Faculty Senate Meeting
September 14, 2016 Minutes
Approved September 28, 2016

Lora Shields, room 329- New Mexico Highlands University, 3:00 p.m.

1. **Call to Order: 3:00 p.m.**

2. **Roll Call:**

   Present: Burns, Jim (School of Education); Cespedes, Blanca (Natural Resources); Coggins, Kip (School of Social Work); Ensor, Kevin (School of Education/Counseling & Guidance); Gadsden, Gloria (Sociology, Anthropology &Criminal Justice); Harrington, Edward (Visual & Performing Arts); Jeffries, John (Computer Science & Math); Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Meckes, Shirley (School of Education/Teacher Education); Meron, Angela (Media Arts & Technology); Ortiz, Luis (School of Business); Rodriquez, Elaine (History & Political Science); Romine, Maureen (Biology); Sammeth, David (Chemistry); Williams, Emily (School of Education); Williams, Susan (Nursing); Williamson, Ian (Psychology); Zebrowski, Cheryl (Library)

   Excused:

   Absent:

   Also Present: Vargas, Edgar (Languages & Culture); Linder, Carol (VPAA/Provost); Padilla, Julian (Student Senate); Thornton, Laird (Staff Senate)

3. **Approval of Agenda:** - MOTION MADE AND SECONDED to approve the agenda. Motion passed.

4. **Approval of Minutes:** – MOTION MADE AND SECONDED to approve the Minutes from August 24th with minor spelling corrections. Motion passed.

5. **HLC Update**
   a. HU was placed on probation. There is a forum scheduled for next Monday.   We will need to address 9 major concerns. We have an opportunity to get off probation in 14 months, instead of the usual 2 years, but need to prove that we are doing what we say we plan to do. Everyone should read the accreditation letter.
   b. Need clear faculty credentials policy and guidelines which will be worked on through the association.
   c. Additional discussion regarding many issues.

6. **Communication from the Administration**
   a. Dr. Linder wanted to reiterate that there is no one person to blame for being put on probation, and it doesn't matter at this point. We need to work together and build a community.
   b. Peer evaluation is very important for all faculty, not just contingent faculty.

c. Academic Affairs will have a huge workload this year such as common course numbering, common core, program reviews, class sizes, electives, etc.
d. Enrollment is down slightly. Dr. Linder is committed to going to each of the centers several times each semester.
e. The Center for Teaching Excellence, Educational Outreach Services and UNIDOS are putting together a training program for online teaching.

7. **Communication from the Chair**
   a. The Executive Management team meets every 2 weeks this year.
   b. Indirect funds from research grants go into general funds.
   c. The foundation and alumni association are asking for department participation at Homecoming. Contact Juli Salman if you want to do something.
   d. Final recommendation about academic calendar were sent to the Provost's office with recommendations to start on Wednesday, and after the Martin Luther King holiday in spring semester.
   e. Strategic Planning - first draft of unit plans are due Sept. 23rd. They will be tied to the budget process and program reviews.
   f. Budget cuts – state has not yet addressed the issue, and they may be waiting until after the election.
   g. Social Work dean search failed last spring, so will be surveying faculty as to if they want to do an internal or external search.
   h. Provost search has 36 applicants and proceeding on schedule.
   i. Senate/General Faculty meetings will be held in Albuquerque for last meeting in September, and Rio Rancho in October.

8. **Communication from Academic Affairs**
   a. Down 3% in total enrollment
   b. Call went out for second half of semester short courses and interim courses.
   c. Discussed program reviews. Need to follow through and if department does not do it, there should be consequences.
   d. Discussion about how to maintain integrity of online classes.
   e. Will review the required number of credit hours at 300 and 400 level for graduation.

9. **Communication from the Student Senate**
   a. The Student Senate is working with various groups on campus, including the Athletic Director, to bring students down to Santa Fe to lobby the legislature and governor on Higher Education issues.

10. **Communication from the Staff Senate**
    a. Staff senate will have meeting about the budget process this Friday to which anyone is invited to attend.

11. **Old Business**
    a. MOTION MADE AND SECONDED to approve the business process, for Financial Year 2017-2018, with final institutionalization, including approval by General Faculty, Administration, and Board of Regents, to take place in Spring 2017, including minor language changes regarding appeals on page 6 and page 11 and written feedback on page 6. Note: Strategic Planning Group membership needs to be selected by the relevant governance group. Meets SG1 (academic excellence,

integration, and student success) and SG6 (enhanced communication and efficiency). Motion passed unanimously.

    b. DISCUSSION ITEM: Departments without chairs.

        i. The Senate discussed several options for Departments that currently don't have chairs as specified by the Faculty Handbook.

        ii. Will continue discussion at the next meeting.

    c. DISCUSSION ITEM: Student Evaluations of Teaching.

        i. Dr. Emily Williams is the only person left on committee. They made a recommendation to cut down the number of questions which don't apply to teaching. Schools or colleges can also add extra questions.

        ii. Should add something about student outcomes and essential skills, which will be defined by the state.

        iii. Need to devise a process for getting students to take the survey.

        iv. Item has been tabled

12. New Business:

    a. ACTION ITEMS: Committee Charges:

        i. MOTION MADE AND SECONDED to charge the Center for Teaching Excellence Board to perform an evaluation of the Center for Teaching Excellence. Meets SG1 (academic excellence, integration, and student success) and SG6 (enhanced communication and efficiency). FS Chair will inform the Center for Teaching Excellence Board and the CTE Director. Motion passed unanimously

        ii. MOTION MADE AND SECONDED to charge the Technology Committee to make a final recommendation on Zoom replacing Collaborate and to prepare a one-page handout supporting their decision, including checking with ITS/EOS that all technology and training issues have been resolved. Meets SG1 (academic excellence, integration, and student success, SG5 (achieve technology advancement and innovation), and SG 6 (enhanced communication and efficiency). FS Chair will inform the Technology Committee. Motion passed unanimously.

        iii. MOTION MADE AND SECONDED to charge the Student Affairs Committee to work with the VP of Strategic Enrollment Management to revise the Student Advising Manual. Meets SG1 (academic excellence, integration, and student success), SG2 (strategic enrollment management), and SG6 (enhanced communication and efficiency). FS Chair will inform the Student Affairs Committee and the VP of Strategic Enrollment Management. Motion passed unanimously

        iv. MOTION MADE AND SECONDED to charge the Graduate Council to make a recommendation regarding departments with more than one graduate coordinator and whether such departments should have multiple votes on the Graduate Council. Meets SG1 (academic excellence, integration, and student success) and SG6 (enhanced communication and efficiency). FS Chair will inform the Graduate Council. Motion passed unanimously.

        v. MOTION MADE AND SECONDED to jointly charge the Outcomes Assessment Committee and the Student Affairs Committee to collaborate with the Co-Curricular Activities Committee to draft written policies on the assessment of Co-Curricular activities. SG1 (academic excellence, integration, and student success) and SG6 (enhanced communication and efficiency). FS Chair will inform the Outcomes Assessment Committee,

the Student Affairs Committee, and Co-Curricular Activities Committee. Motion passed unanimously.

13. **Committee Reports and Announcements**

14. **Meeting adjourned at 4:55 p.m.**