

Approved Minutes
Approved September 23, 2015

Faculty Senate Meeting
September 9, 2015

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

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

2. Roll Call:

Present: Christensen, Todd (Visual & Performing Arts); Derkas, Erika (Social & Behavioral Sciences); Izaguirre, Ariadna (Student Senate – Undergraduate); Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Maestas, Henrietta (Staff Senate); Main, Douglas (School of Education/Counseling & Guidance); Rodriquez, Elaine proxy for Manafy, Abbas (History/Political Science/Language & Culture); Martinez, Edward (Natural Resource Management); Ortiz, Luis (School of Business); Romero-Martinez, Shyann (Student Senate); Romine, Maureen (Biology & Chemistry); Thompson, Wally (School of Education, Curriculum & Instruction); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library);

Excused: Aguilar, Teresita (VPAA); Minner, Sam (President);

Absent: Burns, Jim (School of Education);

Also Present

- 3. Approval of Agenda:** - MOTION MADE AND SECONDED to approve the agenda with the stipulation that discussions will be limited to 10-15 minutes.
- 4. Approval of Minutes:** – MOTION MADE AND SECONDED to approve the Minutes from August 26th with minor corrections.
- 5. Communication from the Administration**
 - a. No one present
- 6. Communication from the Chair**
 - a. The General Faculty meeting will be held on the 5th Wednesday, Sept. 30th from 4-5.
 - b. Dean Search announcements have gone out, but Dr. Aguilar has not yet announced the committees.
 - c. The Letter to Dr. Minner outlining our concerns about lack of shared governance was sent. A meeting with the executive committees of both the Senate and Association will be scheduled.
 - d. President wants to make NMHU a better place to work. Senate is willing to work with him.
 - e. Senate will co-sponsor the President's Book Club. Senate will choose the book for Spring. We should also include staff.
 - f. The Executive Committee was invited to dinner at President's residence last Friday.

- g. Sept. 28-29 is the Higher Learning Commission visit.
- h. There is no current Catalog on the website. Perhaps the AAC should formally extend the current catalog through Fall 2015.
- i. President Minner talked with the bookstore regarding textbook issues, and the new director has followed up with department chairs
- j. Annual Evaluations are due this Friday. Dr. Aguilar has still not sent out new forms.

7. Communication from Academic Affairs

- a. Enrollment was up 4% before dropping for non-payment. That is now down to 1% increase.
- b. Graduate & Undergraduate Grad Appeals Committees formed. Michael Raine thinks it would be beneficial for the registrar's office to be contacted before a decision.
- c. Professor Christensen will be chair for Ballen Committee
- d. Program reviews are scheduled
- e. Future reviews are due at beginning of semester
- f. Dr. Ken Bentson will be the Honors Program coordinator

8. Communication from the Student Senate

- a. A Senate retreat is scheduled for this Saturday, with the topic of how to write bills and resolutions
- b. Each club may submit a bill to request \$500 per semester
- c. Graduates may also submit bills for conference attendance, supplies, etc. for professional development.
- d. Office Hours are posted on their door

9. Communication from the Staff Senate

- a. The Senate would like to provide more in-depth training for staff and faculty. Some suggestions were Title 9 training on reporting sexual misconduct, ERB on retirement planning.
- b. Emergency Response Plan committee will be doing some training
- c. Was asked to do a radio show possibly with Faculty Senate. No details available.

10. Old Business

- a. Update from Financial Planning Committee: Tom Ward (4:00 PM)
 - i. \$67.9 million budget
 - ii. Losing money from the golf course and declining enrollment
 - iii. \$1.5 million of debt, a lot from the Student Union Building overruns/lawsuit
 - iv. Highlands is below the required 3% reserves
 - v. SUB overrun of \$7 million
 - vi. Committee will continue to work on a one page summary of finances
- b. Advising Manual Questions from Student Affairs
 - i. Questions discussed and answered. Dr. Kempner will send a response. The committee should also contact Academic Support Services & Registrar's Office to ensure new material is there, as well as provide some proof reading.
 - ii. Comments from departments will be forwarded to the committee.
 - iii. Will there be training for advising, beyond the scope of creating the manual?
- c. Faculty Handbook Revisions, Sections IV and V
 - i. Term limits may be a good idea. 6 years recommended, 9 years maximum. Limits on chairs?
- d. Updates from 2014-2015 Committee charges (tabled)
- e. Evaluation of Administrators (tabled until brought forward)

11. New Business:

- a. CTE Director, Diana Marrs (3:30)
 - i. Will be meeting with departments to learn what their needs are.
 - ii. Asked for suggestions from senate
 - iii. Plans on having regular “Lunch N Learns”, Workshops, Guest speakers each semester.
 - iv. Physical space is being built in 102 Teacher Education Center, including a Faculty Resource Library.
- b. Faculty Senate Committees
 - i. FS representative needed for Student Affairs committee.
 1. MOTION MADE AND SECONDED to nominate Doug Main, who was elected unanimously.
- c. ACTION ITEM: Charges to Committees
 - i. MOTION MADE AND SECONDED to charge the Graduate Council to draft language describing the membership and duties of the Graduate Council for the Faculty Handbook. Motion passed unanimously.
 - ii. MOTION MADE AND SECONDED to charge the Graduate Council to investigate and recommend guidelines for the roles of Department Chairs and Deans in the reading of graduate theses. Motion passed unanimously.
 - iii. MOTION MADE AND SECONDED to charge 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.
 1. It was suggested that since this is an investigation, the Senate should do so.
 - v. MOTION MADE AND SECONDED to charge Academic Affairs to recommend procedures for future academic calendar changes. Motion passed unanimously.
 - vi. MOTION MADE AND SECONDED to charge the Instructional Technology to review all web conferencing products and submit their endorsement to Faculty Senate for consideration by November 2015. Motion passed unanimously.
 - vii. MOTION MADE AND SECONDED to charge the Student Affairs to finish drafting the Advising Manual by November 15, 2015. Motion passed unanimously.
 - viii. MOTION MADE AND SECONDED to charge the Faculty Research Committee to implement an annual Research Day. During discussion, it was suggested that this be put in the handbook. Motion passed unanimously.
 - ix. MOTION MADE AND SECONDED to charge the Faculty Research Committee to come up with a plan of how to support research and creative work at Highlands. Motion passed unanimously.
 - x. MOTION MADE AND SECONDED to charge the Faculty Research Committee to develop a more transparent and fair criteria for the distribution of FRC funds. Motion passed unanimously.
 - xi. MOTION MADE AND SECONDED for the Executive Committee to draft a policy regarding Honorary Degrees at NMHU. Motion passed unanimously.
- d. Productivity Survey (tabled)
- e. New Issues to Work on for 2015-2016 (tabled)
 - i. Survey Monkey poll of faculty to discover issues
 - ii. Role of online education at NMHU
 - iii. FS Project for 2015-2016

- iv. Professional development week
- v. Ad-hoc committee for Center issues
- vi. Professor/Teacher/Researcher/Artist of the Year Award
- vii. Credit allocation for types of teaching/workload (may be Association issue)
- viii. Exit interviews for departing faculty
- ix. Discussion of sustainability versus growth

12. Committee Reports and Announcements

- a. None

13. Meeting adjourned at 4.59 p.m.