

Faculty Senate 2016-2017 Year in Review

Completed Handbooks, Manuals, and Policy Documents, Approved by Board of Regents:

- Outcomes Assessment Handbook, including Co-Curricular Assessments
- Distance Learning Manual
- Faculty Handbook Changes to Section IV and V, including creation of Graduate Council
- Advising Manual
- Retention Plan
- Web Administration Policy

Completed Handbooks, Manuals, and Policy Documents, Pending Approval by Board of Regents:

- Handbook change to Faculty Senate budget, including ¼ release time for Academic Affairs
- Revisions to Contingent Faculty Handbook (observations, grievances)
- Faculty Minimum Qualifications (will be an appendix to Handbook)

Other Major Senate and General Faculty Actions:

- After being placed on probation by the HLC, placed HLC updates at the top of every agenda and voted to link all action items to the University's strategic goals.
- Working with VPFA Max Baca, created a new budget process for the university, linking budget requests to strategic plans; implemented the process; provided suggestions on how to improve the process.
- Held surveys on academic calendar, professional development week, budget cut ideas, Faculty Senate committees, bookstore issues, faculty senate chair continuing while Director of HLC Accreditation, and contingent faculty handbook, as well as a special General Faculty forum on internal/external Dean searches, all to provide faculty with numerous opportunities outside of General Faculty meetings to communicate their opinions to the Faculty Senate and administration.
- Approved the full adoption of Zoom, with Zoom implemented on campus.
- Approved multi-year academic calendar, with classes beginning on Wednesday instead of Monday.
- Suggested Professional Development Week to run Thursday-Tuesday before the semester begins, with Monday and Tuesday being held primarily for academic advising; ad-hoc committee working on final scheduling of PDW.
- Discussed and approved the Faculty Senate budget and Faculty Senate strategic plan, including approval of ¼ release time for Chair of Academic Affairs.
- Changed the end of semester student evaluation questions in Banner.
- For the first time, held Faculty Senate meetings from Rio Rancho and Albuquerque to better involve Center Faculty in governance.
- Carried out Evaluation of Administrators Procedure, with results to be presented to the Faculty at the 4/26/16 General Faculty meeting.
- Continued to discuss administrative concerns with administration, primarily on Deans and the separation of the Associate VPAA position into three separate positions.
- Co-sponsored two Big Ideas reading group events with the President.

- With the President and Staff Senate President Laird Thornton, launched the HU: Learning Happens Here program, where Professors make presentations on their research to staff members.
- Provided input to the President's Leadership Initiative (Beth Masaro selected).

Summer Project for Faculty Senate Executive Committee:

- Create a master timeline with all deadlines regarding evaluation, schedules, strategic plans, budgets, and other processes, for Department Chairs and Deans.

Committee Charges:

Academic Affairs:

- To create a syllabus template/guide for all NMHU classes. **Completed.**
- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan (joint with Outcomes Assessment). **Completed.**
- To develop a more explicit matrix for how AP Exams transfer to NMHU credits. **Completed.**
- To work with the Administration and Student Support Services to formulate an official Early Alert policy. **In progress.**
- To recommend a policy for final exams and snow day cancellations during finals week. **In progress.**
- To create an online repository of officially approved syllabi. **In progress.**
- To develop a policy on class minimums and cancellations. **In progress.**

Student Affairs Committee

- To work with the VP of Strategic Enrollment Management to revise the Student Advising Manual. **In progress.**
- To work with Dean of Students Kimberly Blea to refine the Disruptive Student policy by adding sections on online students and students at Centers. **In progress.**

Financial Planning Committee

- Charge the Financial Planning Committee to work with VPFA Max Baca, VPAA Carol Linder, Faculty Senate Chair Brandon Kempner, and Faculty Association President Kathy Jenkins to finalize the NMHU Annual Budget Process by August 31, based on feedback from the Faculty, and with the possibility of further annual revisions after the process is implemented. **Completed.**
- To perform a survey of budget cut ideas, to be finished by November 11th. **Completed.**
- To investigate how release funds are being allocated and implemented. **Completed:** release funds go into the General Fund.
- To develop a report template concerning the state of finances at NMHU. **In progress.**

Faculty Affairs Committee

- To work with HR to review and make changes to the Faculty Search Process. **In progress.**

Technology:

- To make a final recommendation on Zoom replacing Collaborate and to prepare a one-page handout supporting their decision, including checking with ITS/EOS that all technology and training issues have been resolved. **Completed.**

Graduate Council

- To investigate and recommend guidelines for the roles of Department Chairs and Deans in the reading of graduate theses. **Completed.**
- To make a recommendation regarding departments with more than one graduate coordinator and whether such departments should have multiple votes on the Graduate Council. **In progress.**
- To make a recommendation on the definition of graduate faculty. **In progress.**

Research:

- To come up with a plan of how to support research and creative work at Highlands. **In progress.**
- To develop a more transparent and fair criteria for the distribution of FRC funds. **In progress.**
- To charge the Faculty Research Committee to examine the timeline and procedures for submitting off-campus grants and collaborate with the Office of Research , and to make any adjustments so that practice follows the timeline. **In progress.**

International:

- To create a brief report on the strengths, weakness, and opportunities of the International Office, to be presented to the Senate. **In progress.**
- To make recommendations on how we issue visas to Faculty. **In progress.**

Assessment:

- To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan. **Completed.**
- To jointly charge the Outcomes Assessment Committee and the Student Affairs Committee to collaborate with the Co-Curricular Activities Committee to draft written policies on the assessment of Co-Curricular activities. SG1 (academic excellence, integration, and student success) and SG6 (enhanced communication and efficiency). **Completed.**

Library:

- No charges in 2015-2016.

Athletic:

- No charges in 2015-2016.

Ad-hoc Committees Charges:

- Committee on Student Evaluations: To form an ad-hoc committee to work on the student evaluation process, including departments adding their own questions, increased student participation, and a method to compile and compare the data produced. In progress.
- Faculty Activities Committee: To create an annual pamphlet highlighting Faculty activities. **Completed for 2015-2016; in progress for 2016-2017.**
- Professional Development Week Committee: To work with Diana Marrs on Professional Development Week. **In progress.**

Outstanding Issues for Faculty Senate:

This is the list we developed last year, with updates on what we've completed in 2016-2017 and what we still have to do:

- Developing strategy for upcoming HLC site visits and full accreditation visit. **Completed.**
- Academic Calendar beyond 2016-2017. **Completed.**
- Interim appointments policy. **Policy written; being used for things like interim Dean appointments; not yet formalized by Senate + General Faculty approval.**
- Better integrating the Centers into Faculty governance and the University. **Completed by holding meetings in Albuquerque and Rio Rancho; suggest holding additional meetings at Centers in 2017-2018.**
- List of what tenure-track lines have been created in the last 5 years.
- Create a policy/workaround for department chair supervising a spouse.
- Adoption of Zoom in place of Collaborate. **Completed.**
- 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. **Completed.**
- Discussion and evaluation of Net Tutor.
- HIPS program and how the money is spent/allotted. **In progress; CTE has identified two HIPS programs (service learning and writing); needs to be followed up.**
- Handbook Section VI.
- Better articulate to the Faculty the workflow for manuals, policies, and approval process.
- Evaluation of Faculty Senate committees. **Completed; low participation.**
- Finalizing Disruptive Student Policy. **Student Affairs charged.**
- Think about Incomplete policy for someone who have passed 12-14 weeks (80%) of the work of the semester.
- Provide feedback on the 2-3 page Retention Plan/strategy for 2015-2016. **Completed.**
- 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). **Completed.**
- Graduate council maximum number of votes. **Graduate Council charged.**
- Evaluation of Center for Teaching Excellence. **Completed.**
- Training for Student Affairs. **Needs to be done every year.**