

Academic Faculty Senate (2024-2025) Meeting MINUTES 11/15/24; 1:30-3:30 p.m.

Academic Senate	Call to order at 1:35 pm	ZOOM
Members Present	Jessica Rowe, Heather Reardon, Curtis Kupferschmid, John Duerk, Patrick Bell, Rachelle Bassen, Martin Schmidt, Jaspreet Gill	
Members Absent	Tim Mayo, Mary Gillespie	
Guests	Amy Ghilieri, Robin Eppard, Geri Pope, Sara Afuha'amango, Brigitte, Dillet, Winnie [no last name], Melody Duley, Justin M., JW Lassarie, Elizabeth Tattersall, Dana Ryan, Ron Belbin	

Agenda Topic	1. Approval of Minutes for MM/DD/YY
Action Taken	Action
Summary of Discussion	Curtis K – move to approve John D. – second Passed unanimously

Agenda Topic	2. Testing Center Updates (R. Belbin)
Action Taken	Info/Discussion
Summary of Discussion	<p>Overview of recent changes in scheduling and operations at the testing centers, including plans for enhanced services and accessibility for the upcoming spring semester.</p> <ul style="list-style-type: none"> • Testing Center 11-7 M-Th and 10-5 Friday. Students can reserve seats online for testing (48 hours' notice). Faculty can request proctoring by completing form on website (5-day window for requests before test is administered). • Temporary move of testing center (TBD). • Finals week will be busy. Faculty should reserve request ASAP. • Questions: Rachelle B: Testing center for make up exams. 5-day requirement for one student? Ron: Original request should be checked for an extension tied back to that exam (i.e., not a request for a new exam). Is there a check for monitoring the use of smart devices such as phones? Ron: Cameras in classroom are prohibited in classrooms in Nevada. Students do not have anywhere currently to leave their belongings when taking a test. Refresh of testing center will include lockers for students to store items while testing. Will address that proctors need to be present in the room while students test. Heather R: What type of proctor training is there? Ron B:

	Minimal. Will look into proctor certification process.
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Agenda Topic	3. Equity Study (M. Duley, K. Dalpe)
Action Taken	Info/Discussion
Summary of Discussion	<p>Biannual review of faculty salaries to ensure pay equity based on experience and education, with a focus on addressing any disparities across the institution.</p> <ul style="list-style-type: none"> • Faculty salary adjustment (will adopt a salary adjustment plan), identify institutional resources, provide appropriate adjustments, results provided to faculty senate, report annually to BOR. • No current formal plan, HR has built in equity process based on experience, WNC has put in place salary enhancement (e.g., COLA increases, merit, distributions etc.) • Next steps are to develop a plan. Will be an action item for faculty senate in the future. <p><u>Questions/Comments:</u></p> <ul style="list-style-type: none"> • Rachelle B: Additional NFA additional language indicates must consider market place salaries that are comparable to other institutions for analysis. • Kyle D: Indicates this data is being considered and will be shared. • Robin E: Does this include adjuncts in line with cost-of-living increase. • Kyle: Is does not. Adjunct rates are considered internally as a flat rate per credit hour (not based on education and experience). Rates have increased over the past several years. • Melody: Higher rates of salary are considered for hard to fill positions such as nursing and CTE. Salary comparisons will be based on similar faculty positions for equity analysis.

Agenda Topic	4. Executive updates (Dalpe)
Action Taken	Info
Summary of Discussion	No updates via Kyle at this time other than equity study.

Agenda Topic	5. Dual Enrollment Updates (J. Lazzari)
Action Taken	Info/Discussion

Summary of Discussion

Report from the Dual Enrollment Strategic Planning group on fall outcomes and program developments, with an invitation for faculty input on future dual enrollment initiatives and their impact on student readiness.

- High level data presented. Over 20 high schools participation in dual enrollment at WNC. Presented enrollment numbers by district (highest in Churchill, Lyon, and Washoe County). ~27% of students served are in a JumpStart program (traditional program). Dual Concurrent enrollment has expanded exponentially (66%) in recent years. Classes taught by high school affiliate teachers. ~7% of high school students enrolled independently at WNC.
- BOR Align and Shine Committee (quality standards, support, data collection and analysis etc.)
- Accreditation goals NACEP. WNC is in a self-study year. Focus on assessment reports. Goal is comparable course alignment between college and dual credit courses. Faculty volunteers needed to conduct classroom observations.
- Feedback/Questions: Martin: Faculty liaisons to observation classrooms? Geri: There is no current dedicated faculty liaison. Need for subject matter experts to observe. Patrick B: Is there a stipend and is mileage covered to travel? JW: Working out possible details on stipends and mileage.
- Coaching Model: Piloting model. Full-service coaches, mid-level, curriculum coach, and process coach. Pilot is currently at Churchill County High School.
- CCHS pilot program. Three current coaches to ensure alignment with college standards, individual coaching, PLCs. Use of CANVAS. Regular communication with school administration.
- CANVAS course commissioning. Updated completeness rubric. Feedback from instructions gathered.
- Spring 2025. Approaching end of MOU cycle, up for renewal (2-year cycles). Fee increased for pricing structure. Follows higher education pricing index model (in board handbook). Focus on growth management, managing affiliates, providing service and support, with goal of alignment to NACEP.
- Dual enrollment team is open to regular communication and feedback.
- Feedback/Discussion: Martin: Are affiliate instructors paid? JW: Affiliate pay is sent to the district and the district pays the affiliate. Most common is \$300 per course per semester.

Agenda Topic	6. Senate Chair Report (Schmidt)
Action Taken	Info
Summary of Discussion	<p>Review of proposed changes to NSHE's appeals process for employment terminations, which would shift appeals from the Board of Regents to the Chancellor. Faculty are encouraged to consider potential impacts on transparency and due process.</p> <ul style="list-style-type: none"> • BOR action item proposed in relation to termination processes (includes tenured faculty). Currently tenured faculty can only be terminated for specific outlined causes (36 possible causes). Changes concerning appeals. Currently appeals go to BOR (elected officials). Concerning is conducting meetings in public. Proposed changes is to go directly to chancellor's office. May be a conflict of interest in that the president approaches chancellor first with reasons for termination. Proposed compromise is adding an independent appeals panel composed of faculty etc. Include of an audit to address potential abuse of new police as well as transparency.

Agenda Topic	7. Canvas Access for Peer Observation (Dr. A. Ghilieri)
Action Taken	Info/Discussion
Summary of Discussion	<p>This item explores if the Senate should advocate for enhanced access, especially to support pre-tenure evaluations, as current limitations in Canvas restrict observations of pertinent student/faculty interactions.</p> <ul style="list-style-type: none"> • Course observations (adjunct and pre-tenure committee). Online courses have limited access to observers. Currently evaluation is on curriculum design, but access is needed to see comments, student faculty interaction etc.). At other institutions, observers tend to have full access. Hold up seems to be Innovation and Learning giving access, permission needs to be from Innovation and Learning and the instructor specifically. Goals is to formalize the process to be able to implement a special observation access.

Agenda Topic	8. Updates to Program Review Templates (Dr. A. Ghilieri)
Action Taken	Info/Discussion
Summary of Discussion	<p>Overview of proposed updates to program review templates for WNC's academic programs. These revisions aim to streamline the review process, enhance program assessment, and ensure</p>

	<p>alignment with institutional goals</p> <ul style="list-style-type: none"> • New template for program review. New schedule for awards Excel file. Plugged into programs rather than degrees. • Program reviews can be a burden as typically assigned to pre-tenure faculty. Data process will be refined to streamline the program review process.
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Agenda Topic	9. Updates to Institutional Outcomes (G. Pope)
Action Taken	Info/Discussion
Summary of Discussion	<p>Proposed revisions to clarify and update WNC's Institutional Student Learning Outcomes to enhance alignment with the WICHE Passport and better support students' academic and career preparation.</p> <ul style="list-style-type: none"> • Updated ISLOs have been approved for use. Available on WNC website.
Agenda Topic	10. General Education Definitions (G. Pope)
Action Taken	Info/Discussion
Summary of Discussion	<p>Draft updates to WNC's General Education Definitions are designed to clarify skills and learning objectives, providing a stronger foundation for student competencies and aligning with institutional outcomes</p> <ul style="list-style-type: none"> • Curriculum Committee. Open meeting, faculty welcome to attend. • Goal is to create general education definitions by subject area. Courses should meet the requirements for discipline (degree program).

Agenda Topic	11. NFA Updates (R. Bassen and H. Reardon)
Action Taken	Info/Discussion
Summary of Discussion	<ul style="list-style-type: none"> • Updates: Survey send out (~50% of faculty responded). In contact with lawyer for negotiations to set up ground rules.

Agenda Topic	12. Regarding New Club Activities Requirement (H. Reardon)
Action Taken	Info/Discussion
Summary of Discussion	<ul style="list-style-type: none"> • Club activities: 6-week restriction on fundraising activities. Winnie: Geology club rock and mineral sale. Requires some preplanning on club advisor part.

	<p>Approval process can be slow (i.e., room reservations; field trips). Rules are based on club being officially started; scheduling can be difficult to get through the process. Issues have started this Fall 2024, whereas in the past there have not been issues.</p> <ul style="list-style-type: none"> • Primary focus seems to be scheduling fundraisers. 6-week limit can be difficult to work with.
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Agenda Topic	13. Proposed revisions to Policy 6-1-1: Facilities Use Policy
Action Taken	Action
Summary of Discussion	<ul style="list-style-type: none"> • Discussion: Facility Use Policy. Seems to be a consolidation of faculty use and outside use, which may be time restrictive within a 15-week semester. Issued identified with 6-week restriction, would like the 10 day request for faculty to be reimplemented. Martin will bring back to college council and then bring it back to faculty senate for a vote. <p>No action taken. Will be taken back to college council for review, possible revision of 6-week reservation policy.</p>

Agenda Topic	14. Proposed revisions to Policy 12-1-1: Fundraising
Action Taken	Action
Summary of Discussion	<p>Discussion: Updates names of offices, covers all fundraising that comes into the college, restrictive to certain payment vendors as unapproved forms of payment which ultimately may be restrictive to the way people prefer to pay or donate.</p> <p>No action taken. Would like clarification on limitation on digital methods to donate. Additionally, how does this policy effect clubs?</p>

Agenda Topic	15. Proposed revisions to Curriculum Committee bylaws
Action Taken	Action
Summary of Discussion	<p>Discussion: Changes to who can take minutes, recorder does not have to be a member of the committee.</p> <p>No action taken. Would like clarification on who the recorder can be if not a committee member. I.e. Not an person outside of the college.</p>

Agenda Topic	Public Comment
Action Taken	Info
Summary of Discussion	None

Agenda Topic	Adjournment
Action Taken	Unanimously Adjourned at 3:58 pm
Summary of Discussion	N/A
Assignments/Potential Agenda Items	Martin will reach out on items up for approval by faculty senate.
Comments/Information	Submitted by Patrick Bell, Recorder