

## Faculty Senate Meeting

5 February 2010

12:00 noon – 2:30 pm

KL 430

- I. Call to Order per Dr. W. Riggs as acting Chair @ 1201
- II. Roll Call : **Present:** Dr. F. Rhodes, Dr. W. Riggs, Mr. B. Townsend, Dr. Sung, Dr. Limon, Dr. Hoang, Dr. M. Bennett, Dr. J. Norris, Ms. V. Garcia, Mr. J. Maxstadt, Dr. G. Salinas, Dr. A. Ramirez
- III. Absent due to resignations from Senate on 01/04/2010: Dr. J. H. Hinojosa, Dr. P. Hurtado and Dr. San Juanita Hachar. Dr. W. Riggs [Secretary] as acting chair of faculty Senate due to noted resignations of Senate President Hinojosa and Vice-President Hurtado suggested suspension of routine business and agenda in order to elect officers for empty positions and then conduct necessary business. This was so motioned by Mr. B. Townsend and seconded by Mr. J. Maxstadt with all Senators in attendance in agreement. Dr. Riggs suggested the following order of business to which all in attendance agreed.
  - A. Selection of new officers for the empty President & Vice President positions.
  - B. Discussion of possibility of electronic voting for faculty and for student evaluations without the ability to determine which person voted in what manner. Dr. Rhodes informed all that this is possible both for student evaluations and administrator evaluations.
  - C. Discussion of administrator evaluations.
  - D. B. Townsends' status relating to the Faculty Senate.

Several in attendance made their wishes known to not be considered for the open positions.

Nominations for President were made with Dr. Riggs nominated by several members and seconded by many; he accepted. He was elected by acclamation.

This was verified by Dr. Rhodes as Elections Officer.

Nominations for Vice President were made with Mr. Townsend nominated by Mr. Maxstadt; he accepted. No one else accepted when nominated. Mr. Townsend was elected by acclamation. This was verified by Dr. Rhodes as Elections Officer.

Nominations for Secretary to replace Dr. Riggs now vacant position were made with Dr. M. Bennett nominated by B. Townsend; he accepted. No one else accepted when

nominated. Dr. Bennett was elected by acclamation. This was verified by Dr. Rhodes as Elections Officer.

Senate officer release time:

Discussion was held of release time for Senate officers as specified in Faculty Handbook. There were several opinions by members as to the feasibility and ability to take release time as outlined in current policy. After discussion it was decided by all that, when possible, officers would continue to utilize release time as able. It was also decided that each Senator would consider re-distributing release time among new officers as equitably as possible, at an appropriate time in the semester.

Handbook Committee:

The charge of the Faculty Handbook committee was discussed with Mr. Townsend and Mr. Maxstadt detailing activity by this committee over the last year.

- A. The Handbook is in a "locked" version
- B. Re-organized into an alphabetical order with the text moved into the matching positions.
- C. Numbering has been changed in order to keep the areas organized.
- D. Grammatical and stylistic changes are now required.
- F. Document placed into MS Word for ease of working with and reviewing the text.
- G. Several redundant areas removed, no substantive changes were made.
- H. The deadline of this committee for revisions is April 1st. Further discussion related to editorial changes being acceptable with approval by the Faculty Senate and Administration being all that is needed for implementation / approval prior to the document being sent to the entire Faculty for approval, as no substantive changes have been made.

Once a copy is ready the handbook will be further reviewed in order to decrease the length to around 70 pages; part of this will be accomplished by reformatting. A "clean" copy will be presented to Senate and Administration / Provost by April 1st, 2010. The possibility of placing items into appendices with referral from the appropriate areas was discussed with the decision to avoid this. It was felt that appendices do not have the same effect as placement in the actual text. Procedures are in the text / body and can be "taken to court", making any procedures an appendix would be a "substantive" change. Discussion of CSON's "Clinical Track" for faculty status was held. It was decided to include this in the Faculty Handbook as approved by the previous Provost Dan Jones in 2006 as it is in use in CSON. A copy of the "clinical Track" was distributed by V. Garcia. This will be sent to Dr. F. Rhodes for faculty voting as it is a substantive change

and the procedure may then be adapted for use in other departments where similar faculty positions are used.

Administrator evaluations:

This information should already have been released in August or Sept. 2009. Dr Riggs stated this be done through the appropriate Senate committee: whether Morale or Assessment. Only tabulated results will be distributed to the administrator assessed. This year written comments will not be transcribed and distributed due to the tardiness of the Evaluations. This was agreed to by all. G. Salinas was named interim Chair of Assessment committee as several members have resigned and the committee will have to be reconstituted. He will call his next meeting in order to begin the process for this year's Administrator Evaluations. Several Faculty senate members agreed to perform factor analysis on the results.

It was also suggested that the faculty as a whole be asked what they expect their Senate members to accomplish for them. It was also suggested that each officer keep files pertinent to the Faculty Senate in case they are needed at some point by the Senate.

The eligibility of B. Townsend to serve on Faculty Senate was discussed. It was determined that due to his unique contract and number of teaching hours he should be allowed to serve as would a clinical track faculty and that CSON's clinical track may be used by other departments where unique contracts are made with other faculty. A motion to this effect was made with all in favor.

Due to the increased amount of work before this Senate it was determined to have Faculty Senate meetings for the remainder of the school year bimonthly: on the 1st and 3rd Friday of the month. They will be held in Dr. M. Bennett's lab (LBV Rm 108) if KL 420 is not available.

The meeting concluded at 13:28.