

Approved Minutes

Approved December 11, 2013

Faculty Senate Meeting

November 13, 2013

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

1. **Call to Order: 3:07 p.m.**

2. **Roll Call:**

Present: Christensen, Todd (Visual & Performing Arts); Flores, Jayni (School of Education); Gadsden, Gloria (Social & Behavioral Sciences); 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); Martinez, Edward (Natural Resource Management); Rivera, Gilbert (VPAA); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); Amal Alhosban proxy for Tahani, Hossein (Computer & Mathematical Sciences); Williams, Emily (School of Education); Williams, Susan (Nursing); Williamson, Jordan (Student Senate, undergraduate).

Absent:

Braun y Harycki, David (School of Education);

Also Present:

Gadberry, Alex (Intervention and Retention Coordinator)

Pacheco, Benito (Academic Support Director)

Trujillo, Fidel (Dean of Students)

3. **Approval of Agenda:** November 13, 2013 - approved with reordering of items

4. **Approval of Minutes:** October 23, 2013 – approved

5. **Communication from the Administration**

1. Mr. Alex Gadberry, the new Intervention and Retention Coordinator, introduced himself to the Senate.

2. Mr. Benito Pacheco, Academic Support Director, discussed early alerts. He said the current timelines for early alerts is constrictive and Academic Support wants to expand the alert system to run from the third week of the semester until the end of the semester. Academic Support hopes for more faculty buy in and participation in the alert system. Academic Support is also looking at ways for faculty to give positive feedback about students.

Mr. Pacheco answered faculty questions about early alert. Mr. Pacheco said that Academic Support welcomes feedback from faculty.

3. Dr. Fidel Trujillo mentioned two committees, the enrollment management committee and the university retention committee, that are looking at these issues.
4. Dr. Gilbert Rivera reports
 - a. Ten faculty members have applied for sabbatical leave. As per the CBA, no more than 5% of the bargaining unit faculty can be awarded sabbatical during a given year. This means that four faculty members could be awarded sabbatical during this cycle. Applicants must be notified by April 1, by which time the budget impact will be known.
 - b. One faculty member has applied for tenure and promotion.
 - c. Eight faculty members have applied for promotion.
 - d. Thirty articulation agreements with Community Colleges have been signed this year and ten agreements are pending.

6. Communication from the Chair

1. At the Board of Regents special meeting on November 1 the Trolley Building architect was selected.
2. Faculty Senate budget has some funds for printing faculty activity brochures
3. Student Academic Integrity Policy – Executive Committee is working on the input from the registrar and the university lawyers.
4. VPAA search – five candidates will be asked to come to campus for interviews starting the week of Nov. 18th.
5. Faculty HR liaison committee meeting is being set up.
6. Vice President for Advancement search as had one candidate on campus. Mr. Kerry Loewen will be sending his report to the president.
7. Ballen Endowment call for proposal went out on October 29; application due on November 26. There might be funds to bring in two scholars.

7. Communication from Academic Affairs

1. Mr. Kerry Loewen reviewed sections of the minutes he sent to the Faculty Senate.
 - a. A two year Associate of Arts Degree in the Social and Behavioral Sciences was approved.
 - b. The revision of the Associate of Arts Degree and the Bachelor of Arts Degree in Early Childhood Multicultural Education was approved.
 - c. Two library courses were approved.

8. Communication from the Student Senate

1. The Student Senate is trying to be more active.
2. The Student Senate wants to make sure Student Senators are at all campus activities to let groups know what the Student Senate does.

9. Communication from the Staff Senate

1. The next meeting is Tuesday, November 19 at 10:30 a.m. All are welcome.
2. Old Business that will be discussed includes
 - a. Updates on the Hay group study.
 - b. 1% appropriations from the legislature.
 - c. Retirement incentives.
 - d. Customer service trainings.
 - i. December 3 there will be a webinar on customer service
 - ii. The Staff Senate is looking into ordering the webinar's accompanying material.
3. New Business that will be discussed includes
 - a. The Staff Survey
 - b. The need for more signage.
 - c. The HR/EEOC issue.

10. New Business: Student Affairs Committee and appeals for the No-trespass Policy Fidel Trujillo and Joseph Sabutis

1. Dr. Romine reviewed the Student Affairs Committee duties and responsibilities from the Faculty Handbook and the problem with the No-trespass appeals policy.
 - a. The main problem with the appeals process is that as it reads now in the policy, the Student Affairs Committee would hear appeals for all individuals who have been issued a no-trespass order whether they are students or not. The duties and responsibilities of the committee in the Handbook cover appeals from students in the area of discipline but not from non-students. So, the question is, should the Student Affairs Committee hear non-student appeals or should there be another mechanism for those types of appeals.
2. Dr. Fidel Trujillo gave some background about the policy and the need for campus to be a safe environment for faculty, students, and staff. Dr. Trujillo gave further background on a recent incident with a student who was issued a no trespass order. Highlands' legal council asked about the no trespass policy and recommended an appeals process be included in the policy. The university did not have a policy. The University of Vermont's no trespass policy is the template for the current policy. There have been three no trespass orders during Dr. Trujillo's tenure at the university. The Board of Regents approved the no trespass policy earlier this year.
3. Dr. Romine said the issue is the appeals process.
4. Dr. Joseph Sabutis said there is a grey area. There is no way for students to appeal a no trespass order and this needs to be addressed. The charge to the Student Affairs Committee can be interpreted broadly.
5. The appeals process was discussed. Lively discussion ensued.

6. Dr. Romine asked for a recommendation from the Student Affairs Committee to present to the Faculty Senate.
7. Dr. Trujillo said a training by outside trainers is planned for faculty and staff about student on student sexual assault, the Clery Act, title IX, and disclosure. January 10th might be the date for the training. Monday, November 18, 10:00 a.m. there will be a training by CVPP to all athletic staff.

11. Old Business

1. Student Affairs Committee Draft Retention Plan – Possible Action Item
 - a. Faculty should continue to send ideas to Dr. Gloria Gadsden, Dr. Joseph Sabutis, or Dr. Fidel Trujillo. There is no vote at this time as new ideas are continuing to come in.
2. Center for Teaching Excellence Committee update
 - a. The committee met last Friday, will meet this Friday, and plans to send a draft plan to the Executive Committee. This draft will be presented to the Faculty Senate at the December 5 meeting.
3. Publicity for Faculty Activities Committee update
 - a. The committee is editing the entries and working on the design of the professional activities list.
 - b. Discussion of the future and the purpose of the professional activities list.
 - c. The library display of faculty publications is being installed. Please send publication citations to Ms. April Kent if you would like to be included in the display.
4. Nominations for Senate Committee: Michael Immerman for the Financial Planning Committee – motion made to elect nominee – motion carried.

12. Meeting adjourned at 4:36 p.m.