

**Faculty Senate Meeting Minutes**  
**Cheyenne Campus Room 2410**  
**May 12, 2006**

**1. Call to Order:**

Senate Chair Divine called the meeting to order at 1:12 p.m. and requested that everyone sign the attendance sheet.

**2. Attendance:**

**a. Senate Leadership:**

Chair, Darren Divine; Chair-Elect, Alok Pandey; Past Chair, Terry Jones; Secretary, Jennifer Nelson

**b. Senators:**

Kim Brown, Sam Milburn, Sandra Kingma, Thomas Finneran, Stephen Peridore, Gayle Thomas, Diana Clennan, NJ Petit, Jana Wolf, Patricia Castro, Patricia Gerber, Judy Scott, Sharon Brooks, Mike Connolly, Joe Miller, Lynn Best, Kraig Knapp, Jim Matovina, Judy Stewart, Sherry Norris, Fran Campbell

**c. Absentees:**

Eric Moreau, Robb Bay, Bob Gutschick, Tracy Sherman, Evelyn Doody, Joshua Levin  
Joel Tierno

**d. Proxies:**

Carolyn Fowler, proxy for Gretchen Steensen

**e. Guests:**

Dr. Michael Richards, Sondra Cosgrove, Mitzi Ware, Sue Blizard, Joanne Vuillemot  
Heidi Schneiter, Theri Wyckoff

**3. Guests:**

Bette Brickman was unable to meet with us today to present information from her trip to Japan. She will be invited to speak before Faculty Senate in the fall.

**4. Approval of April 2006 meeting minutes:**

Senate Chair sought approval of the April 14, 2006, meeting minutes. Senator Matovina made the motion to approve; Senator Campbell seconded it. The minutes were approved as written.

**5. Committee Reports:**

**a. Academic Standards (Sue Blizard)**

A written report was submitted. Committee Chair Sue Blizard added to this report the resolution on academic dishonesty that she did not bring to last meeting's discussion of this issue: "Please be advised that should it be determined that a student has committed an act of academic dishonesty as defined in Chapter 6 of the NSHE code, the 'W' grade may not be available for the course in which the act was committed. Faculty have the right to assign the grade that is in accordance with the Academic Dishonesty Policy in the course syllabus with the approval of the Vice President of Academic Affairs." Senator Matovina asked for the logistics involved in carrying out this penalty.

Committee Chair Blizard explained that documentation of the cheating or plagiarism must be furnished to the VPAA. Senator Scott made the motion to form a Senate resolution as worded on the handout and in these minutes; Senator Matovina seconded it. Senator Stewart asked if faculty will now be required to post an academic dishonesty policy in their syllabi in order for this resolution's penalty to apply to their courses; Committee Chair Blizard confirmed this. Chair Divine called for a vote on this resolution; it was unanimously approved, and Committee Chair Blizard will send an electronic copy of the resolution to Chair Divine.

Committee Chair Blizard remarked on the very busy year that this committee has had. They are going to start working next fall on a review of the academic status of the college and the issue of grade inflation.

**b. Budget (Dick McGee)**

A written report was submitted.

**c. Curriculum (Clarissa Erwin)**

A written report was submitted.

**d. Ethics (Pat Butler)**

No report.

**e. Faculty Welfare (Fred Jackson)**

Senate Chair Divine acknowledged the absence from today's meeting of Committee Chair Dr. Fred Jackson, who submitted a printed report on the committee's annual accomplishments. Chair Divine introduced the policy brought to Senate on behalf of this committee and referred all questions on this policy to other committee members in attendance.

Academic Officers: Senator Clennan described the committee's process of reviewing the job descriptions for VPAA, Deans, Associate Deans, etc. The committee added to the policy the provisions for faculty screening and evaluation committees. Senator Connolly motioned this item to action; Senator Castro seconded the "info to action" motion, and approval of this procedure was unanimous. Senator Connolly motioned to approve the policy as written; Senator Norris seconded the motion to approve. Under discussion, Senator Matovina asked to strike "Nevada State" in the "Nevada State Board of Regents" phrase under "5. Definitions." Senator Miller asked about the separated "Policies" and "Procedures" format of the document; he asked if we are voting on both. Chair Divine explained that Senate's purview is to vote on policies only; therefore, procedures for implementing policies are being written in separate sections of the document before senators. Eventually, procedures documents will not be included with the policy documents that Senate reviews. The Policy was approved by a majority vote with the noted change.

**f. Procedures (Mary Crooks)**

Senate congratulated Judy Stewart, who has been elected to be our next Senate Chair-Elect. Some faculty have observed that student government had its election online this

year while the Faculty Senate election was not. Past Chair Terry Jones noted that while we have approved the option of online electronic voting we have not yet approved the system. No annual report was submitted.

**g. Professional Standards (Susana Contreras de Finch)**

No report was submitted.

**h. Sabbatical (NJ Petit)**

A printed report was submitted. In addition, Committee Chair reported that the sabbatical Committee would pass on information until next year. She also said she could not seem to get new things on the web page.

**i. Salary and Benefits (Gayle Thomas)**

A printed report was submitted. Senator Gayle Thomas asked for questions regarding her committee's year-end report; there were none. Senate Chair Divine thanked Senator Thomas and her committee for all their work this year.

**j. Travel (Eric Moreau)**

A printed report was submitted in Senator Moreau's absence. On behalf of this committee, Chair Divine asked senators to remind their constituents that there are two ways to travel: if presenting, Dr. Richards will pay all expenses; if not presenting, apply to the Travel Committee.

**k. Variance (Robin Nelson)**

A brief report was submitted. This committee has been relatively inactive this year.

**l. Digital Resources (Ad Hoc) (Dale Etheridge)**

Committee Chair Dale Etheridge could not attend today's meeting; he submitted a printed report. Chair Divine reported that the DE policy we approved is on the president's desk awaiting signature.

**m. Office Policy (Ad Hoc) (Terry Jones)**

Committee Chair Terry Jones reported that this committee has been meeting via e-mail. He presented a first draft of "Faculty Office Policy" and asked that senators read this over the summer to prepare comments for discussion of the policy in the fall. Guest Vuillemot asked for clarification of "departmental seniority" in policy point #3 since this seems to change the allocation of offices based on college seniority. Senator Brooks asked if #1 should say "full time faculty. Senator Matovina spoke on behalf of faculty who have been issued office space in break rooms; he noted the inappropriateness of this practice, since it places faculty in uncomfortable situations and deprives others of the original use of that space. Senator Matovia asked if the policy identifies areas that should not be used for office space. Committee Chair Jones admitted that this was in the former committee's draft of policy; he will ensure that the statement prohibiting conversion of break rooms to office space will be re-inserted into the new policy. A guest asked if there will be provision for review of all faculty's office situations to see if better accommodations can be arranged for those who share offices or have structural problems.

Guest Ware commented that they ended up putting faculty in break rooms because there was no place else they could go. She suggested re-wording the document in case there is a future need to use "available" space. Committee Chair Jones thanked the members of his committee for all their work. Committee Chair Jones also reminded the Senate that the document is a draft and is only an "info" item on today's agenda. Faculty with concerns about this policy should contact Committee Chair Jones with their concerns.

**n. Processes and Outcomes (Ad Hoc) (Gayle Thomas)**

A written year-end report was distributed. Committee Chair Thomas reported that work is still being done on the bylaws. The committee is set up to work over the summer using WebCT.

**o. Executive Committee**

Chair Divine introduced for Senate's review two documents prepared by the Senate Executive Committee involving issues that seemed outside the purview of Senate's ad hoc and subcommittees: 1) Chapters 1-3 of CCSN by-laws and 2) "Policy on CCSN Committees." Senator Matovina motioned the by-laws revisions from "info" to "action"; Senator Castro seconded this motion, and the procedural motion was approved. Senator Matovina offered the motion to approve the by-laws revisions as written; Senator Scott seconded the motion to approve. Guest Vuillemot asked for clarification of the "Council of Deans" reference at the end of Chapter One; Chair Divine admitted that this should be "Academic Council" and will be so changed. Chair Divine also explained that approving this update now will not preclude Senate's taking a more comprehensive look at the CCSN bylaws at a later date. The vote was called, and the by-laws update was approved unanimously.

Chair Divine explained that the policy on committees was necessitated by new administrators requesting to see the rules for forming "all-college committees." This request uncovered the situation of our lacking rules to govern committee formation, disbandment, chair selection, etc. This policy attempts to codify such rules. Senator Thomas volunteered to send Chair Divine a file of previous information regarding committees. Past-Chair Jones asked if existing committees would be maintained or removed. Senator Miller asked if the committees have their own by-laws. Senator Scott motioned the committee policy from "info" to "action"; Senator Castro seconded this motion, and it was approved unanimously. After the motion and second to approve as written, Guest Ware noticed an omission to the first paragraph of "B. Committee Membership": a statement confirming that current Faculty Senate Chair and appropriate VP approve membership on committees. The motion to approve was amended to admit the new language to the policy, and the revised policy was approved unanimously.

**6. Chair's Report:**

Chair Divine will send an "all" email report reflecting the Faculty Senate's accomplishments and tremendous work this year. . Chair Divine distributed certificates of appreciation to all Senators and Executive Committee members; he acknowledged Judy Stewart, newly elected Chair-Elect, and Alok Pandey, incoming Chair, with advice and gifts, some traditional and some humorous. Chair Divine commented on the Foundation Gala and on the Faculty

Senate's donation of two dogs to the charity auction, the proceeds of which were given to the Vet Tech Program.

**7. Passing of the Gavel:**

Incoming Chair Pandey presented to outgoing Chair Divine, on behalf of Senate, a framed plaque commemorating his year of Senate leadership service. He also expressed personal gratitude for Chair Divine's mentoring this year.

**8. Meeting Adjournment:**

New Chair Pandey motioned to adjourn the meeting at 2:35 p.m.