

Faculty Senate Meeting Minutes
November 08, 2017
Approved November 29, 2017

Lora Shields room 265 and via ZOOM, 3:00 p.m.

1. Call to Order: 3:05 p.m.

2. Roll Call:

Present: Ensor, Kevin (Counseling & Guidance); Fath, Lauren (English & Philosophy); Jeffries, John (Computer Science & Math); Jenkins, Kathy (Exercise & Sport Sciences); Lindline, Jennifer (Natural Resources); Meckes, Shirley (Teacher Education); Meron, Angela (Media Arts & Technology); Romine, Maureen (Biology); Ross, Kristi (for Rodriguez, Elaine; History and Political Science); Sammeth, David (Chemistry); Sedillo, PJ (Education; Special Education/Gifted); Tamir, Orit (for Gadsden, Gloria; Sociology, Anthropology & Criminal Justice); Valenzuela, Norma (Languages & Culture); Williamson, Ian (Psychology); Yerende, Eva (Education; Curriculum & Instruction); Zebrowski, Cheryl (Library)

Excused: Coggins, Kip (School of Social Work); Garcia-Nuthmann, André (Visual & Performing Arts)

Absent: Cruz, Patricia (Education; Educational Leadership); Gardner, Sandra (Nursing); Ortiz, Luis (School of Business)

Also Present: Thornton, Laird (Staff Senate); Linder, Carol (Interim AVPAA); Lujan, Natasha (Student Senate); Marrs, Diana (Center for Teaching Excellence)

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

4. Approval of Minutes: – MOTION MADE AND SECONDED to approve the Minutes from October 25th with updated roll call to include Tyler Mills for Lauren Fath (English) and Norma Valenzuela (Languages & Culture). Motion passed.

5. Communication from the Chair

- a. Congratulated faculty on great job in showing up to Faculty Forum during HLC visit; showed high engagement in accreditation process and commitment to university's success. During 2015 site visit, 15 faculty attended Faculty Forum. At 2017 site visit, > 100 faculty attended Faculty Forum and > 200 at both the Student and Staff Forums – kudos! Asked, *did we tell a good story?* CL commented that retention remains problematic and that there is a Retention Forum coming up (November 16th at 2:30 in SUB Ballroom).
- b. Shared that Sodexo is attending today's meeting; a café style floor plan and better book ordering are under consideration.
- c. One stop shopping; Customer Service Specialist, Michelle Bencomo, will be attending next General Faculty meeting to talk about her position as a customer relations coordinator and role to help students with problems regarding housing, financial aid and business office affairs.

- d. Legislative Finance Committee came out with report in October. Encouraged faculty to look at the report at next meeting with regard to enrollment and declining finances. KJ reminded that she circulated the report among all faculty via Faculty Association and offered that it is a good read and demonstrates that high administrative costs do not translate to increased enrollment. Poor return on investment.

6. Communication from the Administration (Interim AVPAA C. Linder)

- a. Relayed several HLC themes that VPAA Gonzales wanted to share:
 - HLC site team viewed high participation rate and all commentary and documentation as sign of university community's hard work and coming together during probationary period.
 - Team very concerned about on-line learning (How ensure different modalities have equivalent outcomes?)
 - Outcomes Assessment area provided data data data, but lacking documentation of using data to improve, change program instruction. JL shared not her perception of OA group meeting; representatives from curricular and co-curricular programs had immediate responses for how data has been used to improve and modify programs.
 - Team wants to follow-up with Retention Committee; wants evidence that student numbers are going up in response to retention initiatives.
 - Team had many questions about Criterion 3. How determine if class is a 100-, 200, 300-, 400-level versus graduate level class? What information is used to determine class level?
 - Team requests that all articulation agreements in one place, one repository that department, disciplines, and advisors should be aware of and have access to.
 - Team asked, *why Interim Deans?* University responded that it did not want to do searches in the midst of HLC Accreditation Probation.
 - Team asked about effectiveness of Early Alert; faculty participation rate is low, but need faculty participation because Title 4 funding is tied to attendance.
- b. Shared that all students can now register regardless of outstanding balance. A party is planned to encourage registration for Spring 2018.

7. Communication from Academic Affairs (K. Ross)

- a. Summarized activities from 11/01 meeting:
 - No pending student appeals.
 - Ballen Committee call for proposals upcoming; short timeline. If faculty know of a potential applicant, please share and encourage application.
 - Paula Escudero from Business Office talked about disenrollment policy. BO trying to make disenrollment more student friendly (?!?). Numbers are large. Last Fall, 1200 students started to be disenrolled, but the number was reduced to 90 with some reaching out, relaxing of policies. New policy = all students can enroll regardless of balance. If balance \leq \$199 by 12/30 will not be disenrolled, but classes may not be secured. If balance \leq \$199 by 01/17 (first day classes), will be disenrolled. TouchNet will be functioning by Spring 2018 and make tracking and paying balance easier.
 - Academic Program Reviews – committees are being formulated.
 - Media Arts curricular changes approved.

- Discussions were had re printing catalogs. *Who could, who should pay? Maybe departments?* Many feel important to have an official record and easily accessible archive.
- Benito Pacheco (Director of Academic Support) is attending next meeting 11/15 to discuss Early Alert system.
- Subcommittee on class minimums reported that there is a tangled web of recommendations. *Should numbers be determined across the board or by departments, disciplines?* CBA says class numbers are an administrative decision. NMHU is pretty standard with their minimums, maximums. Faculty Senators weighed in on a number of items, including enrollment numbers are workload issue, teaching classes stretches everyone to limits with little time to serve on committees and/or start new initiatives, rolling numbers instead of snapshots should be considered, and Directed Studies are options for cancelled courses.
- Course Revision Form is being revised to show a good flow of signatures (who signs and when).
- Snow Day Policy is under consideration, including a 2-hour delay schedule and a stipulation for faculty and students who cannot make it to campus for final examinations.
- 2018-19 catalog changes must be approved by March. Chairs have been notified and discussions should have begun.
- Midnight registration is problematic for high enrollment programs; AA discussing proposal to change to 6:00 a.m.
- No policy is in place for Certificate Programs; Registrar recommends that a policy is developed to standardize and make repository for all CPs.

8. Communication from the Student Senate (N. Lujan)

- a. Shared that campus safety is an important initiative this semester.
 - SS hosted campus safety walk on Tuesday 11/07 that included administrators. Campus lighting needs maintenance.
 - SS developing a policy on cat-calling.
 - SS considering recommending speed bumps to address high speed along National Avenue.
- b. Asked, *what is next step in HLC probationary status?* IW replied that now in report review stage. There will be back-forth with document requests while await final recommendation.

9. Communication from the Staff Senate (L. Thornton)

- a. Shared that Staff Senate has new members: VP Susie Flores; Treasurer Doris Gallegos; Secretary Adele Ludi; and Parliamentary Vic Evans; Member-At-Large Iliana Ortiz.
- b. Relayed wish to work with Foundation on crowd seeding funds to improve student-faculty-staff life.

10. Old Business

a. Faculty Handbook Changes (Action Item)

Changes to Faculty Affairs Committee section of Faculty Handbook (particular Pages 6-1 to 6-6) discussed. Section (5) under 5. Duties and Responsibilities f. Procedures for a formal hearing presents a timing issue. Changes discussed at length. MOTION MADE AND SECONDED to support proposed Faculty Handbook changes with 5.f.(5) becoming active when CBA Article 29 is adjusted to match the grievance

process. In the meantime, grievances must be filed simultaneously if faculty elect to use both Faculty Handbook and Collective Bargaining Agreement processes.

MOTION APPROVED by Faculty Senate to present this language to the General Faculty for consideration.

b. Ex-Officio Language (Action Item)

MOTION MADE AND SECONDED to consider additional line on Faculty Senate Committee Selection Procedures (Section V.A.2) regarding ex-officio membership in Faculty Handbook.

The Faculty Senate may appoint additional ex-officio members to various Senate committees for 1-year terms if these members are deemed useful to the functioning of the committees. Ex-officio members, unless otherwise designated by the Senate, are non-voting members.

MOTION APPROVED unanimously.

c. Summary of Joint Senate-Association-Staff Executive Meeting (Discussion Item)

Executive Teams of FS-FA met with President Minner and VPAA Gonzales last Wednesday (11/01/17) regarding campus climate and trust issues. Two subgroups are forming to discuss two particular items of concern: (1) rescinding letter prohibiting faculty from doing any type of Faculty Association/CBA work during their teaching time or office hours; and (2) retroactive payment of benefits to faculty from 2016-17 negotiation. Had good dialogue to see how to better work together; keep lawyers out and voices in. One pending issue has already been discussed with VPAA Gonzales by subgroup and is going well. The subgroup is developing guidelines to ensure that communication and policy breaches do not happen in future.

1. New Business:

a. Bookstore and Providers Introduction (Sodexo/BBA Solutions)

- Adam Bustos, Purchasing Department, met with FS to share happenings and answer questions about the book store changes.
- Opened RFP in April 2017 to vendors interested in managing the NMHU bookstore; now closed.
- Narrowed search to Sodexo in August 2017.
- Purchasing Department motivated to bring down textbook costs, make inviting space, improve retail offerings.

b. Safety Plans for Hazardous Materials (Discussion Item)

- IW circulated 6 draft Safety Plans for Hazardous Materials: Recreation Center, Natatorium, Ivan Hilton Science Building, Facilities Building, Burris Hall, and Art Foundry. Plans were developed based on other schools' policies for handling hazardous materials. Fairly standard language.
- KJ expressed concerns that plans affect working conditions, faculty responsibilities, and liabilities.
- CL shared that FH and Faculty Research Handbook address laboratory safety and that FR Committee has agreed to serve as faculty on the Environmental Health and Safety Committee. Requested that FS move these guidelines forward.
- IW suggested asking Chairs in buildings that house hazardous materials to review the plans and provide feedback.

- Discussion ensued about how to constitute EHS Committee. Should it be a subcommittee of FRC or new FS committee?
- Discussion included working compliance with CBA and other handbooks, policy alignment.

c. Faculty direction of online learning (Discussion Item). (tabled)

d. Customer service/staff support (Discussion Item). (tabled)

2. Meeting adjourned at 5:02 p.m.