

# **Approved Minutes**

**Faculty Senate Meeting  
September 14, 2011  
Science Annex Building, Room 329  
New Mexico Highlands University, 3:00 p.m.**

**1. Call to Order: 3:09 p.m.**

**2. Roll Call:**

**Present:** Braun y Harycki, David (School of Education), Dutoit, Tatiana (Visual & Performing Arts), Flores, Jayni (School of Education), Greene, Richard (Computer & Mathematical Sciences), Harrington, Julius (School of Social Work), Helvie, Stella (School of Education), Kempner, Brandon (English & Philosophy), Kent, April (Library), LeRoy, Peter (Exercise & Sport Sciences), Linder, Peter (History/Political Science/Language & Culture), Loewen, Kerry (School of Business, Media & Technology), Martinez, Edward (Natural Resource Management), Pilotti, Maura (Social & Behavioral Sciences), Romine, Maureen (Biology & Chemistry), and Williams, Susan (Nursing).

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

**Absent:**

Arguello, David (School of Social Work),  
Gonzales, Margaret (*Staff Senate*),  
Runnels, Jennifer (*GSA*), and  
\_\_\_\_\_, \_\_\_\_\_ (*Student Senate*).

**3. Approval of Agenda:** 14 September 2011 – Approved with changes

**4. Approval of Minutes:** 24 August 2011 – Approved as written

**5. Communication from the Administration:**

Dr. Rivera mentioned several administrative issues of relevance to Faculty:

- a. The accreditation team of the Higher Learning Commission will recommend approval of NMHU's request to be accredited for distance education programs.
- b. Overall, enrollment numbers match those of last year. Undergraduate enrollment has increased, whereas graduate enrollment is slightly lower.
- c. Some freshmen have been dis-enrolled because of lack of financial commitment.

- d. The New Mexico Department of Higher Education will send the new funding formula to State Colleges and Universities shortly. The new formula counts the number of students enrolled at the end of any given semester. Whether individual institutions or the Department of Higher Education will supply the numerical information to implement the formula is unclear. Additionally, important to remember is that the application of the formula will not increase or decrease funds of more than 2%. If deficits are substantial, a safe clause will be applied to compensate institutions for missing revenues and allow them to operate.
- e. Dr. Rivera solicited comments about management of the bookstore and its effects on students' ability to purchase/rent textbooks. Comments were postponed to the end of the meeting (see section *d* under 'New Business').
- f. Dr. Greene mentioned recently published rankings in US News and World Report. He noted that some critical information regarding NMHU was not reported (i.e., NA) and that missing information did not reflect well on the institution.

**6. Communication from the Chair:**

- a. Dr. Romine mentioned that a Board of Regents meeting had been held on September 2, 2011 at 1:30 p.m. She indicated that she had no information regarding the meeting.
- b. Following Dr. Romine's invitation, Dr. Martinez informed the Faculty that a large number of students and Faculty signed petitions supporting the institutionalization of ARMAS and that ARMAS received a no-cost extension that would allow it to continue to operate until December.
- c. Dr. Greene asked about the Faculty Productivity Report and its low response rates. A brief discussion ensued regarding the demands placed upon Faculty in the first weeks of the fall semester, including the completion of a large number of administrative reports. The discussion ended with an informal request for additional time to complete all required documents.
- d. Dr. Romine reported that volunteers had been found for the Ad Hoc Instructional Technology Committee. She also indicated that next week a meeting about the learning management platform would occur. She then mentioned the presentation made by *Desire2learn* personnel and the estimated deadline for NMHU to change its learning management platform (i.e., next fall).
- e. No Faculty Senator volunteered and/or was available to serve as liaison for the Student Affairs Committee.

**7. Communication from Academic Affairs:**

Dr. LeRoy reported that the Academic Affairs Committee requested a .25 released time to be awarded to the Chair of the Committee. The current Chair

is Dr. Woodford. As illustrated by Dr. LeRoy's report made available to Faculty Senators, the Committee discussed its duties and its relationship to the Faculty Senate. Dr. Rivera indicated that the request for .25 released time should be sent to the Senate. Upon discussion, a recommendation by the Senate should then be forwarded to the Administration.

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

None

**9. Communication from the GSA:**

None

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

None

**11. Old Business**

- a. *Update on the Ad Hoc Committee on Unified Planning and Reporting at NMHU*  
Dr. Bentson (Dean of Arts and Sciences) was invited to present a document entitled 'A proposal for unified planning and reporting at NMHU', which was distributed to Faculty Senators a few days before their meeting. The proposal's main goal is to streamline documentation required by internal and external mandates (e.g., program reviews). Its content is consistent with the current NMHU Strategic Plan.

After a brief discussion, Dr. Romine asked Faculty Senators to review the content of the document and send comments to Dr. Bentson. The voting body decided that discussion regarding the proposed plan and its implementation would be undertaken by the Senate at a later date.

b. *NCATE Update*

Dr. Braun y Harycki mentioned the upcoming visit of the Accreditation Committee (November 12<sup>th</sup>-16<sup>th</sup>) and the planned visit of officials of the NM Public Education Department (November 9<sup>th</sup>). He then discussed at length all work accomplished to prepare for both visits. He also summarized any work in progress.

**12. New Business**

a. *Election of Committee Members*

Dr. Blythe, Helen (English & Philosophy) was elected to the Athletic Committee.

b. *General Faculty Meeting Time*

After a brief discussion, a motion was made to [schedule General Faculty meetings on Friday at 1:00 p.m.](#)

c. *Plagiarism Concern*

Tabled

d. *Concerns*

The following were concerns expressed by the Faculty:

1. NMHU bookstore managers did not order the number of textbooks that Faculty estimated for their classes. Textbooks were ordered on the basis of enrollment numbers available in the middle of the summer (July).
2. Apparently, some of the textbooks available at the bookstore were returned under the assumption that their number was greater than the number of students estimated to be enrolled in the fall semester. The shortage of textbooks was particularly troublesome for freshmen.
3. In some cases, the latest edition was ordered instead of the edition selected by the Faculty.
4. There was no coherent plan to address the shortage of textbooks experienced by NMHU students. Students who were unable to find their textbooks at the bookstore were told that pre-payment was required for textbook orders.
5. Textbooks for all courses were expected to be displayed online. Regretfully, links between courses and required textbooks were deleted. Students could not purchase textbooks before the start of the semester without contacting Faculty.
6. The number of students who relied on rented textbooks is unknown.
7. Rio Rancho transitioned to an online bookstore. The online bookstore appears to be functioning. If students cannot find textbooks at the recommended site, they tend to purchase them through <Amazon.com>.
8. There appears to be no textbook policy for changing textbooks after an order has been placed.

Dr. Rivera indicated that he would discuss these concerns with the regional sales and operational management shortly.

*e. Faculty Handbook revisions*

Dr. Romine asked Faculty Senators to review the document distributed prior to the meeting.

*f. Issues, Concerns and Activities for the 2011-2012 Academic Year*

No time was allocated to the item.

**13. Adjournment:** The meeting adjourned at 4:56 p.m.

**Respectfully submitted,**

**Maura Pilotti**

**Secretary/Treasurer**

