

# Approved Minutes

## Minutes

Approved October 9, 2013

### Faculty Senate Meeting

September 25, 2013

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

1. **Call to Order: 3:12 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); Kimberly Blea for Gonzales, Margaret (Staff Senate); 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); Romine, Maureen (Biology & Chemistry); Tahani, Hossein (Computer & Mathematical Sciences); Williams, Emily (School of Education); Williams, Susan (Nursing)

**Absent:**

Martinez, Edward (Natural Resource Management)  
Rivera, Gilbert (VPAA)  
Swim, Charles (School of Business, Business)  
Williamson, Jordan (Student Senate, undergraduate)

**Also Present:**

Ron Garcia, Career Services  
Crystal (Tina) Sione, ASNMHU president

3. **Approval of Agenda:** September 25, 2013 - approved

4. **Approval of Minutes:** September 11, 2013 - approved

5. **Communication from the Administration**

No representative

6. **Communication from the Chair**

1. There was a special Board of Regents meeting on September 12, 2013. Meeting highlights were reviewed.

2. Bookstore Concerns. Mr. David Frazier, Regional Manager Sales and Operations for Follett, met with Dr. Gilbert Rivera and Ms. April Kent at 9:00 am on Wednesday, September 18, 2013 to discuss bookstore concerns. Mr. Frazier met with the Faculty Senate Executive Committee in the afternoon to further discuss bookstore concerns. Mr. Frazier promised there would be more books on the shelves and more communication with faculty and students. Faculty will be sent lists of back ordered books with detailed information.
3. President's Cabinet met on September 19, 2013.
  - a. Overall enrollment is down slightly from last year.
  - b. Degrees awarded last year are down four from previous year.
  - c. The retention rate is higher for students who took the ACT.
  - d. Bookstore concerns were discussed.
  - e. The registrar's office is working on tracking students. There are particular problems with on-line courses.
  - f. Budgeting for work study positions was discussed. The centralized budgeting might be returned to.
  - g. Homecoming activities were discussed.
  - h. The Provost/VPAA search committee has been formed. The committee chair is Fidel Trujillo. Other members are Maureen Romine, Miriam Langer, James Alarid, Ian Williamson, Jose Sisneros, Michael Raine, Andre Garcia-Nuthmann, and Virginia Padilla-Vigil. The goal is to have an offer made by November and the position filled by January. The first committee meeting is on Wednesday, Sept 25.
    - i. The president has draft goals for the university.
4. An email soliciting input for goals for the Center for Teaching Excellence will be sent to the full faculty. Suggestions should be sent to Dr. Maureen Goals. The deadline is October 1.
5. Senate Committees
  - a. Chair selections for Faculty Affairs Committee and the International Education Committee.
  - b. The ad hoc Student Course Evaluation Committee will be meeting to discuss a survey and other plans for the semester.

## **7. Communication from Academic Affairs**

1. Discussion of bachelor degrees that do not require minors. Mr. Kerry Loewen was asked to bring the issue of not requiring minors for certain majors to the Faculty Senate.
  - a. The new registrar suggested that there should be a policy about when not to require minors instead of the current case by case way of exempting degrees from requiring a minor.
  - b. Dr. Kathy Jenkins brought up some of the history of requiring and not requiring minors.
  - c. Lively discussion ensued. Among the issues discussed were breadth and depth of degrees; number of credits required for

majors, the need for students to get exposure to other fields; the need to get upper division credits outside of the major field; the definition of breadth; the needs of different fields; and the definition of the B.S and B.A degrees.

- d. Having guidelines for when not to require minors and not a policy was suggested.
  - e. Mr. Loewen will bring back the Senate's comments to the Academic Affairs Committee.
  - f. Dr. Jenkins said that some definitions have to be approved at the state level which makes making changes difficult.
2. Global Accreditation – Academic Affairs plans on coming up with a calendar for accreditation visits to make program view make more sense. There may be a call for accreditation dates.

#### **8. Communication from the Student Senate**

1. Ms. Crystal (Tina) Sione, ASNMHU president, reported that the Senate was put together a couple of weeks ago. It is still short a few senate positions. A few students had to resign as they did not meet all requirements; their replacements will be appointed. The Student Senate still needs a School of Social Work graduate representative, a School of Business graduate representative, and a few undergraduate positions filled.
2. The new student activities coordinator has been putting on a lot of good activities. The Student Senate is happy with the progress with campus activities.

#### **9. Communication from the Staff Senate**

1. The Staff Senate last met on Tuesday, September 17.
2. The Staff Senate is still working on the Hays Group study. The Staff Senate still has questions about the study that need to be answered. Staff Senate concerns include the issue of advancement, the job descriptions, and how staff pay will be raised to market value.
3. Another issue of concern is the sixteen staff members who are at the top of their grade and did not get the 1% increase approved by the legislature. The legislature does not dictate how the 1% is implemented. The Staff Senate holds that it is unfair that these sixteen staff members are excluded from the increase.
4. The Staff Senate is looking at incentives for retirees. Ms. Donna Castro was asked about this issue. If staff members are interested in retiring this fiscal year, Donna Castro should be informed.
5. The Staff Senate Newsletter was discussed.

#### **10. Old Business**

1. Publicity for Faculty Activities
  - a. Discussion of Professional Activities List example handout.

- b. Discussion of process. How the list will be placed on the University's website and how the list will be developed were discussed.
- c. Mr. Sean Weaver, University Relations, and Dr. Sharon Caballero, University Foundation, want to be included in the publicity for Faculty Activities.
- d. A subcommittee to work on faculty publicity was formed. The committee includes Mr. Kerry Loewen, Dr. Brandon Kempner, and Ms. April Kent.
- e. An email call for activities will be sent out with the example Professional Activities handout. The deadline for submission will October 10, 2013.
- f. Dr. Jayni Flores suggested a library display of faculty publications. Ms. Kent said the library would be happy to put a display together. Faculty should send information about their publications to the library if they want them on display.

**11. New Business:**

1. Student Career Services – Ron Garcia
  - a. Mr. Ron Garcia reviewed handouts on how faculty can partner with career services including a handout on how students should ask for a reference or letter of recommendation.
  - b. Mr. Garcia pointed out that the Career Services' website has information about how to write a good recommendation letter and information about the legal issues involved with writing a letter of recommendation.
  - c. Career Services is seeking assistance with getting students to the Career and Internship Fair to be held on Thursday, Nov. 7, 10:00 a.m. to 2:30 p.m. at the New Student Center Ballroom. There should be a good turnout of employers including state agencies that had not previously participated. Mr. Garcia stated that it is essential to have good student turnout. He asked faculty to encourage students to attend the fair. Some instructors have made the career fair an assignment or have given extra credit for attendance. Mr. Garcia noted that this is common practice at other universities. New Mexico State University cancels classes in certain programs and requires students to attend the career fair.
2. Election for nominations for the Student Affairs Committee – Judy Barnstone (Social Work ) and Emmanuel Nkwenti-Zhamcho (Business Administration) – elected by acclamation.
3. Election for nomination for the Grievance and Conciliation Committee – George Leone (Education) – elected by acclamation.
4. Student Academic Integrity Policy – Action Item  
a motion was made to

approve the policy with the understanding that the implementation of the flagging portion may be modified after a conversation with the registrar motion passed.

5. Student Affairs Committee Draft Retention Plan – Possible Action Item Item was tabled so senators can go back to their departments for more input.
6. Faculty Committee - liaison to HR – There was discussion of the Faculty Handbook description of the search and screen procedure. Dr. Romine will send out an email for volunteers for an ad hoc committee.
7. Campus Post Office – Discussion of the future of the campus post office. There was discussion of what effect the discontinuation of metered mail and a staffed post office would have on departments. Comments and concerns about the post office should be sent to Dr. Romine.

**12. Committee Reports and Announcements**

**13. Meeting adjourned at 4:55 p.m.**