

# Faculty Senate Approved Minutes

Approved March 25, 2015

## Faculty Senate Meeting

February 25, 2015

Sininger Hall, Room 100 - New Mexico Highlands University, 3:00 p.m.

**1. Call to Order: 3:06 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); 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); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library)

**Excused:** Harrington, Julius (School of Social Work);

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

**Also Present**

- 3. Approval of Agenda:** agenda approved with the addition of an item under 11 – New Business.
- 4. Approval of Minutes:** –minutes from February 11<sup>th</sup> were approved.
- 5. Communication from the Administration**
- See Attached
- 6. Communication from the Chair**
- Presidential Search – meeting with representatives from the search firm
  - Faculty Marshals for graduation – Kathy Jenkins, Shirley Meckes, Ian Williamson, Ruthy Watson
  - Ad hoc committee on showcasing research and scholarly activity – Lori Rudolph (FRC), Seansook Park (FRC), Gil Gallegos, Mike Petronis. First meeting was this morning. Student Research day is April 10.

- d. Ad hoc committee on student evaluation of classes will be meeting to discuss some of the issues that were brought up by the Senate.
- e. EC Activities
  - i. Voting issues – will likely put out a survey
  - ii. Revision of the personnel section of the handbook – working on a proposal to better define ranks, titles and contracts
  - iii. Proposal for the process for evaluation of the administration will be forthcoming.
- f. Productivity Survey: Jean Hill reports that this survey was based upon the faculty productivity report by another university. She would like to work on modifying it for NMHU and welcomes faculty input.
  - i. The report is on the website. It is used for things like grant writing, business office, etc.
  - ii. Data from it is needed for the HLC visit
- g. HU Cares – Request that info be put on syllabus. The consensus at our last meeting was that it was a good idea, but not required. Motion made to send to Academic Affairs. (Williams, Loewen). Amended to include that the Senate is recommending that this material be required. Motion passed unanimously.
- h. Campus Forum – ad hoc committee on NMHU Identity. Thursday at 5:30 in G-35. Will Wooten will be there to discuss recruitment.
- i. Faculty Activities Update: Dr. Kempner is working on final revisions for Fall.
- j. Enrollment Management Consultant will be meeting next week with EC, and other campus leadership. Senate members will be invited.
- k. Chair selections are in progress.

#### **7. Communication from Academic Affairs**

- a. There are 360 University Studies Majors
- b. Changes to current catalog won't be applied until next print edition.
  - i. New programs will be added to current web version.
- c. Program reviews are in progress.
- d. The Ballen scholar will be here the rest of this week.
- e. Language for 2<sup>nd</sup> Bachelors was approved
- f. Disenrollment policies still being discussed, especially the Grad Policy

#### **8. Communication from the Student Senate**

- a. No one present

#### **9. Communication from the Staff Senate**

- a. Policy Committee will be meeting soon to work on staff policies with HR
- b. Staff training is being planned
- c. Would like to create administration evaluations similar to the Faculty Senate's evaluations.

#### **10. Old Business**

- a. Voting Faculty – tabled until brought forward by the EC
- b. Revision of evaluation of administrators - tabled

- c. Distance Education Learning Manual – tabled until revised manual is available
- d. Recommendations from the Instructional Technology Committee – Distance Learning, SARA, HLC Guidelines – possible action item
  - i. 18 recommendations. In order to be accepted by SARA and HLC, NMHU must meet the 18 recommendations.
  - ii. Motion made to have the EC review the recommendations and determine what actions should be taken. (Main/Christensen) Motion carried unanimously
- e. NMHU Class attendance policy
  - i. The Senate would like to send a formal response to Dr. Trujillo. The EC will compile comments into a formal response.
- f. Relationship of the Graduate Council to the Senate - tabled

**11. New Business:**

- a. Creation of online course/program assessment - tabled

**12. Committee Reports and Announcements - none**

**13. Meeting adjourned at 3:57 p.m.**

**Faculty Senate and General Faculty meeting notes**

**Wednesday, February 25, 2015**

Communication from Administration

1. Deans search updates
  - a) CAS Dean Co-Chairs: Dr. Kathy Jenkins and Evonne Roybal-Tafoya
  - b) EDUC Dean Co-Chairs: Dr. Geri Glover and Dr. Virginia-Padilla- Vigil
  - c) Interim Dean – School of Business, Media and Tech: Dr. Charles Swim (effective summer, 2015)
2. Strategic Planning updates
  - a) Recent community forum held. Limited participation, but excellent ideas generated.
  - b) Scheduling a meeting with invited community leaders (to be hosted by the President) to discuss planning process and share some of the preliminary suggestions for enhanced university-community partnerships.
  - c) Residence life assisting with scheduling sessions with student-residents
  - d) Athletics assisting with scheduling sessions with student-athletes
  - e) Foundation office identifying “Friends of HU” to engage in strategic planning session
  - f) Faculty debate proposed for the topic of “traditional graduate education”
  - g) Excellent ideas coming via the SP website.
  - h) Next Steering Committee meeting scheduled for Monday, Mar 2.
3. Incoming scholarship recipients:
  - Letters of offer sent in Dec. 2014

- To date, 73 of 94 acceptances from students with 3.0 GPAs

4. Faculty searches:

Thank you to all faculty and staff serving on the numerous faculty searches. There are 8 active tenure track searches and 1 active search for a FT Instructor. One search is completed—with offer accepted. A second search is near completion with finalists identified, preparing to extend offer.

5. Budgeting process:

- a) Have met with Interim VP Baca on a budget strategy for next FY
- b) Preliminary discussions with deans on current budgets and strategies for next FY
- c) Will hold follow up meeting with deans, center directors and other direct reports to schedule meetings for units within their areas. Will be a more transparent and inclusive process.
- d) Not anticipating increases, given the situation with oil and gas monies in the state.
- e) Assume a flat budget and consider ways in which internal and/or cross-unit reallocations may be needed to support areas with increased growth and needs—as supported by data, trends, etc.

6. Degree plans and maps:

Still compiling degree plans and maps for undergraduate programs (2 and 4-year plans) and graduate programs (FT & PT attendance). All plans will be posted online and available for current and prospective students.

7. Scheduling issues and goals:

- a) Long range scheduling (3 to 5 years)
- b) Creative scheduling (alternative formats, delivery and timing; improved coordination among units)
- c) Scheduling options for HU Centers

8. Other announcements:

- Las Vegas Day in Santa Fe. Thursday, Feb. 26
- Diversity Council initial meeting. Friday, Feb. 27