

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, April 19th, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian
- II. Approval of March 2024 Minutes – Motioned by Eric Garner and seconded by Jeff Fulmer.
- III. General Updates – Vartouhi Asherian
 - a. TRW
 - i. Administration is reconsidering the TRW process.
 - ii. HR and Dr. Z. met on April 18 to discuss and review TRW applications (second round).
 - iii. A new, streamlined TRW process may be forthcoming (or not). Administration is reviewing a draft.
 - iv. Jeff Fulmer asked if Administration would be open to all employee groups creating a TRW policy, in the spirit of shared governance..
 - v. Vartouhi to provide updates as soon as updates are available.
 - b. President Updates
 - i. Still no appointment.
 - ii. Scheduled for May BOR meeting.
 - c. Administrative Faculty (AF) Evaluation Policy
 - i. Call for AF Eval Policy feedback at the March meeting.
 - ii. Review of feedback.
 - iii. Jeff and Nancy presented the AF Eval draft at April Faculty Senate meeting.
 1. Faculty Senate wants to wait to vote until AFA has approved the AF Eval policy.
 - iv. The AF draft was also sent to Classified Council and Legal for review.
 - v. AFA voiced concerns with the existing draft, stating that many of the criteria for Commendable and Excellent may present a challenge for AF to fulfill (license/certification/attending conferences/working towards a degree).
 - vi. It was noted that the AFA may not have thoroughly reviewed the AF Eval draft before the April meeting.
 - vii. It was noted that the Professional Development section should be a separate section, and not included as part of primary job responsibilities.
 - viii. Limited options for professional development, as AF may be limited in engaging in professional development opportunities due to funding.
 1. Multiple options for professional development may be helpful, as a diverse set of options can be leveraged so the AF receives a Commendable or Excellent.
 2. Professional development options can be discussed and approved by supervisor.
 3. AF should not be critiqued on professional development, as professional development may not always be available, cost prohibitive, or limited on time.
 - ix. Human Resources was involved in draft development.
 - x. Some supervisors are unclear as to how a Commendable or Excellent rating can be achieved.
 - xi. Concern that Professional Development criteria may encourage AF to look elsewhere for employment, as AF may be prohibited by time/finances to engage in multiple Professional Development opportunities.
 - xii. Engaging in professional development does not address how well the AF is executing their job duties.

- xiii. Workload Policy stipulates that AF have a minimum of five hours a week for professional development and/or service to policy.
 - 1. If classes are relevant to job, then those classes should be able to take the coursework utilizing the weekly five hours of professional development.
- xiv. This AF Evaluation policy addresses the gap in AF not having an Evaluation Policy.
- xv. The AF Evaluation policy should address how well the AF is executing their job responsibilities, not how they engage in professional development, or outside the scope of job duties.
- xvi. Any constructive edits, please send to Nancy Webb and Jeff Fulmer.
- xvii. Jeff Fulmer motioned to table AF Evaluation policy discussion.
- xviii. The next AF Evaluation policy meeting is May 20.

d. Elections – Eric Garner

- i. Call for nominations to be sent out the week of April 22, including Chair-Elect.

e. AI – Mary Ann Hughes-Butts, Chair, AI Taskforce

- i. Created in September 23 to address AI concerns and “Ellie.”
- ii. First meeting in January 2024, membership comprising of all employee groups and also students.
- iii. AI Blog created.
- iv. AI framework created, with the taskforce looking at pedagogy, etc. as to how AI affects different areas of the college.
- v. Mary Ann meeting with NSHE, and has reached out to CCSD to collaborate.
- vi. AI can be used for idea generation, suggestions for objectives and assignments
- vii. Privacy and biases concerns with AI.
- viii. Equity and access issues, as the more sophisticated AI is available for a cost.
- ix. AI is conversational. AI should be asked very specific questions to ensure AI provides the best possible response.

IV. AFA of the Month – April, Berniece Cooper

- 1. Need more nominations!!

V. **Committee Updates**

- a. AI Committee – Vartouhi Asherian: No updates
- b. NWCCU Recommendation 4 SubCommittee – No updates
- c. NWCCU Recommendation 2 SubCommittee – Shari Peterson – No updates
- d. NWCCU Recommendation 3 – No updates
- e. Elections Committee: No updates
- f. Recognition Committee – Meghan Ezekiel
- g. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
- h. Policies and Procedure Committee, Jeff Fulmer – No updates
- i. Membership Committee (Ad Hoc)- No Updates
- j. Survey Committee (Ad Hoc), Pamela Gallion – No updates
- k. Technology Committee (Ad Hoc), Nancy Webb – No Updates
- l. Salary and Benefits Committee, Nancy Webb – No updates
- m. Fundraising Committee – No Updates
- n. Commencement Committee – Need volunteers!
- o. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
- p. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
- q. Faculty Senate Exec (Nikki Buscher) – No updates

VI. **Adjourn**

- a. Meeting ended approximately 3:30pm. (Motion to Adjourn, Eric Garner, Second Christina Brown)