

FACULTY SENATE MEETING
Henderson Campus Room C-105
November 2, 2007

1. Chair Stewart opened the meeting at 1:03 p.m.
2. The attendance sheet was signed

Senate Leadership Present:

Judy Stewart, Chair; Sondra Cosgrove, Chair-Elect; Alok Pandey, Past-Chair

Senators Present: Ivonne Leavell, Eric Moreau, Jodie Mandel, Robb Bay, Samuel Esemuede, Bob Gutschick, Terry Pippin, Deborah Mzhickteno, Heidi Schneiter, Tracy Sherman, Darlene Brown, Melissa Schalles, Randy Becker, Mike Connolly, Joe Miller, Sandra Kingma, Lynn Best, Rhett Michelson, Joel Johnson, Sue Blizard, Joshua Levin, Theri Wyckoff, Norman Rauls, Shari Lyman, Bert Chiasson, Patrick Quinn

Senators Absent w/ (proxy):

Jennifer Basquiat (William Neff), Laura McBride (Jennifer Nelson), Mark Rauls (Joel Tierno), Jim Matovina (Billy Duke)

Senators Absent w/o proxy:

Ken Betita

Guests:

John Mueller, Tina Petrie, Carolyn Fowler, Charles Milne, Hyla winters, Sue Gordon, Bill Kerney, Steve Soltz

3. **Approval of October 5, 2007 Minutes:**

A motion to approve the October minutes was made by Senator Randy Becker and seconded by Senator Joel Johnson. The minutes were approved by a majority vote.

4. **Hiring Policy Update**

a. *Part I (Committee Selection)* – A motion to approve this policy was passed by Senator Moreau and seconded by Senator Kingma, but a discussion was posed by Senator Wyckoff, concerning the nominations made by the Dean of the Division and the Faculty Senate Chair. Senator Wyckoff said that her constituent feels that the individuals selected “should be in the same discipline”. Thereby Senator Moreau proposed an amendment that rather than reading “preferably from the same discipline”, it will read, “from the same discipline, if available”. The amendment was seconded by Senator Kingma. The policy will be considered with amendment in place. Senator Blizard posed a discussion on the Affirmative Action Officer act. She said that she is not comfortable with the Affirmative Action Officer actually appointing a member of the committee. Senator Connolly passed a motion for an amendment to read “At large, from college teaching faculty in consultation with the Department Chair or proper Director”. Motion passed by majority

vote with Senator Chiasson opposing. The Faculty Senate Chair called for a vote to approve part I of the update with the amendments; part I passed by majority vote.

b. *Part II (Hiring Policy Training)* - The Faculty Senate Chair stated that this policy deals with how often search committee members need to be trained and the change to the current policy is that the current policy calls for recertification every two years. This calls for training when college, state or federal law have been updated. A motion for approval passed and seconded but a discussion was posed by Senator Chiasson proposing to modify the policy to suggest that when laws are being updated substantively, the HR department will make the judgment as to where the changes of the law require training. After a series of discussions, the Faculty Senate Chair called a vote to table this policy for one more month so as to gather more information. Senator Becker commented that the previous motion to approve, which was passed, has to be rescinded and withdrawn by the person who motioned and seconded. The previous motion was rescinded and withdrawn. The Faculty Senate Chair then motioned and called for votes to table this policy for one more month; the motion was passed by majority vote. The Faculty Senate Chair asked senators to email all suggestions to her and she will channel those suggestions to the proper committee and will get the information to John Mueller.

c. *Part III (Process and Scheduling)* – This policy was pulled.

5. **Policy Modification: Executive Committee**

Student Credit Hour Load – The Faculty Senate Chair stated that nothing in this policy has been changed as far as what students are allowed to get; what the Executive Committee did was change the wording and this added more work for the students because these requests were coming to the VPAA’s office without knowledge of the situation.

A justification letter that must now be written by the student and will be added to the application that is submitted to the VPAA’s office. Dr. Joe West will sign off on the application based on the students’ academic records – then the justification for the situation will go to the VPAA’s office. The Faculty Senate Chair called for a motion to approve this policy. Senator Wyckoff passed a motion for approval and Senator Becker seconded. The Faculty Senate Chair then called for a vote on the modification with attached justification letter. Motion was passed and approved by majority vote with Senator Joe Miller opposing.

6. **Resolutions: Academic Standards Committee**

a. *Course Designators* – Motion to approve this resolution was made by Senator Miller and seconded by Senator Connolly. Motion was approved by majority vote.

b. *Bookstore* – Within the textbook sales area of the bookstore, the bookstore will display only those items listed on the book orders or otherwise specifically requested by the academic departments. The bookstore will not make additional recommendations or suggestions to students in the textbook display area. Items not specifically requested by the department will be shelved in a separate area. A motion was passed to approve this resolution and was approved by

a majority vote. The senate requests the regional manager of the bookstore come to the next senate meeting.

7. **Committee Reports:**

a. ***Academic Standards – Bill Kerney***

The Committee Chair reports that there are several policies that came across their table. The committee returned the **Prior Learning Policy** to the originator because the credits that were going to be allowed were a little excessive. He further stated that the committee will send the Catalog Policy to the senate by December. He also reported that he wanted to send a **Certificates Policy** forward but it has been tabled. The committee will get together with Kay Moorman to get clarification on this policy. Another policy that was rejected was the **Last Week of Classes Final Exam Policy** because the committee deemed it redundant as it is already addressed in section 5.A in the Faculty Staff Handbook. A Cheating Policy is also on the committee table. This policy covers academic dishonesty and the issue of students being able to withdraw from a course without receiving an “F”. This removes the ability to give students a “W” if it is prior to the drop deadline. A lot of discussion takes place regarding this policy and the climate is that the senate is not happy with this idea.

b. ***Faculty Welfare – Candace Kant***

The Committee Chair reports that the committee has three items that they are working on, none of which have been completed but they hope to finish the **Merit Policy** by next Friday. The Merit Policy addresses only those type of faculty that have topped out on salary schedule. The other policy that the committee is working on is the Department Chair Policy. The committee referred that policy to the Council of Chairs for input. The committee realized that the Department Chair Policies were located in three different places, so they are going to pull everything together and see where we stand. The committee might end up drafting something that will incorporate everything. The committee will start looking deeper into it in January. The third policy that the committee is working on is the **Tenure Policy**. The draft is on the web. Another policy was drafted this summer by Candace.

c. ***Salary and Benefits – Faculty Senate Chair***

Chair Stewart stated to the Senators the following: “We have a directive from the board that we may ask for salary increases or benefits but we also have to be very good at policing ourselves and expect excellence of ourselves. We cannot grant merit to everyone across the board; we cannot go to the board and ask for something and have something like that in place. She added - “she thinks that part of being a Professor and an Academic is that we establish standards and we need to hold ourselves to those standards”. After letting Dean Winters and Dr. Campo present the Academic Master Plan, Chair Stewart continued her report on the salary and benefits, stating that every four years NSHE does a salary study. They look at state universities, colleges and community colleges. They look at benchmark institutions for comparisons and decide whether or not a change in the median salary is needed. These changes do not immediately affect anyone’s salary, but it does reset the range of the salary. What happened when they did the community college salary study was that there was no good peer

institution comparison. Without a good peer institution comparison, we were at a disadvantage. The other problem is this is only the third study that has been based on the schedule that we currently operate under and we are beginning to see problems that we were not aware of in the past. Chair Stewart went on to explain the salary steps using the handouts.

8. Discussion – Gender /Family Issues and Tenure

Chair Stewart stated that this issue was raised by Bart Patterson at the Board of Regents' meeting when all chairs in the state meet with the system attorneys. Chair Stewart said that Bart Patterson is concerned with faculty members who might have their tenure adversely affected due to maternity leave, family illness or some gender/family conflict. Men can also be affected by these situations so this issue is being brought to the senate to discuss concerns. Email Judy Stewart privately to discuss concerns and ideas about this topic and she will bring them forward.

9. Academic Master Plan:

Chair Stewart presented Dean Hyla Winters and Dr. Carlos Campo to speak about the Academic Master Plan.

Dean Winters stated that they are working on an Academic Master Plan that is a revision from one that was started in 2002. They revised the 2002-04 Academic Master Plan as they started the accreditation self study process. On March 10, 2006 they came up with a report that was course specific which was driven by actual student data and a projection of what that particular course would be in the next 5-10 years. Program Managers, Department Chairs and Deans were asked to estimate as best as they could the impact of what those increased standard projections would be on physical plants and technology. The result was incorporated in the actual document as an exhibit and was available for all site surveyors and department chairs. Subsequent to that, we are on a time table that has been set forth by the Board of Regents and the first part of that was the institutional strategic plan that was the Blue Skies Ahead document presented by President Carpenter. It was approved by the Board of Regents in September

2005 and it was our strategic plan as an institution for 2006-2010. Now we are at a point where the Board of Regents are looking for the Academic Master Plan for the institution that can be linked to the overall strategic plan. We took the Academic Master Plan and linked to the strategic plan and at the end is the appendix to the Academic Master Plan which is a list of all the proposed new degrees, certificates that came from individual departments, just so the Board of Regents are aware of what we are thinking about doing. Those are the people within the institution who worked extrapolating on that course by course projection.

Dr. Campo - reviewed a template of the Academic Master Plan with the Senate from the Web.

Faculty Senate Chair asked the Senate to get input, suggestions and comments to Dean Winters and Dr. Campo as they are the ones who represent the Faculty to the Board of Regents.

10. **Committee Updates:**

a. ***Parking Advisory Committee*** –

Mark Peplowski and Terry Pippin were elected to co-chair this committee. Chair Stewart asked Senator Pippin to give an update. Terry Pippin stated that they will meet again on the 30th of November and hope to have other members at that time. He said that Mark Peplowski will work on the long term side of things and he will work on the short term side. He further stated that he will meet with Lt. Bennett and go over the sticker ID issue and they will try to get things rolling because they want to come up with some sort of solution.

b. ***ad Hoc Online Resources Committee*** –

Chair Stewart told the senate that no one has volunteered yet.

She encouraged those who have an interest in online resources to volunteer, thus Senator Joe Miller volunteered.

Chair Stewart also told the senate that there is a recycling committee being formed to help the student government address their recycling initiative. She further told the senate that the faculty have been asked to supply volunteers from their ranks. Guests Steve Soltz and Sue Gordon and Senator Jodie Mandel volunteered.

11. **Chair's Report:**

a. ***Division of Workforce and Economic Development Policy:***

Chair Stewart told the senate about a discussion that took place last year about workforce programs and courses and the issue of credit and noncredit overlaps. Dr.

Richards suggested a committee that would oversee courses so that workforce and academic departments work together. This policy creates that committee. The Academic Standards committee will be looking at the Certificates policy in conjunction with the Workforce and Development Policy.

b. ***Handbook Revisions/Procedures Committee:***

Chair Stewart informed the Senate that this committee will be made up of the following: General Counsel Richard Hinckley, Candace Kant, Sondra Cosgrove, Mitzi Ware and Fran Campbell. They will be looking at the Faculty Handbook. The appearance will change because it will be available entirely online., It will be delineated by topics and will be updated quickly as new policies are passed.

c. ***Technology Fair:***

Chair Stewart told the Senate that OTS will be holding a technology fair.

Michael Judge has asked what the faculty want to see because they want to be able to show and address anything that the faculty needs.. Send any suggestion to Michael Judge.

d. ***Policy update - Conflict of Interest and Outside Compensation***

Chair Stewart stated that this policy was talked about in September. The RED committee is voting on recommending the reporting of aggregate data to be public. Schools may choose whether or not to make individual information public. It does not mean the

board will approve it in that format, but that is what will probably go to the board in November.

We also have a policy that was passed by Senate in 1999 on conflict of interest. We need to tighten up our procedures here at CSN, so this policy is coming back to the Senate to update and formulate a stronger one.

e. ***Presidential Search Committee update***

The committee has chosen a search consultant. They will be doing a presidential profile in December. Senate Chair Stewart thanked those who sent information of what they think is important; she encouraged everyone in the senate to continue to let her know what is important to them.

f. ***Great Las Vegas Steakout***

This is the first year that it has been hosted by Russell's. This event raises a significant amount of money for the CSN Foundation. Please support the college and consider coming.

10. **New Business:**

- Senator Joshua Levin wants to see a policy that addresses the ability of students to withdraw rather than receiving an "F". He would like a modification of the adding/dropping policy. Randy Becker made a motion to take another look at the add/drop policy and it was seconded by Eric Moreau. This issue will be sent back to academic standards committee. Please send any concerns to Judy.

The meeting was adjourned at 3:45 pm.