

Faculty Senate Meeting
April 12, 2017 Minutes
Approved August 23, 2017

Lora Shields, room 329 and via ZOOM, 3:00 p.m.

1. Call to Order: 3:00 p.m.

2. Roll Call:

Present: Ensor, Kevin (Counseling & Guidance); Gadsden, Gloria (Sociology, Anthropology & Criminal Justice); Harrington, Edward (Visual & Performing Arts); Jeffries, John (Computer Science & Math); Kempner, Brandon (English & Philosophy); Lindline, Jennifer (Natural Resources); Meron, Angela (Media Arts & Technology); Ortiz, Luis (School of Business); Rodriguez, Elaine (History & Political Science); Romine, Maureen (Biology); Sammeth, David (Chemistry); Williams, Emily (School of Education); Williamson, Ian (Psychology); Zebrowski, Cheryl (Library)

Excused: Burns, Jim (Educational Leadership); Coggins, Kip (School of Social Work); Jenkins, Kathy (Exercise & Sport Sciences); Meckes, Shirley (Teacher Education); Thornton, Laird (Staff Senate)

Absent: Flood, Jeanne (Nursing); Padilla, Julian (Student Senate);

Also Present: Gonzales, Roxanne (VPAA/Provost); Marrs, Diana (Center for Teaching Excellence); Rob Deacon

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

4. Approval of Minutes: – MOTION MADE AND SECONDED to approve the Minutes from March 29th. Motion passed with 1 abstention

5. HLC Update

- a. Attended conference in Chicago last week. The assurance argument means we have to make a case that we are meeting their criteria. They are now using a pathways model – checking in regularly, so the periodic assurance documents are even more important than the self-study. Must now meet all criteria, not just an overall average. Need to keep up with new criteria.
- b. Anthea Sweaney is our HLC liaison and will try to get her out for professional development week.
- c. Mission accomplishments – each department will discuss
- d. Work groups are working on the rough draft of the assurance argument.
- e. Santa Fe College of Art and Design just closed due to financing issues.

6. Communication from the Administration

- a. Roxanne Gonzales, the new VPAA/Provost introduced herself. She is trying to meet first with folks who are critical for HLC accreditation. She wants to know what she can do to help departments.

7. Communication from the Chair

- a. Governor Martinez vetoed the complete budget line for Higher Ed and will call a special session. She wants a 5-6% cut. The Council of University Presidents is writing a letter. Forum today to share opinions about dean searches – internal or external.
- b. Some new technology tools are being purchased for more efficiency. Razor Edge for foundation fundraising; Strategic Enrollment Management will be buying an automated e-mail software.
- c. There have only been 33 administration evaluations turned in. Please encourage your colleagues to turn them in.

8. Communication from Academic Affairs

- a. Reviewing the policy on majors with built in minors
- b. 1,023 applications for graduation
- c. Add/drop/withdrawal policy drafted and will be sent to senate.
- d. Still working on weather days during finals week policy

9. Communication from the Student Senate

- a. No one present

10. Communication from the Staff Senate

- a. No one present

11. Old Business

- a. ACTION ITEM: HLC Faculty Credentials policy. Meets Strategic Goal #1: Academic excellence
 - i. The following were added after attendance at the HLC conference: The provost will make final decision. Will accept standards from other accreditation bodies. They like to see a mix of experiences. Alignment between work experience and classes they are teaching.
 - ii. MOTION MADE AND SECONDED to approve the Faculty Credential Policy. Motion passed unanimously.
- b. ACTION ITEM: Budget process suggestions. Meets Strategic Goal #6: increased efficiency. Some additional points were suggested.
 - i. How do you carry over budget from year to year on some budget lines?
 - ii. How does fundraising work for departments?
 - iii. Better communication from VPFA on why some purchasing requests are denied and his role in approving academic expenditures.
 - iv. MOTION MADE AND SECONDED to send list of Improvements Needed to Budget Process as an amendment to the budget process to include the 3 new points as above. Motion passed unanimously.
- c. DISCUSSION ITEM: Contingent Faculty Survey on Contingent Faculty Handbook
 - i. Two changes to the handbook were suggested by Brandon from the survey results. Change from 24 hour to 48 hour notice of classroom

observation. Don't have a grievance section to let them know how to handle a personnel and a governance issue.

- ii. MOTION MADE AND SECONDED to approve the two changes to the Contingent Faculty Handbook. Motion passed unanimously

- d. ACTION ITEM: Space usage policy. Meets Strategic Goal #1: Academic excellence, Strategic Goal #6: increased efficiency.
 - i. Suggested item 6 on rewording by flipping the two sentences.
 - ii. Item 12 we may need to define specifically Wilson complex.
 - iii. Vacant space should be "unassigned space".
 - iv. Issues with specialized spaces
 - v. Short term uses versus long-term usage.
 - vi. Dr. Kempner will send an e-mail to provost office with our concerns.

- e. TABLED ACTION ITEM: Graduate faculty definition. Location: Graduate Handbook. Still tabled until Dr. Lail checks with the Council of Graduate Deans.
 - i. Meets Strategic Goal #1: Academic excellence and Strategic Goal #6: increased efficiency. FS Chair will notify Graduate Dean.

12. New Business:

- a. Non-teaching productivity survey
 - i. Dr. Kempner will revise the survey
- b. Syllabus guidelines
 - i. Received from Academic Affairs Committee. Many of the items have already been approved by the senate or required by them and should be marked as required on the template.
 - ii. MOTION MADE AND SECONDED to approve the guidelines. Motion passed unanimously.
 - iii. The new guidelines will be posted on the faculty resources page.
- c. Naming policy
 - i. How to deal with change of name.
- d. Center for Teaching Excellence survey to evaluate if it's meeting faculty needs will go out. Diana Marrs reported that in Survey Monkey you can turn off identifying IPs, so no longer need to do this via paper.
- e. Bookstore volunteers
 - i. Formal call will go out soon.

13. Committee Reports and Announcements

- a. Dr. Sammeth suggested that we need an e-mail policy.
- b. Dr. Ortiz suggested meeting once a month.

14. Meeting adjourned at 4:48 p.m.