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# MEETING MINUTES MAR. 25, 2022

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10:30 – 12:00 p.m. Virtual Meeting - Zoom

**Meeting called to order:** 10:32 a.m.

**In attendance:** Ben Davis, Maggie Eirenschmalz, Felipe Gutierrez De Alba, Tommie Guy, Ashlyn Herold (Chair), Jennifer Hock, Leslie Jia, Micaela Rubalcava, Nicole Shimabuku Sidney Sullivan

**Absent:** Johanna Bell, Kate Kirkpatrick (Proxy: Sidney Sullivan), Staci Miller (Proxy: Leslie Jia), Keegan Phillips, Jack Sato,

**Guests:** Amber Anaya, Marynia Giren-Navarro, Ricky Genz, Matt Leathen, Nicole Scollard

## Approval of 02/18/22 Minutes

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**Motion:** Felipe Gutierrez De Alba

**Second:** Leslie Jia

Motion was approved.

## Annual Evaluations

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The Professional Standards Committee Chair Marynia Giren-Navarro joined today's meeting to discuss their process for updating the Academic Faculty evaluation forms. Marynia noted the form has many moving parts and takes a long time to update. Her committee is looking to remove redundancies from the form that are already stated in the NFA Contract and within NSHE policies and procedures, looking for ways to ensure the form is not used in a punitive manner, and adding a mid-year check-in meeting. The difficulties associated with changes to the form are wording, and processing through the appropriate standing committees and the Faculty Senate for approval.

If changes to the annual evaluation form are a priority of this committee and the chair, in the Fall, the committee would begin to discuss changes.

Ashlyn reviewed the draft Merit Survey that would go to Administrative Faculty. It is similar to the Academic Faculty Survey.

The Salary, Benefits, and Budget Committee Chair, Matt Leathen joined the meeting to answer any questions. He administered the Academic Faculty Survey and noted that the academic faculty evaluation does not reflect the quality of classes and teaching. The goal of the survey is to get community input.

Concerns of Administrative Faculty are how to reflect extra job duties taken on in their evaluations.

*Micaela Rubalcava moved and Sidney Sullivan seconded to approve the Administrative Faculty Merit Survey as amended due to typos. The motion passed.*

## Committee Chair Election Results

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Ben Davis was elected as the new chair. Thank you, Ben!

## Proposed Professional Development Training Update

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At this time there is no update to report.

## New Business

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**Administrative Faculty Annual Evaluation Forms from other NSHE Institutions:** Maggie and Ben will collect the forms from the other NSHE institutions.

**Email to At-Large listserv providing an overview of all the committees:** Ben volunteered for this task and will create a draft email.

## Old Business

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**Administrative Faculty Committee to join Executive Board:** The committee discussed why it would be beneficial for the AFC chair to serve on Faculty Senate Executive Board and what the process would be for accomplishing that. In order for the AFC chair to serve on the board and be compensated for it, which the committee agrees is important due to equity with other board members and the increase in workload, it would have to be changed in the NFA contract. NFA contract negotiations are beginning again soon, though preliminary conversations make it seem unlikely to pass this round. The recommendation is for the AFC to lay a foundation for why this is a priority before the next round of NFA contract negotiations.

## Committee Announcements

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At-Large Senator Elections are coming. There are two seats open.

Sidney asked to refer anyone who would be a good fit for the open positions in her department. The listings can be found on HR website.

Micaela mentioned the [Diversity Summit on April 6, 2022](#) and on April 29, 2022 the [F.R.E.E. Book club](#) will meet to discuss An Indigenous People's History.

Next meeting April 15, 2022, 10:30-12:30 p.m. via Zoom

**Adjournment:** 11:46 a.m.