



MINUTES SEPT. 16, 2022

10-11:30 a.m. via Zoom

Meeting called to order: 10:00 a.m.

In attendance: Lenaya Andersen, Felix Danger, Kurt Ehlers, Marynia Giren-Navarro (Chair), Andy Hughes, Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Cecilia Vigil

Absent: Karen Wikander (Proxy: Cecilia Vigil)

Guests: Amber Anaya, Melissa Deadmond

Approve Minutes from May 13, 2022

Linda McGillicuddy moved and Lenaya Andersen seconded to approve the May 13, 2022 minutes of the Professional Standards Committee. The committee approved the minutes, as amended. There was one abstention.

Lenaya Andersen should have been listed as present at the May 13, 2022.

Accreditation Visit – Melissa Deadmond

Melissa Deadmond provided links to her presentation, Year 7 Accreditation Report and Evaluator Findings, and the Northwest Commission of Colleges and Universities (NWCCU) Standards:

Presentation: https://docs.google.com/presentation/d/1ZmyTka5_2bUz-ILssX2CxcvCMuGgxFHj/edit#slide=id.gcbfe97a632_0_8

Year 7 accreditation report (and others) + evaluators findings:

<https://www.tmcc.edu/accreditation/accreditation-reports>

NWCCU Standards

<https://nwccu.org/accreditation/standards-policies/standards/>

The accreditation site visit will be October 12-14, 2022. This is a 7-year cycle which ends with the accreditor's visit and reaffirmation. The final accreditation report is now being reviewed by the accreditors. Accreditation provides TMCC general assurance of quality to students, allows TMCC Title IV eligibility to grant federal financial aid, provides continuous improvement of the institution, and a positive public perception. Melissa is working with the accreditors to set the interview schedule which will be finalized in the next couple of weeks. The accreditors will hold forums for faculty, staff, and students. Campus constituency groups will also meet with the accreditors.

Annual Plan/Eval Update

Marynia updated the committee on the progress made on the Annual Plan/Evaluation Form. One committee member found the form did not auto-tally. The committee members will test the auto-tally feature and report to the chair before the next meeting.

VPAA's Suggestion for the comment section of plan and update on supervisor training

The dean/supervisor training provided by the VPAA's office went well. On the annual plan/evaluation form, the VPAA has suggested to add a narrative section to the annual plan with the four elements per contract article 12.8 should be considered to designate an overall rating for the faculty member: Self-Evaluation, Student Evaluations, Classroom Observation (if applicable), and elements of the faculty annual plan. It was suggested to add two sections instead of four. Marynia noted the check-in meeting with the dean is not mandatory. Marynia will start an email with a narrative proposal for discussion at the next committee meeting.

Approval of Special Hearing Committee

Marynia thanked everyone who volunteered to be in the Special Hearing Committee Pool and called for a motion.

Andy Hughes moved and Linda McGillicuddy seconded to approve the Special Hearing Committee. The motion was approved unanimously.

Digital Tenure Binders

The committee discussed the issues with going digital and agreed they needed more technical information before they could move forward with a recommendation. Some of the issues are security, scanning, how to upload a file, and when to go digital. Marynia will ask Rob Lively to discuss how another institution has gone to digital binders. She will also ask the WebCollege and IT if they can join us.

The possibilities noted so far are Canvas or a Google Drive with a suggested template and instructions on how to separate areas of the tenure submittal.

Deans'/Chairs' Visits on Canvas

Marynia asked the committee if they wish to discuss this issue further since the issue is being discussed in the NFA Contract Negotiations. The committee agreed to recommend limiting Canvas access to deans/supervisors to a student view.

Felix Danger moved and Cecilia Vigil seconded to limit access to Canvas by deans/supervisors to a student view when observing an instructor with complaints being handled on a case-by-case basis. Marynia offered an amendment: Supervisor visits for Canvas class "observation" access is limited to student view and scheduled per contract language in negotiation. Complaints would be handled on a case-by-case, in person, or through screen sharing.

Felix Danger moved to approve the motion as amended: Supervisor visits for canvas class "observation" will have access limited to student view and scheduled per contract language in negotiation. Other canvas issues will be handled on a case-by-case basis in person or virtual meeting. The committee will continue discussing at the October 7, 2022 meeting.

PT Clinical and/or Lab Instructor Evaluation Form

This item was not discussed. It was approved on the on the Faculty Senate Consent Agenda at the Senate Meeting following today's Professional Standards Meeting. The updates to the form have been made and the form is now available on the VPAA's webpages.

New Members: This was not discussed at today's meeting.

Faculty Online Mentorship: The committee discussed this and decided there is no need to add it to the annual evaluation form.

Next Meeting: October 7, 2022

Meeting adjourned: 11:31 a.m.