

**Faculty Senate Meeting
Henderson Campus, Room C105
March 2, 2007**

1. Chair Pandey called the meeting to order at 1:05 p.m.

Senate Leadership Present:

Alok Pandey, Chair; Judy Stewart, Chair-Elect; Darren Divine, Past-Chair; Kim Brown, Secretary.

Senators Present:

Sandra Kingma, Thomas Finneran, Eric Moreau, Ivonne Leavell, Jennifer Basquiat, Laura McBride, Robb Bay, Bob Gutschick, Jana Wolf, Patricia Castro, Heidi Schneiter, Tracy Sherman, Randy Becker, Joe Miller, Lynn Best, Kraig Knapp, Jim Matovina, Rhett Michelson, Sherry Norris, Sondra Cosgrove, Fran Campbell, Joshua Levin.

Senators Absent w/proxy:

Gayle Thomas (Christian Clark, proxy).

Senators Absent w/o proxy:

Samuel Esemuede, Judy Scott (excused)

2. The attendance sheet was signed.
3. **Approval of February Minutes:**
Motion to approve the February 2, 2007 minutes was made by Randy Becker and seconded by Fran Campbell. *The February 2, 2007 minutes were approved unanimously.*
4. **Guests:**
 - a. President, Dr. Richard Carpenter
 - b. Vice President, Dr. Art Byrd

Chair Pandey introduced President Carpenter. Dr. Carpenter began by saying he recently testified at the Legislative session in Carson City on the expansion of the Nursing Program, which is the largest Nursing Program in the State. He stated that more dollars are needed for the program, and the first budget hearings will start next week. The Regents endorsed a budget request, saying CCSN is under funded and asked for \$21 million. Dr. Carpenter feels the likelihood of receiving that amount is not good, however, it is a platform to start the process, and CCSN can hope for some infusion of money. During the last Legislative session, the salary equity issue was raised and the first stage of a three-year plan was enacted. The second and third phase of the salary equity money is not in the budget. Dr. Carpenter said during this session, there would be a key role for faculty leadership to play. Also on the request, is the Classroom facility at Charleston, the Phase II of the automotive technology facility on the Cheyenne Campus and major expansion of student services and other services. The Systems primary request in this Legislative session is the Health Sciences System, if that is funded; nothing else will be because that is huge. Another request we are asking for is the system wide computing which is about an \$80 million dollar project. Dr. Carpenter said there is also a conflict regarding where the mainframe will go, CCSN, UNR, and UNLV. They want the hardware and the software all in one place. Dr. Carpenter feels CCSN should not be secondary to anyone's software or hardware.

He said he is extremely happy with the progress of updating the technology so far, and regrets some of the decisions and timing of shutdowns and the disruptiveness it caused. Dr. Carpenter discussed the Henderson Apartment Complex joint venture approved by the Regents. He attended a community meeting with over one-hundred residents from the community who are against the building of the complex. Dr. Carpenter feels that the community residents will be ready to negotiate after a few more meetings.

Dr. Carpenter answered questions from faculty regarding a variety of issues, i.e. Workforce Development, Campus Managers, Parking, and Retention rates. Regarding the Campus Managers, Dr. Carpenter also mentioned that they were in the process of establishing one on each campus, and all of the Campus Managers will report to Jeff Foshee. In regards to the parking issue at the Charleston campus, Dr. Carpenter indicated that eventually we would need to build a parking structure. Joshua Levin asked if there has been a study done on the impact of on-line versus in-class instruction. Dr. Byrd commented that an impact study has not been done. Dr. Carpenter stated that there were 20,000 unsuccessful attempts to enroll in DE classes. Carolyn Collins commented that selective course studies have been done. A study to find out what happens to students who have attempted to enroll in Distance Education has also been done. Dr. Carpenter said there must be some impact and Dr. Richards will help follow through on the issue.

Chair Pandey introduced Dr. Byrd, who passed out a handout regarding Transfer Awareness Opportunities. He informed faculty that April 2-6, 2007 is designated as "Transfer Awareness Week: Activities during the week will be designed to increase awareness of college/university transfer opportunities. Dr. Byrd asked faculty to wear or display their own college/university apparel and logos. Jana Wolf said she would send an e-mail regarding the exact schedule of college representatives and classroom visits. Dr. Byrd said he was at the Senate meeting to ask for support from faculty to help inform their students. Sondra Cosgrove asked if the DE students would be included. Jana Wolf replied that she would send an e-mail to all students and faculty. She also asked faculty members to let her know if they are interested in participating in the Faculty Mentoring Day. Dr. Byrd answered a few questions regarding retention; he said Researchers have updated numbers showing all grades 75%, Passing grades 65%. Overall, Dr. Byrd said the retention rate is not bad.

5. Department Chair Elections:

Chair Pandey reported that the Council of Chairs wants to hold elections in March rather than October. He informed the Council that he would bring this decision to faculty for a recommendation or resolution. Sondra Cosgrove, Ivonne Leavell, and Fran Campbell reported the responses they received from faculty. Chair Pandey read the resolution statement he prepared: "CHAIR ELECTION SHALL BE MOVED FROM OCTOBER TO MARCH OF THE ELECTION YEAR." Candace Kant motioned to approve the Resolution, Jim Matovina seconded. *The Chair Elections Resolution was approved unanimously.*

6. Vertebrates Animal Policy- Sondra Cosgrove, Chair, Ethics

Chair Pandey introduced Sondra Cosgrove to explain the Policy.

Sondra started by saying (1) this policy makes sure that we are complying with every law, Federal, State, and County that deals with the fair treatment and care of vertebrate animals. Lynn Best asked if input had been received from Biology. Alok responded that everyone that needed to be was contacted regarding this policy. Past-Chair Divine stated that these documents are standard across the country, and the Policy is completely standardized. Dr. Richards commented that this policy was primarily directed to the Vet Tech Program and simplified it so it better applies to that program. Coordination with other departments that may eventually have vertebrate animals was also done. Past-Chair Divine also stated that by law, they are required to have this document.

Motion to approve the policy was made by Sondra Cosgrove and seconded by Patty Castro. *The Vertebrates Animal Policy was approved unanimously.*

7. **DE-Standards and Guidelines- Judy Stewart, Chair, DE Ad-hoc**

Chair Pandey informed senators that this item is info only, not a Policy, and will be presented by Judy Stewart, Chair of the DE committee.

Judy Stewart explained that the guidelines were written by faculty, and outline the process for proposing, developing, approving, and being compensated for on-line courses. It also addresses the revision process for on-line courses. The document adds what the committee felt was a very important part, which is called the Quality Matters Review. The website address is: www.qualitymatters.org and it explains the grant funded project from the University of Maryland. Chair Stewart said the document has unanimous support of the committee and will help everyone understand DE. She explained some of the guidelines included in the document. Dr. Richards commented that the Senate adopted a DE Policy last year, which caused a great deal of confusion. That group developed the Policy and not the Guidelines and Standards are being put in place. He went on to say the Guidelines and Standards would integrate with the DE Policy. Dr. Richards said that DE is being taken out of the WebCT process. Shah Ardalan and the OTS department will create shells for courses. The idea is to have a shell for every course in our curriculum. The departments will have control and insurance of quality being in place. Dr. Richards pointed out that "who does what" and what we use is the whole idea of the Guidelines.

Senators asked many questions and Chair Stewart explained that the document will address all previous miscommunications. Evelyn Doody had numerous questions and Chair Stewart will find out the answers and get back to her.

8. **Handling of Disruptive and Abusive Student Policy**

The Policy was taken from Info to Action. Richard Hinckley answered a few questions and explained that all the tools needed to deal with Disruptive and abusive students are met with this Policy. An amendment to the policy stating: "**Denying access to a Distance Education course is equivalent to preventing a disruptive or abusive student from entering an in-class course.**" A motion was made to approve the amendment by Jim Matovina and seconded by Joe Miller. **The amendment was approved.** Randy Becker motioned to approve the Policy with the added amendment, Theri Wyckoff seconded, and the **Handling of Disruptive and Abusive Student Policy was approved by a majority vote, with Joe Miller Abstaining.**

9. **Auditing Class Policy**

After the Policy was moved from info to action, there was a brief discussion. It was decided to add the following after the word credit, in item #2.: **you must first obtain the instructor's signature.** Robb Bay motioned to approve the policy with the noted change, Jim Matovina seconded, **the Auditing Class Policy was approved unanimously.**

10. **Political and Public Issue Policy**

Chair Pandey gave a brief explanation of the Policy, stating that CCSN's functions take precedence over any other activities in the use of its facilities. The Policy was moved from info to action. **Sondra Cosgrove motioned to approve the Policy, Fran Campbell seconded, the Political and Public Issue Policy was approved unanimously.**

11. **Sabbatical Policy- Fred Jackson, Chair, Welfare Committee**

The Sabbatical Policy was moved from info to action. Fred Jackson introduced the Policy to Senate. Chair Jackson explained that the Policy is a mechanism to make sure that Sabbaticals benefit the faculty member and the institution. The Dean and Chair have authority to evaluate both the application as well as the Sabbatical report. The committee extracted the system level eligibility and added it to this policy to clarify who is eligible. The only other major change was to shift the dates from October 15th back one-half month, to give the committee more time to evaluate applications. Most of the changes to the policy are cosmetic. Chair Jackson answered questions from Senators regarding sabbatical repayment if you leave the college. Chair Pandey will check with General Counsel and change that section of the policy if necessary. Evelyn Doody asked a question regarding Emergency Hires. The response to that question was that eligibility is only for tenured faculty. After further discussion, Chair Pandey reminded senators that questions should go to the committee before it comes before the senate for voting. Chair Pandey called the question, **the Sabbatical Policy was approved with two opposed, Sondra Cosgrove and Thomas Finneran** Chair Pandey will give the Policy to the committee after the President approves it to make sure it matches the application procedures.

CHAIRS REPORT:

a. **Coyote Press Policy**

Chair Pandey took this Policy to the Executive Committee and it was approved by them. He took it to the administration and it was given to the General Counsel. General Counsel does not want Senate to vote on it. The College will not take ownership of this policy because it is a student issue. Once it is approved by Dr. Carpenter, it will go to the Regents Handbook.

b. **Policies to Committees (see Policy Update sheet)**

Chair Pandey will send an e-mail when the Faculty Evaluation Policy and the Tenure Policy are uploaded. Next month, the Refund Policy, Adding & Dropping Classes Policy

and Course Fee Policy will be introduced at the meeting. They are all one-page policies. Chair Pandey indicated that most of the major policies are already done.

c. **Division Senator's Election**

Chair Pandey stated there are 119 faculty in Arts and Letters; they will now have six seats in the senate, electing three this year. Health Sciences has 89 full time faculty and will have five seats with three of them to be elected this year. Advanced and Applied Technology merged however; they will still have five seats. Math and Science will have 68 faculty and will have five seats instead of four, electing 3 of them this year. Business will be electing 1 this year. Counseling will be electing 2 this year. Social Science will be electing 1 this year. Chair Pandey is requesting that a senator from each division run the election in their division.

13. **New Business**

Chair Pandey asked the Salary and Benefits committee to draft a workable proposal regarding promotions after tenure. The request stemmed from the change in evaluations procedures. Chair Pandey took the idea to administration; they were receptive to the idea. The proposal will be taken back to administration to see if it is workable.

The meeting adjourned at 4:05 p.m.