

Approved Minutes

Approved February 25, 2015

Faculty Senate Meeting

February 11, 2015

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

1. Call to Order: 3:07 p.m.

2. Roll Call:

Present: Aguilar, Teresita (VPAA); Christensen, Todd (Visual & Performing Arts); Derkas, Erica (Social & Behavioral Sciences); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (School of Education); Loewen, Kerry (School of Business, Media & Technology); Main, Douglas (School of Education/Counseling & Guidance); Martinez, Edward (Natural Resource Management); Doris Gallegos proxy for Ratzlaff, Elizabeth (Staff Senate); Romine, Maureen (Biology & Chemistry); Swim, Charles (School of Business, Business); Thompson, Wally (School of Education, Curriculum & Instruction); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library)

Excused: Harrington, Julius (School of Social Work); Izaguirre, Ariadna (Student Senate – Undergraduate); Kempner, Brandon (English & Philosophy); Manafy, Abbas (History/Political Science/Language & Culture)

Absent: Dominguez, Joseph (Student Senate – Graduate); Gorman, Jane (School of Social Work); Walker, Diane (School of Education)

Also Present

3. Approval of Agenda: - approved with the addition of 2 items under new business.

4. Approval of Minutes: – Minutes from January 28th were approved

5. Communication from the Administration

- a. BOR special meeting today
 - i. Trolley Building projected to be completed May 2016. Good communication between architect, Media Arts and administration. There may be a new 90 seat lecture hall.
 - ii. Farmington will be renovating San Juan College and we may get more space.
 - iii. Hired a new Soccer coach and will be searching for a new Football coach
- b. Dean Searches

- i. Trying to insure balanced committees. CAS is ready to begin. Education will be looking at current applicants.
 - ii. Business has three candidates for interim dean
- c. Strategic Planning
 - i. Getting good comments
- d. Diversity Council has been constituted. Dr. Julius Harrington is chairing.
- e. Toured Hilton Science Building to evaluate its needs. When building problems occur please cc Dr. Aguilar on the facilities work order.
- f. Legislature –
 - i. Anticipate decrease in funding this year due to lower gas prices.
 - ii. SARA – still in legislature
- g. Enrollment was down 3.5-4% from last spring, but an increase in retention. There is no specific enrollment goal.
- h. Budget – tuition revenues \$270,000 shortfall in part due to decrease in housing and meal plans
- i. Dr. Aguilar met with the advisory board for the CTE and is recruiting members to serve on the search committee.
- j. Would like to acknowledge and thank the faculty for assisting in developing the Freshmen Learning Communities.
- k. Question about cutting the recruitment budget, but Dr. Aguilar has not heard that. There are plans to reorganize the recruitment department, as well as developing a recruitment/retention plan. She is willing to allow a program to have a representative with release time to work with recruitment.
- l. Minimum enrollments were established: 15 students for lower division classes. Allow flexibility for upper division and graduate classes, but really need 6 to just cover an adjunct's salary.
- m. Working with center directors to better coordinate programs and class schedules, for example - 6 or 8 week classes, weekend classes, etc.

6. Communication from the Chair

- a. See attached

7. Communication from Academic Affairs

- a. Grad Council – role & authority is being worked on.
- b. Program reviews – several in process
 - i. Dr. Main said that education counseling accreditation requires a program review every 4 years which would be next year. Let Dr. Woodford-Gormley know so she can get it scheduled.
- c. Approved retroactive withdrawal policy

8. Communication from the Student Senate

- a. No one present

9. Communication from the Staff Senate

- a. Next meeting is Tuesday, Feb. 17th at 10:30 (3rd Tuesdays of each month)

- b. Doris Gallegos reported that they are seeking clarification of policies on tuition waivers from HR.

10. Old Business

- a. Voting Faculty
 - i. Still receiving comments. The EC will compose a proposal to bring back to Senate.
- b. Duties of Committee Chairs – change to Faculty Handbook
 - i. Proposed Wording: The Committee Chair shall schedule and hold at least three meetings in Fall and Spring semesters. The meeting shall be run in a professional manner and guided by Robert’s Rules of Order. Attendance and minutes shall be sent to the Faculty Senate secretary after each meeting. The chair shall respond to charges from the Faculty Senate in a timely manner and regularly communicate with committee members and the Faculty Senate.
Failure of the Committee Chair to carry out these duties will result in an initial warning from the Faculty Senate. If the chair continues to fail to carry out these duties as determined on a case by case basis by the Executive Committee, the chair may be removed by the Faculty Senate.
 - ii. Discussion: Can the committee itself remove a chair? Yes
 - iii. Motion made to approve the proposed wording on the Duties of Committee Chairs (Loewen/Derkas) Motion passed unanimously. This will now go to the full faculty for a vote.
- c. Revision of evaluation of administrators
 - i. Need a mechanism to receive feedback as to results of evaluations. Perhaps a summary statement.
 - ii. Dr. Aguilar said it would be helpful to know the goals & accomplishments of the individual. Then that person can be evaluated on how well they met their goals.
 - iii. Issues with doing it on Survey Monkey since it is not kept confidential, and not sure if Banner would work either.
 - iv. Simple terminology such as: met goals, improved on goals, goals not met.
 - v. EC will come up with some possible questions.
- d. HU-CARES info on syllabus
 - i. Corilia Ortega would like faculty to put this information on their syllabus.
 - ii. The syllabus template is at the Academic Affairs Committee, and they should revise it and send it out to all faculty.

11. New Business:

- a. Faculty Marshalls for commencement
 - i. Looking for volunteers – Dr. Jenkins volunteered.
- b. Distance Learning Manual - tabled
 - i. The current version was not sent out.

- c. Recommendations from the Instructional Technology Committee
 - i. Distance Learning, SARA and HLC Guidelines
 - ii. Legislature has to approve being a part of SARA. Then NMHU would apply to SARA as an institution.
 - iii. Committee is trying to be ready for when SARA is approved.

- d. Faculty Activities publication
 - i. Finishing up Fall 2014 and will post to the web soon.
 - ii. Call for Spring activities with a limitation of 100 words.
 - iii. Print run depending on budget
 - iv. Showcase for BOR
 - v. Use as a recruiting tool

- e. Graduate Council and relationship to Senate/Academic Affairs - tabled

12. Committee Reports and Announcements

- a. Dr. Aguilar would like to do a faculty appreciation event. Would like feedback as to date and times.

13. Meeting adjourned at 5:00 p.m.

Faculty Senate Meeting Chair's Report, Feb. 11, 2015

Cabinet/PAC Meeting, Feb. 6, 2105

- a. New regents – need to be confirmed by the legislature – student regents not chosen yet
- b. Some suggested Completion goals by President: Raton closure, revising scholarship policies and procedures, academic integrity policy, Trolley construction RFP approved, commercial kitchen, etc.
- c. Makwa – hearing in March
- d. Enrollment
 - (1) Spring numbers - % 5 dec. from sp 14-sp15
 - (2) Recruiting
 - (a) e-mails and letters
 - (b) Scholarship offers going out earlier
 - (c) Redesign web site
 - (d) Recruiters at centers
- e. Retention – fall to spring; full time first time freshmen; 2011-12 - 72.2%; 2014-15 - 77.5%
- f. Budget
 - (1) Most likely will have a flat budget – dec. in revenues from projected 280 million to 82 million
- g. Legislative
 - (1) SARA – looks positive for state to join
- h. BOR special meeting, Feb. 11, 2015 – Trolley Building RFP

2. Presidential Search Committee

- a. Meeting on Feb. 5th – general discussions about what we are looking for in a President; position description; timeline (needs to be updated); rating forms; Presidential Search Committee Guidebook from R. H. Perry & Associates – will be handling all aspects of the search- meeting with a rep. on Feb. 16th; Forums on the 17th; BOR wants 6 ranked candidates; hope to have the selection by the end of April or first part of May.

3. EC member for Department Chair selections – Computer & Mathematics –Dr. Romine; English & Philosophy – Cheryl Zebrowski, Social and Behavioral Sciences – Dr. Romine; Business Administration – Dr. Derkas & Media Arts – Dr. Kempner (both postponed until interim dean selected); Counseling and Guidance – Dr. Martinez; Educational Leadership – Dr. Martinez; Special Education – Dr. Derkas. Dr. Aguilar will send a notice to the CBA board regarding postponement.

4. EC meeting on rank and contracts – 3 categories of ranks, titles and contracts with descriptions and definitions

5. Student Academic Integrity Policy – 30 faculty voting – unanimous approval – will go to the BOR at the next regular meeting for action

6. Receiving suggestions and comments on faculty for recruiting to take to the BOR. Asked Dr. Trujillo to send a summary of the plans for improving recruitment

7. Charge to the Financial Planning Committee – develop report template concerning the state of finances at NMHU – have met with Max Baca several times and are working on it.

8. Pino Award (faculty development) – call for proposal sent out and the deadline is Feb. 27th
Need more members on the committee.

9. NMHU Class Attendance Policy – Student Handbook – send comments to Dr. Romine so that we can discuss what action to take at the next Senate meeting.

10. Reminder sent about the survey on the topics for the Ad Hoc Committee on NMHU Identity