

Faculty Senate Committee Activities Report, Student Affairs Committee (SAC)

Fall 2023 Faculty Members

Dr. Edward Harrington
Professor of Music
Art & Music Chair, Faculty
Senator

Dr. Kwangjong Park
Assistant Professor, Curriculum
& Instruction
School of Education

Dr. Jess A. Goldberg
Assistant Professor of American
Literature
Department of English &
Philosophy

Dr. Emmanuel Nkwenti-Zamcho
Associate Professor of
International Business
Department Chair

Dr. Laura Pinto Hansen
Instructor in Criminal Justice
Department of Sociology,
Anthropology, and Criminal
Justice

Blanca Cespedes-Gonzalez, Ph.D.
Assistant Professor of Forestry
Forestry

Responsibilities as detailed in the Faculty Handbook 2017, New Mexico Highlands University, Approved by the General Faculty in 1999 and by the Board of Regents August 25, 2000

Section V. F., Student Affairs Committee

1. Membership

Twelve faculty members are elected by the Faculty Senate; no School or Department shall have more than two members and one of the twelve shall be a Faculty Senator. A chair shall be elected by a simple, majority vote of committee members. The Vice-President and Dean of Students, Director of Financial Assistance, Director of Admissions, and Director of Registration will be ex-officio members.

2. Meetings

The chair of the previous year will convene the first meeting of the academic year for election of a chair and secretary and establishment of meeting times.

3. Minutes

Minutes are maintained for all meetings and forwarded to the Secretary of the Faculty Senate.

4. Reports to

Faculty Senate. A brief synopsis of actions taken by the committee shall be read or submitted in written form at the following Faculty Senate meeting.

5. Duties and Responsibilities

a. Review and make recommendations, in consultation with appropriate administrative offices, relating to policies and procedures for student

advisement, scholarships, financial aid, disciplinary procedures and process, and other areas of student needs and welfare.

b. Review and make recommendations in response to student appeals. The committee shall serve as a hearing board for non-academic student appeals of the following three types: counseling, discipline, financial aid and scholarships. Hearing procedures are specified below. Academic petitions will not be considered by the committee.

6. Hearing Procedures

For purposes of hearing student appeals, the chair (at the first committee meeting) shall appoint each faculty member to one of three teams. Each team consists of four faculty members, and a team chair is identified for each team. It shall be the responsibility of the team chair to insure that all team members are present at a scheduled hearing of an appeal and to direct the proceedings of that hearing. Each team hears student appeals on a rotation basis, thereby eliminating the possibility of bias of faculty members toward any given student, or any one faculty member hearing all cases brought to the committee.

The chair shall (at the beginning of each semester) request in writing from the President of the Student Senate a list of ten students to serve as peers on the teams. Two of these Student Senate designates will be appointed to each of the three teams to hear student appeals on a rotation basis.

7. Student Appeals Hearing

Upon receipt of a written student appeal or a request from the Dean of Students, the chair shall designate a hearing team and notify the respective team chair of the forthcoming appeal hearing. The committee chair shall implement the procedure outlined in the Student Code of Conduct. Following the hearing, a written recommendation shall be forwarded to the appropriate parties and/or administrative offices.

Problems Encountered While Trying to Fulfil Responsibilities Last Year

1. Membership

Only six of the twelve faculty positions are filled this Fall 2023 Semester.

2. Meetings

There has been one SAC meeting and one student Respondent-Requested Hearing this AY. A list of recent meetings have are included below.

3. Minutes

Approved SAC minutes have been sent to the Faculty Senate for all SAC meetings. Recent minutes dates are listed here with the primary tasks and discussion topics. Copies of 17 SAC Minutes have been included with this report. Please see below short summaries of SAC Minutes since February 25, 2021.

SAC minutes 2.26.2021 - Online Code of Conduct editing. J. Gallegos, Chair

SAC minutes 10.25.2021 - Online Code of Conduct and Advising Manual editing. Discussed Title IX changes, with the Coordinator. E. Harrington, Chair

SAC minutes 11.8.2021 - Online Code of Conduct and Advising Manual approved and sent to the Faculty Senate Chair. Response from the F.S. Chair: "The EC Will review and either approve or send to full Senate for approval. Great work!" E. Harrington, Chair.

SAC minutes 12.6.2021 - Discussed SAC removal from Title IX hearings. The new Title IX procedures may be potentially isolating for students and SAC has an obligation to students who are suspended or expelled and require due process. Discussion of possible conflicts between the 2021 Title IX processes and the Student Code of Conduct, and/or the Faculty Handbook, specifically Section V. Discussed equity for students as they are the ones who may experience penalties of suspension/expulsion. E. Harrington, Chair.

SAC minutes 10.14.2022 - Introduction of new members. Review of FERPA trainings. E. Harrington, Chair.

SAC minutes 2.3.2023 - Discussed vacant Coordinator of Disability Services. Discussed recent global email Dr. Minner sent out regarding student safety concerns on campus, and Privilege Walk activities. Dean Blea asked SAC to review a syllabus statement regarding the food pantry and other available services. (Later determined to be a responsibility of the AAC and/or Faculty Senate, not the SAC.) E. Harrington, Chair.

SAC minutes 4.21.2023 - Offer extended to Committee members for assuming the Chair position, no interest expressed. Some confusion regarding the approval and submission of the Advising Manual and Online Code of Conduct, whether it had been approved and submitted to the Faculty Senate. (See the "SAC DOCUMENTS" 11.8.2021 email PDF showing that the documents indeed were approved and submitted. Both documents included as attachments to this report.) E. Harrington, Chair.

SAC minutes 10.16.2023 - New members introduced, impending Respondent-Requested Hearing procedures reviewed. E. Harrington, Chair.

SAC minutes 10.18.2023 - Respondent-Requested Hearing held with Dean Blea and the student. E. Harrington, Chair.

4. Reports to Faculty Senate.

There have been no requests in Faculty Senate Agendas for SAC reports in meetings.

5. Duties and Responsibilities

- a. *Reviewed, edited, and made changes to the Student Online Code of Conduct and Advising Handbook.*
- b. *Administered a Student Respondent-Requested Hearing, October 18, 2023.*

6. Hearing Procedures

The SAC needs from “President of the Student Senate a list of ten students to serve as peers on the teams. Two of these Student Senate designates will be appointed to each of the three teams to hear student appeals on a rotation basis.

7. Student Appeals Hearing

Accommodated a recent request from the Dean of Students and an NMHU Student to hold Respondent-Requested Hearing regarding alleged violations of the Student Code of Conduct.

A compressed folder will be included with this report, including the Student Online Code of Conduct and Advising Handbook, 17 SAC Minutes as far back as 2018, and a PDF of an email acknowledging the receipt of the edited Code and Handbook documents by the Faculty Senate Chair.

(End of report.)