

# Faculty Senate Minutes

Approved September 25, 2013

## Faculty Senate Meeting

September 11, 2013

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

1. **Call to Order: 3:11 p.m.**

2. **Roll Call:**

**Present:** Braun y Harycki, David (School of Education); Christensen, Todd (Visual & Performing Arts); Flores, Jayni (School of Education); Gloria Gadsden (Social & Behavioral Sciences); Gorman, Jane (School of Social Work); Harrington, Julius (School of Social Work); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (School of Education); Kempner, Brandon (English & Philosophy); Kent, April (Library); 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:**

Gonzales, Margaret (Staff Senate);  
Williams, Susan (Nursing);

3. **Approval of Agenda:** September 11, 2013 - approved with one addition

4. **Approval of Minutes:** August 28, 2013 - approved

5. **Communication from the Administration**

1. Results of Attendance Alert report

- a. 62 students were reported by 30 faculty members for nonattendance.
- b. 11 students of the 62 were reported for nonattendance for more than one class.
- c. Support staff contacted all students reported for nonattendance.
- d. 7 of the 62 students had already been disenrolled by the business office, and 2 of the 62 had already withdrawn from the university.
- e. A total of 6 students were withdrawn for nonattendance. None of the 6 students have reenrolled yet. They were disenrolled last Friday.
- f. The Attendance Alert should work, but more faculty involvement is needed especially by faculty who teach 100-200 level classes.

2. 169 students have been disenrolled by the business office. This is fewer than in the past. 78 students have reenrolled.
3. Enrollment update
  - a. The university total enrollment is down from last year but not significantly.
  - b. More significantly, the number of new freshman is down by 86 students.
  - c. It is difficult to assess where enrollment is down by location due to current reporting.
4. Dr. Jean Hill generated a report on graduation and retention rates – 347 students entered in fall 2007; 64 of these students earned undergraduate degrees which makes for an 18.4 percent graduation rate for six years.
5. 424 new freshmen entered Highlands last fall; 200 are back for fall 2013 which is a 47% retention rate. Continuing at this rate will likely result in another 18% graduation rate for 6 years.
6. President Fries has draft goals for the university which encompass everything including graduation and retention rates. There will be taskforces or committees to address some of the goals.
7. The state is asking Schools of Education at universities to look at how teachers are trained as the state looks at K-12 student performance. Dr. Rivera has been attending meeting on this issue.

#### **6. Communication from the Chair**

1. The Dean Selection Process is going to arbitration.
2. Dr. Maureen Romine recommends that Senators review the AAUP's The Inclusion in Governance of Faculty Members Holding Contingent Appointments document, especially the recommendations section.
  - a. At Highlands, personnel policies would have to be reviewed in order to provide contingent faculty some protection before they can get involved in governance.
  - b. The Faculty Affairs Committee has a current charge to work on a handbook for Contingent faculty.
3. The Vice President for Academic Affairs job announcement has gone out. Dr. Romine has asked the President about the selection procedure and the timeline.
  - a. The President responded that the selection committee has not been selected yet, but there will be significant faculty involvement. The President is hoping to have an open forum next week about this and other issues.
  - b. Mr. Kerry Loewen asked about the difference between the ad in *The Chronicle* and the emailed announcement. The position title needs to be clarified.
4. Student Retention Plan – The Student Affairs Committee wants the Senate to review the retention plan. The plan will be sent out soon to the senate.
5. The Retention Committee being set up by Dr. Fidel Trujillo will have at least one member from the Student Affairs Committee on it. Dr. Trujillo is

also soliciting members from the deans. He wants to have broad campus involvement on the committee. If you are interested in serving on the committee, you should contact Dr. Trujillo.

6. Faculty Senate Committees. The Senate Committees are now fairly well organized.
  - a. Dr. Romine has asked members of chairless committees to call meetings to elect chairs. Chair elections are being held for the Faculty Affairs Committee, the Athletic Committee, the Research Committee and the International Education Committee.
7. The Instructional Technology Committee will be meeting soon to discuss updating the Distance Education Manual, definitions of hybrid courses, intellectual property rights for courses on D2L, course rollover issues for D2L.
8. Turnitin Feedback – Karen Brooks reported that her students have enjoyed using the software and that it is working well. Turnitin is an option in the Dropbox feature in D2L. There is a need for more training on how to use this software with D2L.
9. There will be a special Board of Regents meeting at 1:00 on Sept. 12 in President’s Conference Room. There is a very full agenda.

**7. Communication from Academic Affairs**

1. The registrar reported that one student was withdrawn for nonattendance; the attendance alert needs more faculty involvement.
2. The committee discussed what course and program changes should be submitted to the committee. The committee decided that most changes should be overseen by the Academic Affairs Committee. This includes all course and program changes except the description of courses.
3. The committee is in the process of adopting two new forms for course changes: one for new courses and one for the revision and/or deletion of existing courses.
4. The program review schedule was discussed.
5. Dr. Romine noted that there is a need for faculty to be informed about exactly what changes need to be submitted to the Academic Affairs Committee. Dr. Romine will confer with Dr. Donna Woodford on how best to get the word out.

**8. Communication from the Student Senate**

No representatives. The Student Senate should have representatives soon now that their elections are complete.

**9. Communication from the Staff Senate**

No representative.

**10. Old Business**

1. Faculty Senate representatives
  - a. Faculty Senate representative to Faculty Association

Dr. Kathy Jenkins was elected by acclamation.

2. Center for Teaching Excellence Goals discussed.
  - Faculty led discussion of teaching best practices
  - Coordinate outside speakers on teaching excellence
  - Provide training for adjuncts and graduate students
  - Support for first-year tenure track faculty
  - Create teaching groups as needed
  - Safe space for teaching questions
  - Provide resources for mentors for first time-faculty
  - Mentoring list for teachers
  - Create a director of experts on specific teaching techniques
  - Creating and maintenance of CTE website
  - Coordinate discipline-specific training
  - Have a feedback system from students about good teaching at NMHU
  - Coordinate non-“content” teaching workshops (time-management, traits)
  - Collect (and link) appropriate teaching resources
  - Manage a fund dedicated specifically to teaching excellence (course releases, training)

Senators were asked to ask their departments what they would want from the center.

3. Center for Teaching Excellence Director – tabled until goals are established. The goals of the center will define the role of the director.
  - a. Reporting
  - b. Job description
  - c. Hiring or selection process
  - d. Release time
  - e. Support personnel needs
4. Publicity for Faculty Activities
  - a. Eileen Bentley was asked about funding for a work study to help with publicity efforts. Some support will be provided.
  - b. The Senate needs to define what we need the student worker to do. There is a need for a student who is a strong writer and a need for a student with design skills.
  - c. The Executive Committee will come back with more ideas about what is needed.
  - d. The goals of the newsletter were discussed. Also discussed were who should oversee the newsletter and what other universities do with such newsletters.
  - e. Mr. Kerry Loewen let faculty know that his students will be contacting faculty members about the glasses free 3D display.

## **11. New Business:**

1. Bookstore concerns

- a. Concerns about the bookstore and book orders were discussed. The concerns discussed include: insufficient number of books being ordered for classes, books not ordered or shipped in a timely manner, bookstore ordering the newer edition of a text when faculty prefer the older edition, bookstore requiring students to prepaid so students can't order elsewhere when there are delays, problems for online students, and books being sent back too soon.
  - b. Dr. Romine has received complaints about the bookstore from many faculty members.
  - c. Dr. Rivera mentioned that bookstore concerns were discussed in the President's Cabinet meeting. Dr. Rivera and others will be meeting with the regional manager of Follett to discuss concerns. Dr. Romine will send a list of concerns she has received from faculty to Dr. Rivera.
  - d. Dr. Rivera asked the senate to send any other concerns to him.
2. Charge to Athletic Committee to  
*collaborate with coaches to create athletic practice scheduling blocks that are compatible with class schedules*
  3. Charge to Athletic Committee to  
*make sure athletes are getting academic advisement from academic and/or faculty advisors*
  4. Motion was made to approve both charges to the Athletic Committee. Motion passed.

**12. Committee Reports and Announcements**

**13. Meeting adjourned at 4:50 p.m.**