

# Approved Minutes

Approved November 28, 2012

## Faculty Senate Meeting

November 14, 2012

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

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

2. **Roll Call:**

**Present:** Braun y Harycki, David (School of Education); Burns, Jim (School of Education); Gadsden, Gloria (Social & Behavioral Sciences); Hossein Tahani (Computer & Mathematical 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); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Romine, Maureen (Biology & Chemistry); Williams, Emily (School of Education);

**Also present:**

Rivera, Gilbert (VPAA).

**Absent:**

Flores, Jayni (School of Education) – excused  
Loewen, Kerry (School of Business, Media & Technology) – excused  
Swim, Charles (School of Business, Business)  
Williams, Susan (Nursing) – excused  
Montoya, Gabrielle (*Student Senate, undergraduate*)  
Rowlett, Joseph (*Student Senate, graduate*)

3. **Approval of Agenda:** November 14, 2012. Approved.

4. **Approval of Minutes:** October 24, 2012. Approved with corrections.

5. **Communication from the Administration**

1. HED initiatives involving NMHU

- i. There was a meeting on October 19 in Albuquerque about Common Core Standards. These standards set math and literacy requirements for curriculum. HED and PED want to use PARCC scores for college placement in math and English.
- ii. There will be a conference at the end of November on higher education and developmental education. Ten Highlands faculty members will be attending.
- iii. New courses have been approved for the state wide common core in a variety of subjects.

- iv. NMHU now has articulation agreements with community colleges throughout the state in a variety of disciplines. This should attract more junior level students from these community colleges to NMHU.
- v. At the next Board of Regents meeting a certificate in Educational Leadership and the MFA in Media Arts are up for approval. The MFA will have to be approved outside of the institution as well.

**6. Communication from the Chair**

1. Student Affairs Committee up-date on activities
  - a. Work on reviewing the 2007-2008 retention plan and the SAC report and get comments by Nov. 9<sup>th</sup>
  - b. Identify what has been implemented from the 2007-2008 report and get data to determine what has been successful
  - c. Meet with the Student Senate to get their ideas on the retention problem and what might help to improve retention
2. Instructional Technology Committee
  - a. Plagiarism software – looking at Turnitin
  - b. Sending out a survey on D2L early in the spring semester
  - c. D2L representatives on campus on Nov. 9<sup>th</sup> to address concerns and problems – very poor attendance
3. Faculty Affairs Committee – reviewing the grievance procedures
4. Dean Searches up-dates
  - i. Dean of Arts and Sciences candidates on campus this week.
  - ii. There is a meeting this Friday to discuss the Dean of Arts and Sciences candidates. The goal is to have a Dean in place for the spring semester.
5. Pino Endowment – call for proposals on October 3<sup>th</sup> with a deadline for submission of Nov. 16<sup>th</sup> at 5:00pm
6. Ballen Endowment – change in deadline from Nov. 21<sup>st</sup> to Nov. 26<sup>th</sup>
7. Meeting with Dr. Rivera and Dr. LaGrange tomorrow about the Handbook Section VI. on the Faculty Personnel Policies and the Academic Integrity Policy
8. Problems with searches will be looked into.

**7. Communication from Academic Affairs**

1. See attached report.
2. Emergency Preparedness Committee's draft Emergency Operations Plan was discussed.

**8. New Business:**

1. Web Site – Sean Weaver
  - i. University Relations is meeting with Deans and Department Chairs to discuss website changes for marketing and recruiting students.
  - ii. University websites have to be both marketing and information websites on one website which can be challenging.

- iii. University Relations is working on solutions with landing pages for academic programs. The landing pages will be concise. All programs will be advertised. We should see an increase in recruitment forms completed.
- iv. University Relations is looking for program ambassadors for each department so recruitment will know who to send responses to. Program ambassadors develop their own responses to interested students.
- v. Faculty brought up the importance of entirely electronic admissions forms at NMHU.
- vi. Mr. Weaver said that this is being worked on. University Relations is looking into the possibility of developing applications for smart phones.
- vii. Mr. Weaver said the current student satisfaction survey will help show where students are unsatisfied with the recruitment and admissions process. The whole process will be examined.

**9. Communication from the Student Senate (reported by Margaret Gonzales)**

- 1. The Student Senate will be meeting on Sunday at 2:00 pm in the Student Senate Chambers.

**10. Communication from the Staff Senate**

- 1. The Staff Satisfaction Survey report is being prepared for Board of Regents.
- 2. The latest staff news letter was sent out.
- 3. Ms. Margaret Gonzales requested that a Staff Senate member serve on the Emergency Preparedness Committee.
- 4. Monday will be the campus wide Thanksgiving dinner. ID will be required.
- 5. Next meeting of the Staff Senate is on Nov. 26 in Sininger 129.
- 6. There is no communication from the Hay Group on the study.

**11. Old Business**

- 1. Associate Degrees & Certificate Programs
  - i. Department and school feedback was reported. Some departments and schools were in favor of the proposal, some opposed, some neutral, and some gave no feedback.
    - a. How the reputation of the university would be affected was mentioned. The concern that NMHU would become like a community college was voiced. The concern of NMHU competing with community colleges was also raised. Researching why students leave Highlands before earning a four degree was suggested as something to look into rather than offering a two year degree.
    - b. Other departments were in favor of more degrees being awarded. It was mentioned that this degree would be helpful to students. What courses would be required for the degree was a concern for departments in favor of exploring the degree.

- c. The usefulness of the Associate's Degree in General Studies to students was discussed. The history of two year degrees at NMHU was also discussed.
    - d. Lively discussion ensued.
  - ii. Certificate programs received mostly positive feedback from departments and schools. The purpose and requirements of certificate programs were discussed.
  - iii. Motion was made to not pursue an Associate of Arts in General Studies at this time.  
Motion– approved.
  - iv. Dr. Jean Hill will be asked to come back with more information about the plan for the degree.

2. Student Class Evaluations – Ad Hoc Committee

- i. Social Work has their own evaluation form as this gathers information needed by their accrediting body.
- ii. Issues about the current survey were discussed.
- iii. The procedure for changing the survey will have to be addressed.
- iv. Senators should get feedback on this issue from their department or school and see if they can identify faculty interested in serving on the committee.

**12. New Business (continued):**

- 1. Handbook – Absence of the Chair
  - i. Clarification of handbook language was requested by Dr. Romine. The executive committee will come back to the senate with proposed language.
- 2. Search and Screen Policy – Reimbursement for Meals – tabled.

**13. Committee Reports and Announcements**

- 1. Committee for Teaching Excellence report
  - i. 17 people attended the faculty led event in the curriculum library. The topic was on how faculty use Desire2Learn. Dr. Brandon Kempner and Dr. Geri Glover gave a presentation on what they have done with online teaching.
  - ii. Faculty were able to share their experiences with online teaching and Desire2Learn.
  - iii. The committee intends to have another discussion in the spring semester.

**Adjournment: 4:56 pm**