

SEM Plan Committee Minutes  
November 27, 2018  
8:30-10:00 a.m. FMTZ Conference Room

Present: Lee Allard, Ben Villarreal, Kimberly Blea, Michelle Bencomo, Edward Martinez, Maria Sena, Benito Pacheco, Julia Geffroy, and Susan Chavez

Zoom: Thomasinia Ortiz-Gallegos, Kevin Ensor, and Buddy Rivera

I. SEM Plan Endorsements

- Staff endorsed the SEM Plan on November 7, 2018.
- Student Senate endorsed SEM Plan on October 21, 2018. Resolution was passed on November 18, 2018.
- Executive Management Team endorsed plan on November 6, 2018.
- SEM Plan was presented to Faculty Senate on October 10, 2018.
  - Faculty were given the opportunity to provide feedback by October 29<sup>th</sup>. No feedback was received by faculty. SEM Office waited until November 5<sup>th</sup> to reach out to Dr. Sammeth by email. Faculty Senate met on November 14<sup>th</sup>. On November 15<sup>th</sup> Dr. Sammeth emailed indicating that Faculty Senate did not endorse plan. Faculty Senate is requesting an implementation plan.
  - SEM Plan is being implemented by other plans such as the Undergraduate Recruitment Plan, the Retention Plan, and the Marketing
  - Implementation is occurring as stated in the executive summary.
  - Edward indicated that Dr. Sammeth agreed to present plan to Faculty Senate for endorsement once other plans are online
  - Once SEM Plan is endorsed by Faculty Senate it will be presented to the Board of Regents.
  - Edward will request to be invited to the Faculty Senate meeting to answer any questions.
- Once plan is endorsed by everyone, Edward will work with University Relations to post it on the NMHU website.

II. Committee Meetings

- Once plan is approved and posted, how often will this committee need to meet?
  - At the beginning and end of each semester or quarterly meetings
  - Committee agreed to meet two times during a semester. Once at beginning and once at the end of the semester. Meetings will occur right after census date and towards the end of the term. One or two weeks before finals to maintain faculty participation.
- Committee will meet once plan is approved to determine exact dates of meetings.