

Faculty Senate Meeting Minutes
April 10, 2019`
Approved April 24, 2019

Lora Shields, Room 329 and via ZOOM, 3:00 to 5:00p.m.

1. Call to Order.

2. Roll Call.

Present: Chadborn, Daniel (Psychology); Coggins, Kip (School of Social Work); Ensor, Kevin (Counseling & Guidance); Garcia-Nuthmann, André (Visual & Performing Arts); Gardner, Sandra (Nursing); Houliez, C. (Business); Jeffries, John (Computer & Mathematical Sciences); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (Education; Education Leadership); Kent, April (Library); Jennifer Lindline (Natural Resources Management); Meckes, Shirley (Education; Teacher Education); Meron, Angela (Media Arts & Technology); Rodriguez, Elaine (History & Political Science); Romine, Maureen (Biology); Sammeth, David (Chemistry); Tamir, Orit (Sociology, Anthropology & Criminal Justice); Valenzuela, Norma (Languages and Culture); Villarreal, Ben (English & Philosophy)

Also Present: G. Gadsden (Criminal Justice)

Absent: Education; Curriculum & Instruction representative; Moreno, Yvonne (Education; Special Education/Gifted).

3. Approval of Agenda. Agenda was approved with item 10.i moved to item 10.b and the addition of a new agenda item 9 for Student Senate.

4. Approval of Minutes from 01/23/2019.

5. Communication from the Administration (R. Gonzales)

a. HLC update –

- i.** Highlands sent a large contingent to this year's HLC conference; fewer people will be sent to next year's conference. The provost will ask for one page summaries from all of this year's attendees on what they learned.
- ii.** HLC wants us to approach strategic planning reporting in a different way. Dr. Lee Allard will present what he learned to the executive team.

b. Reorganization

- i.** Dr. Gonzales presented her ideas on reorganization to Dr. Minner, and Dr. Minner shared his model with her. He will be sharing a two-college model next week for feedback from stakeholders.
- ii.** There will be a search for a Dean of Arts and Sciences as there will be a College of Arts and Sciences in the new structure. Dr. Sammeth will work on a SurveyMonkey survey for input from college faculty on if they favor an internal or external search.
 - Questions and discussion about qualifications for the position in the job posting. The rank of full professor is called for for deans in the CBA.
 - There should be an active dean search at the beginning of the fall 2019 semester.

- The status of the interim deans will have to be worked out after Dr. Minner has made his decision about the reorganization. The reorganization will inform the other dean searches.
 - c. Questions and Discussion about problems with the new course numbers and degree audit. Faculty have reported there has been student confusion.
 - d. CTE Director Update – The advisory committee has recommended hiring an interim director as the future of the center is decided. Dr. Gonzales interviewed and hired Ms. Veronica Black, who will started on April 22, 2019. Dr. Gonzales worked with Ms. Teri Law on the HIPS funds. The unspent funds from this year will not be lost. The funds should be carried over to the next semester.
- 6. Communication from the Chair (Sammeth).**
- a. HLC – Dr. Sammeth attended sessions on helping gifted students from underprepared background at the conference.
 - b. He will prepare and send out the SurveyMonkey on Arts & Science Dean search according to the handbook.
 - c. Bookstore committee: Two faculty members are needed to work with the Dean of Students on this committee, which will address concerns with the campus bookstore. Dr. Sammeth will send a campus wide email asking for volunteers. There was a recommendation to have a center faculty member involved as they have different needs.
 - d. Dr. Minner accepted our recommendation on the structure of the strategic planning committee. He would like the senate to recommend four faculty members. Dr. Sammeth will send an email asking for nominations.
- 7. Communication from Academic Affairs (Sandra Gardner)**
- a. School of Business. Business faculty gave a presentation on their entrepreneurship program proposal. A survey that they conducted showed that there are many current students who are interested in starting their own businesses. Business faculty will be presenting more information on the proposal to the Academic Affairs Committee soon.
 - b. The committee looked at the language requirement for international students. Dr. Jenkins asked that this issue also go through the international committee.
 - c. Social Work faculty presented three special topic courses that they would like to make regular courses.
- 8. Communication from the Staff Senate (Adele Ludi)**
- a. The April Staff Senate meeting is tomorrow.
 - b. The senate is starting a radio show on the campus station.
 - c. A SharePoint site will be sent up for the staff senate documents.
 - d. The old suggestion boxes around campus will be removed and any suggestions will be reviewed. The senate is looking at more modern ways of collecting feedback.
 - e. The senate is investigating at fundraising options for its initiatives.
 - f. The senate is working with Dr. E. Martinez on a staff led student recruiting initiative.
 - g. The Policy Manual is being reviewed.
- 9. Communication from the Student Senate (no representative)**
- a. Dr. Daniel Chadborn reported that the Student Senate plans to send a representative to the Faculty Senate meetings soon.
- 10. Old Business**
- a. Communications with AAC committee

- i. Looking at ways to improve communication between the committee and the senate.
 - ii. There was a call to add the faculty senate chair as a signature line on all Academic Affairs Committee forms. There was also the recommendation to move forward with electronic signatures.
 - iii. Dr. Gadsden said that due to the volume of minor course revisions that the Academic Affairs Committee reviews on a regular basis the senate should be careful about what all it reviews. More signatures could slow the process down.
 - iv. Motion made by Dr. Kathy Jenkins; seconded by Dr. Steve Williamson to
 - Put the Faculty Senate Chair signature line on all Faculty Senate Committee forms with the possibility of revising this in future. The Faculty Senate Chair has the discretion to bring the forms to the full Faculty Senate or to the Executive Committee.
 - (13 in favor; 3 opposed; 1 abstention)
- b. Resolve conflicting language in NMHU Catalog (*Transfer of Credits, Military Credit, Training Credit*)
- i. Dr. Sammeth reviewed further information about StraighterLine credits.
 - ii. Dr. Gonzales reviewed the role of training credits.
 - iii. It was noted that the current acceptance of StraighterLine credits is a mistake from the past that is not allowed under our current policy. Dr. Gonzales stated that now we just need to educate staff in registrar's and admission's office staff about the policy.
 - iv. Dr. Gonzales said that ACE is willing to come in May to give a training.
 - v. Motions about this policy are recorded below.

Transfer of Credits: Timeline
 Dr. Kathy Jenkins made motion
 Dr. Daniel Chadborn seconded
 As of June 1, 2019 for new admissions or new transfers, the university will no longer accept credit from non-accredited entities aside from transferring credits under one of the following prior learning options.
 (15 in favor; 0 opposed; 1 abstention)

Transfer of Credit: Policy Language
 Dr. Kathy Jenkins made motion
 Dr. Daniel Chadborn seconded
 Change catalog language to "Students transferring from an unaccredited institution or entity of higher education may transfer under one of the following prior learning options"
 (16 in favor; 0 opposed; 0 abstention)

Military Credit
 Dr. Daniel Chadborn made motion
 Dr. Orit Tamir seconded
 Final accept of military credit is left to the discretion of each academic program.
 (16 in favor; 0 opposed; 0 abstention)

Training Credit
 Dr. Orit Tamir made motion
 Dr. Daniel Chadborn seconded

Final accept of training credit is left to the discretion of academic program.
(16 in favor; 0 opposed; 0 abstention)

c. Auditing Policy – Tabled

11. New Business

a. Contingent Faculty Handbook

- i. Motion made by Dr. Kathy Jenkins and seconded by Dr. Orit Tamir to add language to the Contingent Faculty Handbook that states
“If the parties have not reached agreement on a revised handbook before this handbook terminates, the handbook shall remain in full force and effect until a revised handbook is approved.”

(16 in favor; 0 opposed; 0 abstention)

b. Extend expiration dates on expired and about to expire articulation agreements with community colleges -Edward Martinez

- i. The Provost and VPSEM will work further on this matter.

c. Directed study Policy

- i. Dr. David Sammeth reviewed the documents on directed study and non-scheduled courses and the purpose of non-scheduled courses and transcripts.
- ii. Dr. Kathy Jenkins said this has CBA and workload implications. She also said that this is a matter that the senate should look at as well as the union.
- iii. Dr. Sammeth said that he would like the Academic Affairs Committee to take a closer look at this issue.
- iv. Dr. Gonzales will work with the Registrar on the current direct study paperwork process, which should be streamlined. This will be communicated to the Academic Affairs Committee, which has working on this matter.

d. Course Substitution Policy – Tabled

e. AAC: Policy for Associate Degree in Nursing (AND) & Associate in Nursing ((ASN)

- i. Dr. Kathy Jenkins noted the document on nursing from the Academic Affairs Committee does not answers all the questions asked in the original charge. There needs to be more clarification on what the nursing program wants transferred and how. The core is a state requirement and cannot be waived. Highlands may waive its extended core and proficiency requirements.
- ii. Nursing faculty Dr. Sandra Gardner and Dr. Jeanie Flood will be working on a matrix for the nursing degree this summer, which should help with transfer students.
- iii. This issue needs more discussion and clarification.

f. AAC: Definition of Hardship

g. FLC: Library Resources

h. AAC Charge: Development of non-thesis Masters

i. ACC charge: Review of agreement with NNMC for course collaboration

j. Athletic Rosters - charge for Faculty Affairs (where to post travel information)

Adjournment – 5:03 pm.