

General Faculty Minutes
Approved September 24, 2014

August 27, 2014, 4:00 pm
Sininger Hall 100

Called to order at 4:07 pm (Quorum present with 32 voting faculty attendees).

1. **Approval of Agenda:** August 27, 2014 with addition of 1 item under other. approved
2. **Approval of Minutes:** August 12, 2014 (59 total attendees to add to minutes) (typo in item 6.a) Motion made to approve with corrections. Motion passed.

3. HLC visit information

- a. Jean Hill has not been put in an official role. There is no committee as far as she knows. She has contacted President Fries.
- b. The accreditation process is now called an assurance review. Our accreditation goes through 2019, with years 4 and 10 being onsite reviews. In year 4, the HLC can ask for monitoring reports. Year 10 reaffirms our accreditation.
- c. Everything is now online. There are page and character limits so must be more concise.
- d. Sept. 28-29, 2015 is the scheduled dates for the visit
- e. Tasks which faculty should begin:
 - i. Programs should get their Outcomes assessments up to date.
 - ii. Advising – Use degree audit to make a note of what you did so that we are documenting that we are actively advising students.
 1. Review the advisor report and make corrections.
 2. Degree plans – 4 year plans loaded into degree audit will make advising simpler
 - iii. Articulation agreements – look at each program and work to create an agreement with regional community colleges so students know what they need to take at the CC, and what they will need to take at NMHU.
 1. Sit down with other school's catalog and create spreadsheets. Meeting with the other college is also helpful
 2. May need to discuss with Dr. Aguilar and/or Deans for training, templates, etc.
 - iv. Serve students equally.
 1. Provide same opportunities, services, faculty access, etc.
 - v. Update policies, procedures and handbooks
 - vi. Update departmental websites
 - vii. Adjunct faculty handbook, review & evaluation.
 1. Issues to be addressed should be: How they are appointed or reappointed.
 2. This may be an issue for Faculty Senate to take up.
- f. Strategic plan is out of date as of this semester.

4. Old business

- a. Center for Teaching Excellence report
 - a. Dr. Kempner gave brief overview

- b. Please review the document and provide feedback. All comments will be included in an appendix. Final vote will be at the next General Faculty meeting.
- c. Some concern that there has not been representation from all departments on the CTE Committee. This is a volunteer committee at this point. The document calls for an elected committee comprising of all schools. Can this committee be constituted before finalizing the document?
- d. Must be faculty driven. There is concern that some grassroots movements will be subsumed, i.e., ARMAS.
 - i. This is not the case, and grassroots initiatives are encouraged.
- e. Problem with it being under the School of Education which concentrates on K-12 teachers. Could there be a more centrally located location?
 - i. It was pointed out that this is not under the School of Education, but they had space available in their building.
- f. Should we have a general faculty meeting just to discuss the CTE or to send out a survey on what issues should be discussed such as location, committee make-up, etc.?
 - i. The CTE committee will send out a survey, and schedule a general faculty meeting just to discuss the issues.
- b. Dean Section of the Faculty Handbook – changes made this summer. Faculty should review the changes, with a full-faculty vote to be scheduled at a future meeting.
- c. How to Vote on Handbook changes – discussion had begun at the April 30th General Faculty meeting - tabled

5. New business

- a. Identity of Highlands University: role of research, open enrollment, etc.
 - a. There is a proposal by the VPAA to have a retreat on reorganization, but not necessarily identity.
 - b. Should have forums at different times on identity and separate one on reorganization. Dr. Derkas volunteered to chair an ad hoc committee.
- b. Issues for academic year 2014-2015 will be those identified throughout this meeting

6. Other

- a. Enrollment minimums – tabled

7. Announcements

- a. none

8. Adjournment at 5:17 p.m.