

# Approved Minutes

Approved August 28, 2013

## Faculty Senate Meeting

April 24, 2013

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

1. **Call to Order: 3:09 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); 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); Williams, Emily (School of Education); Williams, Susan (Nursing); Williamson, Ian proxy for Gloria Gadsden, Spring 2013 (Social & Behavioral Sciences)

**Absent:**

Gonzales, Margaret (*Staff Senate*)  
Gorman, Jane (School of Social Work);  
Montoya, Gabrielle (*Student Senate, undergraduate*)  
Rivera, Gilbert (VPAA)  
Rowlett, Joseph (*Student Senate, graduate*)

3. **Approval of Agenda:** April 24, 2013 - approved with one addition

4. **Approval of Minutes:** April 10, 2013 - approved with one correction

5. **Communication from the Administration**

No representative

6. **Communication from the Chair**

1. Search process meeting report – present: President Fries. Dr. Rivera, Dr. Trujillo, Dr. LaGrange, Donna Castro, Jeff Gallegos, Brandon Kempner, April Kent, Maureen Romine, and Kerry Loewen.

2. Response from the Financial Planning Committee to the charge to determine if there is a financial basis for the minimum enrollment numbers for the classes:

a. As far as the Financial Planning Committee can discern, there is no known justification for minimum enrollment numbers for

classes. The current status of the funding formula precludes any direct method of determining a number of students required to cover the cost of offering the course.

3. Dean Search surveys report
4. Ad hoc committee updates
  - a. Student Evaluation Committee
    - i. The committee would like to do a survey of faculty in the fall about student evaluations.
    - ii. They would like to see an evaluation with common core questions and space for course specific questions.
  - b. Faculty Development Committee
    - i. Yesterday Dr. Braun y Harycki met with the committee as a representative of the Teaching Excellence Committee.
    - ii. The committee is preparing a survey to be sent out. The survey should be sent out by the middle of next week. The committee will let people know how Faculty Development week will change this coming fall.
5. Meeting location for next year. Dr. Romine recommends that we continue to meet at the current location and not the New Student Center Governance Room. The senate agreed.
6. The New Student Center grand opening is this April 26, 2013 at 2:00 pm.
7. Dr. Ian Williamson asked about the Vice President of Academic Affairs position. Dr. Romine said there is nothing to report.

**7. Communication from Academic Affairs**

1. See attached report.
2. Dr. Warren Lail will be meeting with Dr. Rivera on the scheduling block issue.

**8. Communication from the Student Senate**

No representative

**9. Communication from the Staff Senate**

No representative

**10. Old Business**

1. Lecture capture
  - a. Eric Urioste from EOS is setting up training sessions for the lecture capture software. His email about the trainings describes some of the benefits of the software.
  - b. The Instructional Technology Committee will be addressing some of the faculty concerns about the use of this software.
  - c. Dr. Susan Williams said that the Nursing Department purchased the software. She said that it expands the dimensions for online classes. Students can see the instructor and find this more engaging than Blackboard Collaborate's webcam option. The

lecture videos can be password protected. Faculty can see who has been logging in to see the videos.

- d. Dr. Susan Williams pointed out the intellectual property issues with online classes are broader than just the use of this software. Some of the intellectual property issues are bargaining issues. However, the Nursing Department does have a lot of instructors who are not tenure track and so not covered by the bargaining agreement. Dr. Susan Williams is concerned with how these instructors' intellectual property rights will be dealt with. Dr. Emily Williams asked who owns the rights to recorded lectures. Dr. Susan Williams said that there is a need for legal counsel who is familiar with intellectual property and online education.
- e. Dr. Dave Braun y Harycki brought up the issue of who could see the online classes. For example, can administrators and others go into online classes or view the recorded classes without the instructor's permission. Dr. Braun y Harycki asked that the broader issues of the use and purpose of recorded lectures be looked into.
- f. Dr. Romine said that the Instructional Technology Committee will be looking into these issues and that the Faculty Senate can help with questions that might come up.

2. Conference Me In

- a. Dr. Jim Burns will be representing faculty concerns at the meeting on this issue on Tuesday April 30 at 1:00 pm.

**11. New Business:**

1. Updates from Board of Regents Subcommittees

- a. Academic and Student Affairs Subcommittee updates
  - i. The subcommittee approved the proposed Curricular Changes.
    - a. Deletions: BS in Computer and Mathematical Modeling; BA Concentration in Certified Financial Planning; BA Concentration in International Business; MBA in Government Non-Profit (suspension, not deletion)
    - b. Additions: BA in Biology; Biochemistry Concentration (Undergraduate); MBA Concentration in Marketing; Certificates in the Following Areas of Business: Accounting (UG), Finance (UG), Human Resources Management (UG), Media Marketing (UG), Accounting (Grad), Finance (Grad), Human Resources Management (Grad), Media Marketing (Grad)
  - ii. The subcommittee approved the reduction of required upper division credit hours from 51 to 45.

- iii. The PE waiver for student athletes will be sent to the full Board of Regents for the Friday meeting.
  - iv. The subcommittee approved MOUs with Dalian Ocean University and with ETLs.
  - v. During the Student Affairs section of the meeting, the subcommittee approved the ASNMHU Constitutional Changes, the Behavioral Intervention Policy, a Gallery in Kennedy Hall, the naming of the H-Club Area in the Stu Clark Building in Honor of Coach Don Gibson, and several resolutions.
  - vi. Fall enrollment is uncertain due to new high school graduation requirements in the state and the new SAT/ACT requirement at Highlands. Housing applications are up from last year.
- b. Finance & Administration Subcommittee updates
- i. There have been changes this year with benefits reenrollment. All employees must reenroll this year and employees need to have documentation for dependents (birth certificates, marriage certificate, etc.). Employees must reenroll by May 10. All employees are encouraged to attend the benefits meeting tomorrow, April 25 at 8:30 or at 1:30 in Ilfeld Auditorium. There are a lot of changes in benefits.
  - ii. Procurement limits have been raised which should make purchasing easier.
  - iii. Tuition increases have been approved. Undergraduate tuition will go up to \$4,000 for New Mexico residents. Highlands University still has the lowest tuition in the state. UNM's tiered tuition structure was discussed. At UNM, it costs less to take more credits. This is an incentive to get through college in four years.
  - iv. New Fees – The Student Center Fee is going up significantly. There are a few other minor increases with fees.
  - v. The subcommittee approved the budget. This budget includes all of the administrative positions that they plan on searching for.
  - vi. The university may close the pro shop at the golf course which has been losing money.
  - vii. The subcommittee has approved a plan for the old student center.
  - viii. There was discussion about the Hydrazine patent.
  - ix. The lottery scholarship fund does not have enough money to fund the scholarship at the current level. The scholarship will likely be reduced.

## 2. Release Time for Secretary of Faculty Senate

- a. There is a quarter time release for the Faculty Senate secretary in the Faculty Handbook. This past academic year, the release time was used for the Chair of the Academic Affairs Committee.
  - b. The Faculty Senate Executive Committee will continue to pursue getting release time for the Chair of the Academic Affairs Committee.
3. Elections
- a. Motion  
to continue the current leadership including the chair, vice chair, secretary, and at large members of the executive committee for the next term.  
Motion passed unanimously.
  - b. Chair - Dr. Maureen Romine
  - c. Vice Chair – Dr. Brandon Kempner
  - d. Secretary – Ms. April Kent
  - e. At Large Member – Dr. Jim Burns
  - f. At Large Member – Mr. Kerry Loewen and Dr. Edward Martinez to serve one semester each.
4. Sculpture Garden Program proposal
- a. Mr. David Lobdell has put forth a Sculpture Garden Program proposal for public art on campus. For the first phase, the art will be limited to student, staff, and faculty art. The plan is multi-phased. Mr. Lobdell is putting together an oversight committee. He wants a representative from the Faculty Senate. Mr. Kerry Loewen was nominated and approved as the Faculty Senate representative for the Sculpture Garden Program Oversight Committee.

**12. Committee Reports and Announcements**

**13. Meeting adjourned at 4:21 p.m.**