

Faculty Senate Meeting
February 24, 2016
Approved March 9, 2016

Singer Hall, room 100- New Mexico Highlands University, 3:00 p.m.

1. Call to Order: 3:01 p.m.

2. Roll Call:

Present: Burns, Jim (School of Education); Christensen, Todd (Visual & Performing Arts); Jeffries, John (Computer Science & Math); Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Main, Douglas (School of Education/Counseling & Guidance); Rodriquez, Elaine (History/Political Science/Language & Culture); Romine, Maureen (Biology & Chemistry); Williams, Emily (School of Education); Williamson, Ian (Social & Behavioral Sciences); (Zebrowski, Cheryl (Library)

Excused: Coggins, Kip (School of Social Work); Williams, Susan (Nursing);

Absent: Ortiz, Luis (School of Business);

Also Present: Aguilar, Teresita (VPAA); Izaguirre, Ariadna (Student Senate – Undergraduate); Gonzales, Deborah (Staff Senate)

3. Approval of Agenda: - MOTION MADE AND SECONDED to approve the agenda

4. Approval of Minutes: – MOTION MADE AND SECONDED to approve the Minutes from February 10, 2016, with 1 abstention

5. Communication from the Administration

- a. Dr. Aguilar reported on items to be discussed at this week's Board of Regents Meeting.
 - i. Mission Statement and the strategic planning framework to be brought before the Regents
 - ii. Discussion of the Academic Calendar
 - iii. Distance Learning manual is still being tweaked, so will not be presented at the meeting
- b. A Committee is working on the response to HLC. The site team recommended that we be put on notice, and they will make a final decision in April
- c. Enrollment management – will be selecting a consultant firm and determining which services we will be using.
- d. Strategic Plan – once it is approved, each unit will need to decide what actions they will take, link them to priorities, and what the budget implications will be.

6. Communication from the Chair

- a. Dr. Kempner attended the administrative retreat this past week.
- b. He is on the committee which is working on the HLC report due in mid-March.

- c. The President is proposing a \$75 student activity fee in order to enhance student life. It will be presented to the Student Senate.
- d. The Education Dean has been hired and is on board. The search for the Dean of the School of Social Work was extended since there were not many applicants. There is an on-campus visit this week by a candidate for the Dean of the School of Business.
- e. Branding meeting tomorrow at 9:00.
- f. There is a Board of Regents meeting on Friday, with a lot of business on the agenda.
- g. A local committee is working on the Statewide Core. English & Math syllabi were sent to state.
- h. Chair selections have begun.
- i. The following Faculty volunteered to be Marshall at commencement: Jim Burns, Mary Shaw, Ruthy Watson, Rebecca Moore, Kathy Jenkins.

7. Communication from Academic Affairs

- a. Dr. Linder reported that there will be budget cuts.
- b. Reviewing the undergraduate appeals process.
- c. Freshman Forum is now called Integrated Seminar. Priority scheduling blocks were approved.
- d. Honors minor has been temporarily suspended while it is being updated.

8. Communication from the Student Senate

- a. A Petition for student input on the activity fee will be sent out.
- b. There are graduate student seats open.
- c. There is still money available for students and clubs

9. Communication from the Staff Senate

- a. They are reviewing bylaws and will vote on them in March.
- b. Staff Senate Radio talk show will occur on the third Thursday of the month at 1:30.
- c. Survey regarding suggestion boxes has been sent out.
- d. Working on Professional development plan.

10. Old Business

- a. ACTION ITEM: Contingent Faculty Manual
 - i. Dr. Kempner will send to all faculty. Please discuss with your departments, especially contingent faculty.
 - ii. Would like to include information about contracts, especially the date contracts should be sent, perhaps June 30th. Ian Williamson is proposing June 15th. Will need flexible language. Please discuss with your departments.
 - iii. There is some confusion regarding what constitutes office hours – is it credit hour (50 minutes) or 60 minutes?
 - iv. Need to clarify teaching loads based on what other duties an instructor may have.
 - v. Would like to vote on it at the next Senate meeting, then take it to General Faculty at the March meeting.
- b. ACTION ITEM: Evaluation of Administrators
 - i. MOTION MADE AND SECONDED to approve the Evaluation of Administrators process and timeline.

- ii. The handbook gives us the authority to evaluate administrators and does not need to be approved by the Board of Regents.
- iii. Motion passed unanimously.
- c. Tabled until brought forth: Advising Manual
- d. Tabled until brought forth: Web Policy

11. New Business:

- a. ACTION ITEM: Alcohol Policy
 - i. This a change in faculty and staff working conditions, since there is discipline associated at Tailgating which may be in violation of the CBA.
 - ii. MOTION MADE AND SECONDED to approve the Alcohol Policy with the addition of section 6.1 from the president and that any change to working conditions be bargained at collective bargaining. Motion passed unanimously.
- b. Faculty marshals
 - i. Taken care of under Report from chair
- c. Graduate council section to be included in Faculty Handbook
 - i. Revisions will be sent out, so please review and prepare to vote on it at the next meeting.
 - ii. Section 5 affects Senate.
- d. Faculty Senate Elections for Fall 2016
 - i. Vice-Chair, Secretary and at-large members are up for election.
 - ii. The secretary has had a ¼ release but is currently going to the chair of Academic Affairs.
 - iii. Will also need a representative to Academic Affairs as Kerry Loewen will be leaving Faculty Senate.
 - iv. Talk to departments to determine if you will continue, or wish to serve on the executive committee.

12. Committee Reports and Announcements

13. Meeting adjourned at 3:56 p.m.