

Faculty Senate Minutes
October 28, 2015
Approved November 11

Lora Shields, room 329- New Mexico Highlands University, 3:00 p.m.

1. Call to Order: 3:01 p.m.

2. Roll Call:

Present: Aguilar, Teresita (VPAA); Christensen, Todd (Visual & Performing Arts); Coggins, Kip (School of Social Work); Derkas, Erika (Social & Behavioral Sciences); Izaguirre, Ariadna (Student Senate – Undergraduate); Bill Hayward as proxy for Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Main, Douglas (School of Education/Counseling & Guidance); Martinez, Edward (Natural Resource Management); Minner, Sam (President); Ortiz, Luis (School of Business); Rodriquez, Elaine proxy for Abbas Manafy (History/Political Science/Language & Culture); Rachael Zayas as proxy for Romero Martinez, Shyann (Student Senate); Diana Marrs as proxy for Williams, Emily (School of Education); Zebrowski, Cheryl (Library)

Excused: Burns, Jim (School of Education); Maestas, Henrietta (Staff Senate); Romine, Maureen (Biology & Chemistry); Thompson, Wally (School of Education, Curriculum & Instruction); Williams, Susan (Nursing)

Absent:

Also Present

3. Approval of Agenda: - MOTION MADE AND SECONDED to approve the agenda

4. Approval of Minutes: – MOTION MADE AND SECONDED to approve the Minutes from October 14th with one spelling correction.

5. Communication from the Administration

- a. President Minner
 - i. Trolley building renovation is back on schedule.
 - ii. Personnel: Committee is looking at finalists for athletic director. Applications have been received for the Vice President for Advancement.
 - iii. Our application for a HED Endowment Fund Grant was accepted, but will need to raise \$250,000 in matching funds by March.
 - iv. Personnel Communication – possible retreat to discuss issues and solutions, as well as other campus issues.
 - v. Looking for faculty and staff members for the Campus Climate task force.
 - vi. Budget Presentation by Max Baca to be scheduled.
 - vii. Leadership Development initiative – would like the senate to come up with a process for soliciting and evaluating applications.
 - viii. He received the report on the distribution of indirect funds and is looking at it for his recommendations.
 - ix. Alcohol Policy group has been meeting to recommend policies which will be sent to attorney for review.
 - x. Council of University Presidents are discussing funding formula and employee compensation.
 - xi. Enrollment management program – would like to present to a special forum for faculty and staff.

- xii. Dr. Rodriguez asked about the story in The Optic about the Public Education Department's investigation of Charles Trujillo, Mora School District Superintendent, who had falsified his transcript and employment. President Minner conducted an internal investigation and determined there was no deliberate misconduct on the part of Highland's personnel.
- b. Dr. Aguilar
 - i. Director from national center for freshmen forum is here this week.
 - ii. Deadline for applications for sabbatical is coming up.
 - iii. Faculty hiring on going.
 - iv. Dean Searches – Business & Education has good pools. Need senate member for Social Work search.
 - v. Enrollment tracking – would like to get better data on students and classes.
 - vi. Intersession courses – is meet with appropriate staff regarding if it's possible. Then will ask for courses.
 - vii. Strategic plan – student senate passed a resolution to accept it with a couple of suggestions. Staff presentation next week.

6. Communication from the Chair

- a. Special General Faculty Meeting next Wednesday to discuss the Strategic Plan.
- b. Attended the Administration's Cabinet Meeting last week. Issues discussed included: Early Alert. July 6 open date for Trolley Building. RFP for enrollment software. Campus Master Plan may be presented to a General Faculty meeting. Better branding of the university.
- c. Dr. Kempner will appear in a video appeal for the Foundation appeal for matching funds for the Endowment Grant.
- d. Departments will have control over their web pages once a policy is set.
- e. Board of Regents meeting on Nov. 9th.
- f. Campus Climate Task Force will need a few faculty members. Dr. Ortiz volunteered.
- g. A retired faculty member wanted to know how to obtain Emeriti status. Emeritus faculty procedure is clearly set in the Faculty Handbook.
- h. We want to make sure a fair process is in place for President Minner's Leadership Development program. Faculty should come up with an application procedure.
- i. Student Affairs Committee sent the Advising Manual so we will review it at the next Senate meeting.

7. Communication from Academic Affairs

- a. Registrar has eliminated 1000 courses and sent out a list to department chairs for their review.
- b. Program reviews – Media arts met with the sub-committee, and will be submitting a report to Dr. Aguilar.
- c. There will be a statewide meeting to discuss the Core Curriculum. Each school will provide a team of faculty and administrators.
- d. Will be updating the procedures for course proposals.

8. Communication from the Student Senate

- a. Transportation around town. Margaret Gonzales is working on providing regular transportation around town, and perhaps even trip to airport during finals week. The regular schedule being proposed is hourly on MWF from 6-9.
- b. Students will do a radio show and will discuss what they've done, events, etc.
- c. They will be doing a couple of Safety Walks in November to evaluate campus security.
- d. Senate has money to award to clubs. Graduates can apply for professional development and research. No cap for a request, and are awarded on a first come, first served basis.

9. Communication from the Staff Senate

- a. No one present.

10. Old Business

- a. ACTION ITEM: Faculty Handbook, Sections
 - i. IVD2, Removal of first sentence and addition of “during the fall and spring semesters”
 - ii. For all committees, add the language about having 3 meeting per semester, the language to remove members/chairs for not doing their duties, and the FS chair calling the first meeting of the year if the previous year's chair was not available
 - iii. Revision to the International Education Committee duties.
 - iv. MOTION MADE AND SECONDED to approve proposed changes as listed above. Motion passed unanimously.
- b. Evaluation of Administrators
 - i. Discussion about what faculty hope to accomplish with the surveys.
 1. Aggregated data over the years. Should simplify evaluation, but not too vague. Discuss results in a public forum and share with administration. Need to be evaluated based on position criteria and goals. Are there legal issues? Good administrators should be recognized in some manner.
 - ii. It was proposed that Dr. Aguilar and the Executive Committee put together a sample evaluation which could be the template for other positions.

11. New Business:

- a. ACTION ITEM: Productivity Survey
 - i. Jean Hill will work on revising the survey. It will be presented to Senate. It was also suggested that the results be shared.
- b. Faculty credentials
- c. Faculty Development Week
 - i. Diane Marrs reported for Emily Williams that the Ad Hoc Faculty Development committee will work closely with CTE.
- d. New Issues to Work on for 2015-2016
 - 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 dedicated to looking at issues at the Centers
 - vi. Professor/Teacher/Researcher/Artist of the Year Award
 - vii. Credit load allocation for types of teaching/hours/workload (may be Association issue)
 - viii. Exit interviews for departing faculty
 - ix. Discussion of sustainability versus growth

12. Committee Reports and Announcements

13. Meeting adjourned at 4:57 p.m.