

**Faculty Senate Meeting Minutes**  
**February 14, 2018**  
**Approved February 28, 2018**

**Lora Shields room 265 and via ZOOM, 3:00 p.m.**

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

**2. Roll Call:**

**Present:** Bustos, Leon (Psychology); Broughton, Leslie (Library); Coggins, Kip (School of Social Work); Cruz, Patricia (Education; Educational Leadership); Ensor, Kevin (Counseling & Guidance); Fath, Lauren (English & Philosophy); Gardner, Sandra (Nursing); Harrington, Edward (Visual & Performing Arts); Jenkins, Kathy (Exercise & Sport Sciences); Lindline, Jennifer (Natural Resources); Meron, Angela (Media Arts & Technology); Ortiz, Luis (School of Business); Rodriguez, Elaine (History and Political Science); Romine, Maureen (Biology); Sammeth, David (Chemistry); Sedillo, PJ (Education; Special Education/Gifted); Valenzuela, Norma (Languages & Culture); Ward, Tom (Sociology, Anthropology & Criminal Justice); Yerende, Eva (Education; Curriculum & Instruction)

**Absent:** Jeffries, John (Computer Science & Math); Meckes, Shirley (Teacher Education)

**Also Present:** Marrs, Diana (Center for Teaching Excellence); Thomasinia Ortiz-Gallegos (Registrar)

- 3. Approval of Agenda:** – MOTION MADE AND SECONDED to approve the agenda with addition of item **12.f. Formation of a General Education Council** (Discussion Item). Motion passed.
- 4. Approval of Minutes:** – MOTION MADE AND SECONDED to approve the Minutes from November 29<sup>th</sup> with corrections. Motion passed.
- 5. Communication from the Administration (VPAA R. Gonzales)**
- Shared that EMT is considering an email policy that includes efficient communication, centralized communication, ensured accuracy.
  - Shared that *Highlands Loves Valentines* event was a success. RG won bid from Borracho's Craft Booze and Brews to name a new drink. RG welcomes input from faculty to propose something with NM flare.
- 6. Communication from the Chair**
- Department Chair Selection process underway; Faculty Senate Executive Team has subdivided task of overseeing elections, contacted assigned departments, and scheduled meetings to conduct elections.

- A number of items have emerged concerning Academic Calendar, accuracy and approval of catalog text, and discrepancies between catalog and degree audit. Will be addressed by Registrar (Item 8.).

**7. Communication from Academic Affairs (Edward Harrington).**

- Peter Linder serving s new Associate Dean College of Arts and Sciences.
- Carol Linder mentioned review of course equivalency underway by HED body.
- Statewide consideration of a new 22 credit hour core is underway; every core course is going to have to be reviewed and decided (part of 22 or not) by NMHU.

**8. Communication from Registrar (T. Ortiz-Gallegos).**

- **Responded to questions posed at 01/24/18 FS meeting:**
  - *Why were grades released early? Who pushed the magic button?* Numerous students needed expedited grade actualization in order to move forward to next opportunity (graduate school, employment, etc.). Often faculty submit grades before official roll-over. TOG released grades for what she thought was one class; didn't realize that many professors use Banner to submit "draft" grades while still finalizing grade sheets. Registrar now considering new class set-ups and how to submit grades for partial term course times.
  - *Why were so many students disenrolled at beginning of Spring term? Why are we not following catalog policy?* Exceptions have been made over years that have become practice while not policy. Current policy is that if balance  $\leq$  \$199 by 12/30 will not be disenrolled, but classes may not be secured. If balance  $\leq$  \$199 by 01/17 (first day classes), will be disenrolled. A number of students have scholarships or waivers, but paperwork not on file to verify awards. Need up-to-date paperwork on file for students, including Veterans and Senior Citizens to bill properly. One Senator expressed to RG concern about impact on faculty evaluations.
  - *Course substitution forms – what's the hold up?* High number and various nature. Need to check catalog and Academic Affairs approvals so can attest to accrediting bodies (HED, HLC) that these are legitimate.
- Discussed catalog status. Many of corrections, updates were submitted in Summer 2017. Hopefully what was approved by Academic Affairs was entered into catalog and built into Degree Audit. Unfortunately, not always the case. TOG peeling the onion; many changes approved by AA not reflected in catalog. Likewise, some program information in catalog not approved by AA. One Senator asked, *is Degree Audit gospel?* No; sometime there were input errors. *How rectify mistakes?* Working on identifying errors, verifying program structure through AA system, and rectifying problems. Protracted process.

- Calendar; Registrar is basing important information on Calendar that was submitted to BOR in Fall 2016 (handout).
- Commencement floor plan; TOG presented 4 scenarios with faculty-student seating arrangements and walk-throughs for consideration. Commencement has becoming longer and longer event. Considering different floorplans to make the event more efficient and enjoyable, as well as safe and ADA compliant.

9. **Communication from the Student Senate (N. Lujan).** None provided.

10. **Communication from the Staff Senate (L. Thornton).** None provided.

## 11. Old Business

### a. Academic Calendar

- Discussed whether or not Faculty Academic Calendar brought to and approved by BOR by Interim Provost C. Linder 10/28/16 is same calendar being used by Registrar; FS EC going to research minutes for information.
- One Senator noted that current AY calendar was a pilot for Wednesday semester start date.
- One Senator asked why such an early start and early end? Final exam week comes right after Thanksgiving holiday. Seems semester was a week later in past. TOM explained that processing grades, processing financial aid applications, registering students for next term, and other business activities take time. Business Office needs time to complete important student business before university closes for Winter Break.
- Need to rectify Academic Calendar questions soon; Fall 2018 schedule in development.

### b. Academic Vision (Adult/Online Education) Forum (Discussion Item) (tabled)

## 12. New Business

### a. Vote on FGCC membership (Action Item). MOTION MADE AND SECONDED to approve the following faculty members to the Faculty Grievance and Conciliation Committee (Spring 2018) with proviso that FS will investigate whether Executive Committee membership counts as an official Faculty Senate Committee (thus limiting number of committees on which an individual can participate):

- Leslie Broughton
- Todd Christensen
- Gloria Gadsden
- Brandon Kempner
- Peter Linder
- Dolores Ortega
- David Sammeth

Motion approved; 18 favored-2 abstained.

- b. **Campus-wide email policy.** MOTION MADE AND SECONDED regarding a campus-wide email distribution policy:

To charge the Faculty Affairs Committee with the duty of exploring the pros and cons of implementing a campus-wide email distribution policy that governs the sending of university-wide emails. Careful consideration will be given to the following campus communications:

- Communication from the administration
- Emergency communication
- Lost & found
- Campus activities and fund raisers
- Advertisement of rental properties
- Selling of textbooks and furnishings

Motion approved unanimously

- c. **Relationship between Faculty Senate-Faculty Association (Discussion Item)**

- A Senator expressed concern that there is poor communication between the two units and a disconnect between their goals.
- TW shared that he will convene a meeting between the two Executive Committees.

- d. **Honorary Bachelor's Degree Policy (Discussion Item) (tabled)**

- e. **Report from Technology Committee (D. Marrs)**

- Committee discussing e-portfolios, anticipating VPAA white paper.
- Senator expressed lack of resources, having very bad semester on D2L.
- Committee added 2 representatives from EOS; Senators questioned how to add and in what capacity (*ex officio?*). DM will take to G. Glover TC Chair.

- f. **Formation of a General Education Council (Discussion Item) (tabled)**

**13. Meeting Adjourned at 3:58 p.m.**