

# CNM Faculty Senate Meeting Minutes

<b>Date: 06/22/2012 (FRI)</b>	<b>Meeting Time:</b> 1:07 pm. – 3:12 pm.	<b>Meeting Location: SB-132</b>	
<b>Attendees</b>	<b>Chair</b> <input checked="" type="checkbox"/> Michael Crane (MSE)	<b>Vice-Chair</b> <input checked="" type="checkbox"/> Cef Garcia-Heras (SAGE)	<b>Secretary</b> <input checked="" type="checkbox"/> Steve Glass (MSE)
	<b>Treasurer</b> <input checked="" type="checkbox"/> Judith Tomasson (SAGE)	<input checked="" type="checkbox"/> Barbara Bates (BIT)	<input type="checkbox"/> Barton Bond (AT)
	<input type="checkbox"/> Suzanne Buck (CHSS)	<input type="checkbox"/> Shanna Davis (HWPS)	<input checked="" type="checkbox"/> Phelan Gavaldon (AT)
	<input checked="" type="checkbox"/> Rinita Mazumdar (CHSS)	<input checked="" type="checkbox"/> Colleen McNamara (MSE)	<input type="checkbox"/> Colin Olson (CHSS)
	<input type="checkbox"/> Roderigo Padilla (Acad Advisement)	<input checked="" type="checkbox"/> Amy Rademacher-Neel (HWPS)	<input checked="" type="checkbox"/> Ron Reid (CHSS)
	<input checked="" type="checkbox"/> Jennifer Schardt (HWPS)		
<b>Guest(s)</b>	Pat Seitz, CNM Institutional Review Board		
<b>I/II . Determination of Quorum &amp; Call to Order:</b>			
Michael called the meeting to order at 1:07PM. Judith Tomasson was represented by her alternate Tony Onimole (SAGE). A quorum was present.			
<b>III. Selection of Secretary</b>		<b>Action Taken</b>	
Crane asked for any objections to Steve Glass being appointed Secretary for the Summer 2012 semester.		Steve Glass was selected by consensus as Secretary for the Summer 2012 semester.	
<b>IV. Approval of Agenda</b>		<b>Action Taken</b>	
Agenda was accepted by acclamation.		Agenda accepted.	
<b>V. Approval of Minutes from (previous) 2012 Meeting</b>		<b>Action Taken</b>	
There were no comments. Barbara moved for approval, Ron seconded.		Minutes were approved by acclamation.	
<b>VI. Institutional Review Board</b>		<b>Presenter</b>	
Pat Seitz reviewed federal requirements for the existence of an institutional review board to screen research proposals, and the use of results in publications. IRB has produced a one-page summary of recommended ethical practices. Objectives are to protect students and staff. Two target audiences include faculty using students to collect data and faculty collecting data themselves. The practices have been approved by the Vice President, the Deans Council and the Chairs Council. IRB's plan is to		Pat Seitz	

# CNM Faculty Senate Meeting Minutes

post the document on the CNM website and request input and cooperation from faculty. Ron emphasized the importance of such standards, and expressed his consternation that standards have not existed previously.		
<b>Actions taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Ron moved for Faculty Senate endorsement of the recommendations, Phelan seconded and the motion passed unanimously.		
<b>VII(A). Old Business— Constitution and Bylaws</b>		<b>Presenter</b>
Michael reviewed recommended modifications to the Faculty Senate Constitution. Michael reviewed recommended modifications to the Faculty Senate Bylaws.		Michael
<b>Actions taken/to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Ron moved approval of Constitution, Phelan seconded. Motion passed unanimously. Colleen moved approval of Bylaws, Phelan seconded. Motion passed unanimously. Constitution and Bylaws will be posted on the Faculty Senate website.	Michael	Unknown
<b>VII(B). New Business—Course Evaluation Project.</b>		<b>Presenter</b>
Crane announced that students' names will no longer be available to faculty with course evaluations. Schools and instructors will have the ability to add specific questions to the standard set of questions. A Faculty Senate effort is needed ensure a basis for germane course evaluation process and to inform students and administration about the value of course evaluations. Administration requests FS assistance in improving course evaluation response rates. Crane was unable to get a clear answer from administration regarding the purpose of course evaluation. Senators emphasized concerns that evaluations be used for improvement of instruction, and expressed frustration that administration appears to have ignored previous FS recommendations. Preference is to focus on course evaluation over instructor evaluation, with separate evaluations for each. Students should acquire skill sets established by learning outcomes, and faculty evaluations will eventually measure skills acquisition success; BIT will start learning outcomes evaluations in Fall 2012. Recommendations from a year ago can be resurrected and updated.		Michael
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Michael will circulate the current course evaluation survey and previous FS proposals to FS members for consideration.	Michael	6/25/2012
<b>VII(C). New Business—Student Retention Project.</b>		<b>Presenter</b>
Ideas are needed for improved student retention, and Kellogg grant money exists to implement ideas (must be spent by March 2013). No data is available to determine reasons for students dropping		Michael

# CNM Faculty Senate Meeting Minutes

<p>out. Ten years ago, Biology tried a Master Professor program that provided a thrice-weekly summary of each week's topics, critical thinking problems and exam taking. Master Professors got class waivers for their service. Multiple campuses may present a challenge. BIT sees improved retention when knowledgeable tutors are available to students; faculty must have input in tutor selection process. Students' first semester experience can be improved to encourage a sense of belonging. Possibly initiate an alumni program to improve placement and to enable tracking of students post-graduation.</p>		
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Colleen will send Master Professors info to Michael.	Colleen	Unknown
<b>VII(D). New Business—Sustainability in the Classroom.</b>		<b>Presenter</b>
<p>The definition of "sustainable" needs clarification. A meeting of the President's Strategic Task Force on Sustainability will occur next week.</p>		
<b>Actions to be taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Michael and Rinita will attend the meeting and brief the FS.	Michael	7/20/2012
<b>VIII. Adjournment/Next Meeting</b>		
<p>The meeting was adjourned at 3:12 PM.            Next Meeting: 07/20/2012 at 1:00 PM.            Location: SB-132</p>		

APPROVED