
MEETING MINUTES AUG. 21, 2020

10-11:30 a.m. via Zoom!

Meeting called to order: 10:02 a.m.

In attendance: Dave Boden, Maggie Dostel, Wes Evans, Scott Huber, Andy Hughes, Linda McGillicuddy, Melanie Purdy (Chair), Cecilia Vigil, Rori Wilkins, Cheryl Woehr

Absent: Sameer Bhattarai (Proxy: Dave Boden), Haley Orthel-Clark (Proxy: Scott Huber), Wade Hampton, Casey Machen, Kofi Poku

Guests: YeVonne Allen, Amber Anaya

Approve Minutes from April 24, 2020

It was noted Andy Hughes was listed as both present and absent in the minutes. Andy was present.

Approval of April 24, 2020 Minutes: *Cecilia Vigil and Linda McGillicuddy motioned and seconded respectively to approve the minutes as amended. The committee approved the motion with one abstention.*

COVID Faculty Taskforce: Addendum Proposal to Standards

YeVonne Allen reviewed the charge and asked for the committee to support the addendum with a vote.

Discussion circled around how faculty will document office hours, student engagement, and equitable flexibility granted to instructors across divisions. Another concern was the onerous nature of documentation being requested by some divisions, but not others. Suggestions were to give flexibility and keep documentation broad, provide tools used, an estimate of time spent, and using wording from the faculty annual evaluation in the COVID addendum.

A motion was made and seconded by Scott Huber and Wes Evans respectively to support the Addendum Proposal to Standards with the wording from the faculty annual evaluation. The motion passed with one abstention.

Guide to Preparing Tenure Track Binder

Chair Purdy updated the committee with input received from the Deans. The tenure track process must be in a hardcopy binder format per NSHE requirement and must be kept on file 7 years.

A motion was made and seconded to move the guide forward by Cheryl Woehr and Cecilia Vigil respectively. The motion passed with one abstention.

Observation Forms: Discussion on modifying and updating

Chair Purdy noted the short turnaround time in order to get these forms on the September 4 Senate agenda for action.

Suggestions made were to combine comment boxes for items which ask for similar observations. The committee also discussed ideas and provided examples of student interaction.

A motion was made and seconded from Dave Boden and Rori Wilkis respectively to approve the observation forms. The Motion passed with one abstention.

Chair Purdy received feedback on the forms from the deans after the above motion was approved. A vote for revisions to the in-person observation form is being conducted electronically.

Course Evaluations

The committee had a discussion on how the course evaluations went and whether or not to issue a survey. The committee agreed to wait a semester in order to obtain more data. Dave Boden suggested to revisit the tip sheet. Chair Purdy will add to the September agenda.

Instructional Faculty Annual Plan

The committee agreed to table this item and discuss it at the September meeting. Chair Purdy will add this item to the September agenda.

Tenure Track Timeline

The timeline was returned to the committee to reinclude the VPAA in the process and provide a signature line to keep the VPAA informed.

A motion was made and seconded by Cheryl Woehr and Wes Evans respectively to move the timeline and form forward. The committee approved unanimously.

Old Business

There has been no movement to have a programmer hired to assist on updating the Annual Plan Form.

New Business

Agenda items for September: revisit the tip sheet, annual plan

Meeting Adjourned: 11:19 a.m.

Next Meeting: September 25, 2020