

Approved Minutes

Approved December 10, 2014

Faculty Senate Meeting

November 12, 2014

Science Annex Building, Room 329 - New Mexico Highlands University, 3:00 p.m.

1. Call to Order: 3:04 p.m.

2. Roll Call:

Present: Aguilar, Teresita (VPAA); Christensen, Todd (Visual & Performing Arts); Vigil, John Ramon (Student Senate – Undergraduate); Gadsden, Gloria (Social & Behavioral Sciences); Harrington, Julius (School of Social Work); Izaguirre, Ariadna (Student Senate – Undergraduate); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (School of Education); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Main, Douglas (School of Education/Counseling & Guidance); Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Ratzlaff, Elizabeth (Staff Senate); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); Thompson, Wally (School of Education, Curriculum & Instruction); Walker, Diane (School of Education); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library)

Absent: Gorman, Jane (School of Social Work)

Also Present: Erika Derkas, Kristie Ross, George Lyon, Elaine Rodriquez, David Sammeth,

3. Approval of Agenda: - approved with the addition of campus forums to new business and move changes to the Dean Section last.

4. Approval of Minutes: – Minutes from Oct. 22nd were approved with clarification of 5a.

5. Communication from the Administration

- a. Special Board of Regents meeting is scheduled for Tuesday, Nov. 18, 2014. Will discuss search process for the university president position.
- b. Collaborated with leadership in Faculty Senate to revise/propose language for the Faculty Handbook, pertaining to deans.
- c. Need to prepare for deans searches for AY 2015-16. Will meet with college/school faculties to discuss general protocol. Then propose to follow the guidelines recommended last Spring, 2014 on constituting search committees and setting the timelines. Would like to be at a point to place ads

in target publications before the end of the Fall term, in order to achieve a good pool of applicants.

- d. Degree Plans due to VPAA office by Friday, Nov. 14 for all degree programs (undergraduate and graduate). Will be reviewed and finalized to be made available to the campus community, on the web, etc.
- e. Progress has been made to formalize a Graduate Council under the leadership of Dr. LaGrange, who will serve as an ex-officio member of the Council.
- f. Strategic Planning Steering Committee update. Have received a very strong pool of campus members to serve on the Committee. Have not finalized the external membership of the committee, but hope to do so by Friday, Nov. 14.
- g. HLC Planning Committee. Chaired by Dr. Jean Hill. Membership is finalized.
- h. Diversity Initiative. Dr. Harrington has prepared a preliminary inventory of diversity resources on campus. A Diversity Council will be finalized before the end of this semester. Progress has been made on creating an MOU with Dine College and SOWK. Several NMHU personnel will be attending the Native American Institute this month in ABQ. NMHU will host the state-wide Diversity Summit for institutions of higher education late Spring, 2015.
- i. Kudos on the passage of the GO Bonds that will assist in Library support and infrastructure support (received \$5 mil; requested \$14).
- j. Raton update. Phasing out to be completed by Dec. 15. Equipment and furniture to be inventoried and reallocated, based on requests and priorities. Building will likely be passed on to a local non-profit entity in Raton.
- k. Facilities site visits. Looking at space utilization and will be meeting with various constituencies to determine space needs (short term and long term). Plan to create a Fitness Space in Archuleta for student, faculty, and staff recreational purposes. Will also be visiting labs, classrooms and special facilities being used for academic and research purposes.
- l. Personnel updates. Seeking additional representatives for the Tenure and Promotion Committee. Have received notification of applications for T & P. Have also received notification of intents to apply for sabbatical for AY 2015-2016.

6. Communication from the Chair

- a. As charged by the General Faculty a letter was sent to Board of Regents last week regarding the President search.
- b. Survey was sent out on the ACT admissions requirement which closes this Friday. Results and our recommendation will be discussed at our next meeting. Department discussions and information from recruitment should also be considered before making a decision.
- c. The Executive Committee met with Dr. Aguilar to discuss implementation of the Center for Teaching Excellence. The next step is for her to meet with the advisory board and begin the search for a director.
- d. Call for the Ballen scholar is out and proposals are due Nov.25th.

7. Communication from Academic Affairs

- a. The registrar is looking into letting faculty drop students for non-attendance. He would like some guidance on how to proceed on a policy for double counting of classes for majors/minors. He would also like clarification on the differences on concentrations and emphasis.
- b. Program revisions to Education were approved.
- c. New course proposals in Biology and Natural Resource Management were approved.

8. Communication from the Student Senate

- a. The Senate is marketing what they are doing to the students. \$3000 left in graduate funding. \$2000 left for undergrad study and
- b. Senate drafted a letter regarding the cuts to the Lottery Scholarship by the state legislature

9. Communication from the Staff Senate

- a. The President of the Staff Senate has resigned.
- b. They continue to look into supplemental pay policy regarding grants.

10. New Business:

- a. Forum Committee: George Lyon, Christie Ross, and Erica Derkas were in attendance. They would like some guidance on how to keep communication open with all faculty and staff, and not just those able to attend the forums. Suggestions included:
 - i. Should also be working/communicating with the Strategic Planning Committee
 - ii. Compile a report or updates after each forum and sent to the campus community (faculty, staff, students)
 - iii. Perhaps have more focused forums based on this semester's input with recommendations for action items.
 - iv. CTE should also be involved with discussions

11. Old Business

- a. Nominations for the Financial Planning Committee: Elaine Rodriguez and Margot Geagon
 - i. Motion made to approve the nominees to the Financial Planning Committee. Motion passed unanimously.
- b. Nominations for the Center for Teaching Excellence Advisory Board: Margot Geagon (Business); Mary Shaw (Science); Michael Immerman (Education); Jason McIntosh (Humanities, English); George Lyon (Humanities, Political Science); Debra Rodda (Social Work)
 - i. A paper ballot vote was taken with approval of the following candidates: Margot Geagon, Mary Shaw, Michael Immerman, George Lyon and Debra Rodda.
- c. Recommendation from the ad hoc Committee on Student Evaluation of Classes

- i. Emily Williams outlined the process to eliminate redundant questions and non-academic questions.
- ii. It was suggested that there should also be questions regarding the 4 NMHU traits/outcomes. Not all traits are covered in each course, so there should be a Not Applicable option. Discussion regarding the inclusion of technology questions, with the suggestions that there should be a separate questionnaire on technology.
- iii. Would like to allow departments to add their own questions.
- iv. Senate would like the committee to continue revising the evaluation form, and take into account some of the comments and issues raised.
- d. Recommendations for revisions of the International Education Committee.
 - i. Recommendations were revised to comply with the handbook format.
- e. Revisions to the Dean section of the handbook
 - i. The Executive Committee met with President Fries and Dr. Aguilar to review the proposed language.
 - ii. It was agreed that the handbook should be more general, and not include detailed list of responsibilities, as they may change over time.
 - iii. Much of the detail of the selection process was left out so that each school or college has more flexibility.
 - iv. There were concerns that nothing specifically states that the final selection must come from the slate of candidates.
 - 1) It was proposed that adding back in #9 from the old version would solve this issue.
 - v. Clarification of language of absence of dean.
 - vi. Motion made to accept the new revision with recommended changes and send to the faculty for further input. Motion passed unanimously.
 - 1) It was agreed that it could be send out for a shorter comment period since it is not a change to the constitution.
 - 2) It was suggested that since this has been out before, we allow a week for comment and an electronic vote taken by finals week.

12. Meeting adjourned at 5:07 p.m.