

**FACULTY SENATE MEETING  
CHARLESTON CAMPUS, ROOM B105  
April 6, 2007**

1. Chair Pandey opened the meeting at 1:00 p.m.

**Senate Leadership Present:**

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

**Senators Present:**

Sandra Kingma, Thomas Finneran, Gretchen Steensen, Eric Moreau, Ivonne Leavell Gayle Thomas, Jennifer Basquiat, Samuel Esemuede, Bob Gutschick, NJ Pettit, Jana Wolf Patricia Castro, Heidi Schneiter, Tracy Sherman, Judy Scott, Randy Becker, Mike Connolly, Joe Miller, Lynn Best, Kraig Knapp, Jim Matovina, Rhett Michelson, Sherry Norris, Sondra Cosgrove, Fran Campbell, Joshua Levin, Theri Wyckoff

**Senators Absent w/proxy:**

Laura McBride, proxy, Jennifer Nelson

**Senators Absent w/o proxy:**

Sammy Milburn

2. The attendance sheet was signed.
3. **Approval of March 2, 2007 Minutes:**  
Motion to approve the March minutes with correction to the Attendance (N.J. Pettit's name was omitted), was made by Patricia Castro and seconded by Thomas Finneran. The Minutes were unanimously approved with the noted correction.
4. Guest:
  - Chancellor Jim Rogers
  - Chair-Elect candidate, Sondra Cosgrove

**Chancellor Jim Rogers**

Chancellor Rogers asked for questions from senators. He began by answering a question regarding his relationship with the new Governor. Chancellor Rogers also discussed the following issues:

- ◆ Funding Formula
- ◆ Budget prepared by the Governor Guinn
- ◆ Working Relationship between Presidents of NSHE Northern Nevada and Southern Nevada institutions.
- ◆ Respond to needs of the public, not wants of the Presidents
- ◆ Meeting with Governor on April 10th
- ◆ Agreement this morning between Nevada State College and "College of Southern Nevada"
- ◆ Problem of parking at the Charleston Campus; Need for classrooms more than Parking Garage
- ◆ Private sector joint ventures

When asked about the Health Care Ratio Program, Chancellor Rogers said to call Marcia Turner in his office at 702-889-8426; she is the Interim Chief Operating Officer of Health Sciences.

Chancellor Rogers ended by saying he was glad to be here and would come at anytime.

**Sondra Cosgrove:** Candidate for Chair-Elect

Chair Pandey introduced Sandra Cosgrove.

She stressed on following:

- ◆ She supports shared governance and academic freedom
- ◆ Stresses Solidarity
- ◆ Truth in advertising
- ◆ open to suggestions and negotiation
- ◆ Treats people with respect
- ◆ Foresees a good working relationship with Judy Stewart, next year's Senate Chair

5. **Curriculum Policy-** Diana Clennan, Chair, Curriculum Committee

Diana Clennan and Randy Becker explained the policy and answered questions from senators. Motion to move from info to action was made by Jim Matovina, seconded by Mike Connolly. After discussion regarding changes to "Department Chair" and CCSN to CSN, Motion to Approve the Policy was made by Patricia Castro and seconded by N J Pettit. **The Curriculum Policy was approved unanimously.**

6. **Institutional Review Board-** Candace Kant, Chair Academic Standards Committee  
Candace Kant explained the Policy and answered questions from senators. The main purpose of the Policy is a response to Federal requirements and guidelines, when doing research on human subjects. Motion to approve the Policy was made by Eric Moreau and seconded by Judy Scott; Tracy Sherman is noted as opposed. **The Institutional Review Board Policy was approved by a majority vote.**

7. **Course Fee Policy-**Dick McGee, Chair Budget Committee

The Policy was moved from info to action. Chair Pandey noted that the basic purpose of this policy is how to manage the course fee, and how fees are added and changed. It was suggested that a timeline be added to the Policy. **The Course Fee Policy was approved with the noted change by a unanimous vote.**

8. **Tuition Refund Policy-**

The Policy was moved from info to action and briefly discussed. The purpose of the Policy is to establish policy and procedures for administering tuition refunds. It was decided to remove the line on page 2 "*For a Student Appeal form go to...*", and make sure the link address is correct on page 1. Chair Pandey called for an Approval vote. A motion to approve was made by Ivonne Leavell and seconded by N J Pettit. **The Tuition Refund Policy was approved by a unanimous vote.**

9. **Adding and Dropping Classes-**

Chair Pandey explained that the major emphasis in this Policy is that students can enroll and add into classes up to the first three weeks of a full term semester. Students can withdraw by the 60% time of their course. Faculty, continue to have the right to withdraw a student. The Policy was moved from info to action. A motion to approve was made by Randy Becker and seconded by Thomas Finneran. **The Adding and Dropping Classes Policy was approved unanimously.**

#### 10. **DE Standards & Guidelines- Judy Stewart, Chair, DE Committee-**

Chair Stewart asked her fellow committee members to join in the presentation.

She explained that the document is a "guideline"; things to consider when developing a DE course. Senators had numerous questions and comments regarding the document. Chair Pandey thanked the committee for their assiduous work putting the document together. The decision was made to send the document back to committee for input from senators regarding changes or additions, and bring back to senate as an action item at the May meeting. Judy Stewart asked that senators send their comments in a timely manner. Chair Pandey agreed to post the Rubric on the webpage and email the link to senators.

#### 11. **Hiring Committee Update-** Hiring Committee

Chair Pandey explained changes in the proposed policy for faculty hiring at the request of Darren Divine who had to attend a conference today. Chair Pandey said the Hiring Committee would bring the Policy back to the senate in May for a vote. Following are some of the proposed changes:

- ◆ Nominate Hiring Committee members from the faculty members of the Department that is hiring the faculty.
- ◆ Interview process will change, in order for all candidates to go through the entire process (initial and final interviews).
- ◆ The Dean will coordinate and make the offer to the final candidate within a week of interview.
- ◆ HR will inform unsuccessful candidates of the outcome.

Chair Pandey asked senators to look at the Proposed Policy and send comments to him, Darren Divine or Jim Matovina. Joe Miller noted a revision to item number 8. Page two, change *Department Chair to Hiring Committee Chair*. Judy Scott also would like to see "*Department Head*" replace *Department Chair*.

#### **Committee Reports:**

**Academic Standards-** *Candace Kant, Chair (attachment)*

**Satisfactory Academic Progress Policy-** info item.

Candace Kant spoke briefly about the purpose of the Policy, which is to measure student's academic progress toward a goal or certificate/degree completion. Federal regulations require that the entire academic record for students who receive financial aid (Title IV funds) and international students holding F1 visas be reviewed for satisfactory academic progress. The policy is posted on the web for your perusal. The **Policy will** be an action item at the May meeting.

**Salary & Benefits Committee Recommendations-**Carolyn Collins, Chair (attachment)

The Salary & Benefits Committee has asked Chair Pandey to create a subcommittee to look at Market Hire and work with other NSHE Senate Chairs to create a NSHE joint committee. Chair Pandey thanked Committee Chair Carolyn Collins and the committee for all their work.

**Travel Committee Recommendations -** Eric Moreau, Chair, (attachment)

Travel Committee has recommended following changes to the Senate Travel Committee policy:

- ◆ International Travel: applications will go directly to VP
- ◆ Proposal to raise the cap to \$2,000 from \$1500 for presentations/official duties
- ◆ Attendee cap proposal is to raise to \$1200 for expensive cities
- ◆ Time line to apply-60 days before presentation, 45 days before attending, and 15 days before the start date of a certification or specialized training
- ◆ Documentation regarding how many classes will be missed during travel
- ◆ An appeal process

Travel Committee Recommendations will be an action item at next meeting.

### **Budget Committee Equipment**

Chair Pandey reported that the Budget Committee has finished calculating equipment applications and forwarded the list to the President.

### **Chairs Report:**

- ◆ Chair Pandey reported that on March 14th, the Board of Regents approved the Tenure List (attached) submitted by the President.
- ◆ Chair Pandey gave a brief background on the Department Definition and Chair Compensation Policy. On July 1, the Department of Art and Art History will be merged with the Performing Arts Department. This Policy was approved by senate last year. Chair Pandey is giving the Policy with the letter of professor Jennifer Nelson to the Welfare Committee for consideration and recommendations.
- ◆ **Department Chair Election:** Chair Pandey reported that Fred Jackson will be the new chair of Biology beginning July 1st. Today is the last day for the Chair election in the Performing Arts department and he will send an e-mail regarding the results.
- ◆ **Variance Committee:** The Variance Committee has been charged to come up with programs/departments that are Hard to Hire Policy. Patty Castro will be the Chair for the Variance Committee, along with Dennis Souka, Alan Balboni, Jeffery Jones, Hyla Winters, Judy Stewart and Tina Petrie. They have met and are looking at the issues.
- ◆ Chair Pandey reported that the MFA committee has met, and recommended three names, Dennis Angeles, Tina and Kelly Roth, to the President to be moved from Column 4 to Column 5. President has approved the Committees recommendations. He also said the Division elections are going well and there will be new senators in May.
- ◆ **OTS Update:** Sitebuilder, used to put items on the website has been gone for two weeks due to an act of sabotage; it should be back up next week. Judy Dunn, will issue new passwords for access. Until the Sitebuilder is functioning again, you will have to give items to the webmaster to upload. OTS is running updates a few times a day. Dr. Richards commented that prior to his leaving for a few days, OTS did not know if they had fully satisfied themselves regarding the identities of the saboteurs.

He does not know if things are secure as they should be, but knows they have turned over the problem to law enforcement.

- ◆ Chair Pandey reported that the Tenure Evaluation and Promotion Policy, with Fred Jackson, first meeting is April 13, the committee has been expanded to include Department Chairs and other people. Chair Pandey would like senators to start reading the Policy. It is posted as a Word document, which will make it easier to add comments.
- ◆ Chair Pandey reported that you should have received an e-mail regarding summer payroll. In the summer, your stipend for the courses and your regular paycheck will be combined. Candace Kant read a statement regarding the issue. Chair Pandey informed the Senate that he has spoken with VP Patty Charlton and John Mueller of human resources and today Chancellor Rogers assured him that he will help if needed.

New Business:

- ◆ April 26, is take your child to work day, e-mail Sondra Cosgrove if interested.
- ◆ Linda Graham distributed and read a statement to Faculty Senate from the Department of Art and Art History, and their feelings toward the Department Chair Definition and Chair Compensation Policy.

The meeting adjourned at 4:10 pm.