

# Approved Minutes

*Approved April 8, 2015*

*amended October 29, 2015 with the addition of the wording for item 11c*

## Faculty Senate Meeting

**April 8, 2015**

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

**1. Call to Order: 3:05 p.m.**

**2. Roll Call:**

**Present:** Linda LaGrange for 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); Martinez, Edward (Natural Resource Management); Doris Gallegos 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); Main, Douglas (School of Education/Counseling & Guidance); Manafy, Abbas (History/Political Science/Language & Culture); Walker, Diane (School of Education)

**Absent:** Dominguez, Joseph (Student Senate – Graduate); Izaguirre, Ariadna (Student Senate – Undergraduate)

**Also Present**

**3. Approval of Agenda:** - approved with one modification

**4. Approval of Minutes:** – approved with two grammatical corrections

**5. Communication from the Administration**

- a. 182 of the higher end scholarships which had been offered were accepted.
- b. Endowment fund of \$250,000 with a 50% match is being proposed to go to the CTE.
- c. Diversity Council will have a retreat to prepare for the Diversity Summit which NMHU is hosting this year.
- d. CTE met yesterday to begin preparing the job announcement for director.
- e. Strategic Plan – proposing a new vision statement which will be presented at all senates.

**6. Communication from the Chair**

- a. See Attached
- b. Dean Searches are in progress
- c. Evaluation of administrators – discussion about the need to do something this year. It was suggested that the forms have a statement about individual confidentiality, but the data would be aggregated.
  - i. Motion made that the Senate send out the evaluations this year with inclusion of a statement about individual confidentiality, but that the results will be aggregated. (Jenkins/Derkas) Motion carried unanimously.
- d. Faculty Research Day has been postponed to Fall.

**7. Communication from Academic Affairs**

- a. Administration Report
  - i. Faculty and Dean Searches are continuing,
  - ii. HLC: Questionnaires for students will be coming out soon.
  - iii. Flat budgets
- b. Registrar Report: 51% admitted which is down by 870 applications.
- c. There is one appeal in progress and the committees are working on updating the procedure.
- d. Call for Ballen proposals for fall going out soon.
- e. Program Reviews – Psychology and Media Arts are in process
- f. Business program proposals were approved.

**8. Communication from the Student Senate**

- a. No one present

**9. Communication from the Staff Senate**

- a. Requesting clarification from HR regarding several policies.

**10. Old Business**

- a. None

**11. New Business:**

- a. Voting Faculty
  - i. Some non-voting faculty indicated that they would like to participate.
  - ii. The Executive Committee is proposing that elected department chairs be allowed to vote on faculty senate committees.
  - iii. After discussion, it was suggested that elected department chairs or, in special cases where a department has a director instead of a chair, and with a faculty contract, may be elected to serve on and vote on faculty senate and its committees.
  - iv. Members should bring this up with their departments and we will bring this to the next General Faculty Meeting.
- b. Revision of evaluation of administrators – see discussion under Chair's report
- c. 2<sup>nd</sup> Bachelor's degree/2<sup>nd</sup> Majors – Michael Raine

- i. Numbers are increasing for students getting a 2<sup>nd</sup> Bachelor's degree. There is a need for clarifying language for both.
- ii. Discussion regarding dual majors. No double dipping for credit hours, but the course requirements would count for both.
- iii. Departments could create a dual degree program and bring it to Academic Affairs.
- iv. Motion made to approve the policy passed by Academic Affairs, which is attached. (Kempner, Jenkins) Motion amended to remove the phrase about discouraging people from obtaining 2<sup>nd</sup> bachelor's degree. Motion carried with 2 abstentions.
- d. Distance Learning Manual – action item
  - i. Motion made to approve the Distance Learning Manual. (Kempner, Loewen) Motion carried with one abstention.
- e. Recommendations & Suggestions for implementation of SARA – action item
  - i. It was pointed out that they are not Higher Learning Commission (HLC) standards, but Council of Regional Accrediting Commissions (C-RAC). Be sure to cite the correct organization on title page and header.
  - ii. The ITC committee worked with Dr. Kempner on some wording to be sure that faculty has oversight of content.
  - iii. Motion made to accept the recommendations of the ITC with removal of HCL Guidelines on the title page and headers . (Loewen, Emily Williams) Motion carried with one abstention.

## **12. Committee Reports and Announcements**

### **13. Meeting adjourned at 4:50 p.m.**

#### **Faculty Senate Meeting Chair's Report, April 8, 2015**

1. BOR Meeting, March 30th
  - a. Student Academic Integrity Policy approved
  - b. MFA Proposal approved
  - c. Housing Requirement Proposal approved – start fall 2015. Some of the Faculty's suggestions were incorporated
  - d. ASNMHU – resolution on cyberbullying
  - e. Discussion on raising tuition with no action – NMHU still has the lowest tuition in the region; Eastern raised tuition 6.5% and Western 5%. There was general support for a tuition increase. The regents asked Max Baca to put together several proposals for tuition hikes, including where the increased monies will go.
  - f. Matters for the BOR
    - (1) Leveo Sanchez will continue as Chair, Sandra Turner as Vice-Chair and Frank Markee as Treasurer
    - (2) Three (?) sub-committees created: Academic Affairs, Student Affairs and

## Finance

(3) Next regular BOR meeting on April 24<sup>th</sup> dependent on putting together the budget and the Presidential candidate visits

(4) Presidential Search: interview semifinalists in Albuquerque April 13-14; 6 finalists for campus visits on April 19<sup>th</sup> -30<sup>th</sup>

2. The Senate Executive Committee will be working on the process for evaluation of administrators and is continuing to work on the Faculty Personnel Policies section of the Handbook relating to Faculty Ranks, Titles and Contracts.

3. We will be sending out certificates for committee members this year

4. Faculty Development Week – call for presenters

5. NMHU Forums update – committee is still trying to reschedule the meeting with Bill Wootton.

6. NMHU Faculty Activities update – posted to web with hard copies given to BOR.

7. Other events

a. Student Research Day – Friday April 10<sup>th</sup>; to be held in the SUB; oral presentations 10:00 in the 1<sup>st</sup> floor theater; poster presentations 12:45-3:00, 2<sup>nd</sup> floor atrium

b. Special BOR meeting April 10<sup>th</sup> 10:00 am

c. Strategic Planning Forum – Monday April 13<sup>th</sup> 2:00pm, Governance Room #320 Student SUB; topic is Innovative Technologies & Online Education

## **2<sup>nd</sup> Bachelor's degree/2<sup>nd</sup> Majors wording for the catalog**

### **Second Bachelor's degree**

A student who has a bachelor's degree ~~is discouraged from working toward a second degree at the baccalaureate level; such students~~ are encouraged to consider pursuing a graduate-level degree. However, changes in a student's academic objectives or other circumstances may make a second bachelor's degree desirable. *(Senate voted to delete the part about discouraging students from a 2<sup>nd</sup> degree)*

A student who has completed an undergraduate degree and seeks a second bachelor's degree must meet all requirements for that degree.

To obtain a second undergraduate degree, a student must:

- complete a minimum of 32 additional semester hours of credit in residence at Highlands University following the completion of the first degree;
- meet all requirements of the major for the second degree;
- Upper division coursework from the first degree may not be used for completion of the second degree or to satisfy any requirement of the second degree.

Students are advised that pursuing a second bachelor's degree may have financial aid implications. Please consult the Financial Aid Office before pursuing a second degree at the baccalaureate level.

### **Second majors**

Students who complete a second major in a different degree will have that degree posted on the transcript (e.g., BS in Forestry and BA in Spanish). Note that the second major, in order for a degree to be posted separately on the transcript, must be in a field and degree other than the field/degree of the first major or a two-year degree in that major (as in the example above). Students must complete all the requirements of the second major; courses may not be counted twice between the majors. Please be advised that pursuing a second major does not increase the financial aid maximum timeframe. For questions regarding financial aid eligibility and a second major, please consult the Financial Aid Office.