

# Approved Minutes

Approved January 23, 2013

## Faculty Senate Meeting

November 28, 2012

Science Annex Building, Room 329 - New Mexico Highlands University, 3:00 p.m.

1. **Call to Order: 3:05 pm**

2. **Roll Call:**

**Present:** Braun y Harycki, David (School of Education); Burns, Jim (School of Education); Flores, Jayni (School of Education); Gadsden, Gloria (Social & Behavioral Sciences); Hossein Tahani (Computer & Mathematical Sciences); Gonzales, Margaret (*Staff Senate*); Harrington, Julius (School of Social Work); Kempner, Brandon (English & Philosophy); Kent, April (Library); LeRoy, Peter (Exercise & Sport Sciences); Loewen, Kerry (School of Business, Media & Technology); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); Williams, Susan (Nursing)

**Absent:**

Gorman, Jane (School of Social Work) – excused  
Rivera, Gilbert (VPAA) – excused  
Williams, Emily (School of Education) – excused  
Montoya, Gabrielle (*Student Senate, undergraduate*)  
Rowlett, Joseph (*Student Senate, graduate*)

3. **Approval of Agenda:** November 28, 2012. Approved.

4. **Approval of Minutes:** November 14, 2012. Approved.

5. **Communication from the Administration**

1. Dr. Rivera was not in attendance.

6. **Communication from the Chair**

1. A global about search and screen procedures concerns and suggestions has been sent out and some responses are coming in. Some issues include ranking the candidates, communication with candidates, input from individuals not on the search committee, particularly those in the department, checking academic credentials and HR involvement and reimbursement.
2. The Senate response for the Associates Degree in General Studies has been sent to Jean Hill.
3. The Executive Committee will be discussing the results of the meeting with Dr. Rivera and Dr. LaGrange concerning Section V. Faculty Personnel Policies and the Academic Integrity Policy at its next meeting.

4. The proposed language for the section in the Handbook on the Absence of the Chair will be discussed at the next EC meeting.
  5. Dr. Romine will meet with the president about faculty concerns.
- 7. Communication from Academic Affairs**  
No report. Academic Affairs didn't meet last Wednesday.
- 8. Communication from the Student Senate (reported by Margaret Gonzales)**
1. The Student Senate is conducting a raffle to raise money for students in need.
  2. The last meeting is Sunday, Dec. 2 at 2 pm in the Student Senate Chambers.
- 9. Communication from the Staff Senate**
1. Monday, November 26 meeting. The president attended the meeting. The Hay Group study is held up. If there is no movement before break, the president will use his executive powers to arrange for some kind of pay increase.
  2. The next meeting of the Staff Senate is after the break.
  3. The staff survey report is in the president's office for review. Safety issues, communication from administration, and pay were concerns mentioned in the survey.
  4. The HU families project is being planned. The purpose of this project is to help students who are in town during the breaks.
  5. Campus Life is working on a food bank/basic necessities bank for students. Dr. Edward Martinez suggested that Campus Life look into getting students in need a temporary mailbox. Dr. Abbas Manafy suggested approaching the Student Senate for assistance. Ms. Margaret Gonzales stressed the importance of stability for the bank. Ms. Gonzales said that they are looking at pooling non-active club money to provide assistance for students in need. The Ray Farmer fund administered through financial aid has some funds for students in need.
  6. The cafeteria will be up and running in the new student center by the beginning of next semester. The bookstore and others units will be moving into the new student center later.
- 10. Old Business**
1. Search and Screen Policy—Reimbursement of Meals
    - i. The issue of how candidates are reimbursed for meals was brought up.
    - ii. Reimbursing committee members is a second issue. The number of committee members who should be reimbursed was discussed. A minimum of two committee members at a meal was recommended. This requirement requires two members to be reimbursed.
    - iii. Spring will see many faculty candidates on campus so this issue is time sensitive.
    - iv. Motion  
To propose to the administration for faculty searches that a minimum of three members of the search & screen committee be reimbursed for a minimum of two meals each starting spring 2013. – approved.
  2. Student Class Evaluations—Input from Departments and Schools

- i. Departmental and school comments were discussed. Low completion rates, use of evaluations, usefulness of evaluations, usefulness for online classes, appropriateness of questions, and validity of assessment were mentioned. The need for different evaluations for classes and practicums was brought up. The need to link evaluations to accrediting body needs was mentioned.
- ii. Faculty agreed that the evaluation needs to be revised. This issue will be addressed early in the spring semester.

**11. New Business**

1. Academic Petition Procedures

- i. Revised language from the Academic Affairs Committee was discussed.
- ii. Suggestions for further changes were made and will be sent to the Academic Affairs Committee.
- iii. The importance of providing electronic forms rather than downloadable forms that need to be completed on a typewriter was brought up.
- iv. Charge to Instructional Technology Committee  
*To investigate how to get all Highlands forms fillable, savable, and submitable online. – approved.*

**12. Committee Reports and Announcements**

**Adjournment: 4:43 pm**