

**General Faculty Meeting Draft Minutes**  
**April 26, 2017**  
Approved August 10, 2017

**4:00 - Sininger Hall 100 and via ZOOM**

**1. Call to Order at 3:10**

Note: quorum obtained (26 voting Faculty attendees) 25 needed for a quorum.

**2. Approval of Agenda:** MOTION MADE AND SECONDED to approve the agenda. Motion passed

**3. Approval of Minutes:** MOTION MADE AND SECONDED TO approve the minutes from March 29th. Motion passed

**4. HLC Report:**

- a. Mid-way report attached.
- b. Outcomes assessment is a critical component, and departments need to close the loop between data collection and actions.
- c. Need to carefully read the assurance document when it becomes available in the fall.

**5. Faculty Senate Chair Report**

- a. A special session of the legislature will be called in order to resolve the state budget. Max Baca is estimating a 4% cut - \$1.2 million on top of last year's cuts which comes to \$3 million in a 2 year period. Projected 7.5% tuition increase
- b. Roxanne Gonzales, the new provost has started. Her immediate concerns will be appointing interim deans and beginning dean searches.
- c. Regent Leveo Sanchez donated the entire amount to fix the football field this year, and the field will be named after him.
- d. Strategic Planning Committee is being put together. They will be looking at budget priorities and reviewing the strategic plan annually. Five faculty members volunteered. There was some discussion regarding contingent faculty being on the committee, and the need for someone from the centers.
  - i. MOTION MADE AND SECONDED to nominate Dr. Jenkins, Dr. Gadsden, and Dr. Koch to the Strategic Planning Committee.
- e. The Year in Review document is attached and will be posted to the Faculty Senate page.

**6. Other**

- a. Discussion of Evaluation of Administrators
  - i. Moved to Executive Session
- b. ACTION ITEM: Faculty Credentials
  - i. This has been approved by the Faculty Senate and the Provost.
  - ii. MOTION MADE AND SECONDED to approve the faculty credentials policy. Motion passed unanimously.
- c. ACTION ITEM: Space Usage Policy

- i. Senate had suggested several changes which were incorporated.
  - ii. MOTION MADE AND SECONDED that the space usage policy be approved on a temporary basis with it to be looked at again in the fall. Motion passed with 3 abstentions.
- d. Discussion Item: Add/Drop/Withdraw Policy
  - i. Needs to be looked at by Financial aid and athletics
- e. Non-teaching productivity survey
  - i. Dr. Kempner will rewrite the survey and get it out to faculty
- f. Year-end discussion
  - i. Faculty felt that there was a better relationship with administration this year
  - ii. Thank you to Dr. Kempner.

**7. Announcements**

**8. Adjournment at 4:47**

**NMHU HLC Probation  
Mid-Way Report  
April 17, 2017**

Our HLC Visit is November 6<sup>th</sup>-8<sup>th</sup>, 2017, meaning our Assurance argument is due 6 weeks before that, on September 25<sup>th</sup>. The complete draft of the Argument will be available for campus and Board of Regents review on September 1<sup>st</sup>. We also need to prepare the campus for the HLC visit so that everyone is on the same page regarding the HLC accreditation process.

Below, you'll find an update on each of our 9 probation areas, including what we have done and what we have left to do.

**Core Component 1.A:** a broadly endorsed and formally approved mission statement including mission documents that guide University operations.

**Completed:** A new mission statement, vision, core values, and strategic goals were approved by all campus groups and the Board of Regents in Spring 2016. The HU Vision 2020 has been broadly distributed to campus, including on the website, in the catalog, in posters and business cards, and in the strategic planning and budgeting process.

**To-Do:** In Fall 2017, continue to push the Vision 2020 and strategic plan to the campus community.

**What You Can Do:** Familiarize yourself with the mission and your department/units strategic plan, and know which of the strategic goals you are implementing.

**Core Component 2.A:** 1) a personnel handbook for visiting and adjunct faculty approved by the Board of Regents; and 2) evidence of development and approval processes that are consistent with shared governance procedures at the University;

**Completed:** The Contingent Faculty handbook was approved by the Board of Regents in Spring 2016, after approval by the Faculty Senate and General Faculty. It is available on the Faculty Resources webpage and e-mailed to all Contingent Faculty.

**To-Do:** Probation Area Resolved.

**Core Component 3.C:** 1) formal approval of an institutional process and policy for evaluation of visiting/adjunct faculty; and 2) a coherent plan for orientation and professional updating of visiting/adjunct faculty along with evidence of implementation of the plan;

**Completed:** The Contingent Faculty Handbook contains both an evaluation process and an orientation process, both of which were implemented in Fall 2016.

**To-Do:** Enforce the evaluation and orientation process by making sure Departments complete evaluations and that Contingent Faculty attend the in-person or online orientation.

**What You Can Do:** Department chairs and other faculty need to make sure all contingent faculty are observed and evaluated for the 2016-2017 academic year.

**Core Component 3.D with regard to the additional locations:** 1) adequate budget allocations for effective operations, teaching and learning; 2) adequate physical facilities for teaching and learning; and 3) appropriate attention to student concerns about these matters;

**Completed:** Our most complicated probation area, this resulted from a mixture of Highlands not showing adequate evidence of services at the Centers and lack of responsiveness to student concerns. At the Center Retreat in Summer 2017, an Action Plan to address the concerns has been created, which has been implemented by the Center Directors over the past 7 months.

**To-Do:** Center Action Plan needs to be fully implemented. The “One-Stop” shop idea, where Center students could have registration/financial aid/business office concerns quickly and efficiently met, still needs to be worked out. Center students need to be better informed about the services available to them, both through the website and in-person. We need to reach out to Center students to more fully involve them in the HLC campus visit.

**What You Can Do:** If you’re on main campus, be as responsive as possible to Center concerns: promptly return phone calls, resolve problems, and, if you don’t know how to deal with the issue, help connect the student with someone who can. If you’re at the Centers, help the Center Director with the implementation of the Action Plan.

**Core Component 4.B with regard to the additional locations and the Main Campus:**

1) a formally approved assessment plan for informal (not embedded into degree programs) co-curricular programs/experiences that the University claims contribute to student learning outcomes; and 2) the plan must include clearly stated goals, evidence-based methodology for assessment, a regular assessment schedule, a report template that includes “closing the loop” and dissemination of assessment information to key stakeholders, an incorporation of co-curricular program assessment into the officially approved University assessment handbook;

**Completed:** The co-curricular assessment process was formally approved in Fall 2016 and included in the Outcomes Assessment (OA handbook. The co-curricular programs have created assessment plans and are currently collecting data for their reports.

**To-Do:** Co-curricular programs must complete assessments in Summer 2017, including “closing the loop” by making improvements to their programs. Outcomes assessment of curricular programs must be completed by 100% of academic programs. During Professional Development Week, we set aside time to work explicitly on assessment, discussing the ways we will “close the loop” by improving academic and co-curricular programs as a result of the data we have collected.

**What You Can Do:** If you’re part of a co-curricular program, you need to complete your assessment following the timeline in the OA Handbook. If you’re

in an academic program, work with the co-curricular programs to help them “close the loop.” If you have not completed an academic outcome assessment, complete those as soon as possible; resources for completion are available through the Office of Institutional Effectiveness and Research.

**Core Component 4.C:** 1) formally approved 2015-19 plan for improving student retention, persistence and completion; 2) integrated planning process and endorsement/approval by required governance groups and internal officials in development of the plan; and  
3) realistic and justified goals and objectives, robust evaluation and design, institutional coordination and oversight, adequate resource allocations, and progress in implementation;

**Completed:** The retention plan was approved by the Faculty Senate, Staff Senate, Student Senate, and Board of Regents in Fall 2016. It contains clear retention goals, and is being implemented by the retention advisory council. An update and progress report was created in April 2017.

**To-Do:** Continued implementation of the plan by the retention advisory council and the campus community, with regular updates provided on our accomplishments.

**What You Can Do:** Assist any retention efforts; think about how your unit/academic program can use retention data to improve retention, persistence, and completion at Highlands.

**Core Component 5.A:** 1) University accomplishments, plans and results in increasing and stabilizing its CFI, primary reserve ratio, and University reserves; 2) use of new institutional capital planning strategies demonstrating progress to keep projects on time, within scope and on budget; and 3) mission-driven, integrated and transparent strategic planning and budgeting decisions;

**Completed:** VPFA Max Baca has been working to improve our CFI and reserves; CFI improved from .51 in FY2014 to 1.84 in FY15 and 2.37 in FY16. Director of Facilities Services has created a Procedure for “Building Renovations and Construction Over \$1 Million,” which has been approved by the Faculty Senate, the Campus Budget and Planning Committee, and is awaiting Board of Regents Approval. These procedures were put in place for the building of the Trolley Barn, which was built on time and on budget. A new strategic budgeting and strategic planning process was created and implemented in Fall 2016-Spring 2017, with all units/departments tying their budget requests to their strategic plans, and then prioritization happening at the VP and Presidential level. The priorities will be presented to the Board of Regents this week.

**To-Do:** Continue to improve CFI and reserves. Approve capital planning strategies at Board of Regents. Continue to implement budget process in 2017-2018, with any improvements that are needed.

**What You Can Do:** Scrutinize all expenditures to make sure they are necessary; unspent money increases our reserves and CFI. Continue to participate in strategic

budgeting process. Ask yourself how your budget requests and expenses are tied to your department/unit's strategic plan.

**Core Component 5.B:** 1) Board professional development, a self-assessment process, and engagement with the governance and HLC accreditation processes; and 2) annual evidence that the Board understands and follows its fiduciary responsibilities and demonstrates policy-making in the best interest of the University;

**Completed:** The Board of Regents attend a professional development, including a self-assessment, with the AGB in Fall 2016. The Board continues to meet and discuss fiduciary and policy-making in the best interest of the University, tied to the strategic plan, as will be demonstrated through Board of Regents packets and minutes. The Board receives regular updates on the HLC accreditation process, and a Regent attended the HLC conference in Chicago.

**To-Do:** Hold a special Board of Regents meeting in September 2017 to carefully review the Assurance argument.

**Core Component 5.C:** 1) completed integrated planning process; 2) accomplishments attained for the Strategic Plan-HU Vision 2020, as endorsed by all governance groups and approved by the Board of Regents; and 3) sustained processes for strategic plan implementation, implementation of established budget procedures, and sustained accountability reporting.

**Completed:** After the HU Vision 2020 was approved, an annual strategic planning process was created by the Office of Academic Affairs. All departments/units have created a strategic plan, aligned to the strategic goals, and have made their budget requests based on the strategic goal. The VPs have reported their main accomplishments towards Vision 2020, which are being prepared for campus distribution.

**To-Do:** Continue to work towards HU Vision 2020. Inform campus of accomplishment towards strategic plan in Spring 2017. Have units/departments document their accomplishments towards the strategic goal.

**What You Can Do:** Work to achieve your unit/departments strategic goals, and provide document evidence that you are making progress towards those goals. When called for this Summer, complete your 2016-2017 Strategic Plan Accomplishments report.

**Other Things to You Can Do:**

- Understand the stakes and importance of accreditation.
- Support the HLC Workgroups as they draft the Assurance Argument. If they request information, provide it quickly.
- “Close the loop” wherever possible: bring together the various aspects of the accreditation process—strategic planning, budgeting, assessment—to make improvements to our university and for our students.
- Review and understand the Assurance argument once it is written.
- Plan to attend the HLC forums and share with the HLC the many great things we accomplish as a university.

## **Faculty Senate 2016-2017 Year in Review**

### **Completed Handbooks, Manuals, and Policy Documents, Approved by Board of Regents:**

- Outcomes Assessment Handbook, including Co-Curricular Assessments
- Distance Learning Manual
- Faculty Handbook Changes to Section IV and V, including creation of Graduate Council
- Advising Manual
- Retention Plan
- Web Administration Policy

### **Completed Handbooks, Manuals, and Policy Documents, Pending Approval by Board of Regents:**

- Handbook change to Faculty Senate budget, including ¼ release time for Academic Affairs
- Revisions to Contingent Faculty Handbook (observations, grievances)
- Faculty Minimum Qualifications (will be an appendix to Handbook)

### **Other Major Senate and General Faculty Actions:**

- After being placed on probation by the HLC, placed HLC updates at the top of every agenda and voted to link all action items to the University's strategic goals.
- Working with VPFA Max Baca, created a new budget process for the university, linking budget requests to strategic plans; implemented the process; provided suggestions on how to improve the process.
- Held surveys on academic calendar, professional development week, budget cut ideas, Faculty Senate committees, bookstore issues, faculty senate chair continuing while Director of HLC Accreditation, and contingent faculty handbook, as well as a special General Faculty forum on internal/external Dean searches, all to provide faculty with numerous opportunities outside of General Faculty meetings to communicate their opinions to the Faculty Senate and administration.
- Approved the full adoption of Zoom, with Zoom implemented on campus.
- Approved multi-year academic calendar, with classes beginning on Wednesday instead of Monday.
- Suggested Professional Development Week to run Thursday-Tuesday before the semester begins, with Monday and Tuesday being held primarily for academic advising; ad-hoc committee working on final scheduling of PDW.
- Discussed and approved the Faculty Senate budget and Faculty Senate strategic plan, including approval of ¼ release time for Chair of Academic Affairs.
- Changed the end of semester student evaluation questions in Banner.
- For the first time, held Faculty Senate meetings from Rio Rancho and Albuquerque to better involve Center Faculty in governance.
- Carried out Evaluation of Administrators Procedure, with results to be presented to the Faculty at the 4/26/16 General Faculty meeting.

- Continued to discuss administrative concerns with administration, primarily on Deans and the separation of the Associate VPAA position into three separate positions.
- Co-sponsored two Big Ideas reading group events with the President.
- With the President and Staff Senate President Laird Thornton, launched the HU: Learning Happens Here program, where Professors make presentations on their research to staff members.
- Provided input to the President's Leadership Initiative (Beth Masaro selected).

#### **Summer Project for Faculty Senate Executive Committee:**

- Create a master timeline with all deadlines regarding evaluation, schedules, strategic plans, budgets, and other processes, for Department Chairs and Deans.

#### **Committee Charges:**

##### **Academic Affairs:**

- To create a syllabus template/guide for all NMHU classes. **Completed.**
- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan (joint with Outcomes Assessment). **Completed.**
- To develop a more explicit matrix for how AP Exams transfer to NMHU credits. **Completed.**
- To work with the Administration and Student Support Services to formulate an official Early Alert policy. **In progress.**
- To recommend a policy for final exams and snow day cancellations during finals week. **In progress.**
- To create an online repository of officially approved syllabi. **In progress.**
- To develop a policy on class minimums and cancellations. **In progress.**

##### **Student Affairs Committee**

- To work with the VP of Strategic Enrollment Management to revise the Student Advising Manual. **In progress.**
- To work with Dean of Students Kimberly Blea to refine the Disruptive Student policy by adding sections on online students and students at Centers. **In progress.**

##### **Financial Planning Committee**

- Charge the Financial Planning Committee to work with VPFA Max Baca, VPAA Carol Linder, Faculty Senate Chair Brandon Kempner, and Faculty Association President Kathy Jenkins to finalize the NMHU Annual Budget Process by August 31, based on feedback from the Faculty, and with the possibility of further annual revisions after the process is implemented. **Completed.**
- To perform a survey of budget cut ideas, to be finished by November 11<sup>th</sup>. **Completed.**
- To develop a report template concerning the state of finances at NMHU. **In progress.**

- To investigate how release funds are being allocated and implemented. **In progress.**

#### **Faculty Affairs Committee**

- To work with HR to review and make changes to the Faculty Search Process. **In progress.**

#### **Technology:**

- To make a final recommendation on Zoom replacing Collaborate and to prepare a one-page handout supporting their decision, including checking with ITS/EOS that all technology and training issues have been resolved. **Completed.**

#### **Graduate Council**

- To investigate and recommend guidelines for the roles of Department Chairs and Deans in the reading of graduate theses. **Completed.**
- To make a recommendation regarding departments with more than one graduate coordinator and whether such departments should have multiple votes on the Graduate Council. **In progress.**
- To make a recommendation on the definition of graduate faculty. **In progress.**

#### **Research:**

- To come up with a plan of how to support research and creative work at Highlands. **In progress.**
- To develop a more transparent and fair criteria for the distribution of FRC funds. **In progress.**
- To charge the Faculty Research Committee to examine the timeline and procedures for submitting off-campus grants and collaborate with the Office of Research , and to make any adjustments so that practice follows the timeline. **In progress.**

#### **International:**

- To create a brief report on the strengths, weakness, and opportunities of the International Office, to be presented to the Senate. **In progress.**
- To make recommendations on how we issue visas to Faculty. **In progress.**

#### **Assessment:**

- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan. **Completed.**
- To jointly charge the Outcomes Assessment Committee and the Student Affairs Committee to collaborate with the Co-Curricular Activities Committee to draft written policies on the assessment of Co-Curricular activities. SG1 (academic excellence, integration, and student success) and SG6 (enhanced communication and efficiency). **Completed.**

#### **Library:**

- No charges in 2015-2016.

#### **Athletic:**

- No charges in 2015-2016.

#### **Ad-hoc Committees Charges:**

- Committee on Student Evaluations: To form an ad-hoc committee to work on the student evaluation process, including departments adding their own questions, increased student participation, and a method to compile and compare the data produced. In progress.
- Faculty Activities Committee: To create an annual pamphlet highlighting Faculty activities. **Completed for 2015-2016; in progress for 2016-2017.**
- Professional Development Week Committee: To work with Diana Marrs on Professional Development Week. **In progress.**

#### **Outstanding Issues for Faculty Senate:**

This is the list we developed last year, with updates on what we've completed in 2016-2017 and what we still have to do:

- Developing strategy for upcoming HLC site visits and full accreditation visit. **Completed.**
- Academic Calendar beyond 2016-2017. **Completed.**
- Interim appointments policy. **Policy written; being used for things like interim Dean appointments; not yet formalized by Senate + General Faculty approval.**
- Better integrating the Centers into Faculty governance and the University. **Completed by holding meetings in Albuquerque and Rio Rancho; suggest holding additional meetings at Centers in 2017-2018.**
- List of what tenure-track lines have been created in the last 5 years.
- Create a policy/workaround for department chair supervising a spouse.
- Adoption of Zoom in place of Collaborate. **Completed.**
- Discuss how the Pino and Ballen endowments should be administered.
- Create a system for tracking sub-committee meetings, agendas, and minutes.
- Continue discussing the syllabi template. **Completed.**
- Discussion and evaluation of Net Tutor.
- HIPS program and how the money is spent/allotted. **In progress; CTE has identified two HIPS programs (service learning and writing); needs to be followed up.**
- Handbook Section VI.
- Better articulate to the Faculty the workflow for manuals, policies, and approval process.
- Evaluation of Faculty Senate committees. **Completed; low participation.**
- Finalizing Disruptive Student Policy. **Student Affairs charged.**
- Think about Incomplete policy for someone who have passed 12-14 weeks (80%) of the work of the semester.

- Provide feedback on the 2-3 page Retention Plan/strategy for 2015-2016. **Completed.**
- Attendance tracking software/requirement.
- Discussion about HU in the Future (academics): enhancements, additions, reductions, what form this would take on campus.
- Career services.
- Excused absences for students to lobby in Santa Fe during the legislature (request of Student Body President). **Completed.**
- Graduate council maximum number of votes. **Graduate Council charged.**
- Evaluation of Center for Teaching Excellence. **Completed.**
- Training for Student Affairs. **Needs to be done every year.**