

Approved Minutes

Approved February 26, 2014

Faculty Senate Meeting February 12, 2014

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: Alhosban, Amal (Computer & Mathematical Sciences); Wally Thompson proxy for Braun y Harycki, David (School of Education); Christensen, Todd (Visual & Performing Arts); Gadsden, Gloria (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); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); Walker, Diane (School of Education); Williams, Emily (School of Education); Williams, Susan (Nursing).

Absent:

Aguilar, Teresita (VPAA);
Gorman, Jane (School of Social Work);
Jenkins, Kathy (Exercise & Sport Sciences)
Loewen, Kerry (School of Business, Media & Technology);
Williamson, Jordan (Student Senate, undergraduate)

Also Present

Benito Pacheco (Academic Support)
Shannon Saiz (Academic Support)
Sean Medrano

3. Approval of Agenda: February 12, 2014 - approved

4. Approval of Minutes: January 22, 2014 – approved

5. Communication from the Administration

No representative

6. Communication from Academic Affairs

1. The proposal for an associate's degree in general engineering was approved with a request for a change in wording.

2. The committee looked at the dual degree issue. The registrar, Mr. Michael Raine, will write up some proposed language on this issue and bring it back to the Academic Affair Committee.
3. There was discussion of a graduate grading policy. There is currently no policy.
4. There was discussion of a + and – grading system. The committee is requesting departmental feedback.

7. Communication from the Student Senate

Ms. Margaret Gonzales reported that the Student Senate met on Sunday and will meet again on Feb 23.

8. Communication from the Staff Senate

1. Email and voicemail concerns are being discussed.
2. The Hay group study continues to be discussed.
3. The customer service training is scheduled for March 11 and 12 from 10:00 am -12:00 pm. The same material will be covered on both days. Faculty members are welcome to attend. Faculty may also borrow the CD in the future.
4. Staff Senate elections will be on May 27-28.
5. The next meeting is on Feb 18, 10:30 a.m.
6. Sean Medrano who is answering the RFP for the golf course restaurant, asked for input about what should be done with the restaurant from faculty. He asked that those who have suggestions call him at 505-426-7585.

9. New Student Orientation: Academic Support

1. Mr. Benito Pacheco, director of Academic Support, and Ms. Shannon Saiz, student orientation coordinator presented proposed changes to improve the new student orientations. They are proposing going to a two day orientation with a larger group of students right before fall classes begin in order to give more information and to cut down on travel costs for families.
2. Mr. Pacheco said that registering students in advance of the orientation, increasing block scheduling, expanding the social aspect of the orientation, and more faculty involvement are also being discussed. He said they hope for faculty buy in and that he wants faculty feedback. The orientation dates would overlap with Faculty Development Week.
3. There were questions and discussion about registration, learning communities, block scheduling, athletic schedules, and faculty involvement.

10. Communication from the Chair

1. Chair selections for Curriculum and Instruction; Natural Resources management; Exercise and Sports Sciences and Teacher Education are ongoing.

2. Administrative evaluation and center directors. An evaluation form would have to be created. Center directors may be included in the future.
3. Non-teaching productivity report: Jean Hill is asking for input to improve survey.
4. Ad hoc student evaluation survey is out. February 18 deadline.
5. Pino endowment call for proposals is out. February 21 deadline.
6. Instructional Technology Committee is working on updating distance education manual.
7. Student Affairs is working on no trespass policy.
8. Academic Forms – Dr. LaGrange putting together a committee to review academic forms, formats, signature type and format, work flow capability, etc.
9. Dean search procedures. Won't move forward until after arbitration.

11. Old Business

1. Regular meeting times for Senate Committees in Faculty Handbook – discussion item - Tabled

12. New Business:

1. Recommendations from the Academic Affairs Committee
 - a. SharePoint account shared by the Faculty Senate, the AAC, the registrar and the VPAA's office
Motion made to
support the recommendation to create the SharePoint account
motion passed
 - b. Institutional license for an electronic signature program
Motion made to
support the purchase of an institutional license for an electronic signature program
motion passed
 - c. Program review procedures
Motion made to
approve the revised program review procedures for a trial run this spring semester
motion passed.
2. Dual credit students - % in class and standards
 - a. Changes in high school graduation requirements have led to large increases in high school students in college classes. High school students are now the majority in some Highlands classes. Dr. Brandon Kempner said this is an issue effecting the English department.
 - b. There was discussion about percentages, quality of instruction, policy issues, registration issues, placement issues, and id issues.

- c. Dr. Edward Martinez suggested the senate invite Marvin Perea, the dual enrollment director, to come to discussion these issues with the senate.
- 3. Faculty marshals for graduation
 - a. Mr. David Lobdell was nominated.
 - b. Dr. Maureen Romine will send out a call for further nominations.
 - c. Discussion of faculty marshal at centers.

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