

Approved Minutes

Approved October 24, 2012

Faculty Senate Meeting

October 10, 2012

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

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

2. **Roll Call:**

Present: Braun y Harycki, David (School of Education); Burns, Jim (School of Education); Flores, Jayni (School of Education); Gadsden, Gloria (Social & Behavioral Sciences); Hossein Tahani (Computer & Mathematical Sciences); Gonzales, Margaret (*Staff Senate*); Harrington, Julius (School of Social Work); Cheryl Zebrowski proxy for 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); Emily Williams

Also present:

Absent:

Gorman, Jane (School of Social Work)
Kempner, Brandon (English & Philosophy) – excused
Williams Susan (Nursing) – excused
Montoya, Gabrielle (*Student Senate, undergraduate*)
Rowlett, Joseph (*Student Senate, graduate*)
Rivera, Gilbert (VPAA)

3. **Approval of Agenda:** October 10, 2012. Approved with addition of new item under New Business.

4. **Approval of Minutes:** September 26, 2012. Approved.

5. **Communication from the Administration**

a) Dr. Rivera was not in attendance.

6. **Communication from the Chair**

1) Student Evaluation of Teaching – checking into the source of the evaluation and if it can be changed or made more flexible.

- 2) No-grade designation – From Dr. Rivera “There are 37 outstanding NGs from AY 2011-2012; 16 were either full-time faculty or full-time staff; and 8 were adjuncts.”
 - 3) I will be meeting with the Faculty Affairs Committee on Friday to discuss with them how to handle the Non-tenure Track Faculty in terms of the Faculty Handbook and the mediation process.
 - 4) Response from President Fries to the Faculty and Staff letter concerning hiring a web content manager – “ Adding a position this year isn’t likely since the budget is too tight with too many uncertainties and unexpected expenses, but the option will be kept on the table for future consideration.”
 - 5) Wording for the Academic Affairs Committee membership:

The Chair, **the Vice Chair** and the Secretary of the Committee shall be faculty members of the committee elected by the committee membership **for a one year term, with the possibility of re-election. The election shall be held at the last regular meeting of the academic year in which the previous term ends.**
 - 6) Center for Teaching Excellence – progress report
- 7. Communication from Academic Affairs**
- a) See attached report.
 - b) Linda LaGrange will call a meeting of the Graduate Coordinators to resolve some of the issues regarding this committee.
 - c) NG grade designation was discussed.
 - d) Emergency Preparedness committee will have a guest to do a risk assessment of campus sometime this fall.
- 8. Communication from the Staff Senate**
- a) Will move meeting to SH100 to accommodate centers via ITV.
 - b) Staff survey is due by Oct. 10th at 5:00
 - c) Suggestions from boxes around campus are being sent to Donna and President Fries. The following will be brought up at the President’s Cabinet and Advisory Counsel.
 - i. Faculty Parking Lot is not being enforced. Not enough handicapped spaces.
 - ii. Inadequate campus security in the evening and weekend.
 - iii. Faculty and staff who respond to phone calls or e-mails.
 - d) The Hay Group salary study is done and will be released soon.
- 9. Old Business**
- a) Policies on student disruption and use of electronic devices in the classroom. There is an extensive policy in the Student Handbook on p.62 and no further action will be required to develop policies. New faculty and staff should be given the handbook.

- i. Fidel Trujillo made a few comments regarding the Social Work administrative withdrawal and appeals policy as it does not allow for due process.
- ii. Short discussion on why faculty can't withdraw a student. It may be a financial aid issue.

10. New Business:

- a) Ian Williamson was unanimously elected to the Student Affairs committee.
- b) Term limit on Academic Affairs Committee
 - i. To allow more people to participate, the term was set to two years with another two year. The executive committee thought it best to leave at two years.
- c) A motion was made and passed to charge the Instructional Technology Committee to
 - i. *Determine if there is a policy on intellectual property and distance education and if not to develop such a policy.*
- d) Associate degrees and certificate programs
 - i. More certificate programs are coming because of funding changes, especially in Education, since educators are required to obtain licensure. These classes have been changed to a certificate.
 - ii. Students can also apply for financial aid if they're enrolled in a certificate program.
 - iii. Concerns were raised about certificate programs being used just for funding formula, but not being useful to students. Academic Affairs should examine these programs closely for this issue.
 - iv. Dr. Hill had brought up the idea of an associate degree for students who never complete a degree, but have at least 60 hours.

11. Committee Reports and Announcements

- a) None

Adjournment: 4:06 pm