



Faculty Senate Meeting Minutes
August 28, 2024
Location: SUB 321 or Zoom
3:00 to 5:00 p.m.
 Approved 9/11/2024.

1. Call meeting to order.

2. Roll Call.

	ATTENDANCE		
	Present	Absent	Excused
Art & Music; Edward Harrington	X		
Biology; Maureen Romine	X		
Business Administration; Gerardo Moreira, At-Large	X		
Chemistry; Steven Karpowicz	X		
Computer and Mathematical Sciences; Gil Gallegos, At-Large	X		
Education - Counseling; Sulema Perales	X		
Education - Curriculum & Instruction; Daniel Olufemi			X
Education - Educational Leadership; Sheree Jederberg	X		
Education - Special Education; VACANT			
Education - Teacher Education; Angela Redondo	X		
English and Philosophy; Lauren Fath, Chair	X		
Exercise and Sport Sciences; Kathy Jenkins	X		
Forestry; Michael Remke	X		
History and Political Science; Elaine Rodriguez			X
Languages and Culture; Norma Valenzuela	X		
Library; Katie Gray, Secretary	X		
Media Arts and Technology; Miriam Langer	X		
Natural Resources Management; Jennifer Lindline, Vice Chair	X		
Nursing; Siri Khalsa	X		
Psychology; David Pan	X		
Social Work; Rebecca Moore	X		
Sociology, Anthropology, and CJ; Rebecca Alvarez	X		
President; Neil Woolf	X		
Provost/VPAA; Roxanne Gonzales	X		
Staff Senate; Robert Anaya	X		
Student Senate; Kayl Rainer			X

Also Present: Mary Earick (Dean, Education), Gloria Gadsden (AS&CJ), Peter Linder (Interim Dean, CAS), Veena Parboteeah (Dean, Business), Henrietta Romero (Registrar), Rebecca Schneider (English), AJ Warwell (FS Assistant), Ian Williamson (AVPAA), Patrick Wilson (Director, Online and Extended Learning)

3. Approval of Agenda.

Chair proposed the following changes to the agenda: Strike R. Mariampolski's (item 11.a.) visit from the agenda (will reschedule for a later meeting); Add discussion about Academic Affairs Committee leadership to new business (new item 11.a.); Strike K. Rainer's report (item 8) due to class conflict (Mr. Rainer will try to find a new student delegate to report at Senate meetings).

MOTION to approve agenda with amendments. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

4. Approval of Minutes from August 14, 2024 (attachment).

Motion to approve minutes. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

5. Communication from the President (N. Woolf).

N. Woolf stated that he is enjoying getting to know more people on campus but has still not met a majority of the faculty. Please reach out to the President's office with any opportunities to meet with faculty, departments, or schools. Dr. Woolf also asked that faculty send in any items celebrating students or faculty for inclusion in his bi-weekly emails.

Dr. Woolf gave an overview of the upcoming legislative session and stated that he will be spending most of his time in Santa Fe during the session. Dr. Woolf reported that the state has a record revenue with \$700 million above the normal budget. This money can be used for one-time, non-recurring costs, so please send suggestions for projects to D. Lepre. The President's office is trying to tie the university's asks to the strategic mission and have already created a list of potential projects that will be brought to the extended cabinet for evaluation (example: replacing the campus astro turf with xeriscaping). Dr. Woolf stated that we can expect a 2-5% increase in I&G budget. There is significant money available at the state level for housing for faculty and staff, and the President will be meeting with the Housing Secretary to discuss it. There are also funds available for early childhood education and social work.

Dr. Woolf would like to explore the possibility of creating more certificates at the university. New Mexico is behind in funding certificates. He stated an example of this could be having issuing a Gen Ed certificate to acknowledge a student's progress toward a degree; the certificate could also be funded as a completion by the state.

S. Karpowicz noted that at some institutions, this type of completion becomes an associate's degree.

Dr. Woolf discussed the university's budget and stated that he has met with VPs and some Deans to understand what is in the budget. The state is happy with the early progress the university is making in regards to the budget, but we must remain vigilant on spending. The budget passed by the Board includes \$500,000 in budget savings, and the university has already met that number. There will be built-in tripwires to notify departments when they've spent certain percentages of their budget during the year.

Dr. Woolf reminded faculty about the campus committees and task forces he is assembling and noted that there are still opportunities to join. Dr. Woolf reiterated his appreciation for the faculty and asked them to continue sending him their ideas.

6. Communication from the Administration (R. Gonzales).

R. Gonzales noted that the state is in the cycle for RPSPs, and the university can submit 3 new ones and request extensions for any we already have. So far, Dr. Gonzales has received 5 new requests. Requests need to be related to workforce development, link with strategic goals, and/or serve the community.

Dr. Gonzales reported that the university is in discussion about developing a relationship with the corrections system of New Mexico. Highlands would be the first to do that at the bachelor's level. The corrections system currently partners with Adams State.

Dr. Gonzales met with B. Villarreal, who is stepping down as CTE director. This position used to be full-time, and the university is going to explore the potential of returning the position to full-time. Dr. Gonzales' office wants to work with the CTE advisory committee on developing the position description.

Dr. Gonzales met with the new coordinator for dual credit who is doing a great job and is working a lot with the West school system.

Dr. Gonzales wants to explore an associate's degree for the university, which would be interdisciplinary and possibly housed under University Studies. Current associate's degrees would be shelved but not deleted, as there have been very few awarded in recent years.

Dr. Gonzales reported that the Council of University Presidents talked a lot about online teaching with an emphasis on offering flexible programming for students.

E. Harrington stated that during the Chairs academy, K. Jenkins brought up that Chairs are not supervisors and shouldn't be approving staff pay. Dr. Harrington went through the ticketing system and put that request in but has received no response.

Dr. Gonzales stated that there has been a lot of discussion on this issue and she will be meeting with V. Lovato to discuss personnel issues. The person signing off on timesheets is legally saying they know that the employee did that job. We need to determine who has the responsibility for signing off on timesheets, approving leave, performing evaluations, and supervising the work of those employees. It's possible the Deans may be responsible.

Dr. Harrington noted that in one case, he's approving timesheets for someone in another building that he only communicates with, but that he is happy to do it with student workers in his own department. Dr. Gonzales noted that we must make sure we're in compliance with the law and the CBA.

S. Khalsa asked for clarification about current associate's degrees. Dr. Gonzales stated that we have a handful, including music, behavioral science, early childhood education, and engineering. Dr. Khalsa asked how these degrees interface with Luna. Dr. Gonzales stated that they are very similar in nature; the comprehensive mission is to take those community college transfers and take them to completion. For example, we take students who get an RN from Luna and flow them into the BSN program. Dr. Gonzales stated that she wants something that's generic enough for many students and that the university could just issue the associate's degree when the students hit the mark without them applying for it.

7. Communication from the Faculty Senate Chair (L. Fath).

The Chair stated that she met with M. Aragon who recently started in University Relations and had a robust discussion. The Chair expressed disappointment in University Relations on behalf of the faculty. They discussed taking the following immediate steps:

1. Mr. Aragon should meet with all departments on campus.
2. Mr. Aragon should develop a survey of what department and program needs are, what their priorities are, and what are the most pressing communication needs. The Chair helped create a draft survey.
3. Mr. Aragon should create a form that faculty can use to submit information about important events and milestones, such as student publications, conference attendance, etc.

M. Langer asked whether University Relations and D. Lepre have ever answered for dropping the ball on publicizing departments. Dr. Langer expressed concern about departments ending up right up where they started and noted that her department is furious. Chair stated that she reported the faculty's dismay to the Board of Regents. The Board asked Mr. Lepre if he had any response to the criticisms, but he said "no." Chair has called for accountability.

J. Lindline noted that when Dr. Woolf asks faculty to send materials to Mr. Lepre, it is disheartening. In the past, faculty have not even received acknowledgement of the communication.

M. Remke noted that having a form to fill out would be great and that it would be nice for faculty to have feedback on the forms, such as inclusion of multimedia content.

Dr. Woolf stated that he appreciates the feedback and that he has asked Mr. Lepre to create an annual marketing plan to distribute to campus. There will be expectations on responsiveness that will be discussed in Cabinet tomorrow.

Chair reported that the HVAC has been turned off in the faculty lounge making it very hot in the room and that she has filed a Facilities request to have the issue resolved.

Chair noted that her department recently had an issue with Graduate Assistants involving pay. Faculty was expecting to have to approve pay but discovered that all GAs

pay approval have been assigned to B. Brafford in Graduate Studies (under I. Williamson). Dr. Williamson noted that this is tied to the issue of supervisors; if faculty aren't the students' supervisors, someone needed to be assigned to approve, and Ms. Brafford was chosen. Chair asked if there is a solution for this issue. Dr. Williamson noted that it must be a bargained solution. G. Gadsden noted that previously C. Brooks would reach out to Graduate coordinators to verify the work of GAs. Dr. Williamson stated that he will instruct Ms. Brafford to do that going forward.

~~8. Communication from the Student Senate (K. Rainer).~~

Item stricken from agenda. K. Rainer has a conflicting class at the meeting time and will attempt to find a student delegate to attend future meetings.

9. Communication from the Staff Senate (R. Anaya).

R. Anaya reported that the staff had an awesome first Staff Development Days. The staff looks forward to more collaborations with faculty on issues such as professional development.

Mr. Anaya also stated that staff are excited to participate in Dr. Woolf's new committees.

Mr. Anaya stated that the Staff Senate would like to have an update on the status of the natatorium and reminded faculty that on this issue the Staff and Faculty Senates have been aligned.

Mr. Anaya stated that the Staff Senate will assign a new representative to attend Faculty Senate meetings.

10. Old Business.

a. Grievance and Conciliation Committee Update.

Chair reported that this committee still needs one more member. The first meeting of the committee has been set for 9/6/2024, and she will call that first meeting to order since there is no outgoing Chair. The first item of business will be figuring out the mediation training that the university is required to provide. Chair will the committee concerning training preferences (online, in person, etc.)

Chair opened the floor to nominations.

MOTION to nominate Miriam Langer to serve on the Grievance and Conciliation Committee. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

b. Governance Issue/Program Review (Biology Program).

Chair provided an overview of this issue as detailed in previous meetings. Dr. Gonzales clarified that she never approved the Biology program review and has not read the document.

Chair noted that she sent a letter to the department as directed by the previous Faculty Senate motion with options for resolving the issue.

M. Romine stated that the Biology Department had discussed the letter and that the department Chair, J. Rivas, will be meeting with Dr. Gonzales to discuss the issue. Dr. Gonzales confirmed that she has an upcoming meeting with Dr. Rivas on her schedule. Chair asked if anyone from the Academic Affairs Committee will be at that meeting. Dr. Gonzales stated that it would only be Dr. Rivas.

Chair stated that the Senate needs a response from the department and that Dr. Rivas is going around the Senate by going directly to Dr. Gonzales without addressing the Senate.

Dr. Harrington stated that it didn't seem to him that the department was going around the Senate, as the next step is for the VPAA to review the program review. Chair clarified that the next step would actually be for the AAC subcommittee to review it and then send it to VPAA.

Dr. Remke suggested that the AAC subcommittee should be able to move forward with just reviewing the first 10 pages of the submitted document.

Dr. Gadsden note, as the outgoing Chair, that the AAC cannot form any subcommittees right now due to the lack of committee leadership and suggested that the proper next step would be to reply to Senate, as that is where the communication came from.

MOTION to charge the AAC with appointing a subcommittee to review the Biology program review per the options outlined by the Faculty Senate once a Chair and Secretary are elected. Seconded.

Dr. Lindline asked if this means we have conceded to the Biology department regarding the length of the review. Chair stated that per the Senate's letter to the department, the AAC subcommittee can read just the first 10 pages of the review and the appendices and stop at that, which might result in a review that is less than favorable.

Dr. Harrington stated that it's been repeated that Biology has gone around the AAC and that that has not happened. For Biology to have gone around AAC, it would have had to have a meeting with Dr. Gonzales without a report from the AAC subcommittee and that what they're failing to do is follow the guidelines of the review process parameters.

Dr. Gonzales stated that she does not know the subject of her upcoming meeting with Dr. Rivas.

Dr. Lindline stated that the charge from the Senate last spring was to give the Biology department options for addressing the issue, and now we're giving those options to the AAC.

Dr. Karpowicz stated that the original charge did say that without a response, the AAC could choose how to proceed.

14 ayes, 0 nays, 3 abstentions. Motion carried.

c. Faculty Senate Committees nominations.

i. Student Affairs Committee: David Donley (Biology)

MOTION to nominate D. Donley to serve on the Student Affairs Committee. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

ii. Financial Planning Committee: André Garcia-Nuthmann (Music)

MOTION to nominate A. Garcia-Nuthmann to serve on the Financial Planning Committee. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

iii. Athletic Committee: Laura Hansen (AS&CJ)

MOTION to nominate L. Hansen to serve on the Athletic Committee. Seconded. 17 ayes, 0 nays, 0 abstentions. Motion carried.

11. New Business.

a. AAC chair and secretary

Chair reported that Dr. Gadsden, as outgoing Chair of the AAC, called the first meeting of the committee on 8/21/2024 to oversee the election of new officers, but there were no volunteers for the positions. Chair stated that it is troubling that there were no volunteers, as the AAC is perhaps the most important committee of the Faculty Senate. The Executive Committee has the right, per the Faculty Handbook, to develop a slate of nominations for committee vacancies. Chair stated that we need to consider current members, length of service, and if members are in leadership committees elsewhere.

Dr. Harrington stated that he would be willing to be a candidate for Chair of the AAC. Chair Fath noted that the current member from the Arts & Music department is T. Christensen. Dr. Harrington stated that he would discuss this issue with his department and would take the position on the AAC if they agreed.

Dr. Karpowicz stated that senior faculty members who are not already in leadership positions should volunteer for these roles.

S. Jederberg stated that serving in leadership positions is a good way for newer faculty to step in.

MOTION to nominate Daniel Chadborn to serve as Secretary of the Academic Affairs Committee. Seconded.

Dr. Gadsden noted that Dr. Chadborn would probably not be able to serve given his other leadership responsibilities. D. Pan agreed that this was the case. Dr. Gadsden suggested that it would be better to try to get Dr. Harrington into the Chair position first before addressing the issue of Secretary. Chair agreed that it might be easier to recruit a member of the AAC to volunteer for Secretary once a Chair was in place.

Motioning member withdrew motion. Seconding member agreed.

b. Enrollment minimums.

Chair wanted to know the experience of other faculty members concerning the recent issue of enrollment minimums (10 for graduate classes, and 8 for undergraduate classes). Faculty were notified quite late which created a situation of shuffling faculty a week before class started.

Dr. Karpowicz stated that minimums during summer sessions was understandable but could be problematic during the academic year because for some departments there could only be two classes make. Dr. Karpowicz questioned what the basis is for these enrollment minimums.

Chair stated that she would like to know how many students a class need to have enrolled to break even and where the numbers come from.

Dr. Remke noted that distinguishing the different types of courses is also important; the core classes need to run or the university is putting students in awful situations.

R. Moore stated that each department and each school has different needs. She relayed that she taught a graduate class of 3, which was unnecessary as the students could have been in a live zoom class. Dr. Moore noted that some courses are required and cannot be adjusted. In addition, Dr. Moore noted that in Social Work they have classes that exceed enrollment at a graduate level, which is not fair to students or faculty and can overburden them.

Dr. Gonzales stated that there was some miscommunication regarding this issue. She stated that her policy has been to use the standard numbers, but that every situation is unique. Dr. Gonzales stated that every semester the Dean should

look at low enrolled classes and make determinations about what courses go forward.

Chair noted that the issue started before summer semester and moved into fall.

Dr. Gonzales noted that the 8 and 10 minimums are standard numbers and that Highlands needs to do numbers for specifically for HU.

MOTION to charge the Financial Planning Committee with finding out the number of students per course at the undergraduate and graduate levels necessary to break even financially, while taking into consideration modality. Seconded.

Dr. Harrington suggested that the analysis should also take into account the needs of programs or departments as a whole.

Dr. Karpowicz stated that it will be a complicated analysis, and he knows how to accomplish it.

N. Valenzuela noted that the Spanish program was decimated and has slowly been built back up. Dr. Valenzuela stated that one of the issues they encountered was that cancelling classes hurts recruitment, in that advisors might not recommend programs if they cannot be sure the students will have the classes they need.

Dr. Jederberg noted that the university has had programs that they're building that allowed lower enrollment and that programs have been dealt with individually in the past.

Dr. Remke stated that the analysis is to determine these baseline numbers but is not about reviewing programs. The point is to address minimum enrollment guidelines. Chair agreed that it is not the Senate's job to affect individual programs.

17 ayes, 0 nays, 0 abstentions. Motion carried.

MOTION to move to Executive Session. Seconded. 15 ayes, 0 nays, 2 abstentions. Motion carried.

- c. Oversight for administrators and part-time administrators with teaching duties in contracts.**
- d. Communication and plan for dangerous campus circumstances.**
- e. Administration response to action items and workflow issues.**

12. Executive Session

MOTION to move out of Executive Session. Seconded. 14 ayes, 0 nays, 0 abstentions.
Motion carried.

MOTION to table remaining agenda items. Seconded. 14 ayes, 0 nays, 0 abstentions.
Motion carried.

13. Action and Statements as Necessary on Executive Session Discussion.

No actions were taken during the Executive Session.

14. Adjournment.

MOTION to adjourn. Seconded. Meeting adjourned at 5:00.