

## Approved Minutes

### Faculty Senate Meeting

9-08-2010

Kennedy Lounge - New Mexico Highlands University, 3:00 pm

#### 1. Call to Order: 3:10 pm

##### Roll Call

**Present:** Maureen Romine (Chair), Stella Helvie (Vice Chair), Kent April, Ken Bentson, Tom Corbin, Jane Gorman, Julius Harrington, Kathy Jenkins, David Lobdell, Maura Pilotti and Maxine Salas.

**Also Present:** Gilbert Rivera (VPAA)

**Absent:** Jayni Flores and Daniel Martinez

**Unfilled Seats:** Representative of School of Business, Representative of Math and Computer Science, Representative of Student Senate, & Representative of GSA

2. **Approval of Agenda** 8 September 2010. Amended agenda was approved unanimously.

3. **Approval of Minutes** 25 August 2010. Amended minutes were approved unanimously.

#### 4. **Communication from the Administration:**

Dr. Rivera spoke of a 'seniority list' including tenured and tenure-track faculty compiled by the Administration. The criterion that was used to determine seniority was the date of hire on a tenure-track contract. Dr. Rivera promised to release the list to all affected faculty for review. He indicated that faculty should contact his office if discrepancies are identified. Prior to distribution, names of faculty currently holding administrative appointments would be added to the list. Dr. Rivera indicated that the list would be used for reduction in force.

Dr. Rivera then mentioned a series of searches for administrative vacancies, including Dean of Students, Vice president for Administration and Finance, Dean of Arts and Sciences, and Chair of Institutional Research and Effectiveness. He reported on the status of each search.

Dr. Rivera described the progress made on restructuring services that offer academic support to NMHU students. He indicated that services are currently fragmented and that all different components should work together seamlessly. He noted the required involvement of the Academic Affairs Committee. Then Dr. Rivera reported on the development of the Retention and Advisement Committee.

Lastly, Dr. Rivera reviewed the issue of ‘academic clemency/amnesty. This policy pertains to students who attended NMHU, left, and subsequently returned after a variable amount of time. He indicated that policies of other universities had been researched and evaluated. One suggestion he made was to send the information collected to the Senate for examination.

**5. Communication from the Chair:**

Dr. Romine briefly reported on the special meeting of the Board of Regents (September 3, 2010). She indicated that the collective bargaining document (otherwise known as ‘contract’) had been approved and posted.

**6. Communication from Academic Affairs:**

Dr. Bentson reported on the work accomplished by his committee during its first meeting. He mentioned that the main item of discussion was the proposal to move Computer Science and Media Arts to the School of Business. He indicated that a revised proposal might be discussed during the next meeting of his committee. The revised proposal envisioned Media Arts alone being moved to the School of Business. He also indicated that the proposal to change the name of the School of Business had been tabled.

Dr. Bentson reminded senators that his committee developed a document to offer guidance to faculty who would like to propose new courses/programs or alter existing ones.

**7. Communication from the Student Senate: None**

**8. Communication from the GSA: None**

**9. Communication from the Staff Senate:**

Ms. Salas described the activities accomplished for staff development during the summer. She agreed to work with representatives of the faculty on a policy to accommodate the needs of employees who would like to be excused during non-Christian holidays.

**10. Old Business:**

- **Election of One At-Large Member of the Executive Committee:**

Tom Corbin was elected to the Senate Executive Committee.

**11. New Business:**

**1 Election of new committee members \***

The following faculty were elected: Ian Williamson (Athletic Committee), Lori Rudolph (Student Affairs Committee), and Joseph Sabutis (Student Affairs Committee)

**2 Distance education updates**

Dr. Jenkins reported on the current status of the Distance Learning NCA Self-Study Committee (5 members). She also mentioned that the Distance Education Subcommittee, a branch of the Academic Affairs Committee, was working on the Distance Education manual.

### **3 Handbook revisions:**

#### **a. Faculty Affairs Committee: proposed membership & wording for handbook \***

*A motion was approved to distribute to the faculty for review and comments the amended proposal concerning the membership of the Faculty Affairs Committee. The amended proposal reads as follows:*

‘Membership consists of ten tenured faculty members: two from the School of Social Work, two from the School of Business, two from the School of Education, and four from the College (two members from Mathematics and Sciences and two members from Humanities and Fine Arts)’

#### **b. Proposed chair selection process \***

The title of the proposal was changed to ‘Proposed Internal Chair Selection Process’. The remaining text of the proposal was not changed.

*A motion was approved to distribute the amended document to the faculty for review and comments.*

Discussion arose regarding the policy for external searches. Inquiries questioned the feasibility of the current process and demanded the identification of the person/entity whose responsibility would be to classify the search as either internal or external. The Executive Committee was selected for the task of drafting a policy proposal for external searches.

#### **c. Proposed quorum statement \***

*A motion was approved to distribute the amended proposal to the faculty for review and comments. The amended proposal reads as follows:*

‘If a quorum of one-third of the membership of the voting faculty during a semester or summer session (the current definition) is not met at a meeting where action items are presented, at the next regularly scheduled meeting, a quorum will be defined as the membership of the voting faculty present’.

### **4 Charge to Academic Affairs Committee to develop a special-course fees policy & approval process \***

*It was decided that the charge was more appropriate for the Financial Planning Committee. Consequently this committee was charged to develop a special-course fees policy. It was also decided to discuss this issue during the next Executive Committee meeting.*

**5 Flagged programs \***

*The Senate accepted the recommendations of the Academic Affairs Committee.*

**6 Representation pertaining to the School of Education**

*The item was tabled.*

**7 Reorganization of faculty senate committees**

It was decided to ask each committee to review proposals and make recommendations. Dr. Romine promised to distribute the information to all committees undergoing changes. She also mentioned that she had received a letter from the Chair of the International Education Committee and that Dr. Manafy had been invited to make a presentation to the Senate.

**8 Committee updates**

Questions arose concerning the Ad Hoc Website Committee (content and design) chaired by Dr. Petronis. The main issue was whether this committee was charged with making recommendations regarding both the form and content of the NMHU website. Senators were advised to communicate their concerns to Dr. Petronis.

**9 Announcements**

None

\* Unanimous approval of proposed motion.

**12. Adjournment:** The meeting adjourned at 4:51pm.

**Respectfully submitted,**

**Maura Pilotti**

**Secretary/Treasurer**