

Approved Minutes

Approved October 10, 2012

Faculty Senate Meeting

September 26, 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, Curriculum Instruction); Burns, Jim (School of Education, Educational Leadership); Flores, Jayni (School of Education, Teacher Education); Gadsden, Gloria (Social & Behavioral Sciences); 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); Swim, Charles (School of Business, Business); Tahani, Hossein (Computer & Mathematical Sciences); Emily Williams (School of Education, Special Education); Williams Susan (Nursing); Rowlett, Joseph (*Student Senate, graduate*).

Also present:

Rivera, Gilbert (VPAA)

Absent:

Gonzales, Margaret (*Staff Senate*)

Montoya, Gabrielle (*Student Senate, undergraduate*)

Sione, Tina (*Student Senate, President Pro Temp*)

3. **Approval of Agenda:** September 26, 2012 – approved.

4. **Approval of Minutes:** September 12, 2012 – approved with corrections.

5. **Communication from the Administration**

a) Notices were sent to chairs and deans.

- i. Promotion and tenure applications must be received by the VPAA's office by October 15, 2012. If the faculty members submitting applications are eligible, they will be sent the required forms.
- ii. Sabbatical leave requests should be submitted to department chairs by November 1, 2012
- iii. Replacement members for the tenure and promotion review committee are needed.

- b) Issue of NG (no grade) grade designation – This designation is given when no grade is issued by the instructor. NG functions as a place holder so the office of the registrar can run grade lists. This grade stays on the student’s record permanently if a replacement grade is not submitted by the instructor. Dr. Rivera asked if a committee can take a look at this practice.
- c) Faculty searches – There were several failed searches last year. Dr. Rivera asked for PA1 forms for positions to be submitted by departments by October 1. There are 20 open positions; only 10 requests have been received by the VPAA. Late searches should be avoided in order to get the best applicant pool.
- d) The Dean searches are moving forward. October 1 is new deadline for the Dean Search applications.
- e) Articulation agreements with two year schools – An agreement with San Juan Community College is signed. There are drafts of agreements with Santa Fe Community College. Several agreements with Trinity State are signed.

6. Communication from the Chair

- 1. Charges to committees have been sent to the Chairs. Responses have been received from all of the Chairs, except the Financial Planning Committee, indicating that they are setting up meetings to work on the charges.
- 2. An inquiry has been sent to President Fries concerning a response to the website concerns letter from the Faculty and Staff Senates that was sent last April. Dr. Romine has not received a response to her inquiry.
- 3. An e-mail was sent to Dr. Trujillo for his input on the possible classroom disruption policy and the policy for use of electronic devices in the classroom. Dr. Romine has not received a response.
- 4. A meeting to discuss faculty and staff athletic ticket discounts was held on Sept. 17th. The results of the meeting were sent out in a global e-mail on Sept. 18th
- 5. Homecoming Lecture Series
 - Thursday, Oct 4th
 - Belinda Laumbach- Middle School Drama – 10am - Kennedy Lounge
 - Mario Gonzales – From New Mexico to New Delhi: the Globalized Culture of Immigration – 11am - Kennedy Lounge
 - Gil Gallegos – Terrestrial Robotics Utilizing Embedded Systems for 3-D Vision – 1:30pm Kennedy Lounge
 - Friday, Oct. 5th
 - Dick Greene – Human Cardiovascular System and Aging – 10:00am – Student Senate Chambers
 - Carol Linder – Using Mouse Genetics to Understand Male Infertility – 11:00am Student Senate Chambers
 - Esther O’Fearghail – Georgia O’Keefe Country: Are We there Yet? – 1:30pm – Kennedy Lounge

7. Communication from Academic Affairs

- a) See attached report.

- b) Academic Petition Procedures and proposed changes were reviewed. The definition of timely manner and how to deal with the lack of meetings during breaks and the summer were discussed. The importance of wording and time was also discussed. The Academic Affairs Committee will try to get clarity on the revisions to the procedures at future meetings. Concerns about the revisions and procedure should be sent to Dr. Romine so she can forward them to the Academic Affairs Committee.
- c) The nature of the graduate coordinators committee was clarified.

8. Communication from the Student Senate

No report

9. Communication from the Staff Senate

None

10. Old Business

- 1. Senate Representative for the Student Affairs Committee – Action Item
 - a. Gloria Gadsden – elected.

11. New Business:

- a. Issue of No Grade (NG) designation.

Lively discussion ensued. The issue of faculty responsibility, student responsibility, adjuncts, timelines, follow up from the registrar's office, and possible solutions, such as paper backups of grades filed with the department chair, were discussed. Charge to Academic Affairs Committee to

Investigate the practice of the registrar's office of inserting NG (No Grade) as a place holder when faculty members do not submit final grades, and to investigate the timelines of the placeholder, and how to resolve the problems of NG. – approved.

Suggestions of how to resolve this issue or concerns about this issue should be emailed to Dr. Pete LeRoy before next Wednesday's meeting of the Academic Affairs Committee. Dr. Rivera will send information about the scope of the problem from Mr. John Coca to Dr. Romine to send along with the charge to the committee.
- b. Mediation procedures

Mr. Kerry Loewen asked about the scope of the mediation. Dr. Romine said that mediation has to cover many situations that are not covered in the collective bargaining agreement. Charge to Faculty Affairs Committee to

Develop a procedure for mediation at New Mexico Highlands University – approved.
- c. AAUP Topics
 - i. Dr. Susan Williams raised the issue of intellectual property and distance education. This issue has been discussed before. Dr. Williams noted that this is a bigger issue than just distance education. Current handbooks, such as the Research Handbook and the Distance Education Handbook, should be reviewed.

- ii. Dr. Rivera said that post-tenure review might be looked at again. Dr. Romine said that it is a Faculty Association issue.
- iii. Dr. Brandon Kempner said that the Executive Committee has been looking at contingent faculty and will continue to do so.
- iv. Dr. Gadsden brought up the idea of offering associate degrees at the university.
- v. Dr. Hossein Tahani brought up the issue of teaching evaluation, the difficulty of evaluation, and how this issue comes up with tenure and promotion. Dr. Romine said this is in part a Faculty Association concern. Dr. Kempner brought up the need for an update of the teaching evaluation form which has questions about matters like equipment and room conditions. Dr. Susan Williams brought up how many questions are irrelevant for online classes. Dr. Kempner said we should investigate if the evaluations could be customized for different departments and different class types.
- vi. Dr. Rivera reminded departments that they need to submit criteria for evaluating scholarly activity to the Faculty Affairs Committee.

12. Committee Reports and Announcements

Adjournment: 4:35