

Faculty Senate Meeting
December 9, 2015
Approved January 27, 2016

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

1. Call to Order: 3:00 p.m.

2. Roll Call:

Present: Dean Stokes for Aguilar, Teresita (VPAA); Coggins, Kip (School of Social Work); Tom Ward proxy for Derkas, Erika (Social & Behavioral Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Maestas, Henrietta (Staff Senate); Martinez, Edward (Natural Resource Management); Minner, Sam (President); Romine, Maureen (Biology & Chemistry); Thompson, Wally (School of Education, Curriculum & Instruction); Williams, Emily (School of Education); Williams, Susan (Nursing); Zebrowski, Cheryl (Library)

Excused: Burns, Jim (School of Education); Christensen, Todd (Visual & Performing Arts); Izaguirre, Ariadna (Student Senate – Undergraduate); Jenkins, Kathy (Exercise & Sport Sciences); Main, Douglas (School of Education/Counseling & Guidance); Ortiz, Luis (School of Business); Rodriguez, Elaine proxy for Abbas Manafy (History/Political Science/Language & Culture)

Absent:

Also Present

3. Approval of Agenda: MOTION MADE AND SECONDED to approve the agenda. Motion passed unanimously.

4. Approval of Minutes: MOTION MADE AND SECONDED to approve the Minutes from November 11th. Motion passed with one abstention.

5. Communication from the Administration

- a. President Minner reports that the state budget is grim. The Council of University Presidents supported current funding formula and are pushing for compensation adjustments.
- b. Facilities – trolley building is on schedule. Lactation room being built. The Economic Development Council will have a space on campus.
- c. Personnel – decision made on athletic director. VPA has had on campus interviews this week. Dean searches progressing. Strategic Enrollment plan – Dr. Edward Martinez is the new Interim Vice President for Strategic Enrollment Management.
- d. Campus Life initiative – will propose a student fee to support it.
- e. Campus Climate committee – will call together group in January.
- f. Indirect costs information will be forwarded to faculty next semester.
- g. Despite the HLC concerns, the MFA will happen.
- h. Unattended student death- waiting for autopsy report.
- i. Film series with UWC on Monday evenings – foreign, experimental, etc.
- j. Foundation campaign is going well. Already have \$34,000.

- k. Budget meeting scheduled tomorrow.
 - l. Applications up quite a bit for fall.
- 6. Communication from the Chair**
- a. Need a faculty representative for the RFP for the Strategic Enrollment Plan and will send out a call.
 - b. HLC Report – Dr. Aguilar sent out a summary. We’ve been put on notice. There is a check-list of items that need to be done. Faculty will be working on some of these.
 - c. Vote on Mission Statements by tomorrow.
- 7. Communication from Academic Affairs**
- a. There was discussion of the General Education requirements, and volunteers solicited for the state wide committee.
 - b. Applications up from last year.
 - c. Under Grad appeals in progress.
 - d. Ballen committee received 1 application.
 - e. Program Reviews: Media Arts has been sent to Provost. Others in progress.
- 8. Communication from the Student Senate**
- a. No one present.
- 9. Communication from the Staff Senate**
- a. President Minner asked that they develop a staff development plan, which may also be beneficial for faculty.
 - b. Discussion about a separate staff book club.
 - c. Names have been sent to President Minner for the campus climate committee.
 - d. Survey to staff about suggestion boxes – should it go to faculty also? Consensus of Senate that it should also be sent to faculty.
- 10. Old Business**
- a. Distance Learning Manual was revised with a section on defining the modalities so registrar can code them correctly. It was also recommended that the first sentence for section 2.1(syllabus) be kept, and cross out first paragraph & bullets on p.8-9. Add a link to the AAC syllabus. 2.5 Early alert may be changing, so we should add a link to the current policy.
 - i. MOTION MADE AND SECONDED to approve changes to the Distance Learning Manual. Motion passed unanimously.
 - b. MOTION MADE AND SECONDED to dissolve the current ad-hoc committee for Professional Development week, and to form a new committee consisting of one member from each School and College, as well as two faculty volunteers. The committee will include Diana Marrs and one other volunteer from the staff. The charge of the committee will be to design and schedule the Fall 2016 Professional Development Week, with the main PDW schedule to be released to the Faculty by the end of the Spring 2016 semester. Motion passed unanimously.
 - c. Evaluation of Administrators
 - i. Dr. Kempner created a sample draft based on President Minner’s goals.
 - ii. Summary of the numbers and general comments will be shared with faculty.
 - iii. The evaluations will be sent to the administrator and their supervisor.
 - iv. The proposed evaluation format will be presented at the next General Faculty Meeting.

- d. Job Searches: “ranked lists may be in priority order.” The Faculty Handbook should overrule the HR charge
 - i. Faculty Affairs will need to formally request that the HR procedures be changed.
 - ii. The administration’s view is that hiring is a management right, and overrides faculty handbook.
- e. Academic Calendar
 - i. The procedure for future calendars and proposed changes should include a review by both Academic Affairs and the Senate.
 - ii. There is concern about meeting creep during Monday and Tuesday with the 16.5 week. Could those days be called prep days? Issue could go to the association for inclusion in the CBA.
 - iii. The Senate will send out a survey to faculty for their comment.

11. New Business:

- a. MOTION MADE AND SECONDED to charge Academic Affairs to work with the Administration and Student Support Services to formulate an official Early Alert policy. Motion passed unanimously.
- b. MOTION MADE AND SECONDED to charge Academic Affairs to investigate and recommend on how international credits are transferred to NMHU. Motion passed unanimously.
- c. ACTION ITEM: Adoption of Zoom as Distance Learning platform.
 - i. Faculty will need training, but the picture & sound quality is much better than Collaborate. Faculty should discuss with their departments.
- d. MOTION MADE AND SECONDED to accept the proposed changes to the Faculty Handbook, Section V, Athletics Committee. Motion passed with 1 abstention.
- e. Advising Manual – will be sending out for feedback
- f. Adjunct/Visiting Faculty Manual – will be sending out for feedback, especially the section on evaluations. Feedback is especially needed from departments with large numbers of adjuncts.
- g. Big Ideas Reading Group/Big Read – Send book suggestions to Dr. Kempner. The Big Read project has been cancelled so Senate can work on HLC issues.

12. Committee Reports and Announcements

13. Meeting adjourned at 5:00 p.m.