

Faculty Senate Meeting
March 29, 2017 Minutes
Approved April 12th

Singer Hall, room 100 and via ZOOM, 3:00 p.m.

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

2. Roll Call:

Present: Burns, Jim (Educational Leadership); Ensor, Kevin (Counseling & Guidance); Rebecca Alvarez, proxy for Gadsden, Gloria (Sociology, Anthropology & Criminal Justice); Harrington, Edward (Visual & Performing Arts); Jeffries, John (Computer Science & Math); Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Craig Conley, proxy for Lindline, Jennifer (Natural Resources); Meckes, Shirley (Teacher Education); Meron, Angela (Media Arts & Technology); Romine, Maureen (Biology); Sammeth, David (Chemistry); Williams, Emily (School of Education); Williamson, Ian (Psychology); Zebrowski, Cheryl (Library)

Excused: Rodriguez, Elaine (History & Political Science);

Absent: Coggins, Kip (School of Social Work); Flood, Jeanne (Nursing); Ortiz, Luis (School of Business);

Also Present: Linder, Carol (VPAA/Provost); Marrs, Diana (Center for Teaching Excellence); Thornton, Laird (Staff Senate)

- 3. Approval of Agenda:** - MOTION MADE AND SECONDED to approve the agenda with moving new business before old business. Motion passed.
- 4. Approval of Minutes:** – MOTION MADE AND SECONDED to approve the Minutes from March 8th. Motion passed.
- 5. HLC Update**
- a. Annual HLC conference starts tomorrow with five people from NMHU attending.
 - b. Annual update information went live today. The CFI (Composite Financial Index) is looking better.
- 6. Communication from the Administration**
- a. Discussing budget process, HLC steering committee. Faculty input is critical.
- 7. Communication from the Chair**
- a. Commencement Marshalls need to be at practice since students will enter differently this year. Still need 2 more Marshalls.
 - b. Professional development week needs volunteers to be on committee. Dr. Jenkins & Cheryl Zebrowski volunteered.
 - c. The non-teaching productivity report is useful for HLC, but faculty do not like to complete it. Discussion regarding alternatives such as having work studies examine CV's, but the CV would need to be up to date, and would students be able to pull out

the information. Perhaps give faculty the option. Modify to a shorter version.
Discuss this at General Faculty Meeting.

- d. More at General Faculty Meeting

8. Communication from Academic Affairs

- a. No one present
- b. Brandon reported that the outcomes assessment form won't change.

9. Communication from the Student Senate

- a. No one present

10. Communication from the Staff Senate

- a. Third staff learning lunch held yesterday.

11. Old Business

- a. DISCUSSION ITEM: Bookstore - tabled
- b. DISCUSSION ITEM: HLC Faculty Credentials policy - tabled
- c. DISCUSSION ITEM: Contingent Faculty Survey on Contingent Faculty Handbook - tabled
- d. TABLED ACTION ITEM: Graduate faculty definition. Location: Graduate Handbook - Tabled
 - i. Action: change

“Specifically, the criteria are:

- An earned terminal degree,
- The instruction of at least one graduate-level class per year, and
- Active involvement in graduate-level curricular issues.”

to

“Specifically, the criteria are:

- An earned terminal degree,
- The instruction of at least one graduate-level class **every two years**, and
- Active involvement in graduate-level curricular issues.”

- ii. Meets Strategic Goal #1: Academic excellence and Strategic Goal #6: increased efficiency. FS Chair will notify Graduate Dean.

12. New Business:

- a. ACTION ITEM: Capital Planning Policy (for endorsement)
 - i. Meets Strategic Goal #6: Enhanced communication. FS Chair will inform Sylvia Baca of Faculty endorsement and any suggestions for improvement.
 - ii. Sylva Baca from facilities services was present to answer questions. It is more of a procedure, rather than policy to outline how to manage large capital projects. We have 3 years to spend the appropriation. There are different ways to put out the bid, including a cost bid which goes to the lowest bidder. The proposed new process says that the RFP process will be used for projects over a million dollars.
 - iii. The Board of Regents will be more involved in the decision process.

- iv. MOTION MADE AND SECONDED to endorse the policy/procedure.
Motion passed unanimously.

- b. ACTION ITEM: Budget process suggestions
 - i. Meets Strategic Goal #6: Enhanced communication. FS Chair will inform VPFA Baca and insert suggestions into Budget Process as an appendix.
 - ii. Suggestions include:
 - 1) Better feedback from deans to department chairs
 - 2) Clarification on how the budget approval process works regarding money already in a departmental budget.
 - 3) Clearer communication about reductions in budgets as a result of state-wide cuts
 - 4) How do reductions/freezes carry over year to year?
 - 5) How is release time accounted for in the budget?
 - iii. Dr. Kempner will forward suggestions to the administration.

- c. INFORMATION ITEM: Facility Usage Policy
 - i. Short discussion regarding the policy
 - ii. Senators should review with departments

- d. Evaluation of Administrators – Tabled

- e. Syllabus guidelines - Tabled

13. Committee Reports and Announcements

14. Meeting adjourned at 3:59 p.m.