

Faculty Assembly Consortium Dec. 4, 2015

I. Meeting commenced 10:00 am

In Attendance: Steve Holmes (m), Susan Swaim(m), Tammy Dodson (m), Rob Klinger (Chair), Tanya Allred (m), Rita Eisele (m), Greg Hillis, Kim Lopez Gallagher (Vice-Chair), Gloria Villaverde (m), Cathy Aguilar-Morgan, Matthew Placencio (m), Claire Forsmann, Wayne McGowan (m), and Pete Eidenbach.

Order of agenda changed due to Sen. Eisele having another meeting to attend

II. Senate Report:

- a. New Faculty Senate Chair to be elected next year. 3 nominees, but only two can go forward. Election next semester for the upcoming year.
  
- b. Proposition for VWW requirement to be cut to reduce required hours. The proposal was rejected. Students will still be required to take two VWW courses.
  
- c. Change in degree plans-Does Faculty Senate need to approve changes at community colleges for anything transcribed? (i.e. a concentration, ) Senate agreed everything should go through Senate for approval except certificate.

III. Sen. Rita Eisele resigning as Senator due to health related issues. Kim Lopez-Gallagher and Gloria Villaverde nominated to run for Senator.

IV. Minutes approved.

V. Online Observation Document:

Discussion: Clarification about instructional material defined as items such as Synchronous components –defined as real time activities such as discussions, SKYPE.

Online observations tool: Issues with the “exceeds expectations” column. It is too difficult to assess.

Support the document with changes: "Exceeds Expectations, Meets Expectations, Does Not Meet Expectations" to "Yes, No."

Vote to support as amended. Approved.

VI. Subcommittee Reports -Adjunct Affairs:

a. 3 Motions-

Motion 1: The following section of the Faculty Handbook re faculty teaching observation (chapter1: page 6) be changed by the attached revision

Discussion in sub-committee for fair, equitable, and consistent observation.

- Inappropriate to be evaluated late in the semester,
- Discussion before midterm or before midterm grades? Edits made to read “midpoint of the class term.”
- Unfair burden to ADHs to expect an instructor’s face-to-face and online to be evaluated in the same semester. Online classes take a lot of time. Recommend ADHs only have to evaluate either online or face-to-face.
- How long before Annual Performance Evaluation be filed? Recommend two weeks.

Discussion also commenced about full-time faculty evaluations

- Should DH be evaluated if full professors? Questions raised about current Faculty Handbook policy.
- These documents will be a written reference on how to conduct Annual Performance Evaluation.

Move to amend the revision: Seconded.

Please note the inclusion here of the amended version:

As Written in Faculty Handbook 2014-2015:

Classroom Observation (Online and Face-to-Face) Classroom observations are conducted of all teaching faculty. Observations are conducted by Division Heads (DH) and Assistant Division Heads (ADH) as part of documentation for the Annual Performance Evaluation. Peer observations may also be performed at a faculty member’s request. All full time faculty members should be observed by their supervisor at least every two to three years. Part time instructors are observed at least once every one to two years. Following the completion of the observation, supervisors hold conferences with faculty members. ADHs observe the classroom performance, both on-line and face-to-face, for each adjunct instructor annually. A standard form is used in the observation (pg. 69); following the observation, the ADH and the adjunct instructor discuss the findings in the observation, both sign the form, then the form is filed in the DH’s office. If the adjunct instructor disagrees with any of the findings, he or she may file a written statement on the form explaining their disagreement with the observation.

Revised Version: Adjunct Affair committee of the Faculty Assembly

Classroom Observation (Online and Face-to-Face): Classroom observations are conducted of all teaching faculty. For regular faculty, observations are conducted by Division Heads (DH), or Vice President of Academic Affairs (VPAA) in the case of the Division Head, as part of documentation for the Annual Performance Evaluation. Peer observations may also be performed at a faculty member’s request and included in the Annual Performance Evaluation. All regular faculty members should be observed by their supervisor at least every two years. Assistant Division Heads (ADH) observe the classroom performance, ~~either both~~ on-line ~~or and~~ face-to-face, for each adjunct instructor ~~early in the first semester of the adjunct’s employment~~ **teaching at**

NMSUA and at least every two years afterwards on a date agreed upon before the midpoint of the class term.

The same approved standard form is used in the observation for regular and adjunct faculty. Following the observation, the supervisor and the regular or adjunct instructor discuss the observation, sign the form, and then the form is filed in the DH's office. If the regular or adjunct instructor disagrees with any of the judgments, he or she may file a written statement on the form explaining their disagreement with the observation.

All in favor of approving the language as amended. Motion is carried.

Motion 2: That a subcommittee will be appointed by the Faculty Assembly to examine and revise the Faculty Handbook.

Discussion:

- Recall history of attempts at revision.
- AAUP says faculty should be involved with faculty handbook. Needs to be done in collaboration of VPAA
- Put before faculty at Convocation in Spring. Suggested specific time frame. First draft completed in Spring of 2016 and the final version by following semester Fall 2016.
- Ask chair to talk to Pres. Van Winkle about calling for a subcommittee at convocation.

Voted and approved.

Motion 3: A campus blog be created.

Discussion:

- Canvas Faculty Assembly site can be used as a campus blog.
- Canvas page will protect the school.
- A blog will elevate the profile of the Faculty Assembly.
- Concerns about the use and language. Any communication should follow the Campus netiquette guidelines.

Formalize Faculty Assembly space in Canvas as a communication tool.

Amended motion passed.

## VII. Old Business

### a. Classes for local prisons

Discussion:

- Review email M. Saenz sent.
- Research prison regulations.
- Motion to discuss in January.

- Motion to request M. Saenz. attend first Faculty meeting Jan. 29 to provide Assembly with information about hosting classes at local classes.

Motions approved.

#### b. Non-degree Enrollment

Discussion:

- Discussed with Brenda Campbell.
- More training needed for those doing the enrollment.

Please note: At Convocation Spring 2016, Pres. Van Winkle declared senior citizens may enroll at any time for classes.

b. Classroom facilities. No new information.

### VIII. New Business

#### a. Communication:

A motion to send two letters to Administrative Council via the Academic Council one regarding “Request for improved communication” and the other “Request for timely response to Faculty Assembly proposals”

Discussion:

- Request a hard copy response to facilitate communication.

Motion approved.

#### b. Printing

Discussion:

- Expensive for students to print all the material provided in Canvas.
- Investigate cheaper printing options for students. See if the bookstore can bind papers, lecture notes, PowerPoint's, etc.
- Issues of both sustainability and cost with this topic.
- Students have printing accounts with some funds, but many students reluctant to add more money to their account.
- Call for faculty in attendance to research and bring issue back to divisions.

#### c. Shared Governance:

Discussion:

- Kim Lopez Gallagher proposed that the Faculty Assembly for a sub-committee to look at how shared governance is practiced at NMSU-A.
- A motion was made and seconded.
- Kim Lopez Gallagher and Wayne McGowan were nominated to be co-chairs of the newly formed sub-committee on shared governance.
- Kim and Wayne accepted the nominations.

Formed subcommittee with Kim Lopez-Gallagher and Wayne Gowan approved.

IX. Motion adjourned at 11:59