

# **Approved Minutes**

**Approved September 24, 2014**

## **Faculty Senate Meeting September 10, 2014**

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

1. **Call to Order: 3:07 p.m.**

2. **Roll Call:**

**Present:** Aguilar, Teresita (VPAA); Christensen, Todd (Visual & Performing Arts); Gadsden, Gloria (Social & Behavioral Sciences); Harrington, Julius (School of Social Work); Karaba, Robert (School of Education); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Romine, Maureen (Biology & Chemistry); Dr. Chen as proxy for Swim, Charles (School of Business, Business); Walker, Diane (School of Education); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library); Elizabeth Ratzlaff, Staff Senate

**Absent:** Dominguez, Joseph (Student Senate – Graduate); Gorman, Jane (School of Social Work-excused); Izaguirre, Ariadna (Student Senate – Undergraduate); Jenkins, Kathy (Exercise & Sport Sciences-excused);

**Also Present:**

3. **Approval of Agenda:** - approved with additions under New Business

4. **Approval of Minutes:** August 27, 2014 – approved

5. **Communication from the Administration**

1. San Juan & Dine College visits reinforced our collaboration, but they pointed out that NMHU needs more marketing to their students.
2. Dr. Aguilar had done a presentation in Turkey on Culture in Higher Education
3. Timeline for scheduling classes needs to be addressed
4. The Faculty Development Committee will be reviewing evaluations from faculty development week

6. **Communication from the Chair**

1. Student Academic Integrity Policy survey deadline is Sept. 16
2. CTE survey coming out soon

3. The executive board is meeting with Senate committee chairs to discuss their concerns. Our first discussion was with Dr. Manafy with the International Education Committee.
  4. Graduate Coordinators met and discussed website with University Relations. The website ad hoc committee with Dr. Petronis as chair, will be reconstituted.
  5. Handbook revisions: The section regarding absence of chairs is in executive committee. Grievance procedure is also being discussed.
  6. No trespass policy – the Student Affairs Committee has requested training in order to handle appeals for students and community members for no trespass orders related to campus involvement. Dr. Romine has forwarded the request to Dr. Fidel Trujillo.
7. **Communication from Academic Affairs**
1. 150 students were dropped for non-payment. Registration is down 3%.
  2. Passed the +/- grading policy. If a whole department wants to opt out, it should be noted in the catalog, otherwise individual instructors would just use A – B – C – D – F grades.
  3. Program reviews from English & Forestry were discussed.
  4. Graduate coordinators were asked to keep Friday's at 8:00 a.m. free so they could meet as needed.
  5. Graduation Honors will be discussed and a recommendation forwarded to Senate.
8. **Communication from the Student Senate**
1. No one present
9. **Communication from the Staff Senate**
1. President has not been elected yet.
  2. "Ask Me" buttons during the first few weeks of the semester was an initiative by Staff Senate
10. **Old Business:**
1. Faculty Senate is proposing changes to the dean section of the Faculty Handbook because they feel that faculty should be involved. They acknowledge that ultimately, Deans are management responsibilities
    - a. Most of the changes are under b. Selection of School/College Deans. Rewording of section c. Evaluation of the Dean. Removal of e. Compensation. d. Removal of the Dean and f. (now e.) Absence of a Dean
    - b. Should get feedback from departments.
    - c. Dr. Aguilar stated that a protocol for dean selection was agreed upon. There was no agreement that the protocol should be included in the Faculty Handbook.
  2. Course minimum enrollment numbers

- a. Where did the numbers come from? Dr. Aguilar said that numbers are too high in some introductory classes. Upper division classes need more students to cover instructor costs and provide a more interactive learning experience. Faculty needs to be more proactive in plotting degree plans. She will provide a written rationale for the changes.
  - b. The old numbers were based on the old funding formula. Large classes in lower division discourages students, so dividing classes should also be an option.
  - c. The changes to 120 graduation credits, lowered upper division credits and lower enrollment combined to cause frustration by faculty with the new class numbers. It was also announced too late, after schedule had already been developed.
3. Senate issues and activities for academic year 2014-15. Send suggestions to Dr. Romine

11. **New Business:**

- 1. Election of Committee members – action item
  - a. Jason McIntosh & Lara Heflin for Athletic Committee were approved.
  - b. Yasmin Flores for Student Affairs committee was approved.
- 2. Center for Teaching Excellence Report
  - a. Survey will be going out soon based on comments from the General Faculty meeting on Aug. 27<sup>th</sup>
    - i. Should there be questions about what services or needs should be provided by the CTE? This issue was surveyed last year, but since there are new faculty, it might be worth adding a question to the current survey.
    - ii. Deadline Friday, Sept. 19 for inclusion at the next General Faculty meeting on Sept. 24<sup>th</sup>.
  - b. Should we change the name of the advisory board, since it has been proposed that the Faculty Development Committee oversee the CTE. This will require a change to the committee's duties, and will have to go through the Senate. We should leave the language as is, and debate changes once it has been approved.
- 3. Possible Action Items from the AAC
  - a. +/- grading
    - i. The proposed system was to not count the A+ as higher points, and do away with C-. There will be no +/- for D.
    - ii. Decided to table this vote so that members can discuss with their departments.
  - b. Graduation honors – calculating GPA
    - i. Waiting for a recommendation from AAC
- 4. Forums on identity of Highlands University: role of research, open enrollment, etc.

- a. Dr. Derkas will chair ad-hoc committee. Dr. Romine will send out a call for committee members.
5. International Education Committee
  - a. The committee membership and duties need to be reviewed and updated.in order to make the committee more effective. There also needs to be clarification of duties related to the committee, the VPAA and the International Education Center.
  - b. Motion made to charge the International Education Committee to revise the membership and duties of the IEC. Research, and recommend what is needed for increased opportunities for recruiting International students and study abroad. Motion passed.
12. **Announcements**
  1. Information will be forthcoming from the President's office on the strategic plan.
  2. Need more faculty involvement in preparation for the HLC visit next fall, especially in outcomes assessments. Dr. Aguilar will contact Jean Hill about coordinating the work for the visit.
13. **Meeting adjourned at 4:45p.m.**