

Approved Minutes

Approved April 24, 2013

Faculty Senate Meeting April 10, 2013

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

1. **Call to Order: 3:05 p.m.**

2. **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); 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); Rivera, Gilbert (VPAA); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); John Jeffries proxy for Tahani, Hossein (Computer & Mathematical Sciences); Williams, Emily (School of Education); Williamson, Ian proxy for Gloria Gadsden, Spring 2013 (Social & Behavioral Sciences)

Absent:

Gonzales, Margaret (*Staff Senate*)
Montoya, Gabrielle (*Student Senate, undergraduate*)
Rowlett, Joseph (*Student Senate, graduate*)
Williams, Susan (Nursing)

3. **Approval of Agenda:** April 10, 2013 - approved

4. **Approval of Minutes:** March 27, 2013 - approved

5. **Communication from the Administration**

1. Searches update

a. Two additional signed contracts have been returned:

i. Registrar

ii. One of the English searches

b. Ten searches have progressed since the last report.

c. Four recommendations have been submitted by search committees.

d. Dr. Rivera explained his role in the searches and how he has been streamlining his part of the search process.

2. Dr. Rivera clarified the purpose of the catalog committee. The purpose is to review the end product and make recommendations about the

organization of the catalog. The committee would recommend how to improve the document.

3. Scheduling blocks recommendation. There was some confusion over Dr. Rivera's comments on the scheduling blocks discussion with the Academic Affairs Committee. Dr. Rivera said that he cannot accept the recommendation from the Faculty Senate and Academic Affairs Committee on the scheduling blocks due to the availability of rooms and scheduling conflicts for students. The process for deviating from time blocks is for the faculty member to send a justification to the Vice President for Academic Affairs. The Vice President for Academic Affairs, the faculty member, and the registrar's office consult to see if the adjustment will be made. The Academic Affairs Committee was sent this information and will further investigate this issue based on the further information from the Vice President for Academic Affairs.
4. Dr. Brandon Kempner asked about admissions. Dr. Rivera said he has not seen a recent report. Based on the last report, admissions is inching up. Dr. Rivera will take another look at admissions after the ACT deadline is passed. He will have recommendations based on the results of that report. He anticipates a few hundred students will be applying for admission without ACT scores.

6. Communication from the Chair

1. Sabbaticals were awarded to Dr. Carol Linder and Professor Andrew Wollner.
2. The Administration and Chair evaluations' deadline is Friday April 12th.
3. The Search Process meeting will be tomorrow 8:15 am in the president's office.
4. The Complete College America recommendations were sent to the president. No particular response yet.
5. The Turnitin recommendation was sent to the president. He responded that he hope to have it purchased and available for the fall.
6. The farewell reception for visiting Ballen Scholar, Maureen Gosling, will be this Friday, April 12, 6:00-8:00 p.m. in 100 Media Arts West. Due to the death of a longtime collaborator, Ms. Gosling has to leave this afternoon. The reception will still go forward with the student workshop video work shown.
7. Dean Search update. According to the Faculty Handbook, the faculty eligible to participate in the Dean selection process are the full-time, tenured faculty along with the VPAA. Also, according to the Handbook, "At the discretion of the School or College Faculty and with the approval of the VPAA, an external search and screen process may be undertaken to select a candidate who will serve as Dean." So as a first step in the process, a survey has been sent out to these faculty members to determine if there should be an external search. The deadline for the survey is this Friday, Aril 12, 2013.

8. Center for Teaching Excellence. Dr. Brandon Kempner said the committee met a few weeks ago and decided to review Dr. Ward's document on the center. The committee will work with the Faculty Development Week Committee to schedule events for Faculty Development Week. Dr. David Braun y Harycki reported that the Dean of the School of Education offered to house the center in the School of Education curriculum library. The committee hopes to have a revised proposal to present to the Senate soon.
9. The Faculty Development Week Committee met yesterday and reviewed programs for past weeks. They want to move the week to a mini-conference framework. Some issues still need to be discussed including shortening the week. There will be three main strands: Visions for Higher Ed for more advanced faculty, best practices for tenure line faculty, and mentoring for beginning faculty. There will be time for departmental meetings and office hours. Dr. Emily Williams is the chair of the committee. The main campus co-chair is Dr. Kent Tucker. Communication should be sent to Dr. Williams.
10. New Student Center Time Capsule idea from Mr. Kerry Loewen. Mr. Loewen recommended including reprints of the 100 feet wide banners from the president's gala. The banners represent each school and college. Instead of full sized reproductions, the reprints will be approximately 10 inches by 40 feet to put in the capsule as scrolls. – Motion was made to have the reprinted gala banners be the Faculty Senate's contribution to the time capsule
Motion passed.

7. Communication from Academic Affairs

1. See attached report.
2. The Academic Affairs Committee approved the motion to reduce the number of upper division credits to 45 from the current 51 required credits, with the understanding that individual majors may require more. Dr. Romine will communicate this to the president now that both bodies have approved the statement.
3. The Catalog Committee was put together.
4. Dr. LeRoy noted that the Wilson Complex has classrooms that are often empty and might work for the non-standard time-block classes.

8. Communication from the Student Senate

No representative

9. Communication from the Staff Senate

No representative

10. Old Business

1. Complete College America – Senate Action on PE requirement
2. Motion made to

send the Senate's recommendation to approve student athletes being exempt from the 2 credit PE requirement to the Academic Affairs Committee. The Athletic Director's office in consultation with the varsity coaches will certify the eligible students for exemption based on 1 semester of participation.

Motion passed.

3. Search and Screen Concerns – summary
 - a. Concerns were reviewed. Dr. Romine will take concerns from the past minutes to present at the search and screen committee tomorrow morning. General concerns will be present first.
 - b. Dr. Rivera reminded the Faculty Senate of the VPAA's role in the search and screen process and with budgets. Faculty should come to him with concerns.

11. New Business:

1. Charge to the Instructional Technology Committee to review and update the Distance Education Manual.
 - a. The current manual is out of date. Motion was made to charge the committee.
Motion passed.
 - b. Dr. Rivera said that the consultant who initially worked with Highlands on online classes had recommended a course designer position for the university. The Center for Teaching Excellence should address the online design concerns.
 - c. Conference Me In guidance is needed before the end of the semester. Dr. Jim Burns is the only volunteer for the committee. Dr. Rivera said Evonne Roybal-Tafoya should be part of the committee. The issue and committee membership will be taken up at the next executive committee.
2. Lecture capture and intellectual rights
 - a. The Faculty Handbook has limited discussion of intellectual property.
 - b. Dr. Pete LeRoy recommended sending the issue to the Instructional Technology Committee.
 - c. Lecture Capture is used heavily by the Nursing Program. They are the department that initiated the purchase of the software.
 - d. Dr. Ian Williamson stated that faculty should send their concerns and recommendations about intellectual rights to the bargaining team of the Faculty Union.
 - e. Dr. Romine will get more information about the issue and report back to the Senate.

12. Committee Reports and Announcements

13. Meeting adjourned at 4:16 p.m.