

1. Opening

Call to Order 1:05 pm

In Attendance:

Darin Dockstader, Arnold Bell, Maria Schellhase, Jann Carson, Jacob Bakke, Crystal Naegle, Wen- Shen, David Hanley-Tejeda, Joe Hassert, Karen Hyman, Katherine Baker, Joe Gormley, Robb Bay, Abraham Amaya, Laura Roots, Valerie Conner, Joshua Levin, La Della Levy, Robert Macdonald (proxy Sondra Cosgrove), Sondra Cosgrove, Jessica Dycus (proxy Lorraine Brown), Gail Lupica, Heidi Schneider, Lorraine Brown, Joann Gutschick, Rebecca Blunk, John Howard, Jim Matovina, Charles Milne, Melissa Giovanni, Philip Koch

Absent:**Guests:**

President Zaragoza, Margo Martin, Clarissa Cota, Patty Charlton, Mugunth Vaithyalingam, Amy Palmer, Ayesha Kidd, Emily King, Jeff Fulmer, John Aliano, Nancy Webb, Michelle Chan, Tracy Sherman, Sonja Burd, Alok Pandey, Patrick Villa, Donald McMichael Sr.

Approval of February 2020 Meeting Minutes (Action)

- Motion for approval Chuck Milne and Crystal Naegle
- Approved unanimously with adjustment of page 4 Shared Governance bullet 6 should say Faculty Senate Chair

GUESTS:

- **Amy Palmer – Early Alert**
 - Academic focus on course planning. Is more effective for what is required along the way.
 - Counselor will help at risk students on warning, suspension etc. and early alert.
 - The tool is in MyCoyote Plan CRM. Can access and enable view in Canvas.
 - This is now an NSHE wide contract.
 - Introduction to this process is prepared for online and face to face orientations. There are survey questions for obstacles and other needs.
 - Data is that 1 in 10 coming in are not responding to messaging.
 - The merge to all referrals with listed reasons will be in place by summer. And training will be available thru CAPE at Convocation.
 - Process may change with additional support.
 - Problems still exist with no response to email, phone. Students don't respond to come in because they think they are in trouble Mugunth working on text messaging application.
 - Help needed:
 - Remind students to check email
 - Faculty relationships are key to retention. Talk to students first and let them know you are submitting a referral.
 - Don't let councilors be the first point of contact.
 - Further Plans:
 - College website
 - Reposition all service to one stop access.

- Use intake survey
 - Work with Chairs and Deans on how to help individual departments.
- **President Zaragoza - *Strategic plan update**
 - A lot of dialog and planning happening around the coronavirus dynamic.
 - Chancellor counseled with all Presidents about challenges and what they are doing.
 - Governor's office continues to be involved.
 - Community College committee planning for remote April 3rd. we have lots of instructional opportunities. This is just a plan not execution. The institution will trigger as things change.
 - Question and Answer:
 - Q- UNLV and Reno have gone to action, why not CSN? A- Each institution is planning based on needs. None of the community colleges are ready to move. 3:30 pm call with Community colleges.
 - Q- Are there options at the department level? A- Part awaiting direction – every section has a shell in Canvas. 40% are not active. Setting up “just in time” training to be ready. Chairs should report “experts” in virtual training to be ready to help.
 - Q- Limiting contact is logical, do I have academic freedom to move online if I'm ready – my students are afraid. A- It is possible to look at a list of those who are ready.
 - Q- Making decisions should be then if we are capable. A- We are not closing campuses but trying to minimize rule 150 event cancel. Looking at with sponsors.
 - Q- What about “Students First” it's going to happen, and we endanger if we keep waiting we should just “jump in”. A- Margo is charged with target dates by early next week a firm plan will be in place.
 - Do we have Academic Freedom? A- This is not an AF issue. Has to be done according to a plan. We report to Chancellor, NW Commission and international students need a clear plan. Is not “everyone for themselves”. For acceleration need a list from Chairs and Deans – Who is ready, classes not online accessible. There are many moving parts and must be able to meet student learning outcomes. We need to enable the process not create barriers.
 - What are online resources, have tried BBB and 3 of faculty have bought Zoom? A- Have WebEx and MS Teams, some Zoom license. Goal is not to learn many systems; goal is to help faculty engage.
 - What about lab classes (automotive, culinary, health sciences tec. using social distancing)? A- Yes, we are looking at how those could be rearranged with safety in mind.
 - Close contact campus resources Southern Nevada Health District daily multiple, governor has a team. A- have thought about as health crisis grows. Start classes now - sort plans – ramp back up. A- Evidence based, no evidence decisions in concert with system.
 - Invite to consider saving lives. A- Will consider all options to flatten the curve.
 - Students are asking if hand sanitizers can be placed in classrooms? A- Securing individual packets and distributing. If not closing would explore limited access. This will allow more frequent cleaning.

- **Jennifer Nelson – CSN-NFA President - *Collective Bargaining update (presented by Emily King)**
 - Thank you acknowledgement to all.
 - Did achieve breakthrough 10 non-monetary to iron out.
 - Requesting meeting to go forward as virtual
 - Really want July 1st implementation. Hoping to target April 30th meeting with contract for vote.
 - Comments and Questions:
 - Public comment needs it's own session
 - Is vote just for NFA or all faculty? A- Legal advised that all seems appropriate.
 - Is market hire still an item to be resolved? A-Talk to strengthen the language to be more clear and official. If there are questions on market hire contact John Aliano.
 - Be safe!

- **Tracy Sherman, Budget Committee**
 - 4 million dollars in requests.
 - Planned CAPE session
 - One major ask for student workers raise to \$15. Liked but did not support, felt bigger than committee because of long term.
 - Bringing to Senate disturbing request for ID card to every student, possible option for employees also. Put money for books, copies, food, events, every expense. Many schools are doing, but implication could be used to track us. RFP was sent out that came directly to the committee when it should have come to Faculty Senate. Cost \$174,000 for initial software and \$96,000 annually for upkeep. Also \$80,000 salary to work system. Student Government issue but felt Senate should know.
 - Question and Answers and concerns:
 - Q- Implication – could the option for faculty and staff be done without notice? A- Could be done without notice.
 - Q- why is it needed? A- this is standard among many colleges.
 - Would reoccurring fees become student's responsibility. A- Yes.
 - When does transparency come in? A- ?
 - Resolution move to action Chuck Milne and Crystal Naegle
 - We are concerned with the OneCard proposal for budget and want clarification on it's intended use especially with respect to faculty and other employees. Please included detailed costs.
 - Moved to vote Crystal Naegle and Valarie Connor- unanimous vote

- **Nancy Webb – Election Committee Chair – Election Update**
 - 2 emails have gone out for Faculty Senate Chair election and Senators.
 - Send nominations to AB and Nancy
 - If self-nomination inform Dr. Zaragoza

- Encouraged to carefully read the emails
- Deadline is March 1st by 5 pm
- **Nancy Webb – E-Learning Strategic Plan to Online Courses**
 - Canvas App do not submit quiz, discussion or things that need to be graded.
 - Students may not be on updated version of app on their phone or older device. From 2017-2018 increased 9,000 to 15,000 has been a challenge.

Discussion Items:

- **Faculty Senate Chair -Elect Nominee – Philosophical Statement**
 - Julian Smit gave statement a single Chair-Elect nominee
 - Points:
 - Depth of involvement already in the Senate
 - Used to working with people up and down the communication chain.
 - Proactive not reactive.
 - Benefit from legislative on % not \$ would start negotiation as soon as assigned.
 - Promote recruitment of Deans to at least have a degree in a discipline within their School. Not looking for managers, looking for Deans.
 - WORK ON “BOILER PLATE JOB DISCRPTIONS”
 - Work much more on policy updates.
 - Engage with UNLV and Reno with degree articulate agreements and alignment.
 - Question and Answer – What took you so long to run?
- **Lorraine Brown – Instructional technology Update**
 - Three objectives:
 - Present work to date for review.
 - Share additional guidelines for compliance.
 - More revisions need AFA for other units.
 - Exhibit 3 – Department of Education tied to institutions ability to provide financial aid. Initial take on college compliance is that revisions for accreditation will be needed from current (reflected December work). Will detail and get back for April meeting.
 - Question and Answer:
 - Is there an addition of accessibility in the policy? A- If another relevant policy is in place it's referred tot at policy rather than in multiple places.
 - A lot of things should be done for all modes of delivery not just eLearning. A- the committee does not disagree but needs to demonstrate what we are doing in eLearning because many are not as integrated as CSN.
 - Forward any other comments to Lorraine Brown.
- **Darin Dockstader – Academic standards**
 - Policy in pretty good shape
 - Policy should have an automatic grant of degree when requirements meet. This will up completion rates.
 - An opt-out portion is needed – possible flags.

- Prolong student loan deferment - extending time of visa to stay consistent with internal International policy.
- **Laura Roots – Adjunct office space**
 - There is a difference in office spaces from NLV to Charleston. NLV is a large space with several computers. Charleston is a small space and has no computers.
 - Adjuncts need more privacy and a computer. It is difficult to work in the computer lab.
 - Charleston has many empty computer spaces in the Student Union.
 - There may also be classrooms that could be used.
 - Comment that if the reference was to 127 depending on the days where it is not being used for wrap around services Valarie Conner can be called to approve use.
- **Grievance Policy removal from the By-Law.**
 - 1.2.1 take out but if 3.2.1 add procedures on the next page
 - Could create a separate policy rather than amending.
 - Nothing happening with penalty for repeat offenses.
 - Not enough rules, what happens if a Grievance is affirmed.
 - Task to newly formed committee agreed New Chair Bob Gutschick
- **Charles Milne - Shared Governance Policy**
 - Comments from last meeting have been addressed: went to last AFA and Executive Committee meetings
 - Inclusions:
 - Voting for shared governance should include all voting members of each group (classified, AFA and Senate) at last meeting of the year.
 - AFA regular monthly meetings with the President
 - Stipend or release time (more than 20% of time applied)
 - Marilyn Parker felt that past had been 2 forward 3 back and did not feel a part of decisions, but as a member of the committee is 100% behind the policy.
 - President Zaragoza loved the policy and feels a priority for all groups to have input. Asked to present at next Executive Leadership meeting.
 - Question and Answer comments:
 - Unions and bargaining should have a seat. A- Looked at Regents code separate governance would need to be in NSHE bylaws.
 - If NFA wants governance structure needs to be in code, need to move governance to part of by-laws.
 - Market Hire ability for sabbatical needs to align with code.
 - NFA is a state organization not CSN
 - AFA (Natalie Nelson) – thanks for adding to the committee but did not get notified timely to evaluate policy or attend meeting. 24 hours' notice for meetings is not enough time. AFA would like more time to evaluate.
 - Most important policy before Faculty Senate in 12 years. Need to complete by May latest.
- **Chair Report**
 - Congratulations to new tenured faculty
 - Regent McKnight thanks candidates for Regent interview in April

- President's evaluation moved to April – AB sent list of evaluation committee.
- Department Chair job description and compensation.
 - Patrick Villa – import responsibilities in the system so it's transparent. Last compensation updated 2006 (complex hope it is simpler). Add things about compensation, adjustments to department size, and importance of training. Deans duties pushed down, look at other institutions and how they work together. Period of mentorship and secession planning in place.
- In case unable to meet in April suggest BBB, and make agenda simple (not too controversial).
- AB said – if you feel you are ready to go online for instruction get notification from your Chair that it is K and do it.
- Adjourn 5:30 pm