

Approved Minutes

Approved March 27, 2013

Faculty Senate Meeting

February 27, 2013

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

8. **Call to Order: 3:08 p.m.**

9. **Roll Call:**

Present: Braun y Harycki, David (School of Education); Burns, Jim (School of Education); Christensen, Todd (Visual & Performing Arts); Flores, Jayni (School of Education); 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); Rivera, Gilbert (VPAA); Romine, Maureen (Biology & Chemistry); Luis Ortiz, proxy for Swim, Charles (School of Business, Business); Tahani, Hossein (Computer & Mathematical Sciences); Emily Williams (School of Education); Williamson, Ian proxy for Gloria Gadsden, Spring 2013 (Social & Behavioral Sciences)

Absent:

Manafy, Abbas (History/Political Science/Language & Culture);
Martinez, Edward (Natural Resource Management);
Montoya, Gabrielle (*Student Senate, undergraduate*)
Rowlett, Joseph (*Student Senate, graduate*)
Williams, Susan (Nursing);

10. **Approval of Agenda:** February 27, 2013 - approved

11. **Approval of Minutes:** February 13, 2013 -- approved with two abstentions

12. **Communication from the Administration**

1. Discussion of the dual BS and BA, Chemistry and Biology item on the Academic Affair minutes (item number 6).
2. Admissions – 1,051 are admitted for fall semester. The number is still low compared to last year. 487 applicants have high school transcripts, but no ACT/SAT scores. 120 applicants have ACT/SAT scores, but no high school transcripts. The deadline for scholarships is March 1. Admissions will be contacting applicants to get missing material. Staff is notifying students about the next ACT testing date. Students have two more opportunities to take ACT.
3. The Honors Orientation is scheduled for April 25-26. The honors requirement is a 3.5 GPA or an ACT of score 21 or higher. There are

currently 300 eligible students for the honors program. The invitation letters for the orientation went out last week.

13. Communication from the Chair

1. Special BOR meeting, Feb. 18, 2013 – legal items
2. President’s Cabinet/Advisory Council meeting, February 21, 2013
 - a. New law firm
 - b. Legislative update – slight increase but will be taken up by increase in ERB donations from the University; 2.3 million for Trolley building continues to survive; Federal cuts may affect budget
 - c. SUB – grand opening some time in mid to late April; items for the time capsule; Einstein’s Bagel opening by March 11th; bookstore is moving and will open at SUB on March 18th. There will be a time capsule for the new SUB. Faculty should let Dr. Romine know if they have ideas for what the faculty should add to the capsule.
 - d. Domenici Public policy Conference – Sept. 18-19
www.domenici.nmsu.edu Dr. Romine will send out more information about the conference.
 - e. The start of discussions on the nature of Highlands University have begun.
3. Plagiarism software – Turnitin – demonstrations, March 1st, 2 pm & March 6th, 3 pm
4. Department Chair selections – Approved – Todd Christensen –Visual & Performing Arts
 - a. Chuck Swim – Business
 - b. Alice Menzor – Curriculum& Instruction
 - c. Steve Williams - History, Pol. Sci., languages & culture
 - d. In progress - Biology & Chemistry
5. Ad hoc committees update:
 - a. Allocation for Indirect Funds – Mike Petronis, Miriam Langer, Abbas Manafy, Tatiana Timofeeva, Doug Main, Carol Linder
 - b. Student Evaluation of Classes – Veronica Saunero-Ward, Carmen Vidal –Liebermann, Gloria Gadsden, Emily Williams, Sara Brown
 - c. Faculty Development Week – Merryl Kravitz, David Sammeth, Emily Williams, Kent Tucker
 - d. Will be sending out a solicitation for a committee to set up a policy for the use of the “Conference Me In” option.
6. Sent letters from the Dean search and screen committees and the Senate response along with the other statements indicated in the minutes to President Fries and Dr. Rivera.
7. Center for Teaching Excellence update
8. Administrative Evaluations are being worked on by Ms. Mary Jane Valdez. The evaluations will be made available on Survey Monkey.

7. Communication from Academic Affairs

1. See attached report.

2. Curricular changes are taking up the majority of Academic Affairs's time.
3. There has been an increase in volume of undergraduate appeals. Academic Affairs will be looking as discrepancy in appeals forms.

8. Communication from the Student Senate (reported by Ms. Margaret Gonzales)

1. The Student Senate met this past Sunday and will meet again in two more Sundays.

14. Communication from the Staff Senate

1. Staff Senate met Feb. 26, 2013
 - a. The Hay Group Study was discussed including how the document will be implemented and the need for guidelines on how to move up the grades.
2. Common concerns from the staff satisfaction survey and suggestion boxes
 - a. Email and voicemail concerns
 - b. Safety concerns and the need for stopgap safety procedures
 - c. Parking concerns. The parking subcommittee is working on resurrecting the parking plan that was developed under Chief Scott Scarborough. Motorcycle and handicap parking are two additional concerns.
3. Plans for the Foundation anniversary celebration in the fall
4. Staff Senate had questions about the website letter to the president. Mr. Kerry Loewen said that there are plans for a graphic designer position.
5. Cap and gown information will be sent out soon.
6. The employee recognition breakfast is planned to be held at the Stu Clark ballroom on May 1st.

15. Old Business

1. Complete College America: Graduation Requirements; Upper Division Requirements; and Remedial Classes – input from Schools or departments
 - a. Most departments are opposed to or neutral on the issue of reducing the number of credits to graduate. Some faculty surveyed want more information about the pros and cons of the idea.
 - b. Concerns and questions of the faculty about reduction in required credits idea.
 - i. Reduction in force.
 - ii. Program rigor and depth of content.
 - iii. Effect on Highlands' reputation with other schools and employers.
 - iv. Will a reduction in requirements actually increase the graduation rate?
 - v. Quality of graduates over quantity of graduates. Numbers for graduation should not be motivation for a change.
 - vi. Need for the size of majors to be reviewed
 - a. 36 credits is the minimum requirement for majors.

- b. 24 credits is the minimum requirement for minors.
 - vii. What 8 credit hours will be removed from the curriculum?
 - viii. Would statewide core be reduced?
 - ix. Would there be any financial aid implications?
 - x. Would this effect our students transferring in and out of the university?
 - xi. Whose responsibility is it to make sure students graduate in four years?
 - xii. How many credit hours should students be taking each semester?
 - c. All institutions in the state are currently at 128 credits as the minimum requirement for a bachelor's degree; HED is making an effort to have 120 credits be the new minimum requirement for the state.
 - d. Dr. Gilbert Rivera will ask Dr. Jean Hill for data on how many credits student graduate with at Highlands.
 - e. This issue will be discussed further in Executive Committee. Dr. Pete LeRoy asked the Executive Committee to also look at the president's proposal to reduce the upper division requirement from 51 to 40.
 - f. The history of the past increase to 51 required upper division credits was discussed.
2. Election of Faculty Marshalls
 - a. Meryll Kravitz, Stella Helvie, David Lobdell, Chris Nelson, and Delores Ortega were elected by acclamation
3. Involvement of the Faculty in the reappointment process for the President
 - a. Discussion of how faculty could be involved in the process.
 - b. Ms. Margaret Gonzalez mentioned that involvement is also a concern of the Staff Senate.
4. Dean Searches Update – no report from the administration.

16. New Business:

- 1. Charge to Academic Affairs
 - To review the current organization of the catalog and recommend a better organization for the catalog, to investigate the steps involved in how the catalog is proofread, and to review the final copy as a whole. – Approved.
- 2. Search Committee Concerns, Needs and Possible Solutions – Brief discussion of concerns. Larger discussion was tabled for next meeting.

17. Committee Reports and Announcements

18. Meeting adjourned at 4:57 p.m.

