks wherever possible and applicable (to reduce file size);
- The digital binder should be stored in a password-protected folder on the VPAA's drive;
- The digital binder should be password protected and, if need be, the password should be time-sensitive;
- The digital storage should follow the same regulations for disposition as the paper binders (NSHE Procedures and Guidelines Manual pursuant to Section Title 2, Chapter 5, Section 5.6.2, the tenure binder is part of the faculty member's personnel record);
- The computers on campus that are equipped with Adobe licensing should be used for creating, editing, and saving the digital binder; additionally, the college has a limited, yet sufficient, number of Adobe licenses available per request to be downloaded onto personal computers;
- Professional Development office should develop training sessions to demonstrate how to create PDF binders;
- A 2-year grace period should be offered to tenure track faculty, allowing them to choose between submitting their binder in a digital or paper form; after that, the digital binder should be the only available option to apply for tenure.

Discussion circled around different versions of PDFs and which is best for archival purposes.

Senator Lars Jensen offered an amendment to save the PDF's in an archival format known as PDF/A. Senator Marynia Giren-Navarro seconded. The amendment received 1 aye, 23 nay, and 2 abstentions. It did not pass.

Discussion on the amendment included adding the PDF/A format in the procedure, the archival format is not easily found, confusing, and difficult for the average Adobe user.

Senator Gus Stuart moved and Chair-Elect Rick Bullis seconded to call the original question. The motion passed with 23 ayes and 1 abstention.

Chair-Elect Rick Bullis moved to approve the original motion and Senator Gus Stuart seconded. The original motion to approve the Digital Binder procedure passed with 23 ayes and 1 abstention.

### **Recognition and Activities – Tara Connolly**

Julie Kaufman was the recent Professional of the Month. April and May's winners are currently being voted on by the committee. The seed-embedded papers from the gratitude and love trees have been donated to the pollinator garden. The subcommittee is currently selecting the Distinguished Faculty and Service awardees. Nominations for Career Champions will open April 17, 2023. The committee next meets May 2, 2023.

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

The committee last met March 31, 2023 and discussed next steps for the Salary Advancement Policy. The committee will issue a survey in the Fall after the Equity Study results are shared. The committee next meets April 28, 2023.

The committee approved the Travel Funding Resolution being brought to senate today for approval. The motion to approve the resolution passed with 25 ayes and 1 abstention.

Approved at the March 31, 2023 Salary, Benefits and Budget Committee Meeting

#### SBBC Travel Funding Support Resolution

Whereas TMCC's Vision is to be "a leader in innovative education, meeting student and community needs" and has a stated Value of "Nurturing a climate of innovative and creative thought."

Whereas TMCC employee engagement with the larger academic and professional community is a critical component of professional development. Regular opportunities to attend professional meetings is necessary to nurture a climate of innovative and creative thought to meet ever changing student and community needs.

Whereas TMCC cut travel funding at the start of the Covid Pandemic in response to budget concerns and widespread cancellations of in-person professional meetings.

Whereas in FY 2023, the TMCC Faculty Senate travel funding was reduced from \$10,000 to \$5,000. Department funding was reduced from \$300 to \$0 per professional staff position for travel. The Faculty Senate received 13 travel funding applications and were unable to fully fund the requests.

Whereas TMCC would better embody its Vision or Values by restoring travel funding, and employee morale would be improved by an ongoing commitment to professional development.

Be it resolved that

The Faculty Senate thanks the leadership for fully funding the current travel applications submitted to Faculty Senate for support in FY23.

The Faculty Senate requests the restoration of \$10,000 per academic year for Faculty Senate travel funding.

The Faculty Senate encourages the restoration and inflation adjusted increase in travel funding for TMCC employees within operating budget funds.

### **WebCollege Faculty Advisory Committee – Blisin Hestiyas**

The committee met prior to today's Senate meeting. Jamie Smith from the Learning Commons joined today's meeting to discuss AI detection and services offered in the Learning Commons. The committee also discussed the Optional Online Faculty Form, whether faculty know about it, and possibly clarifying instructions and use of the form. The committee will

continue discussion on the form. The committee voted to remain on Zoom for AY 23-24 and to have Frank Amankonah as their committee chair. The committee next meets May 12, 2023.

### **Student Government Association (SGA) – Chanikan Buntha**

No report was given.

### **Classified Council – Sarah Gill**

Sarah reported the March Classified Employee of the Month has been selected and will be awarded next week. The April Employee of the Month nominations are being accepted until April 24. The 22-23 Employee of the Year has been selected and will be announced at the awards ceremony. The Easter Egg Hunt was successful and there were more than enough eggs for the kids. The Classified Symposium will occur July 18-20. The Classified Council elections are getting underway.

## **Old Business**

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### **Ad hoc Bylaw Committee Report on proposed Bylaw Amendment of 7.6. and other bylaw changes– second read:**

Chair-Elect Rick Bullis displayed the 7.6 revision to the bylaw.

Senator Lars Jensen moved and Senator Steve Bale seconded to approve Version A of the bylaw change (without preamble).

~~7.6 – Faculty Senate meetings shall be open. All interested persons are encouraged to attend.~~

7.6 "A voting member of the Senate may move to close a portion of a Senate meeting. The motion requires a second, and then the Senate will vote on the motion. During the "closed" portion of the meeting, only voting and advisory members of the Faculty Senate, Student Representatives, and the Faculty Senate Executive Committee will be permitted to attend (unless otherwise stipulated by the approved Senate motion)."

Senator Gus Stuart moved and Senator Ron Marston seconded to approve Version B (with preamble).

~~7.6 – Faculty Senate meetings shall be open. All interested persons are encouraged to attend.~~

7.6 - "In the spirit of shared governance, meetings of the Faculty Senate are open to all faculty, staff, students, and administrators, unless the meeting has been "closed". A voting member of the Senate may move to close a portion of a Senate meeting. The motion requires a second and then the Senate will vote on the motion. During the "closed" portion of the meeting, only voting members of the Faculty Senate, Student Representatives, Standing Committee Chairs, the Faculty Senate Executive Committee, and those invited by the Senate Chair will be permitted to attend (unless otherwise stipulated by the approved Senate motion)."

Both versions were discussed and the motion to amend Version B was approved with 23 Ayes and 2 nays.

The Senate voted on Version A amended so it is identical to Version B. The motion passed with 23 Ayes and 2 nays.

**Other bylaw changes:** Senator Gus Stuart moved and Senator Steve Bale seconded to approve 3.1: ~~All College Professional Staff and Part-Time Faculty (as defined by the Board of Regents), will be represented by the Faculty Senate.~~ All College Professional Staff (as defined by the Board of Regents) **and Part-Time Faculty will have representation in** the Faculty Senate. The motion passed with 23 ayes and 1 abstention.

Senator Gus Stuart moved and Senator Cara Dopf seconded to approve 4.1C: "Part-time faculty shall ~~constitute a department~~ **represent the equivalent** of a college department **(for the purposes of representation)** and shall elect two Senators ~~which must~~ **who** come from two different academic departments. **These Senators must be employed by TMCC while serving as Senators.** In the absence of an election, the Chair will appoint the Senators." The motion passed with 23 ayes and 1 abstention.

Senator Gus Stuart moved and Chair-elect Rick Bullis seconded to approve the ASA Bylaws change: After discussion the committee has voted to change charge 8 for increased clarity by splitting it in two. Charge 8 would now read:

## 8. "Conduct regular reviews of General Education Learning Outcomes at the institutional level".

Charge 9 would now read:

9. "Establish General Education Learning Outcomes and rubrics and review those on a regular basis for possible revisions."

As a result of splitting charge #8, will create a numeric change to the remainder of the charges. The current charge #9 would increase to #10 and current charge #10 would increase to #11. The motion passed with 20 ayes, 1 abstention, and 1 nay.

Senator Ron Marston moved and Senator Gus Stuart seconded to approve the CRC Bylaws change: Communicate with the articulation officer(s) of the College and the offices of the Vice Presidents of Academic Affairs and Student Services in order to coordinate curricula. A senator suggested the bylaw say officer(s). The change was deemed clerical and no vote was taken.

## New Business

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Proposed Bylaw Change: First read of Chair Responsibilities, Executive Board Responsibilities, and Faculty Evaluations Committee. Senate Chair Amy Cavanaugh reviewed the proposed bylaw changes. There were suggestions to add the following: 9.8B6 add: "No member of the pool shall be a member of the Faculty Evaluation Committee."

Zero-Range faculty (also referred to as Zero-Rank and Range-Zero) inclusion was questioned concerning 5.4.2.C. There was a lengthy discussion and it was decided to add Zero-Range Faculty into the bylaw for a second read.

Senator Jensen moved to establish an opt-in list serv (see below for wording). Senator Gus Stuart seconded.

The Faculty Senate recognizes that not all email subjects are necessarily appropriate for all audiences at TMCC, and acknowledges the reasons for the recent changes to the email LISTSERVS. However, open discussion of academic and related issues is an important protected right and freedom in higher education. LISTSERVs are an essential avenue of communication, and the new changes do not allow for that open discussion.

Therefore, the Faculty Senate requests the creation of a new LISTSERV for faculty to voice and discuss academic and other faculty related issues. The new LISTSERV should be named All Discussion, be opt-in and be unmoderated.

There was a long discussion regarding opt-in versus opt-out.

Dr. Hilgersom noted past issues with the list serv and why the Senate were asked to reconsider the list serv. Human Resources spent hours investigating past emails that were exchanged and had caused many problems. TMCC is the only NSHE institution that has or had such a list serv. Dr. Hilgersom recommended asking our attorney Kiah Beverly to speak with the Faculty Senate to share his concerns.

The motion passed with 5 ayes, 13 abstentions, and 2 nays.

## Adjourn

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Senator Jeremy Coggin moved and Senator Gus Stuart seconded to adjourn the April 14, 2023 meeting. The motion passed 18 ayes.

**Meeting Adjourned:** 3:17 p.m.