

## Approved Minutes

### Faculty Senate Meeting

10-13-2010

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

#### 1. Call to Order: 3:06 pm

##### Roll Call

**Present:** Maureen Romine (Chair), Stella Helvie (Vice Chair), Jennifer Almand, Ken Bentson, Regina Briefs-Elgin, Tom Corbin, Jayni Flores, Jane Gorman, Richard Greene, Julius Harrington, Andrellita Chavez (proxy for Kathy Jenkins), April Kent, David Lobdell, Maura Pilotti, Brad Radeke, and Charles Swim.

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

**Absent:** Maxine Salas (excused absence)

2. **Approval of Agenda** 13 October 2010. Agenda was approved unanimously as amended.

3. **Approval of Minutes** 22 September 2010. Minutes were approved unanimously as amended.

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

Dr. Rivera responded to a request formulated by the Chair of the Faculty Senate to identify a common meeting time when no classes are scheduled. He presented a table illustrating for each time and day of the week the number of voting Faculty who have teaching assignments. The table referred to the fall 2010 and spring 2011 semesters. Dr. Rivera asked that the Senate formulate a request to the Administration for a specific time. He indicated that he would then solicit the Deans to determine the feasibility of the request. He predicted that the schedule of the next academic year could incorporate agreed upon changes.

Dr. Rivera discussed graduate enrollment figures pertaining to the main campus and the centers. Enrollment for fall 2009 was compared to that of fall 2010. On the main campus, the number of non-degree students decreased slightly from 211 to 155. The number of degree students sustained a smaller decline, from 507 to 487. Centers displayed the opposite trend. The number of non-degree students increased slightly (from 128 to 185) along with the number of degree students (from 588 to 651). Dr. Bentson asked whether these changes reflected normal fluctuations in enrollment. Dr. Rivera reported that data were not currently available to answer this query. Discussion ensued regarding the ratio of graduate students/faculty and the need to distinguish between thesis students and non-thesis students. Dr. Rivera noted relevance to program evaluation of the distinction

between number of graduate students and number of students who actually graduate.

Lastly, Dr. Rivera reminded Faculty of the need to submit their book orders by the October 15 deadline. He noted that book orders and class schedules should be sent together to Administration. Discussion ensued on the virtual bookstore at Rio Rancho and the need to inform Faculty and students of its existence.

**Communication from the Chair:** Dr. Romine informed Faculty of the availability of funds from the Pino Endowment, intended for faculty development, and from the Ballen Visiting Professor Endowment.

Information regarding both endowments can be found at

<http://www.nmhu.edu/FacultyStaff/institutionalresearch/resourcesroom.aspx>

Dr. Romine reported on the status of different committees and reminded Faculty of Dr. Petronis's plan to attend the next Faculty Senate meeting to discuss work accomplished by the Ad Hoc Website committee. Among committees mentioned, the Financial Planning committee was cited regarding the following issues: (1) special classroom fees, (2) budget rollover for the Faculty Research committee, and (3) discretionary funds for Deans and Chairs to build some flexibility in their budgets. Dr. Romine indicated that collection of information regarding structural changes of Faculty Senate Committees was continuing. She then mentioned next week's special General Faculty meeting at 4:00 pm whose purpose is to consider Faculty Handbook revisions prior to the upcoming meeting of the Board of Regents.

Dr. Romine also reported on a request by some Faculty to make General Faculty meetings mandatory by designating a day/time when classes are not scheduled. A suggestion was made to reserve time for Faculty to hold meetings, including General Faculty meetings and college/school/department meetings. The difficulty of finding such a time/day was highlighted in Dr. Rivera's presentation.

Lastly, Dr. Romine reported committee membership updates and reminded Senators that the Executive Committee would meet on November 5<sup>th</sup> for a special session devoted to Faculty Handbook revisions. She also informed Dr. Bentson that the Environmental Health and Safety policies fell under the domain of Research and Sponsored Projects and that Dr. LaGrange would organize a committee devoted to environmental health and safety.

**5. Communication from Academic Affairs:**

Dr. Bentson reminded Faculty that the deadline for catalogue changes is November 22<sup>nd</sup>. Discussion arose regarding the 1) development of an academic amnesty policy for graduate studies, 2) need for consistent language pertaining to suspension/probation policies between the Graduate Handbook and Catalogue, and 3) likely impact of catalogue revisions on continuing students. Dr. Rivera addressed concerns regarding the latter issue. Dr. Bentson also spoke of the need

not only to re-examine flagged programs related to recommendations made by his committee but also to study internal program reviews and flagging procedures.

**6. Communication from the Student Senate:**

Brad Radeke reported on the Student Senate's intention to elicit support for naming the new resident hall or new student center after Gloria Brown-Lopez, who died in a car accident last year. It was suggested that members of the Student Senate consider including students, faculty, and staff in their petition to the Board of Regents. Furthermore, it was suggested that the petition include a description of Gloria Brown-Lopez's career and achievements. Discussion arose regarding an appropriate date to petition the Board of Regents.

**7. Communication from the GSA:**

Jennifer Almand reported on available student funding for those wishing to attend conferences. She mentioned that GSA's meetings usually occur at 4:30 pm on Sunday. Jennifer also questioned the re-cycling program at NMHU and requested to know why contents from recycling bins around campus were not collected more frequently.

**8. Communication from the Staff Senate: None**

**9. Old Business:**

**(a) Representation pertaining to the School of Education**

A motion was made to recognize the School of Education as consisting of five (5) departments, thereby granting five (5) seats to the School of Education.

The motion was approved with one (1) abstention.

**10. New Business:**

**a. Career Services – Presentation by Ron Garcia**

Mr. Garcia provided an in-depth overview of Career Services, including new location, webpage changes, and services provided to students and Faculty. Regarding their webpage, he mentioned job posting updated daily, and a variety of useful information, including facts on job search skills, a resume-building program, and advisement concerning letters of recommendation.

Mr. Garcia reminded Faculty of two critical, campus career events: fall and spring job fairs. He asked Faculty to promote these events to students and indicated that the career event usually scheduled during the fall semester would primarily discuss internships.

Mr. Garcia was asked whether a scaled-down career event could be scheduled in Rio Rancho. He indicated that no avenues were available for such an event. He also indicated that free transportation and lunch were offered to students attending job fairs on NMHU'S main campus from its satellite centers. Dr. Greene expressed concern regarding low student participation rates, which could discourage subscribing companies from contributing to future career events.

**b. Dean Selection process – historical perspective by Tom Ward**

Dr. Romine asked Faculty to discuss discrepancies between their Faculty Handbook and text produced by Administration regarding the Dean Selection process. Dr. Ward offered an historical overview of diction found in the Faculty Handbook. He indicated that word choice was intended to enhance Faculty participation. Senators' discussion primarily pertained to the implications of an internal search vs. external search, the entity responsible for deciding whether the search should be internal or external, and the extent of Faculty involvement in the screen/selection process. Regarding this issue, the Faculty Handbook contemplates an internal search largely under control of tenured Faculty. No language involving an external search exists in the Faculty Handbook. The Administration's proposed policy for Dean Selection, however, entails an external search, which would not preclude applications from NMHU employees.

Dr. Rivera indicated that the Dean is a member of Administration and that the language proposed by Administration for the selection process could be amended to include greater Faculty involvement. He also indicated that the President requested a search for the Dean of Arts and Sciences instead of a mere appointment of one qualified candidate.

Suggestions were made regarding the possibility of enhancing Faculty representation from the College which the Dean would represent. Suggestions of enhanced Faculty representation were made concerning both search and screen processes. Also proposed was an invitation to students from the same College to contribute to the candidate selection process. Other comments involved the requirement to keep eligibility in search and screen committees limited to tenured Faculty. It was remarked that Faculty involvement in the screen committee is important because of the close relationship between Faculty and Dean. Dr. Greene asked about the duration of interim appointments involving Deans and Vice Presidents. Dr. Rivera noted that the adjective 'interim' is not integral to the title of Dean. When asked by Dr. Greene, Dr. Rivera stated that the selection of the Dean or any other individual for an administrative position is solely at the discretion of the President. It is Dr. Rivera's opinion that the selection committee serves in an advisory capacity. Dr. Bentson indicated that changes in the Dean Selection process be submitted to the same practices as changes to the Faculty Handbook.

Dr. Romine remarked that the issue of Dean Selection will be discussed further. Dr. Rivera asked that Faculty discuss the issue pertaining to identification of the 'entity' responsible for determining whether a search is internal or external.

The following issues were tabled:

- c. **Financial Planning Committee – proposed policy for special classroom fees**
- d. **Strategic Planning and Budgeting**
- e. **Faculty Representation on GSA and Student Senate**

**11. Committee reports and announcements**

None

**12. Adjournment:** The meeting adjourned at 5:01 pm.

**Respectfully submitted,**

**Maura Pilotti**

**Secretary/Treasurer**