

Approved Minutes

Approved February 12, 2014

Faculty Senate Meeting

January 22, 2014

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

1. Call to Order: 3:03 p.m.

2. Roll Call:

Present: Aguilar, Teresita (VPAA); Alhosban, Amal (Computer & Mathematical Sciences); Braun y Harycki, David (School of Education); Christensen, Todd (Visual & Performing Arts); Gadsden, Gloria (Social & Behavioral Sciences); Gonzales, Margaret (Staff Senate); Harrington, Julius (School of Social Work); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (School of Education); Kempner, Brandon (English & Philosophy); Kent, April (Library); 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); Walker, Diane (School of Education); Williams, Emily (School of Education); Williams, Susan (Nursing).

Absent:

Gorman, Jane (School of Social Work)
Williamson, Jordan (Student Senate, undergraduate)

3. Approval of Agenda: January 22, 2014 - approved

4. Approval of Minutes: December 11, 2013 – approved

5. Communication from the Administration

1. Enrollment is up by 1 or 2 percent; retention rates look to be better.
2. Dr. Teresita Aguilar has meetings with all departments scheduled. She already met with several departments and will meet with centers and staff.
3. The administration is looking at the process for engaging the campus in the strategic planning process and working with the campus committee.
4. The advertisements for the dean searches are out. Dr. Aguilar wants to discuss with the Faculty Senate how we might proceed with the searches.
5. There is an 8 million dollar difference between the HED and the LFC funding formulas.

6. Communication from the Chair

1. Special Meeting of the Board of Regents, December 18, 2013, Highlights
 - a. Approved items:

- i. Deletion of Social Studies, Secondary Teaching: concentration and minor
 - ii. Associate of Arts in Social and Behavioral Sciences
 - iii. Clinical Rehabilitation Counseling Emphasis Area in master's
 - b. Tabled: Proposed Naming of Gina Briefs-Elgin Writing Center
 - c. Weather Policy discussed.
 - d. President's Report
 - i. Dean positions advertised.
 - ii. Spring Enrollment – down 3% on main campus; up 1% at centers: overall down 2%.
 - iii. Admissions requirements – H.S. Degrees vs. Certificate of Completion
 - iv. Funding formula – various proposals from the institution presidents, LFC and HED
 - v. Lottery Scholarships – trying to cover them for the spring
 - vi. 'Green House' Lot Options – some parking with some sports facility or only parking
 - vii. Tuition and Fees Ranking List – Public Southwestern Four Year Institutions 2013-2014-Highlands is lowest of all – not necessarily a good thing
- 2. Special Meeting of the Board of Regents, January 21, 2014
 - a. 2014 NMHED Funding Formula Presentation – Dr. Jose Garcia, Cabinet Secretary
- 3. Center for Teaching Excellence – setting up a meeting with the President, VPAA and other appropriate personnel.
- 4. Student Affairs Committee – continuing discussion of the No Trespass Policy.
- 5. Ad hoc Student Evaluation Committee update
 - a. Student Evaluation Committee hasn't met yet; survey planned.
- 6. Faculty Affairs Committee – grievance procedures on the agenda; also working on the non-tenure-track faculty personnel policies.
- 7. HR committee
 - a. Is comparing search and screen manual to faculty handbook.
 - b. Has been asked to see if the new health plans offer incentives for wellness initiatives.
 - c. Will request a list of open faculty positions and reports on the searches.

7. Communication from Academic Affairs

- 1. Two thirds of the new catalog is online.
- 2. The Concentration in Historical & Cross-Cultural Perspectives for the MA in Public Affairs program was deleted.
- 3. There was discussion of dual degrees.
- 4. There was discussion of program reviews; the review process was approved by the committee.

5. The committee is considering external reviews for programs that don't have individual accreditation.

8. Communication from the Student Senate

No representative

1. Ms. Margaret Gonzales reported that the Student Senate hasn't met yet this semester. Their first meeting is scheduled for meeting Sunday at 4:00 p.m.

9. Communication from the Staff Senate

1. Wednesday, January 22, 2014 meeting
 - a. President attended.
 - b. Tobacco Policy will be revised with HR in order to deal with e-cigarettes.
 - c. Email and voicemail concerns were discussed. The president will bring it up at cabinet.
 - d. Webinar on Customer Service Training, "Creating a Campus Culture of Service Excellence" wasn't available during the needed time. The Staff Senate purchased the CD version and will be offering training for staff during Spring Break. Faculty will be invited as well. This training is recommended for new employees and work studies.
 - e. Staff Senate is looking at how to make vaccines, specifically the hepatitis vaccine available; HR is looking in to if other vaccines should be offered for facilities employees. Dr. Susan Williams said that Nursing already has contracts set up with providers and will touch base with HR.
2. February 18 at 10:30 is next meeting

10. Old Business

1. Regular meeting times for Senate Committees in Faculty Handbook – discussion item
 - a. Handbook language for required meeting was reviewed.
 - b. Discussion included the importance of regular meetings, commitment to service, service and faculty evaluations, standardizing service commitments, the lack of free scheduling blocks, general scheduling concerns, the need for committees to be proactive rather than reacting to problems, the use of facilities and scheduling, the need for flexibility, and committee chairs meetings or trainings.
 - c. Meeting a minimum of once a month was agreed upon by the senate.
 - d. The Executive Committee will work on wording for regular meetings to bring back to senate.
2. Publicity for Faculty Activities Committee update

- a. Mr. Kerry Loewen has a design student available to work on the publication.
- b. Purpose of the publication was discussed.

11. New Business:

- 1. Academic Integrity Policy – Possible action item
 - a. Motion to
 - approve revised policy
 - motion passed
 - b. The approved policy will be sent to the administration.
- 2. Faculty Affairs Committee – grievance procedures update – no update
- 3. Dean selection
 - a. Dr. Ian Williamson reported that the arbitration hearing has been scheduled for Feb. 12, 2014.
 - b. The timeline for a decision is unknown. The hearing should be one day.
 - c. The possibility of ad hoc procedures was discussed.
 - d. Dr. Aguilar asked to meet and work on this issue before the hearing.
 - e. Motion to
 - set up a meeting of the Executive Committee of the Faculty Senate, the Executive Committee of the Faculty Association, and the administration to discuss the process of dean selection.
 - motion passed with one abstention
 - a. Arbitration will continue.
- 4. Post Office update
 - a. No changes at this time.
- 5. Dual degree – Charge to Academic Affairs Committee to
 - investigate how much overlap is appropriate for a dual degree and a dual minor.
 - motion passed.
- 6. Senate issues, concerns and activities for the 2013-2014 academic year
 - a. Follow up on ACT/SAT admissions requirement.
 - b. Admissions and financial aid implications of the Standards Based Assessment requirement for high school diplomas.
 - c. Website Faculty/Staff Directory
 - i. Dr. Aguilar's office will work with Human Resources on this issue.
 - ii. Dr. Aguilar also brought up the issue of faculty information on the website.

12. Meeting adjourned at 4:52 p.m.