

Approved Minutes

Faculty Senate Meeting

26 January 2011

Kennedy Lounge - New Mexico Highlands University, 3:08 p.m.

1. **Call to Order: 3:00 p.m.**
2. **Roll Call:**
3. **Present:** Maureen Romine (Chair), Stella Helvie (Vice Chair), Ken Bentson, David Braun y Harycki, Regina Briefs-Elgin, Tom Corbin, Tatiana Dutoit, Jayni Flores, Jane Gorman, Richard Greene, Julius Harrington, Kathy Jenkins, Kent April, Maura Pilotti, Maxine Salas, Charles Swim, and Jennifer Almand.
4. **Also Present:** Gilbert Rivera (VPAA)
5. **Absent:** Brad Radeke
6. **Approval of Agenda:** 26 January 2011 – as amended
7. **Approval of Minutes:** 8 December 2010 – as amended
8. **Communication from the Administration:**
Dr. Rivera briefly discussed the following issues:

Tenure and Promotion Status

‘Review Panels have been established. Panel members will begin reviewing dossiers on February 14, as per the announced Timeline. Proposed Scholarly Activity Criteria have been reviewed and approved by the Faculty Affairs Committee. The initial review has involved those departments whose Faculty are being considered for Tenure and/or Promotion. The VPAA will complete his review this week and notify Chairs/Deans accordingly’.

Sabbatical Leave Status

‘Six Faculty have requested Sabbatical Leave. Deans have submitted their recommendations to Dr. Rivera and forwarded their applications to the Faculty Affairs Committee. The Faculty Affairs Committee was not fully constituted until late last semester. As a result, the Timeline, as per the Collective Bargaining Agreement, has been delayed. Faculty Affairs Committee members are now reviewing the proposals’.

Other Items

‘The *Board of Regents* approved the Academic Amnesty Policy at their January 12 meeting.

Enrollment for Spring Semester is slightly ahead of last year at this time, both on the main Campus and at the Centers/Sites.

Chair Selection for 2011-2012. As per the Collective Bargaining Agreement, on January 31st, Dr. Rivera will direct the Senate and three Departments to begin the Chair selection process. Two of the positions to be filled are currently held by interim Chairs, and one is currently held by a Faculty who has opted to relinquish the chair position after two years of a three-year term.

At a meeting of Deans and Chairs held on January 21st, Dr. Rivera conveyed the Senate's *request not to schedule classes* from 1:00 pm to 2:00 pm on Friday (request limited to Bargaining Unit Faculty). Rationale for the request is that a time free of classes would serve as a time for meetings of the entire body (i.e., General Faculty meetings) and for meetings of Department, College, School, and Committees.

Santa Fe Community College (SFCC) –Higher Education Center (HEC) – Request for Proposals (RFP)

Although the Higher Education Center (HEC) facility will not be available until 2014, SFCC plans to initiate upper division and graduate offerings by the fall of 2011. The RFP submission date for institutions interested in offering programs at this facility has been extended to January 31st, 2011. NMHU will be submitting a proposal that will include the programs currently offered and additional programs, such as Counseling, Criminal Justice, Computer Science and Nursing. In the event that NMHU is not successful in its bid for the existing programs, NMHU will be given the opportunity to ensure that students complete their programs.

NM National Guard Initiative

Prior to the Winter Break, General Montoya expressed an interest in Highlands providing educational opportunities to Guardsmen and Veterans. Although the initial request centered around offerings on the Main Campus, it was expanded to include other sites, specifically, the sites where NMHU presently offers programs and courses. The National Guard also made available its facilities. NMHU Educational Outreach Services staff met with officials to discuss the educational needs and educational standing of the guardsmen and to determine NMHU's means to offer ITV classes at their facilities. General Montoya appointed Major Sharon Aragon as liaison for this initiative. To provide guardsmen quick access to a variety of services, NMHU assigned her an office in the Purchasing Building.'

9. Communication from the Chair:

Dr. Romine briefly discussed the following issues:

Meeting of Board of Regents (January 12, 2011)

Faculty Senate report of January 12th (report distributed to the Board of Regents) contained the following items:

- a. Cynthia Ruffin was chosen as Visiting Scholar by the Ballen Endowment Committee. She was selected by Faculty pertaining to Women's Studies, Media Arts, and Sociology.
- b. The Pino Endowment did not fund any of the proposals submitted.
- c. Members of the Faculty Executive Committee met (and will be meeting) to revise the Faculty Handbook.
- d. Members of the Faculty Executive Committee are scheduled to meet with the President to discuss selection of peer institutions.
- e. The Student Affairs Committee is scheduled to review its Student Integrity Policy for inclusion in the Student Handbook and Catalogue. The policy was approved by the Faculty Senate.
- f. The Academic Affairs Committee developed a policy which was approved by the Faculty Senate. The policy is based on a review of the Academic Amnesty policies of other NM universities. Members of the Board questioned the selection of a 5-year period. They were told that this selection is consistent with that of other institutions.
- g. The Financial Planning Committee developed a special course fees policy, which will be examined shortly by the Faculty Senate. The purpose of the policy is to ensure that fees are reviewed and spent appropriately.
- h. The issue of linking unit strategic plans to budgets is to be discussed by the Faculty Senate.'

Other items of discussion at the meeting, as reported by Dr. Romine, were as follows:

'Members of the Board are looking for a Commencement speaker. The term of two members of the Board of Regents has expired. The Student Center is two months behind'.

Dr. Romine briefly reviewed the information available regarding *administrative searches*:

'The position of Dean of Students and the position of ITV secretary have been filled. The position of Vice President of Finance and Administration and that of Vice President of Academic Affairs are yet to be filled'.

10. Communication from Academic Affairs:

Dr. Bentson reported on the content of two meetings his committee held since the last Faculty Senate meeting. He indicated his committee discussed the ratio of graduate to undergraduate students on the main campus and in the centers. It also entertained a discussion on the need to develop an ESL program. Dr. Bentson indicated that a program from the School of Business and revisions for Media Arts had been approved by the Committee. He also reported that a Spanish Literature course had been approved as an additional

CORE course. Discussion arose regarding the role of the Faculty Senate in examining/evaluating changes in the CORE curriculum.

11. Communication from the Student Senate:

None

12. Communication from the GSA:

Ms. Almand indicated that members of the Student Senate were organizing a 5K marathon for charity. She then asked questions about Interlibrary Loan policy, which were promptly answered by Mrs. Kent. The latter indicated that restrictions regarding interlibrary loans may pertain to course textbooks, audio-visual materials, and recently published books. Other materials can be freely ordered without restrictions.

13. Communication from the Staff Senate:

Ms. Salas indicated that satisfaction surveys will be made available next month.

14. Old Business

a. Strategic planning and budgeting – Dr. Hill

Dr. Hill, following an invitation by Dr. Romine and Dr. Jenkins, highlighted the content of a document entitled *Strategic Planning Process at NMHU*, which had been distributed to Senators at the last meeting. The goal of the document is to describe a plan to ensure (1) accurate implementation of NMHU's Strategic Plan and (2) periodical reviews and adaptations of the Plan if circumstances arise.

Discussion arose regarding the document. The issues/points raised are as follows:

1. A concern was expressed that if a department's budget is tied to the Strategic Plan, flexibility would be removed from the process of budget development. Dr. Hill indicated that the current plan does not remove flexibility from the process of developing a budget.
2. According to Dr. Hill, the criteria of the document entitled *Strategic Planning Process at NMHU* meet accreditation standards.
3. Dr. Bentson raised the issue of efficiency and compliance across campus. He indicated that both are low. He also mentioned the relationship between strategic planning and outcome assessment. Dr. Hill indicated that they are separate.
4. Dr. Bentson raised the issue of costs required by outcome assessment as they relate to time devoted by Faculty to outcome assessment.
5. Dr. Jenkins stated that the document entitled *Strategic Planning Process at NMHU* should be approved as is. She indicated that the internal workings of the plan can be changed, but the overall plan is to be implemented. Accreditation is important, and the Faculty Senate should

not interfere with the university's accreditation plan. Dr. Bentson disagreed. He noted that the way the plan is implemented should be altered to consider efficiency. Dr. Bentson's proposal was tabled.

6. Questions arose as to the individuals/entities responsible for offering the document entitled *Strategic Planning Process at NMHU*. Dr. Hill indicated that a committee of Faculty was responsible for it. Dr. Greene suggested that administrators should be involved.

A motion was made and seconded to approve a modified version of the document entitled '*Strategic Planning Process at NMHU*'.

The document was approved with 5 yeas, 2 nays and 2 abstentions.

The modified version of the document contains a change at the end of the first paragraph under the heading 'Unit-Specific Plans as a Guide for Budget Decisions'. The change is as follows:

'They are also not meant to restrict units from requesting budget increases that are not necessarily reflected in the Unit Specific Strategic Plan, such as equipment replacement. Rather, they are meant to serve as a way to support requests for additional resources linked to specific initiatives related to the strategic plan.'

- b. Discussion of recruitment and retention was tabled.

15. New Business

16. Committee Reports and Announcements

- 17. Adjournment:** The meeting adjourned at 4:01 p.m.

Respectfully submitted,

Maura Pilotti

Secretary/Treasurer