

Faculty Senate Meeting Minutes
March 27, 2019
Approved April 24, 2019

Lora Shields, Room 329 and via ZOOM, 3:00 to 5:00p.m.

1. Call to Order.

2. Roll Call.

Present: Chadborn, Daniel (Psychology); Coggins, Kip (School of Social Work); Ensor, Kevin (Counseling & Guidance); Garcia-Nuthmann, André (Visual & Performing Arts); Gardner, Sandra (Nursing); Houliez, C. (Business); Jeffries, John (Computer & Mathematical Sciences); Jenkins, Kathy (Exercise & Sport Sciences); Karaba, Robert (Education; Education Leadership); Kent, April (Library); Jennifer Lindline (Natural Resources Management); Meckes, Shirley (Education; Teacher Education); Meron, Angela (Media Arts & Technology); Rodriquez, Elaine (History & Political Science); Romine, Maureen (Biology); Sammeth, David (Chemistry); Tamir, Orit (Sociology, Anthropology & Criminal Justice); Valenzuela, Norma (Languages and Culture); Villarreal, Ben (English & Philosophy)

Also Present: S. Baca (Facilities); C. Chen (Business; Marketing); J. Flood (Nursing); G. Gadsden (Criminal Justice); R. Moore (Social Work); J. Rivas (Biology)

Absent: Education; Curriculum & Instruction representative; Moreno, Yvonne (Education; Special Education/Gifted).

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

4. Approval of Minutes from February 27, 2019. MOTION MADE AND SECONDED to approve the meeting minutes. Motion passed unanimously.

5. Communication from the Administration (I. Williams).

- Asked to share that Academic Affairs Office is initiating Dean CAS Search.
- Did not entertain questions.

6. Communication from the Chair (Sammeth).

a. CAS Dean Search. Provost is initiating a search for CAS. Reminded faculty of FH policy re external search being default and internal search being initiated at behest of faculty.

- KJ shared that an internal search is conducted like Chair searches; process is initiated by Faculty Senate.
- Question about timeline; DS responded none given.
- KJ shared that university communications suggest reorganization is proceeding. This reorganization (never given updated or finalized copy of reorg proposal) will impact faculty; should be talked about by FS.
- Question –*Why did she wait so long?* It was always obvious that we needed a Dean CAS with or without reorganization.

- Question about job description – *At what rank will the position be advertised?* There is already language about not being able to evaluate someone below your rank. Has been problematic with current Dean.
- b. Met with Secretary of Education.
- Teacher training a big issue. Just producing teachers isn't enough; need teacher training.
 - How to bring more students higher education college ready?
 - Need broad thinking individuals in higher education.
- c. Five-Year Capital Plan (Sylvia Baca).
- Provided handouts of 2018 and 2019 Summer Hearing – Five Year Capital project funding plans.
 - 2019 added 6th project – Donnelly Library renovation (\$12,000,000!).
 - Coming around again to buildings in need.
 - State seems to fund capital projects in K-12, not so much in Higher Education.
 - Question about housing; no money to support that at this time.

7. Communication from Academic Affairs (S. Gardner).

- Program Review schedule is roughly on track for most disciplines.
- Reviewed a 189 Undergraduate-Graduate document from the English Program. Very interesting, but cumbersome.
- Active Military duty policy was looked at. You have that handout.
- There was a charge to look at ADN and ASN degrees and that the AAC do a matrix of classes that students bring with them. The Nursing Program is going to do that. There is a question about identifying deficiencies.
- Motion made to remove technical information from catalog. You'll get more information about that later.
- Definition for hardship. Wanted to have administration's intake on it. There have been students going through this. How is it defined at a higher level? We don't necessarily need to define a rare and unforeseeable situation outside of the student's control. There are examples out there.
- There was a motion made and approved for 2 new courses for Sociology.
- A clarification for charge from FS was requested on one-year's master's degree.
- A new entrepreneur program is being looked at from School of Business. Sound very interesting.

8. Communication from the Student Senate (A. Ludi).

- Not much to add at the moment. Planning some events in the summer (barbeque, games).
- Will share details as plans solidify.

9. Old Business.

- a. Resolve conflicting language in NMHU Catalog (handout).

- DS reviewed handout showing conflicting language re Transfer of Credits, Military Credit, and Training. *How would FS like us to address this issue?*

Transfer of Credits

New Mexico Highlands University accepts academic credits for transfer from institutions of higher education that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for coursework completed with an appropriate grade, provided the classes are appropriate to a degree at the University. Transfer course grades will not be calculated as part of Highlands University grade point average and are listed on the academic transcripts with a grade of CR. (However, for graduation, all transfer credits graded are included in the final computations for honors.) Highlands University does not award transfer credit for vocational, technical, or remedial courses and credits awarded for work or life experience. Students transferring from an accredited institution of higher education may transfer under one of the following plans:

Military Credit

The University grants credit for military education or service schools on the recommendation of the American Council on Education's Publication Guide to Evaluation of Educational Experience in the Armed Services. A DD214, DD295, or official military transcript form is required to consider credit for military service. Veterans must request their transcripts online by registering for a Joint Services Transcript (JST) account at <https://jst.doded.mil/smart/registration.do> Air Force veterans are required to provide an academic transcript from the Community College of the Air Force.

Training Credit

Credit for non-collegiate training programs is granted based on recommendation of the American Council of Education's National Guide to Educational Credit for Training Programs and institutional policies. Official records must be provided to the University.

- KJ shared that ESS Department in support of accepting military credit, but not credit from non-accredited entities (StraighterLine, For Profits, etc.). Liked the idea of ACE for military credit but not for anything else.
- KC said that using Straighterline credits is in violation of our own policy. Possibly changing catalog to "...except for military course credit with ACE recommendation."
- DC Suggested using a line "non-accredited institutions ...except for military course credit with ACE recommendation."
- DS shared from Provost Gonzales that other state institutions accept Straighterline credits.
- OT noted unclear about what means by military credit; *for course, for service, for experience?*
- KJ reminded that StraighterLine courses were introduced to NMHU from Athletics Department when athlete failed a course and was in need of course or credit. Problematic that we have programs encouraging students to do end-around NMHU's rigor.
- Senators offered possible testing of student's proficiency.
- DS shared concerns that possibly for NMHU students to collect credits from various sources into an NMHU degree.
- KJ stressed looking at big picture, other university policies, uncomfortable accepting credits from non-accredited institutions. It threatens our accreditation.

MOTION MADE AND SECONDED to table discussion until next meeting. Faculty Senators were encouraged to develop language to clarify issue. Motion approved unanimously.

10. New Business.

a. Evaluation of administrators. (Lindline)

- Developed new forms for several administrators based on their 2018-19 goals.
- KJ asked for Faculty Senate to consider including evaluation of offices (Registrar's, Student Support, Business, etc.).
- Several Senators concerned about faculty participation in process. Need more participation.
- Friday, April 5th deadline with time for compilation for **April 24th** General Faculty meeting.

MOTION MADE AND SECONDED to move forward with Annual Administration Evaluation with Friday, March 31 global email distribution and Friday, April 5th return deadline. Motion approved unanimously.

b. Response to Academic Affairs Committee (handouts).

- Received request to attend AAC meeting and clarify charge from Fall 2018 to send all new programs, new policies, and revised policies to the Senate instead of directly to the VPAA. FS Executive Team did not feel that appropriate. Reviewed language from Faculty Handbook. Relevant segments B 5. E.
- Understand that the FS does not have ability to look at everything closely, but do believe that 2nd set of eyes appropriate for items that may be impactful or charged. That is why liaison position was established. Problems persist, like passage of numbering system. Important that we look at AAC perceived duties and how they function.
 - KJ shared concern that there is an opinion that FS is micromanaging subcommittees. Not the case. It is the FS job to examine things to see if outcomes are consistent with our overall function, another lens, a broader perspective. Example, years ago, AAC approved a proposal from Psychology Discipline for a Ph.D. program. Faculty Senate said, "Whoa! How does this impact other programs?" found out that to have Ph.D. program would require elimination of developmental programs. The lens is important. We're not nit-picking, we're examining to see if doing job, meeting overarching university.
 - DS shared several examples of AAC-approved programs going directly to external bodies for approval. How do we improve the process of communication and information dissemination?
 - KJ noted that there are different steps that we take depending on the action.
 - KJ expressed dismay at January 16th letter questioning AAC items going through Faculty Senate. Indicates need more institutional memory on all of our committees. Also a job for the liaison. Communication piece is important.
 - DC suggested a paper bulleted list of Academic Affairs actions being read at the FS meetings for the next meeting's review.
 - DS shared the possible revision of cover sheets to include a Faculty Senate Chair signature line.

- OT offered the idea of a workshop for the Faculty Senate subcommittees in the beginning of the academic year to indicate the need for regular meeting minutes, regular communication.
- DS asked for steps forward. KJ offered inviting AAC to come to a FS meeting.

MOTION MADE AND SECONDED to invite the Academic Affairs Committee to come to the next Faculty Senate meeting to discuss how to improve lines of communications and concerns that they expressed in their February communications. Motion passed unanimously.

c. Charge - Instructional Technology Committee.

- DS summarized that because of the various on-line education efforts, a number of manuals and guidebooks have been developed. Share common concerns and overlap, but faculty is not being represented in how to construct more extensive on-line offerings. Suggests having a way to work with new hire to best develop practices and policies.
- KJ shared frustration with VPAA Gonzales' continued efforts to develop policy manuals outside of shared governance and without faculty input. Task Forces! We HAVE a Distance Learning Manual.
- DS shared concern of the Instructional Technology Committee with how to evaluate quality of on-line courses and distance modalities and other FS charges. *How move forward with so little time in the academic year?*
- KJ offered that the policy manual is the most important thing for them to review and update. Best from ground up. Need to ensure policy handbook-catalog alignment.
- DS asked if we charge ITS Committee to collate information and suggest policy updates. Is ITS even the right name for this committee?
- KJ reminded time for Desire2Learn update.
- SG offered that there are language discrepancies between handbooks and catalogs. Also problems with some CBA language around distance education, such as classroom evaluations.
- IW shared that there are a number of courses approved as on-ground then transitioned to on-line with not approval process. There are issues of quality control.
- DS asked what would we ask the ITS Committee to do to even begin addressing all of these items? Faculty Senators responded manual.
- Zoom is not a modality of teaching, but a methodology.

MOTION MADE AND SECONDED to charge the 2018-19 IT Committee to develop recommendations to be presented to the Faculty Senate based on best practices for policies governing on-line learning.

1. Use the following attached documents to assist in guiding the discussion:
 - a. Online Working Group Report; November 15, 2018
 - b. Draft Distance Learning Manual 2018
 - c. Distance Learning Manual: New Mexico Highlands University 2015 Edition B

2. Work with the overall goal of developing a document which expresses the Faculty Senate's current position as to distance learning policies. In particular, the need, if any, for the removal, addition, or change to current policies.
- Question asked about timeline. FS thought best to have committee respond at April FS meeting their understanding of the charge and any concerns that they may have

Motion passed with 17 favored; 0 opposed; and 2 abstained.

MOTION MADE AND SECONDED to add the new Director of Online & Extended Learning as an ex officio member of the ITS Committee. Motion passed with unanimous consent.

d. Auditing Policy (handout).

- DS read current and proposed policy.
- Questions about timeline for credit to audit change and signatures.

**Policy Change Recommendation
Audit Policy
Undergraduate and Graduate
Revised: 10/18/18**

Current Policy

Auditing a Class or Classes Audited classes do not count toward any graduation requirements of the university and are recorded with an AU on the student's transcript. Students registered for audited courses must attend a minimum of 70 percent of the scheduled class sessions. Students who wish to audit must request this status at the time of registering for the class or through an official change to the approved schedule of classes. Changes from audit to credit or credit to audit may only be made with the instructor approval during the first eight weeks of a semester or the first four weeks of a summer session. Any changes after the deadline will require approval from the Provost. The exact deadline for changing the credit/audit status of courses is stated in the schedule of classes for each term.

Proposed Policy

Auditing a Class or Classes Audited do not count toward any graduation requirements of the university and are recorded with an AU on the student's transcript. Students may register as an Audit for any 100 and 200 level courses without instructor permission. Students wishing to register as an Audit for any 300, 400, 500, or 600 level courses must first receive instructor permission prior to registering. Students may not change the course for credit at any time. Students wishing to change from a credit to an audit for full-term courses may do so with permission of the instructor within the first 15 days from the start of the semester. The 15 days begin on the first day of the semester to include weekends. Students wishing to change from credit to an audit for short-term courses may do so with permission of the instructor within the first 6 days from the start of the semester. The 6 days begin on the first day of the course.

MOTION MADE AND SECONDED to table discussion about Auditing Policy (November 14 meeting handout). Motion passed by unanimous consent.

e. Active Duty Military Policy.

**PROPOSED POLICY
Active Duty Military Policy
Graduate and Undergraduate**

This policy addresses situations in which currently enrolled students in the National Guard, Armed Forces Reserves, or National Disaster Medical System (NDMS) are placed on active duty by order of the President of the United States, Department of Homeland Security's Federal Emergency Management Agency, or the Governor of their state during a national or state emergency. This policy

also applies to active duty military personnel who are reassigned during a time of deployment or permanent change of station (PCS). For purposes of this policy, the president of the university may also invoke the provisions of this policy.

The university policy for students serving in the National Guard or reserves who are called to active military duty, or active duty military personnel who are reassigned, during an academic term is to provide a full withdrawal from the university without academic or financial penalty (grade of "W" for extenuating circumstances, 100% refund) and to suspend the normal policy of converting grades of Incomplete to grades of "F" after 12 months. This portion of the policy will apply only to courses in which the student is enrolled at the time that he/she must report for active duty.

Students who must report for active duty while enrolled in a term or semester at New Mexico Highlands University are subject to established academic regulations when returning but will be given every consideration for reactivation, with no fee, in the same academic status as at that time of the withdrawal.

Process

All students requesting special consideration regarding their call to active military duty or reassignment of duty must provide full written verification through the submission of their orders. This notice must be submitted to the Office of the University Registrar, along with a statement requesting specific relief from academic or financial penalty.

Students intending to withdraw from all courses and secure a grade of "W" should be referred to the Office of the Registrar. This step is essential to receiving special consideration in accordance with this policy. Housing and food service refunds will be calculated as a percentage of the unused portion of the total fees paid. Students enrolled in one or more courses who do not wish to withdraw from all courses but wish to work with their instructors for a combination of grades, incompletes, and/or "W" should likewise be referred to the Office of the Registrar.

Students will be informed of their options once the official documentation is provided to the Office of the University Registrar. A statement will be provided verifying their status which should be presented to their dean or department chair. A copy of the statement and all supporting documentation should also be sent to the Office of the Registrar.

Except for withdrawals, it will be up to each instructor to assign a letter grade or an incomplete "I" consistent with applicable departmental, college, and university policies. If an incomplete grade is assigned, an Assignment of Incomplete Grade form must be completed. Special care should be exercised by the student and instructor to state clearly and specifically the "conditions for Make-up" in the form. This specificity will protect the instructor and the student from miscommunication and will serve as a contract for the completion of the course. The normal policy of converting grades of incomplete to grades of "F" after 12 months is suspended for students in this category. Instead, the grade will convert to a "W." The student may complete the work for up to 12 months after release from active duty, or return from active duty reassignment. Copies of military orders must be provided to the Office of the Registrar before the extension will be granted. The Registrar will monitor the application of this policy suspension.

If an undergraduate student fully withdraws and remains absent for more than seven years, the student must complete the Military Reactivation Certification Form. This form will provide updated contact information and prompt advisors to reconnect with returning students in this category.

Graduate students who have been called to active military duty, or reassignment of duty and do not return within five years following their withdrawal semester, should contact the graduate office of admissions for specific procedures for continuing their graduate degree program.

All time requirements related to completion of both undergraduate and graduate degree requirements will be suspended for the period equal to the time spent on active duty, reassignment, and/or medical rehabilitation directly related to that military service.

Students who present unique problems not covered by this policy should contact their dean or department chair.

MOTION MADE AND SECONDED to approve the proposed Active Duty Military Policy. Motion passed unanimously.

f. Directed Study Policy.

- g. Course Substitution Policy.**
- h. ACC charge: Review of agreement with NNMC for course collaboration.**
- i. ACC Charge: Develop non-thesis MS.**
- j. Athletic Rosters - charge for Faculty Affairs (where to post travel information).**
- k. Extend expiration dates on expired and about to expire articulation agreements with community colleges (Edward Martinez).**

11. Executive Session.

12. Public Action as Necessary on Other Closed Session Discussions.

13. Adjournment at 4:55.