

Approved Minutes

Approved September 11, 2013

Faculty Senate Meeting

August 28, 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); Gloria Gadsden (Social & Behavioral Sciences); Gonzales, Margaret (Staff Senate); Harrington, Julius (School of Social Work); Karaba, Robert (School of Education); Kempner, Brandon (English & Philosophy); Kent, April (Library); Joe Schmalfeldt proxy for Jenkins, Kathy (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); Tahani, Hossein (Computer & Mathematical Sciences); Williams, Emily (School of Education)

Absent:

Flores, Jayni (School of Education);
Gorman, Jane (School of Social Work);
Williams, Susan (Nursing);

3. **Approval of Agenda:** August 28, 2013 - approved with one addition

4. **Approval of Minutes:** April 24, 2013 - approved with one correction

5. **Communication from the Administration**

1. Report on the impact of the required ACT score for admission
 - a. Emailed enrollment reports were discussed.
 - b. Dr. Rivera said that he can report the numbers but cannot speculate about the reason for the numbers at this time.
 - c. New freshman enrollment is down by 89 students.
 - d. Throughout the summer, staff sent reminder emails about completing the ACT to students who had not submitted scores. Staff also invited these students to come to campus and take the Compass test. 18 students without ACT scores took the Compass this summer.

- e. Dr. Rivera noted that once students become juniors they tend to stay at the university and graduate. Dr. Rivera said we need to look at how we can help retain sophomores.
 - f. Around the state, there is a drop in the number of freshman enrolling in college.
- 2. Another registration issue being examined is how students are counted as either main campus or center students. Currently students are counted based on admissions. Dr. Rivera and the registrar, Mr. Michael Raine, are looking into ways of counting students based on registration. Students take classes at multiple campuses. How to count distance education students is still another issue to be resolved.
- 3. Attendance Alert
 - a. Every year between 30 and 40 students register for class but never show up on campus. These students count against the university in retention and graduation reports.
 - b. The attendance alert process will allow for these students to be administratively withdrawn before September 6, census day. If students are withdrawn, but are on campus, they will be given the opportunity to reenroll.
- 4. Dr. Rivera has asked Evonne Roybal-Tafoya to train adjuncts on how to use Desire2Learn. Ms. Roybal-Tafoya has already given several training and is planning future trainings.
- 5. AA degrees
 - a. Adding Associate degrees will be looked into, specifically two year degrees in specific disciplines, including engineering and university studies.
 - b. These degrees will be meaningful, structured, and worthwhile.

6. Communication from the Chair

- 1. There were two Board of Regent meetings since last Faculty Senate, one on June 28 and one on July 26. The important information from these meetings has been covered during faculty development week.
- 2. The Dean Search Procedures will be discussed at end of meeting.
- 3. The Teaching Excellence committee has reviewed the existing proposal for a Center for Teaching Excellence and will make changes to the proposal. The Executive Committee will look at these changes. A survey will be sent out to faculty to get feedback on the revised proposal for a center.
- 4. The Student Affairs Committee has looked at the existing retention plan. Dr. Romine is working with Dr. Fidel Trujillo, who is putting together a campus wide retention committee. Dr. Romaine has recommended that Dr. Trujillo's committee have at least one member of the Student Affairs Committee on the Retention Committee
- 5. Outstanding committee charges
 - a. Instructional Technology Committee

- i. The Instructional Technology Committee has three outstanding charges:
 - a. Review of Distance Education Manual
 - b. Lecture Capture and Conference Me In
 - c. Intellectual Property issues
 - ii. The committee has been working on the TurnItIn software.
 - iii. The committee will be meeting next week to discuss the rollover of Desire2Learn.
 - iv. The committee will also be discussing the distance education manual, Lecture Capture, and intellectual property rights issues
 - b. Academic Affairs Committee – catalog issues
 - i. The catalog revision committee members have been working on catalog revisions. The catalog has been sent to departments for review.
 - ii. Policies and procedures will be posted to the website soon.
 - iii. The new process for making changes to the catalog will be more efficient.
 - iv. There will be enough print copies for faculty and staff, but the university will not print as many copies as in the past.
 - v. Procedures for submitting changes to catalog were discussed.
 - c. The Student Evaluation Committee will be sending out a survey this fall about revising evaluations.
- 6. Changes in Search and Screen procedures. Human Resources is now using the SharePoint system which allows search committee members to access documents electronically. The new process has been saving time.
- 7. Faculty Senate Committee Memberships are still being updated. Several committees need chairs. Dr. Romine is organizing the election of chairs.
- 8. The Faculty Senate Executive Committee will be working the Student Academic Integrity Policy and Faculty Handbook, Section VI, Personnel Policies changes. The EC will be meeting with the administration to discuss these issues.
- 9. Pino and Ballen Endowments
 - a. \$5,384 is available from the Pino Endowment. A solicitation for membership for the Pino Endowment Committee has been sent out.
 - b. \$25,107 is available from the Ballen Endowment. Craig Conley will continue as Chair of the Ballen Endowment Committee.

7. Communication from Academic Affairs

- 1. No representative
- 2. Approved Academic Affairs Committee minutes are available on the Faculty Senate website.

8. Communication from the Student Senate

1. No representative
2. Ms. Margaret Gonzales reported that the senate cannot meet until after their elections. The Student Senate will be having elections next Wednesday.

9. Communication from the Staff Senate

1. The Staff Senate submitted a letter to President Fries to recommend an external search for the Vice President of Finance and Administration position.
2. The Staff Senate will meet next month. The senate meets on the 3rd Tuesday of each month.

10. Old Business

None

11. New Business:

1. Faculty Senate representatives
 - a. At Large Member for Executive Committee
 - i. Dr. Gloria Gadsden – elected by acclamation
 - b. Faculty Senate representative to Student Affairs Committee
 - i. Dr. Gloria Gadsden – elected by acclamation
 - c. Faculty Senate representative to Emergency Preparedness Committee – Dr. Maureen Romine will look into how to fill this position.
 - d. Faculty Senate representative to Academic Affairs Committee
 - i. Mr. Kerry Loewen for the Fall Semester – elected by acclamation
 - e. Faculty Senate representative to Faculty Association
 - i. Election postponed to next meeting.
2. Charge to Academic Affairs to *make a recommendation regarding hybrid courses in relation to definition, coding, contact hours, and oversight.*
 - i. Discussion of definition of hybrid classes. There does not seem to be a set definition. Required co-requisites is a way some departments have found to work with the issue.
 - ii. Motion tabled until there is a definition of hybrid course.
2. Charge to Instructional Technology Committee to *define a hybrid course.*
motion passed
3. Senate issues, concerns and activities for the 2013-2014 academic year
 - a. Increasing awareness of faculty activities
 - i. Mr. Kerry Loewen reminded the Senate that his class is creating a 3D presentation of faculty and their research for the University's Birthday. This presentation will draw attention to faculty activities.

- ii. Dr. Romine showed the quarterly staff newsletter that the Staff Senate produces. Ms. Gonzales said that a committee puts the newsletter together. The logistics of putting together a newsletter was discussed. Mr. Loewen raised the issue of getting a work study position to help produce the newsletter.
 - iii. Other ways of increasing faculty visibility were discussed.
 - b. Personnel policies for non-tenure track faculty are being discussed.
 - c. Funding Formula Implications
 - i. Further discussion of the Complete College America graduation requirements.
 - ii. Further discussions of the proposed Associates degrees.
 - iii. Dr. Brandon Kempner said that we need to look at these funding issues and to President Obama's recent speeches on the affordability of college. Dr. Kempner said that faculty should be proactive and not just reactive on these issues
 - d. Dr. Maureen Romine asked the senate to ask their departments what concerns they want the senate to address this year and to send these concerns to her.
 - 4. Discussion of the Dean's Search Procedure
 - a. Motion to
go to arbitration on this issue
Motion passed 8 in favor 1 opposed, 1 abstained

12. Committee Reports and Announcements

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