



MEETING MINUTES MAR. 17, 2023

10-11:30 a.m. via Zoom

Meeting called to order: 10:03 a.m.

In attendance: Tom Cardoza, Kurt Ehlers, Marynia Giren-Navarro (Chair), Laurel Harrison, Scott Huber, Casey Machen, Linda McGillicuddy, Ashley Osborne, Jeff Olsen, Ron Marston, Kofi Poku, Cecilia Vigil, Karen Wikander, Itzel Woolpert

Absent: Lenaya Andersen, Andy Hughes

Guests: Amber Anaya

Approve Minutes from February 10, 2023

Cecilia Vigil moved and Tom Cardoza seconded to approve the February 10, 2023 minutes of the Professional Standards Committee. The committee approved the minutes.

Review of the Bylaws

Tom Cardoza volunteered to meet with the NFA to find out what needs to be changed to align with the contract.

Article 12.1.2.D

A narrative box needs to be provided on the Annual plan. The committee also discussed what satisfactory means and how to make student evaluations agree with 12.1.2.

Tom Cardoza moved and Ron Marston seconded to add to the following direction to the form narrative box. The motion passed.

“Per the NFA contract, use this area (a) to expand and reflect on student evaluations, teaching performance, and professional activities and (b) to address any unmet or partially-met goals and activities.”

Article 12.4, Step 4

Tom Cardoza will get more information on this item.

Annual Plan / Eval Forms

It was suggested to get clarifications on the VPAA's form. Marynia will invite Dr. Alexander to April's meeting.

Rubric to assess faculty performance (Article 12.3.b)

The Deans are working on a rubric. Concerns of the committee were confidentiality and norming issues.

Digital Tenure Binders

Cecilia Vigil moved and Ron Marston seconded to approve the Digital Tenure Binder process using Adobe Acrobat software. The motion passed.

-The digital binder files should be saved in PDF format with weblinks wherever possible and applicable (to reduce file size);

- The digital binder should be stored in a password-protected folder on the VPAA's drive;
- The digital binder should be password protected and, if need be, the password should be time-sensitive;
- The digital storage should follow the same regulations for disposition as the paper binders (NSHE Procedures and Guidelines Manual pursuant to Section Title 2, Chapter 5, Section 5.6.2, the tenure binder is part of the faculty member's personnel record);
- The computers on campus that are equipped with Adobe licensing should be used for creating, editing, and saving the digital binder; additionally, the college has a limited, yet sufficient, number of Adobe licenses available per request to be downloaded onto personal computers;
- Professional Development office should develop training sessions to demonstrate how to create PDF binders;
- A 2-year grace period should be offered to tenure track faculty, allowing them to choose between submitting their binder in a digital or paper form; after that, the digital binder should be the only available option to apply for tenure.

New Chair Nominations

Marynia called for nominations for PS Committee Chair. Ashley Osborne expressed interest and would like more information. Ron was nominated but declined unless no one steps forward. Amber will email to call for nominations.

Next Meeting: April 14, 2023

Meeting adjourned: 11:39 a.m.