

**General Faculty Meeting Minutes**  
**April 27, 2016**  
**Approved August 9, 2016**

**3:00 p.m.**  
**Sininger Hall 100**

**1. Called to Order at: 3:06 p.m.**

Note: quorum obtained (34 voting Faculty attendees) 24 needed for a quorum.

**2. Approval of Agenda:** Motion made and seconded to approve the agenda.  
Motion passed.

**3. Approval of Minutes:** Motion made and seconded to approve the minutes from March 23<sup>rd</sup>. Motion passed.

**4. Faculty Senate Chair Report**

- a. The Highlands team met with the HLC Monday. We should get their report in 2-3 weeks, at which time we will have an opportunity to respond. A final decision should be made at their June meeting.
- b. There were three initiatives from President Minner this year in order to increase retention:
  - i. Reconfiguration of the advancement office – Terry Law was hired and money raised to meet the HIPS grant challenge.
  - ii. Strategic Enrollment – Ed Martinez was hired and a contract was let to install enrollment management software.
  - iii. Campus Life Initiative - \$75 student fee to be used to make campus more vibrant with big events, outdoor office, and smaller campus events.
- c. The President announced four new initiatives for next year: Golf Course – perhaps private residential development; Update business processes, ramp up career services, and review of future academics – programs to keep, add, delete, etc.
- d. See attached Year in Review

**5. Report from the Administration**

- a. Dr. Aguilar reported that information regarding the HLC final report will be sent to all faculty and staff, with an open forum to be scheduled.

**6. ACTION ITEM:** Changes to Faculty Handbook: Graduate Council

- a. **Motion made and seconded** to approve changes.
  - i. Discussion: Is there a conflict with duties of graduate council and department chair?
  - ii. What would prevent administration from doing away with graduate coordinators?
  - iii. Motion amended to approve with a sentence at the end of section 7 that reads, “Departments or Schools will define specific duties, which may include:”
  - iv. Motion approved unanimously

7. **ACTION ITEM:** Web Administration Policy
  - a. **Motion made and seconded** to approve the Web Administration Policy.
    - i. Motion approved unanimously.
  
8. **ACTION ITEM:** Advising Handbook
  - a. The handbooks was put together by the Student Affairs Committee based on current practices. It is a handbook for new faculty members. It needs some updates which will be reviewed next year.
  - b. **Motion made and seconded** to approve the Advising Handbook.
    - i. Motion passed unanimously
  
9. **ACTION ITEM:** Retention Plan
  - a. This may affect working conditions, so it must be bargained
  - b. **Motion made and seconded** to approve the retention plan with the proviso that it be bargained with affected units as needed.
    - i. Motion passed unanimously.
  
10. Staff from the Connectado Grant office gave a brief presentation. Their main goal is to establish an online format in the school of education. But, they are here to help any staff. They are located on the 2<sup>nd</sup> floor of the Industrial Arts building.
  
11. **Discussion:** Plans for next year
  
12. **EXECUTIVE SESSION:** Moved to executive session at 4:08 p.m. Evaluation of Administrators Results
  
13. **Other**
  
14. **Announcements**
  
15. **Adjourned at 5:02 p.m.**

**Faculty Senate 2015-2016  
Year in Review  
Manuals, Charges, and Other Major Actions**

**Handbook, Manuals, and Policy Documents:**

**Completed and Approved by Board of Regents:**

- Honorary Degrees Policy
- Contingent Faculty Handbook
- Alcohol Policy (may need Association approval/CBA integration)

**Waiting Administrative Approval:**

- Faculty Handbook Changes to Section IV and V
- Distance Learning Manual
- Outcomes Assessment Handbook

Note: If approval is not given, we'll have to revert back to the earlier approved versions of these documents for Academic Year 2016-2017, based on the following clause from the Faculty Handbook:

All action taken by the University faculty shall be subject to review and approval by the appropriate Academic Dean, the Vice President for Academic Affairs, the President, and Board of Regents in matters involving, but not limited to, finance, programs, curricula, personnel, and general University policy. (4.A.2)

**In-Progress Manuals and Policies at Faculty Senate:**

- Advising Manual (General Faculty 4/27/16)
- Retention Plan (General Faculty 4/27/16)
- Web Administration Policy (General Faculty 4/27/16)

**Other Major Senate and General Faculty Actions:**

- Finalized reporting policy for Academic Integrity Policy
- Approved revision to Academic Calendar (1 year approved, although a 5 year calendar was issued; we'll be making another recommendation in the Fall based on Faculty feedback)
- Revised and implemented new Evaluation of Administrators Procedure, with results to be presented to the Faculty at the 4/27/16 General Faculty meeting
- Provided extensive feedback and approved new NMHU Mission, Vision, and Priorities
- Sent letters to President highlighting concerns over shared governance and interim appointments
- Assisted in preparing the HLC response
- Approved adoption of Zoom as Distance Learning platform
- Co-sponsored three Big Ideas reading group events with the President

- Provided input and feedback for the President's Leadership Initiative (Jennifer Lindline selected)

## Committee Charges:

### Academic Affairs:

- To investigate how and why the academic calendar was changed for Fall 2015, and to recommend procedures for future academic calendar changes. **Completed:** New academic calendar recommended, change made to Faculty Handbook to make this an explicit duty.
- To investigate how NMHU handles transfer credits from non-accredited bodies, such as the Straighterline Company for math. **Completed:** NMHU only transfers courses from regionally accredited institutions. Straightline is not accredited: Straighterline is accredited. We don't know how Straightline gets away with this confusing similarity.
- To explore options for making learning communities work, including time blocks: **Completed:** The AAC voted on a time block proposal to support easier scheduling of Learning Communities this fall at the meeting on February, 17, 2016. The proposal was approved as proposed in the memo attached but taking out the 11:30 am-12:45 M/W block.
- To investigate and recommend on how international credits are transferred to NMHU. **Completed:** The Registrar has requested, and been ignored, that the International Office develop policy that requires transcript evaluation of all international transcripts, and that this evaluation be part of a complete application. I think the Faculty Senate could make this requirement. We recommend a transcript evaluation (e.g., WES) since it's the only way we can transfer credit. A service like WES (very well respected) evaluates the course level and comparability of foreign institutions with US institutions; it gives credit hours (in semester terms), and degree level, if any. We would make this a requirement of any transcript, even if it's in English (Canada excepted), since we do not have the resources to investigate institutions in India, for example, whose transcripts are often printed in English. Even transcripts (actually, diplomas) from England can be difficult, or impossible, to evaluate.
- To create a syllabus template/guide for all NMHU classes. **In progress.**
- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan (joint with Outcomes Assessment). **In progress.**
- To work with the Administration and Student Support Services to formulate an official Early Alert policy. **In progress.**
- To develop a more explicit matrix for how AP Exams transfer to NMHU credits. **In progress.**
- To create an online repository of officially approved syllabi. **To be tackled Fall 2016.**

### Faculty Affairs Committee

- To draft the Contingent Faculty Handbook: **Completed.**
- To work with HR to review and make changes to the Faculty Search Process: **In progress.**

### **Student Affairs Committee**

- To draft Advising Manual: **Completed.**
- To work with the Dean of Students to craft a policy for faculty regarding disruptive students in the classroom. **In progress.**

### **Financial Planning Committee**

- To develop a report template concerning the state of finances at NMHU. **Need update.**
- To investigate how release funds are being allocated and implemented. **Need update.**

### **Instructional Technology (to be changed to Technology Committee once Handbook Changes approved):**

- To update Distance Learning Manual: **Completed.**
- To review all web conferencing products and submit their endorsement to Faculty Senate for consideration by November 2015: **Completed:** Recommended adoption of Zoom.

### **Graduate Council**

- To draft language describing the membership and duties of the Graduate Council for the Faculty Handbook. **Completed.**
- To investigate and recommend guidelines for the roles of Department Chairs and Deans in the reading of graduate theses. **Need update.**

### **Library:**

- No charges in 2015-2016.

### **Athletic:**

- No charges in 2015-2016.

### **Research:**

- To implement an annual Research Day. During discussion, it was suggested that this be put in the handbook. **Completed:** Research day scheduled for Spring 2016, change made to faculty handbook.
- To come up with a plan of how to support research and creative work at Highlands. **Need update.**
- To develop a more transparent and fair criteria for the distribution of FRC funds. **Need update.**

### **International:**

- To create a brief report on the strengths, weakness, and opportunities of the International Office, to be presented to the Senate. **Need update.**

### **Assessment:**

- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan. **In progress:** Committee ran a campus wide survey to gather feedback.

**Ad-hoc Committees Charges:**

- Committee on Student Evaluations: Charged with looking at our current semester end evaluations. **Need update.**
- Faculty Activities Committee: To create an annual pamphlet highlighting Faculty activities. **In progress:** Seem on track to produce the document this Spring.
- Professional Development Week Committee: To dissolve the current ad-hoc committee for Professional Development week, and to form a new committee consisting of one member from each School and College, as well as two faculty volunteers. The committee will include Diana Marrs and one other volunteer from the staff. The charge of the committee will be to design and schedule the Fall 2016 Professional Development Week, with the main PDW schedule to be released to the Faculty by the end of the Spring 2016. semester. **In progress:** Events being scheduled, on track to be completed by Spring 2016.

**Outstanding Issues for Faculty Senate:**

- Interim appointments policy
- Better integrating the Centers into Faculty governance and the University
- List of what tenure-track lines have been created in the last 5 years
- Create a policy/workaround for department chair supervising a spouse
- Discuss how the Pino and Ballen endowments should be administered