Faculty Senate Meeting Minutes

February 25, 2026
Location: RAB 120
ZOOM https://nmhu.zoom.us/j/92457318161
Approved March 25, 2026

1. Call meeting to order.

2. Roll Call.

	ATTENDANCE		
	Present	**Absent**	**Excused**
Art & Music; Edward Harrington	x		
Biology; Maureen Romine	x		
Business Administration; Stephen Owusu-Ansah	x		
Chemistry; Steven Karpowicz	x		
Computer and Mathematical Sciences; **Gil Gallegos, At-Large**	x		
Education - Counseling; Diane Lacen	x		
Education - Curriculum & Instruction; Daniel Olufemi	x		
Education - Educational Leadership; **Sheree Jederberg, At-Large**	x		
Education - Special Education; PJ Sedillo	x		
Education - Teacher Education; Angela Redondo			x
English and Philosophy; Jess Goldberg (they/them) [Spring 2026]	x		
Exercise and Sport Sciences; **Kathy Jenkins, Vice-Chair**	x		
Forestry; Michael Remke (he/him/his)			X
History and Political Science; Bilgesu Sümer			X
Languages and Culture; Norma Valenzuela	x		
Library; **Katie Gray, Secretary** (she/her)	x		
Media Arts and Technology; Miriam Langer	x		
Natural Resources Management; **Jennifer Lindline, Chair** (she/her)	x		
Nursing; Siri Khalsa (she/her)	x		
Psychology; David Pan	x		
Social Work; VACANT [Rebecca Moore, proxy]	x		
Sociology, Anthropology, and CJ; Gloria Gadsden	x		
President; Neil Woolf	x		
Provost/VPAA; Dann Brown	x		
Staff Senate; Gina Marie Medina	x		
Student Senate; Lydia Okojie		x	

Also present: Susan Cardenas (Exercise and Sport Sciences), Daniel Chadborn (Psychology), Andrea Crespin (Assistant Registrar), David Donley (Biology), Lauren Fath (Associate Dean, CAS), Roxanne Gonzales-Walker (Educational Leadership), Todd Lekan (Dean, CAS), Peter Linder (History and Political Science), Amanda May (English), Veena Parboteeah (Dean, Business & Media Arts), Michael Petronis (Natural Resources Management), Megan Shudde (Instructional Design), John

Tourangeau (Interim Dean, Social Work), Barbara Wharton (Institutional Research /Interim Registrar), Ian Williamson (AVPAA)

3. **Approval of Agenda.**
   Motion to approve the agenda. Seconded. 16 ayes, 0 nays, 0 abstentions. Motion carried.

4. **Approval of Minutes from January 28, 2026 (attachment).**
   Motion to approve the minutes. Seconded. 17 ayes, 0 nays, 1 abstention. Motion carried.

5. **Communication from the President (N. Woolf).**
   N. Woolf reported the following:
   - Board of Regents approved a change in name of the Staff Senate; Regent Tripp expressed concern that there would be some confusion about capacity.
   - Board of Regents approved the EdD, dual program in Criminology in Psychology and revision to the Computer Science degree.
   - Dr. Woolf stated that in 2017 the student union and Viles and Crimmins were funded through GO Bonds and that the university has been trying to refinance those and that they were able to do that.
   - Sininger Hall has been renamed.
   - Dr. Woolf reported on a donation from the Nunez estate for $50,000 for a new locker room and $25,000 for the library.
   - Dr. Woolf stated that the Wilson Complex was changed to Wilson Center. Dr. Woolf noted that Dr. Lindline brought up concerns from faculty about not being part of the conversation. Dr. Woolf stated that the Board is open to receiving concerns and that it's the Board's express authority to do that.
   - Dr. Woolf stated the administration has finalized and requested opportunities for the following committees: SEM council (headed by D. Brown and K. Blea); Centers strategy (under SEM council); website task force; policy advisory committee.
   - Dr. Woolf reported that he will be in Washington DC to lobby on expanded housing efforts and that there are plots of land near campus that may be available.
   - Dr. Woolf stated that there will be a commencement luncheon and that he wants to open it up to faculty. More info will be coming.
   - Dr. Woolf reported that the legislative session ended last Thursday and that the governor has 20 days to sign or veto bills and that she can line-item veto.
   - Dr. Woolf stated that he has put a pause on the monthly combined meetings with senate and union leaders during bargaining.
   - Dr. Woolf reported that he has approved and signed sabbatical requests and offered congratulations to all the proposals
   - Dr. Woolf reported that there is an active email phishing attempt on campus.

Chair stated that during yesterday's meeting that recommendations for building renaming go to the Board, she stated that faculty believe that they should be involved to inform that decision. Chair noted that faculty don't want the function of the building to be lost in the naming.

Comment from a Senator that they had voiced concern over the name change of the Wilson complex and was never given the opportunity to give feedback.

President Woolf stated that he will follow up with the Board about whether physical education can still be in the name.

6. **Communication from the Vice President of Academic Affairs (D. Brown).**
   D. Brown reported the following:
   - Dr. Brown reported that the men's basketball team has made playoffs and that the women are on the cusp.
   - Dr. Brown stated that his office is preparing for the next iteration of the Centers and that they are trying to start next week. Dr. Brown stated that he is going to lead the path forward with Dr. Blea. Dr. Brown stated that they want to start with listening sessions on 3/16 and 3/19 to gather input and thoughts on how HU should be serving students, faculty, and community at the Centers.
   - Dr. Brown extended an open invitation beginning March 6 to help with planning for large university events. Dr. Brown stated that they have reserved 120 for planning commencement.
   - Dr. Brown reported that the Rio Rancho commencement will be 5/7 and Las Vegas commencement will be 5/9. Dr. Brown stated that there will be a luncheon in the Student Union Ballroom and that commencement starts at 2:00.
   - Dr. Brown reported that he and President Woolf will be going to San Juan College the following week for commencement.

Chair noted that Dr. Brown has discussed "needs" and "gaps" at the Centers but that she would also like to focus on the strengths at the Centers.

Dr. Brown stated that he wants broad participation.

Dr. Brown stated that he is concerned with accessibility and weather issues at commencement.

Comment from a Senator that they need dates and that students are panicking about when registration will start.

Dr. Brown stated that B. Wharton will let him know and that the university will purchase celebratory and recognition cords, so students don't have to worry about that.

Comment from a Senator that the $50 fee is an issue for some students.

Dr. Brown stated that he would like to see us address this in a different way and that cost should not be a barrier to participating.

Comment from a Senator that they are concerned about the starting times and noted that some students show up on time and it's sweltering in the hallways. Senator suggested having a place to meet outside.

Dr. Brown stated that he would see what could be done.

Chair asked for additional questions to be sent to her.

7. **Communication from the Faculty Senate Chair (J. Lindline).**
   Chair reported the following:
   - Department chair selection process is complete.
   - The Executive Committee is working on the annual evaluation of administrators which will go forward in mid-March.
   - Chair mentioned the issues with building renaming. Dr. Woolf confirmed that physical education is still in the name of the Wilson Center.
   - Chair reported that ticketing issues was discussed in extended cabinet and that ITS is following up with people who put in tickets.
   - In regard to global email access, ITS is in charge of the distribution list for global emails.
   - Chair reported that the university is replacing computers in Ivan Hilton and working on printers and copiers.
   - Chair reported that the Executive Committee was made aware that there was an associate dean being posted for Nursing and that both job descriptions were submitted after last EC meeting. Chair noted that it is unusual for there to be an associate dean attached to a particular department. Chair asked the Senate for their thoughts.

Comment from a Senator that it seems like bias or favoritism of one unit over others and that it could be an assistant instead of an associate.

Comment from a Senator that in the School of Social Work, the size of the program has been growing and because they are spread across so many centers, in some ways it makes sense to have assistant. But the Senator noted that they are a school instead of a single unit. Senator asked if others would want to use the title assistant or associated and noted that the associate dean is in Las Vegas.

Senator asked why the position was necessary and what motivated it. Senator also asked who is initiating the process.

Chair asked for comments to be put in writing by next meeting and that the Executive Committee will work with those questions.

Chair noted that faculty participation is being sought for the committees previously mentioned by the President and asked the Senators how they would like to decide participants.

Question from a Senator about how many faculty are needed.

President Woolf stated that he was aiming for 2 per committee.

Question from a Senator about whether these are outside the Senate's committees. Chair stated that they do not count toward the Senate committee membership maximum.

Comment from a Senator that it should be open to all faculty.

Question from a Senator about whether there should be equitable representation across the colleges.

Chair noted that these would be at-large positions.

Comment from a Senator that it should be someone who will report back to the Faculty Senate.

Comment from a Senator that we should open it up to all faculty and ask individuals to report back to Faculty Senate.

Suggestion from a Senator to discuss the issue in the upcoming General Faculty meeting.

Chair suggested that the Senate could recommend one individual from the Senate and one from general faculty.

Request from a Senator for a list of the names and focus of the committees.

MOTION for Senate to nominate one Senator and one General Faculty member for each committee to be voted on at the next Senate meeting, March 25, based on the information that the committees will not be doing substantial work prior to that time. Seconded. 14 ayes, 0 nays, 1 abstention. Motion carried.

8. Communication from Academic Affairs Committee (R. Gonzales-Walker).

G. Gadsden reported the following:

- The Policy Committee provided an update on the certificate language and will have a formal recommendation.
- There are 11 program reviews that are moving forward.
- The committee voted to send information back about their charge.
- The committee is hearing a language proficiency modification proposal.
- The committee is hearing a Nursing proposal for reduction of credit load for DNP.
- It was reported to the committee that the new Registrar will begin on 5/4.
- It was reported to the committee that the transcript system was restored.
- The committee discussed course fill rate.

- Ad astra is delayed due to staffing.
- Dr. Brown discussed the commencement luncheon and said that there will be a clear bag policy. It was suggested that Michelle Lujan Grisham may be the commencement speaker.

Dr. Woolf stated that the commencement speaker has not been confirmed but it is not the governor.

9. Communication from the Student Senate (L. Okojie).
Not present

10. Communication from the Staff Senate (G. Medina).
G. Medina yielded her time back to the Senate.

11. Old Business

a. Ellucian Experience Updates.

Chair reported that concerns are still coming in, including room lookup and advisory assignments. Chair reported that B. Wharton is working on it and that she is looking into reinstating early alert. Dr. Wharton provided a one-page quick start that the Chair will distribute. Chair stated that the midterm grade memo will include some quick start instructions. The Registrar stated that they will post some office hours to make themselves available as faculty post midterm grades.

b. Reorganization of Student Support Services Workforce at the NMHU Centers.

Chair noted that this item was kept on the agenda for continued sharing.

12. New Business

a. Report from Financial Planning Committee (Karpowicz) (attachment).

S. Karpowicz provided an overview of the report (see attached).

MOTION to table remaining items and adjourn. Seconded. Motion carried by consensus.

b. Report from ad hoc Center for Teaching Excellence Committee (D. Donley)

c. Graduate Catalog Policy Change: 7000-Level Graduate Course Numbering for Doctoral Programs (I. Williamson, G. Gadsden) (attachments).

13. Executive Session

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

15. Adjournment.
Adjourned at 4:00.

The New Mexico Highlands University faculty recognizes collegiality as a cornerstone of our academic community, characterized by a commitment to work together to support the academic enterprise. We value the diversity of people and perspectives; support open communication and constructive disagreement; and uphold the principles of academic freedom and shared governance. We expect all faculty members to maintain the highest standards of professional conduct, including mutual regard, collaborative engagement, and respectful debate.

Report on Finances of Minimum Course Enrollment

By Financial Planning Committee

Dr. Steven Karpowicz (Chair), Dr. Siri Gurunam Khalsa (Secretary), Dr. Elisabeth Valenzuela, Dr. Rey Martinez, Dr. Roxanne Gonzales-Walker, and Dr. Gerardo Moreira

Version draft current as of October 2025, approved by vote of committee on 7 November 2025

The Financial Planning Committee was charged by the Faculty Senate as follows:

"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."

Summary

The analysis suggests that the minimum enrollment, specifically for a contract or overload course that is paid at the CBA per-course rate, is approximately 5 for undergraduate or graduate courses. Additional course expenses, such as fees paid to third-party organizations, decrease the tuition income of a course.

Data Sources

Tuition and fee data were collected from the Registrar's webpage and the 2025-2026 Undergraduate and Graduate handbooks.

Analysis

Costs related to regular academic contract

According to the CBA, full-time faculty are required to teach 12 credit hours per semester. Enrollment numbers in the courses that are taught by faculty as per their yearly contracts do not affect the expenses associated with offering courses within the normal faculty teaching load.

<u>Thus, there is no minimum enrollment number for a course that is part of a full-time faculty member's normal teaching load, so long as there are no overload courses offered by faculty within the same department.</u>

The committee will continue an investigation of minimum course enrollment during regular academic semesters. A regular semester's minimum course enrollment is more complicated, due to factors such as degree requirement of students, balancing of teaching load between faculty in a department, and courses for which only a limited number of faculty members in a department may have expertise to teach.

Costs related to overload and summer contracts

Per CBA Article 25, a full-time faculty member is to be paid $1,050 per credit hour that is taught in excess of the normal teaching load. This fee would be paid to faculty that teach more than 24 credits in a single year. Situations in which this occurs are for overload during a Fall or Spring academic semester, Winter intercession courses, and Summer semester courses.

In addition to the direct cost of $1,050 per credit hour expense, the University adds an indirect cost rate of 38.12% to cover the costs of fringe benefits. Therefore, the total expense to the university per overload credit is $1450.26.

Part-time and adjunct faculty are hired to teach at the per-course rate.

The costs to maintain facilities (for example, electricity, heating, *etc*.) and the provision of internet services may be unaffected or marginally increased as a result of offering overload courses. Marginal classroom expenses (for example, purchase of whiteboard pens and printer paper) are paid from an academic department's budget. These facility and classroom costs are ignored in this analysis.

Additional costs related to course enrollment

Wiley (now called RisePoint) charges 40% per credit hour income for the enrollment referral services that it provides to the University. An initial analysis of RisePoint's charges by the Committee identified on-campus students, who had not been referred to the University through RisePoint, were indicated on

RisePoint's invoice as referred students. In addition, RisePoint is paid for enrollment of students in certain academic programs, such as Nursing, regardless of whether RisePoint performed any action in referring students to Highlands or that academic program. <u>The Committee recommends that a review be undertaken of the cost-effectiveness of the services being provided by RisePoint to the University.</u>

Income per-course

Tuition and fees, up to 12 credit hours, is as follows.

	Undergraduate	
	Resident	Non-resident
Per-credit income	$303.35	$508.35

	Graduate				
	Resident	Non-resident	International	Fine Arts Resident	Fine Arts Non-resident/ International
Per-credit income	$328.35	$527.35	$546.35	$334.35	$540.35

	Asynchronous Programs - Online Tuition		
	Undergraduate	Graduate	MS-Nursing
Per-credit income	$325	$525	$625

	Additional fees
Online course	$10/per credit hour
All courses: Campus Life Initiative	$78/semester

Determination of minimum course enrollment

The following formula is applied:

(per-credit hour faculty cost) + {(income percentage after RisePoint deduction) X [(number of enrolled students) X (per-credit hour tuition & fees + additional fees)]}

An assumption is that students are paying on the increasing per-course fee basis detailed in the prior section. If a student enrolls in a faculty member's overload course while he or she is already enrolled in 12 credits, then (tuition&fees) equals zero for that student. Therefore, the values in the following tables are more accurate for Summer and Winter Intercession courses, while Fall or Spring semester overload courses may have reduced income values.

If a student receives a tuition remission (such as through a Graduate Assistantship), then an enrolled student does not contribute to the number of tuition-paying students for the purpose of the following tables.

Prediction of financial cost/benefit for a course taught on supplemental contract

Number of tuition-paying, enrolled students	In-person, Per-Credit Hour income in Dollars ($)		
	Undergraduate (Residents) $	Graduate (Residents) $	Graduate (International) $
0	-1450.26	-1450.26	-1450.26
1	-1146.91	-1121.91	-903.91
2	-843.56	-793.56	-357.56
3	-540.21	-465.21	188.79
4	-236.86	-136.86	735.14
5	66.49	191.49	1281.49
6	369.84	519.84	1827.84

Number of tuition-paying, enrolled students	Online, Per-Credit Hour income in Dollars ($)		
	Undergraduate $	Graduate $	MS-Nursing $
0	-1450.26	-1450.26	-1450.26
1	-1125.26	-925.26	-825.26
2	-800.26	-400.26	-200.26
3	-475.26	124.74	424.74
4	-150.26	649.74	1049.74
5	174.74	1174.74	1674.74
6	499.74	1699.74	2299.74

Number of tuition-paying, enrolled students	Online, Per-Credit Hour income in Dollars ($), after RisePoint deduction		
	Undergraduate $	Graduate $	MS-Nursing $
0	-1450.26	-1450.26	-1450.26
1	-1255.26	-1135.26	-1075.26
2	-1060.26	-820.26	-700.26
3	-865.26	-505.26	-325.26
4	-670.26	-190.26	49.74
5	-475.26	124.74	424.74
6	-280.26	439.74	799.74
7	-85.26	754.74	1174.74
8	109.74	1069.74	1549.74

Interpretation

The data indicate that a minimum of five students typically are necessary for in-person or online undergraduate and graduate contracted courses to be profitable. In-person, contracted graduate courses may have enrollment as low as three students to be profitable, if the enrolled students are international. The RisePoint referral fee causes asynchronous, contracted graduate courses to have a minimum enrollment of five students and asynchronous, contracted undergraduate courses to have an enrollment minimum of eight.

Survey of Department Chairs

The Committee wished to collect qualitative results from faculty members in regard to their experience with, and understanding of, minimum enrollment in courses during Spring 2025. The Committee sent a survey with the following questions to Department Chairs.

1. What is the enrollment minimum for Undergraduate (or Graduate) courses in your Department (or College, as appropriate)?
2. Is the same minimum applied to all Undergraduate (or Graduate) courses (answer YES) or does it vary by course (answer NO)?
3. Who in your Department/College is responsible for making the decision about whether to offer a low-enrollment course?
4. Comments about course enrollment minimum at the Undergraduate level.

The response rate was poor. While the Committee is aware that College Deans are ultimately responsible for deciding whether a low-enrollment course is offered, insight into a Department Chair's rationale for scheduling such courses would be useful. For example, is a low enrollment course offered only when the course is necessary for a student to graduate and its low enrollment nature is incidental? Is a low enrollment course that is offered as an elective allowed to proceed due to the perceived benefit to the students or faculty member?

Recommendation of Committee

<u>The Committee recommends that a minimum course enrollment of five (5) students is a consideration, but not a requirement, when College Deans and Faculty members evaluate whether to commit university financial resources to a per-credit employment contract.</u>