

**General Faculty Draft Minutes**  
**Approved August 27, 2015**

**Tuesday, August 12, 2014**

**3:00 p.m.**

**Sininger 100**

**1. Call to Order: 3:11 p.m.**

Note: quorum obtained (33 voting Faculty attendees) (Final total attendance 71)

**2. Approval of Agenda: August 12, 2014 – Approve**

**3. Approval of Minutes: April 30, 2014 – Approved**

**4. Senate Information**

- a. Faculty Handbook
  - a. Review of Faculty Senate webpage and documents.
- b. Duties and responsibilities
  - a. Committees' duties and responsibilities are described in the Faculty Handbook.
- c. Senate and Senate Committee Membership
  - a. Current membership and membership requirements of Faculty Senate and Faculty Senate Committees were reviewed.
  - b. Discussion of ad hoc committees and their roles.
- d. Senate, Senate Executive Committee and General Faculty meeting times.
  - a. See attached handout for meeting times for Faculty Senate, Executive Committee, General Faculty, and Academic Affairs Committee.
  - b. There will be more regular General Faculty meeting this year.
  - c. Encourage faculty to come to more Board of Regents meetings. It is important for the board to see faculty involvement.
- e. Issues for academic year 2014-1015
  - (1) Student Academic Integrity Policy
    - a. A survey about the policy will be sent out soon by Survey Monkey.
  - (2) Faculty Evaluation of Administrators
    - a. This year the senate will discuss the evaluations and determine if a better evaluation system can be created.
  - (3) Better communication about Senate and Senate Committee actions
  - (4) Handbook Changes
    - a. Discussion of how changes are made to the Faculty Handbook.
    - b. The issue of online voting on handbook changes will be discussed this year.
    - c. Possible changes to the handbook include the below items
      - i. Meeting times for Senate committees
      - ii. Meeting times for general faculty meetings
      - iii. Grievance Procedures for the Faculty Affairs Committee
      - iv. Voting on Handbook changes
      - v. Dean section of the Handbook
  - (5) Faculty Senate and the Faculty Association

- a. The Faculty Senate and the Faculty Association have been working together on key issues.
- b. The importance of shared governance was discussed.
- (6) Other issues to be discussed this year.
  - a. Dr. Erika Derkas said the issue of the identity of Highlands University needs to be discussed (NMHU as a research institution, open enrollment status, the future, etc.)
  - b. Dr. Kathy Jenkins said accreditation visits need to be addressed. The next HLC visit will be September 28-29, 2015.
  - c. Other discussion issues for this academic year should be sent to Dr. Maureen Romine.

**5. Academic Affairs Committee presentation**

- a. Dr. Donna Woodford-Gormley, chair of the Academic Affairs Committee, reviewed the role of the Academic Affairs Committee and the Academic Affairs documents and forms.
- b. The forms are now electronically fillable.
- c. Forms should be sent directly to Dr. Woodford-Gormley.
- d. Program Reviews are handled by the Academic Affairs Committee. The review procedures have been streamlined. A test run of the new procedures was conducted last semester with the English and Forestry departments. The process will be further refined. Fall program reviews include Business, Biology, Chemistry, Math, Computer Science, and Physics.
- e. The committee is working on a proposal for a +/- grading system. The proposal will be sent back to the Faculty Senate.

**6. Other Senate Committee activities**

- a. There was a question about ITV for beaming meetings to the centers. Some committees, such as Faculty Senate and Academic Affairs Committee, always have ITV to the centers. ITV can be requested for any committee meeting if needed. Participation by center faculty is encouraged.

**7. Center for Teaching Excellence update**

- a. There will be a forum this Wednesday from 4:00-5:00 pm on the Center for Teaching Excellence in SUB 322.
- b. Copies of the proposal for the center will be distributed at the meeting and will be sent out to faculty.

**8. Faculty activities update**

- a. There is a need to communicate faculty activities to the Board of Regents, the administration, and the public.
- b. The link, About Our Faculty, on university's home webpage lists a variety of Faculty Activities.
- c. The first Faculty Activities brochure was produced and distributed this past spring.
- d. The call for entries for the next brochure will be sent out soon. The goal is to have a brochure for both the fall and spring semester.

**9. Other -No report.**

**10. Announcements**

- a. Mock Class signup sheet announced.

**11. Adjournment 4:07**