

Approved Minutes
Approved September 9, 2015

Faculty Senate Meeting
August 26, 2015

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

1. Call to Order: 3:03 p.m.

2. Roll Call:

Present: Aguilar, Teresita (VPAA); Burns, Jim (School of Education); Christensen, Todd (Visual & Performing Arts); Derkas, Erika (Social & Behavioral Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Maestas, Henrietta (Staff Senate); Main, Douglas (School of Education/Counseling & Guidance); Martinez, Edward (Natural Resource Management); Minner, Sam (President); Ortiz, Luis (School of Business); Romine, Maureen (Biology & Chemistry); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library)

Excused: Jenkins, Kathy (Exercise & Sport Sciences); Thompson, Wally (School of Education, Curriculum & Instruction);

Absent:

Also Present

- 3. Approval of Agenda:** MOTION MADE AND SECONDED to approve the agenda with 1 addition to new business, and removal of Financial Planning Committee update since Dr. Ward is in the hospital. Motion passed unanimously.
- 4. Approval of Minutes:** – MOTION MADE AND SECONDED to approve the minutes from April 22nd and April 29th. Motion passed unanimously.
- 5. Communication from the Administration**
- a. President Minner
 - i. Facilities – trolley building renovation has started. Will be requesting funding for Rogers building renovation and the facilities building renovation.
 - ii. Personnel – search for VP of Advancement to replace Will Wooten
 - iii. Legislative outlook – CUP (Council of University Presidents) is submitting a collective request for faculty compensation and student success funding
 - iv. Enrollment – 3,561 which is up from last year
 - v. 1% of Money from capital improvement is set aside for public art. ¼ million dollars is currently in the fund. Kerry Loewen will be the project manager for the committee.
 - vi. We plan on applying for the NM Higher Ed endowment competition for faculty to implement high impact practices in their classes, but we have to have matching funds.
 - vii. Community Development wants to restore Lion Park.

- viii. He wants to do a twice a year Big Idea book discussion group at the President's residence. First book will be "Aspiring Adults Adrift".
- ix. Grants received: Chemistry, and Americore
- x. We will be doing a business process analysis starting with HR
- xi. Need for affordable quality housing, perhaps on the golf course
- b. Dr. Aguilar
 - i. CTE – new director is Dr. Marrs who should meet with the CTE Board and is looking at designing the space.
 - ii. Honors Program: Dr. Ken Bentson will serve as head of the program
 - iii. Dean Searches: needs nominees from senate for Business and Education. Applications due by mid-October with a start date of January. Social Work is on hold as there is a possibility that Nursing may be incorporated into the school.
 - iv. SARA application – almost ready to go, but waiting for information on the online programs. Plan to submit it this week.
 - v. HLC report goes in on Friday. Visit is on Sept. 28 & 29
 - vi. Strategic Plan has gone to the President for his review. Afterwards, it will be presented to campus committees & Senates for review. Still need a better mission statement.
 - vii. Learning Communities – thank you to everyone working with the program. Dr. Pacheco has reported fewer requests for schedule changes by Freshmen
 - viii. Thank you to Dr. Emily Williams and the committee for organizing the Faculty Development Week
 - ix. Thanks to the faculty for participating and committee for organizing the Freshmen convocation

6. Communication from the Chair

- a. Dr. Kempner wants to improve communication to faculty. Bi-weekly e-mails will be sent out to faculty. Senate Office Hours Monday (at Travelers) & Friday. Send any issues to Dr. Kempner we should be aware of so he can track them.

7. Communication from Academic Affairs

- a. Professor Christensen reported that the committee met last spring to elect new officers: Dr. Craig Conley chair, Dr. Ruthy Watson vice-chair, and April Kent secretary. Wrapping up program reviews.

8. Communication from the Student Senate

- a. No one present

9. Communication from the Staff Senate

- a. Henrietta Maestas, who is the center student specialist in the registrar's office, will be Faculty Senate representative. They met last week to elect officers. They still need a representative from the administrative/secretary group. Meetings are scheduled for the first Thursday afternoon of every month, and they would like to engage more staff.

10. Old Business

- a. Update from Financial Planning Committee: Tom Ward (4:00 PM) - cancelled
- b. ACTION ITEM: Academic Integrity Policy: Approval of plagiarism reporting sheet and reporting addendum is a fillable form on banner.
 - i. It was suggested that on the form, Change Michael Raine to c/o Director of Registrar as well as the date the form was submitted.

- ii. Is there a way on campus to rehabilitate students? Since faculty have the academic freedom to choose how to handle these issues, it would be up to each individual on how they choose to educate a student about the policy and its violation.
- iii. MOTION MADE AND SECONDED to approve the addendum and proposed reporting form with suggested changes. Motion carried unanimously.
- c. Advising Manual Questions from Student Affairs
 - i. Committee had sent a draft, but had some questions.
 - ii. Would like to discuss with General Faculty.
 - iii. Send out the draft manual via e-mail to senators who should discuss with their departments.
 - iv. Motion made and seconded to table this item until next meeting. Motion passed unanimously.
- d. Distance Learning Manual. ACTION ITEM, Charge to Instructional Technology Committee: Recommend changes based on the two issues raised by the administration (definition of modalities and adding a clause specifying that modalities cannot change).
 - i. Discussion regarding “changing modalities”. It was clarified that you could not change modalities for the entire class. You could add a modality under a different CRN.
 - ii. MOTION MADE AND SECONDED to charge the Instructional Technology Committee to make the recommended changes. Motion passed unanimously
- e. SARA Recommendations/Updates: See Dr. Aguilar’s report
- f. Evaluation of Administrators
 - i. Need to determine how to update the evaluation process
 - ii. Steps to take with 2014-2015 results
 - iii. COACHE/IDEA
 - iv. MOTION MADE AND SECONDED to table this item. Motion passed unanimously
- g. Ad-Hoc Committee for Student Evaluations (needs 6 new members)
 - i. Dr. Kempner will send out a solicitation to full faculty noting what is still needing to be done.
- h. Ad-Hoc Committee for Faculty Activities (needs 1 new member)
 - i. Dr. Kempner will send out a solicitation to full faculty
- i. Updates from 2014-2015 Committee charges
 - i. Need input
- j. Faculty Handbook Revision Strategy
 - i. Committee section and Personnel Polices sections need to be updated.
 - ii. Senate should take up the committee section first. Dr. Kempner will send out section V with explanatory information.
 - iii. Should the adjunct handbook be included in the Faculty Handbook?

11. New Business:

- a. Nominations for Dean Searches
 - i. An e-mail was sent out raising issues about a failed School of Education Search. Should we go forward with the new Dean Search?
 - ii. MOTION MADE AND SECONDED that the Faculty Senate solicit members for the Dean of Education and Dean of Business search committees after the formal announcement by Dr. Aguilar.
 - 1. Discussion regarding the issue of so many failed searches. Dr. Aguilar believes there are far fewer than in the past.

2. Motion passed with 2 abstentions.
- b. Faculty Senate Committees
 - i. A MOTION MADE AND SECONDED that Dr. Jiao Chen, Dr. Ken Bentson and Dr. Juan Gallegos be elected as representatives to the Student Affairs Committee.
 - ii. They were elected unanimously
- c. ACTION ITEM: Charges to Committees TABLED
 - i. Graduate Council: To draft language describing the membership and duties of the Graduate Council for the Faculty Handbook.
 - ii. Graduate Council: To investigate and recommend guidelines for the roles of Department Chairs and Deans in the reading of graduate theses.
 - iii. Academic Affairs: To create a syllabus template/guide for all NMHU classes.
 - iv. Academic Affairs: To investigate how and why the academic calendar was changed for Fall 2015, and to recommend procedures for future academic calendar changes.
 - v. Instructional Technology: To review all web conferencing products and submit their endorsement to Faculty Senate for consideration by November 2015.
 - vi. Student Affairs: To finish drafting the Advising Manual by November 2015.
 - vii. Faculty Research Committee: To implement a Faculty Research Day for Spring 2016.
- d. Honorary degrees at NMHU - TABLED
- e. Productivity Survey - TABLED
- f. New Issues to Work on for 2015-2016 - TABLED
 - Role of online education at NMHU
 - FS Project for 2015-2016
 - Professional development week
 - ad-hoc committee for Center issues

12. Committee Reports and Announcements

- a. None

13. Meeting adjourned at 5:03 p.m.