

General Faculty Meeting Minutes
August 24, 2016
Approved September 28, 2016

3:00

Sininger Hall 100

1. Call to Order: 4:02

Note: quorum obtained (39 voting Faculty attendees) 25 needed for a quorum.

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

3. Approval of Minutes: MOTION MADE AND SECONDED to approve the minutes from August 9th. Motion passed.

4. HLC Report:

- a. Departments should be working on three core areas the HLC was concerned about: evaluating contingent faculty; offer services to centers & distance ed; complete outcomes assessment.
- b. Budget process will be contingent upon each department's strategic plan.

5. Faculty Senate Chair Report

- a. The senate committees have been finalized. They must meet 3 times per semester. Dr. Kempner would like them to be more pro-active, rather than wait for a charge from the senate.
- b. Academic calendar poll was in chair's e-mail and he will send a reminder on Friday.
- c. Max Baca is no longer signing as interim.
- d. Provost job has been posted, with goal of getting someone in January.
- e. Enrollment is flat, but freshmen numbers are up.
- f. Disenrollment is this Friday. Encourage all students to pay a minimum of \$25 until financial aid arrives.
- g. Ruffalo Noel Levitz has a contract for 3 years for Strategic Enrollment & Retention. They have a proven track record of recruitment & retention techniques.
- h. A Special legislative session will be called in September with possible 1-5% budget cut. It will be retroactive for this year's budget.
- i. Campus life initiative – Comedian Gabriel Iglesias coming in September. Outdoor office in Industrial Arts building. Free day at Indigo Theater.
- j. Faculty development week. Think about what we want. More advising time? Fewer meetings/sessions?
 - i. MOTION MADE AND SECONDED that the executive committee draft a survey of faculty on what they want and don't want and forward the results to the association.
- k. Great Colleges survey shows a big disconnect between faculty and administrators perceptions of Highlands.

6. COACHE survey discussion

- a. It was proposed that we see what happens with the data from the Great Colleges before committing to another survey. Brandon will bring it up with the executive council.

7. Budget Process discussion

- a. To be more transparent and linked to department strategic plans.
- b. Need more faculty representation on the Strategic Planning Committee since some of the members became administrators.

8. Issues to work on for Faculty Senate in 2016-17

- a. See attached. Let Dr. Kempner if there are any other issues.

9. Other

10. Announcements

11. Adjournment at 4:59 p.m.

Upcoming Faculty Senate Issues:

- Charge for Financial Planning Committee to finalize budget process
- Center for Teaching Excellence Evaluation
- Zoom/Collaborate debate
- Interim Appointments Policy
- Academic Affairs: Finals Week and Snow Policy
- Academic Calendar language for Faculty Handbook (back to Academic Affairs?)
- Path forward for the Student Evals: that ad-hoc committee is totally defunct
- Academic Affairs: Class minimums
- Student Affairs: Advising Manual
- Developing strategy for upcoming HLC site visits and full accreditation visit
- Academic Calendar beyond 2016-2017
- Better integrating the Centers into Faculty governance and the University
- List of what tenure-track lines have been created in the last 5 years
- Create a policy/workaround for department chair supervising a spouse
- Discuss how the Pino and Ballen endowments should be administered
- Create a system for tracking sub-committee meetings, agendas, and minutes
- Continue discussing the syllabi template
- Discussion and evaluation of Net Tutor
- HIPS program and how the money is spent/allotted
- Handbook Section VI, including revision of Faculty Definitions
- Better articulate to the Faculty the workflow for manuals, policies, and approval process
- Evaluation of Faculty Senate committees
- Think about Incomplete policy for someone who have passed 12-14 weeks (80%) of the work of the semester
- Attendance tracking software/requirement
- Discussion about HU in the Future (academics): enhancements, additions, reductions, what form this would take on campus
- Career services
- Excused absences for students to lobby in Santa Fe during the legislature (request of Student Body President)
- Graduate council maximum number of votes
- Training for Student Affairs
- Faculty Handbook Faculty Senate budget/course release paragraph
- Tenure policy for Administrative appointments
- Inclusion of University Studies, First Year Experience, Learning Communities in an Academic Department
- Dual charge to Outcomes Assessment and Student Affairs to collaborate with the Co-Curricular Activities Committee on the assessment of Co-Curricular Activities.
- Hold a forum on governance
- Hold a forum on centers