

Approved Minutes

Approved September 26, 2012

Faculty Senate Meeting

September 12, 2012

Science Annex Building, Room 329 - New Mexico Highlands University, 3:00 p.m.

1. **Call to Order: 3:07pm**

2. **Roll Call:**

Present: Braun y Harycki, David (School of Education); Burns, Jim (School of Education); Gadsden, Gloria (Social & Behavioral Sciences); Gonzales, Margaret (*Staff Senate*); Gorman, Jane (School of Social Work); Harrington, Julius (School of Social Work); Kempner, Brandon (English & Philosophy); Kent, April (Library); LeRoy, Peter (Exercise & Sport Sciences); Loewen, Kerry (School of Business, Media & Technology); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Romine, Maureen (Biology & Chemistry); Williams Susan (Nursing);

Also present:

Rivera, Gilbert (VPAA).

Absent:

Flores, Jayni (School of Education)—Excused
Gallegos, Gil (Computer & Mathematical Sciences)—Excused
Montoya, Gabrielle (*Student Senate, undergraduate*)
Rowlett, Joseph (*Student Senate, graduate*)
Sione, Tina (*Student Senate, President Pro Temp*)
Swim, Charles (School of Business, Business)

3. **Approval of Agenda:** September 12, 2012 – approved.

4. **Approval of Minutes:** August 22, 2012 – approved.

5. **Communication from the Administration**

- a) There will be an HLC progress visit in 2015. This is part of new procedures. 2019 is the next accreditation visit.
- b) Enrollment is flat with an increase in freshman enrollment and a decrease in graduate enrollment. Institutional Research investigated the decrease in graduate enrollment. Some of the concern about the decrease is resolved as it is in part due to the recent graduation of many graduate students.
- c) The Hays Study for staff classification is almost done.
- d) The new parking lots are paved.
- e) The Student Center is expected to be completed by December 22, 2012.
- f) G-35 should be available for spring classes. However, we might not know if it is available in time to schedule spring classes in that space.
- g) The new funding formula has new factors that include degrees awarded. An institution could improve in all factors and receive less money under this new

formula. In a flat year budget, the Council of University Presidents is arguing against taking money away from institutions that have improved. Eastern New Mexico University made more gains than other institutions due to distance education. Distance Education is something New Mexico Highlands University will be look at.

- i. Mr. Kerry Loewen expressed concern about distance education pedagogy. Dr. Rivera said that supporting web-based instruction would be looked at. A lively discussion ensued. The role of the newly formed teaching excellence committee, the roll of the instructional technology committee, and the importance of online instruction specialists were discussed.
- h) The academic integrity policy was not presented to the BOR yet as some language changes have been recommended by the VPAA and the Dean of Students.

6. Communication from the Chair

- a) The invitation for faculty speakers for homecoming was emailed to faculty yesterday. There have been three volunteers: Dr. Dick Green, Dr. Gil Gallegos, and Ms. Ester Ofearghail. The deadline for volunteers is September 21. Dr. Sharon Caballero will organize the speakers.
- b) Handbook revisions – Dr. Romine and the senate executive committee will meet with the president on section VI. Personnel Policies.
- c) Non-tenure track faculty – Dr. Romine will meet with the Faculty Affairs committee to determine how this should be handled.

7. Communication from Academic Affairs

- a) See attached report.
- b) Academic Affairs will also be working on how to address exceptional circumstances and entrance exam requirements.

8. Communication from the Student Senate

None

9. Communication from the Staff Senate

- a) There are still two vacancies: technical skills and facilities.
- b) The next meeting is Sept. 24.
- c) The staff survey will be sent out soon.
- d) The senate will be addressing concerns from the suggestion boxes. Most suggestions have to do with supervising policies.

10. Old Business

1. Election of At-large members of the Executive Committee
 - a. Dr. Jim Burns was elected to the Executive Committee as an At-large member.
 - b. Dr. Edward Martinez was elected for the fall semester as an At-large member; Mr. Kerry Loewen was elected for the spring semester as an At-large member.
2. Senate Representative for the Student Affairs Committee – tabled.
 - a. Dr. Romine will investigate the committee's meeting times.

3. Graduate Coordinators Advisory Committee
 - a. Motion was made for the Graduate Coordinators Advisory Committee to work, not as a senate committee, but as a regular advisory committee to work with the Office of Graduate Studies and the Academic Affairs Committee as needed. – approved.
4. Policy on electronic devices in the classroom and Policy on Student Disruption – Action Item
 - a. Dr. Harrington reported that the policies have been used by the School of Social Work for the last 5 years or longer. Dr. Rivera asked for clarification about the use of electronic devices policy and the current cell phone policies. Lively discussion about the enforcement of policies ensued. The issue of accessibility accommodations and electronic devices was discussed. Cheating using texting was also discussed.
 - b. Dr. Romine will check with Dr. Fidel Trujillo about where the Policy on Student Disruption should go and about the wording. Dr. Williams said that what qualifies as disruptive online needs to be investigated. Dr. Burns said that the final version of the disruption policy should go to the lawyers. Disruptive policy was tabled.
 - c. Motion was made to add the electronic devices in the classroom policy to the academic integrity policy with the change of wording:
 - i. “The use of cell phones during class time is prohibited and should be set on silent before class begins.” was changed to
 - ii. “The use of cell phones during class time is prohibited. Cell phones should be set on silent before class begins.”
 Motion– approved
5. Plagiarism detection software. Charge to Instructional Technology committee to *Research and recommend plagiarism software to the Faculty Senate.* – approved.
6. Scheduling for classes. Charge to Academic Affairs committee to *Review class scheduling blocks, including ITV class scheduling blocks and online class scheduling blocks, the enforcement of scheduling blocks, and the potential changes to the scheduling blocks.* – approved.
7. Enrollment numbers for classes. Charge to Financial Planning Committee to *Review minimum class enrollment to see if there was a financial basis for these numbers.* – approved.
8. Retention issues. Charge to Student Affairs Committee to *Research which steps of the 2007-2008 NMHU Draft Retention Plan have been implemented and to develop an updated action plan based on the Student Affairs Committee Report on Retention.* – approved.

11. New Business:

- a) Ms. Gonzales asked if there had been an update on the letter in support of a web master sent to the president by the faculty senate and the staff senate. Dr. Romine will look into it.

12. Committee Reports and Announcements

Adjournment: 4:34