

Faculty Senate Meeting
March 23, 2016 Minutes
Approved April 13

Lora Shields, room 329- New Mexico Highlands University, 3:00 p.m.

1. Call to Order: 3:04 p.m.

2. Roll Call:

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

Excused: Ratzlaff, Elizabeth (Staff Senate)

Absent:

Also Present: Aguilar, Teresita (VPAA); Marrs, Diana (Center for Teaching Excellence)

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 March 9th.

5. Communication from the Administration

- a. The HLC response was submitted and received. It will be available to all of the campus community and forums on it will be held. Dr. Teresita Aguilar thanked Dr. Kathy Jenkins, Dr. Brandon Kempner, Ms. Kim Blea, Mr. Max Baca, Dr. Carol Linder, Mr. Edward Martinez, and Dr. Jean Hill for their hard work on this document.
- b. The Faculty Senate is to be commended for the work on Contingent Faculty Handbook.
- c. Thank you to the Faculty, Staff, and Student Senates for moving forward with strategic planning.
- d. Thank you to everyone who helped completing the 88 page response to HLC and to moving forward.
- e. The Strategic Planning Committee meets next week. The next step is have every unit and office complete their unit specific plan with measurable goals. The budgeting process will be linked to unit goals. The unit plan template is being finalized.
- f. The Best Campuses to Work For survey was sent out.
- g. The Dean of Business search is moving forward. There should be someone on board by July 1.

- h. The Dean of Social Work search is also moving forward.
- i. The HIPs endowment announcement will be coming out soon.
- j. Thank you to faculty and staff who participated in the new recruitment initiatives. 2,000 calls were made to prospective students.
- k. Dr. Aguilar has been working with several compliance issues to make sure our records are clean and that we are in compliance.
- l. Discussion of the biggest concerns from the HLC which include Highlands having more documented policies and then following through on the policies and procedures. The response to the HLC is just the beginning of our work on the HLC concerns.

6. Communication from the Chair

- a. Most updates will be given at the General Faculty meeting today at 4:00 p.m.
- b. All chair selections are complete aside from Visual and Performing Arts. The Faculty Senate is working with Dean Stokes about the personnel issue connected with this chair selection.
- c. The Faculty Senate has a session scheduled with the Ballen Scholar to discuss issues of diversity.

7. Communication from Academic Affairs

- a. There was no meeting during spring break.
- b. When departments are split up or combined this matter has to go to Academic Affairs Committee at some stage of the progress. Currently two education departments are being combined and the Behavioral Sciences department is splitting into two separate departments. Both of these matters will come to the committee.

8. Communication from the Student Senate

- a. No representative.

9. Communication from the Staff Senate

- a. No representative.

10. Old Business

- a. ACTION ITEM: Evaluation of Administrators form
 - i. The forms was reviewed and discussed.
 - ii. MOTION MADE AND SECONDED to add a question to the president's evaluation about progress with replacing senior interim administrative positions with full time positions via national searches. Motion passed unanimously.
 - iii. MOTION MADE AND SECONDED to add a question if the administrator should be retained to all forms. Evaluations of very recent hires will omit this question. 10 in favor. 1 opposed. Motion passed.
 - iv. Discussion of goals coming from the faculty.
 - v. Currently, the chair doesn't have the goals for the AVPAA or Graduate Dean. The VPAA will send these goals to chair.
 - vi. These evaluations will be sent out on April 1, 2016 to faculty.
 - vii. Motion made to approve the packet of evaluation of administrators forms. Motion passed unanimously.
- b. Web Policy
 - i. There is now a draft of the web policy put together by Mr. Sean Weaver, Mr. Edward Harrington, and Dr. Brandon Kempner.

- ii. The policy still needs to be approved by the Technology Committee.
- iii. The goal is to have this policy approved by April 2016 so it is in place for the fall.
- iv. There was discussion of the definition of major at Highlands. The Executive Committee will work on language to bring back to the next meeting.
- v. Comments on the policy can be sent to the chair.
- c. Advising Manual
 - i. The manual will be resent out. It should be reviewed. This is the first big project for April 2016 now that the contingent faculty manual is complete.
 - ii. Degree plans would be better housed on the website than in the manual as they may change more frequently than the advising process.
- d. Retention Plan
 - i. The plan was sent out. Dr. Edward Martinez is invited to the April 19th meeting to discuss it.
 - ii. Senators should take a close look at the plan and discuss it with their departments.
 - iii. The best place to put information will be discussed as parts will be best placed in the Advising Manual and other sections in the Retention Plain.
 - iv. This is the second big project for April 2016. It is important to have a plan in place.
 - v. This plan along with the Advising Manual will be revisited and revised in the future to improve it, but the first step is to have the documents in place.
- e. Term and per-course orientation
 - i. Dr. Carol Linder, Dr. Diana Marrs, and Dr. Kempner met and discussed when it would be best to have the one day term and per-course orientation. Thursday of Faculty Development week was proposed. Department meetings would also be scheduled for this day.
 - ii. It is important that the meeting is recorded so per course instructors get the important information about things like the Cleary Act if they are unable to attend.
 - iii. There was general consensus that it is a good idea to have a one day orientation for these faculty.

11. New Business:

- a. Dr. Gloria Gadsden suggested that Faculty Senate committees should be evaluated. She wrote a draft evaluation form.
- b. Mr. Kerry Loewen recommended that these evaluations be given early in the academic year so committees can make improvements as needed.
- c. ACTION ITEM: Evaluation of committees
 - i. MOTION MADE AND SECONDED to evaluate committees during fall 2016 and for the language of the evaluation forms to be finalized in early fall 2016. Motion passed unanimously.

12. Committee Reports and Announcements

13. Meeting adjourned at 4:00 p.m.