



MINUTES

Location: Zoom

Date: September 20, 2023

Zoom Link: <https://nmhu.zoom.us/j/95822226439>

1. Roll Call

Art & Music: Todd Christensen

Biology: Maureen Romine

Business Administration: Rodney Sanchez

Chemistry: Nabanita Saikia

Computer and Mathematical Sciences: John Jeffries

Counseling: Geri Glover

Curriculum and Instruction: Daniel Olufemi

Educational Leadership: Sheree Jederberg

English and Philosophy: Ben Villarreal (proxy Amanda May)

Exercise and Sport Science: Youngseek Kim

Forestry: Tomek Falkowski

History and Political Science: Luke Ritter (AAC Secretary)

Languages and Culture: Andrés Sabogal

Library: Kevin Corcoran

Media Arts and Technology: Mariah Hausman

Natural Resources Management: Mike Petronis

Nursing: Kristen Munyan

Psychology: Daniel Chadborn

Social Work: Benjamin Bencomo

Sociology, Anthropology, and Criminal Justice: Gloria Gadsden (AAC Chair)

Special Education: P.J. Sedillo

Teacher Education: Jonathan McCausland

Ex Officio Members: Roxanne Gonzales (VPAA) (proxy Ian Williamson), Henrietta Romero (Registrar)

Absent: Kristen Munyan

Also attending: Patrick Wilson; D. Veena Parboteeah; Peter Linder; Mary Earick; Ian Williamson; Cesar Abarca

2. Approval of the Agenda

Motion to approve with the condition of deleting item 11. Seconded. Approved by consensus.

3. Approval of Minutes – September 6, 2023

Motion to approve with minor correction. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)
 - a. Ballen Committee (Subcommittee chair: Sheree Jederberg)

Nothing to report

- b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)

The committee is dealing with one petition so far.

- c. Graduate Appeals (Subcommittee chair: Geri Glover)

Nothing to report.

5. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)

In process

- b. Biology (Subcommittee chair: Kristen Munyan)
*Awaiting decision in Faculty Senate
 - c. Conservation Management (Subcommittee chair: Ben Bencomo)

Comments were sent to the Chair of the department. The faculty is still putting together responses to comments.

- d. Chemistry MS, BA, BS, Minor (Subcommittee chair: Kristen Munyan)

A final meeting took place with Brandon Kempner. They are in the process of preparing the final report.

- e. Political Science BA, Minor (Subcommittee chair: Todd Christensen)

They will likely request a postponement.

- f. History BA, Minor (Subcommittee chair: Daniel Chadborn)

History will respond after their department meeting Thursday morning.

- g. Sociology/Anthropology BA, BS, Minor (Soc and Anth) [Criminal Justice Studies BA, Minor] [Social Behavioral Sciences AA] (Subcommittee chair: Ben Bencomo)

A report has been received and is under review.

6. Communication from the Chair (Gadsden)

Nothing to report.

7. Communication from the Registrar (Romero)

*See report below

8. Communication from the Faculty Senate (Kent)

*See Faculty Senate minutes below

9. Communication from the Graduate Council (Gadsden)

Following a lively discussion, the Graduate Council held nominations for secretary; elections to be held next meeting. The graduate dean presented a lengthy report. Much of the discussion focused on international students and changes to the international studies office.

The chair of the Graduate Council added that there are several pending policies under review.

The council was asked to consider the distribution and amounts of graduate assistantships from department to department.

A discussion ensued about whether or not international students could pursue work-study from abroad as well as the availability of work-study positions at the university.

Amanda May of the Writing Center noticed the lack of resources for international students once they arrive on campus.

The chair of the AAC recommended drafting a memo to the Faculty Senate, requesting an investigation into some of the issues for international students raised by the committee.

The registrar reported 114 international students, 69 of which are graduate students (about 60% of the international student population)

10. Communication from the Administration (Williamson)

Proxy Ian Williamson reported that the grant's office finally has a full complement of staff to handle research projects.

The office will be increasingly reaching out to individual faculty members with grant opportunities to focus more on obtaining grants instead of simply managing them.

11. Program Revision - C & I/Early Childhood Multicultural Ed (Park; discussion/action item)

As approved above, this item has been deleted.

12. New Course/Cross-listing - CJUS 3230 (Gadsden; discussion/action item)

Motion to approve. Seconded. Approved by consensus.

13. New Course/Cross-listing - CJUS 4280 (Gadsden; discussion/action item)

Motion to approve. Seconded. Approved by consensus.

14. Course Revision: MART 3670 Character Animation (Mariah Hausman; discussion item)

Mariah Hausman explained the department's desire to revise MART 3670, Character Animation, from a 3-credit, 3000-level elective course to a 4-credit, 4000-level elective course.

The registrar pointed out that MART 3670 needs to be deactivated, then a new course form for the 4xxx version of the class (four hours for lecture). There may be a new number sequence. Changes will be made, and new signs formed, before the next AAC meeting.

15. Adjournment

Submission Reminders

- To be added to the Wednesday meeting agenda, materials must be submitted by 5pm MST on the preceding Thursday.
- Please submit materials to the AAC Chair *and* Secretary. Correct forms required or documents will be returned to program.
- Final day to submit new materials to AAC during Fall 2023 - **Thursday November 9, 2023 by 5pm**
- Any proposals requiring a catalog change must be submitted to the AAC no later than **Thursday February 22, 2024 by 5pm**



**Academic Affairs Committee
SUBCOMMITTEE MEMBERSHIP
Fall 2023**

Department/Member	Appeals Comm	Program Review Comm #1	Program Review Comm #2	Other Committees
1. Art & Music: Todd Christensen	Undergrad	Political Science [Chair]		
2. Biology: Maureen Romine	Graduate	Native Amer. Hispano Cultural		
3. Business Administration: Rodney Sanchez	Undergrad	Chemistry		
4. Chemistry: Nabanita Saikai	Undergrad	Sociology/ Anthro- pology/CJ		
5. Computer and Math Sciences: John Jeffries	Graduate	History		
6. Counseling: Geri Glover	Graduate [Chair]	Environmental Geology [Chair]	Native American Hispano Cultural [Chair]	Policy
7. Curriculum and Instruction: Daniel Olufemi	Graduate	Biology		Ballen
8. Educational Leadership: Sheree Jederberg	Graduate	Sociology/ Anthropology/ CJ		Policy Ballen [Chair]
9. English and Philosophy: Ben Villarreal	Graduate	Biology		Ballen
10. Exercise and Sport Science: Yong Kim	Graduate	Political Science		

11. Forestry: Tomek Falkowski	Undergrad	History		
12. History and Political Science: Luke Ritter (AAC Secretary)	Undergrad	Chemistry		Ballen
13. Languages and Culture: Andrés Sabogal	Undergrad	Political Science		
14. Library: Kevin Corcoran	Undergrad	Sociology/ Anthropology/ CJ		
15. Media Arts and Technology: Mariah Hausman	Undergrad	Conservation Management		
16. Natural Resources Management: Mike Petronis	Undergrad [Chair]	Chemistry		
17. Nursing: Kristen Munyan	Undergrad	Native American Hispano Cult.	Biology [Chair] ~ ~ ~ ~ ~ Chemistry [Chair]	
18. Psychology: Daniel Chadborn	Undergrad	History [Chair]		
19. Social Work: Benjamin Bencomo	Graduate	Conservation Management [Chair]	Sociology/ Anthropology/ CJ [Chair]	Policy
20. Sociology, Anth, and CJ: Gloria Gadsden (AAC Chair)				Ballen Policy [Chair]
21. Special Education: P.J. Sedillo	Graduate	Political Science		
22. Teacher Education: Jonathan McCausland	Graduate	Conservation Management		

**Office of the Registrar Report
September 20, 2023**

- I. Fall 2023 Census Enrollment - from Institutional Research
 - a. Total UG – 1710
 - b. Total GR – 1105
 - c. Total overall headcount – 2815
 overall 3% increase from same time last year

- II. Academic Calendar process
 - a. Provost Gonzales distributed information to the necessary shared governance bodies for review. We look forward to collaboration on this process of the current draft calendar for Fall 2024-Summer 2029.

- III. Spring 2024 scheduling
 - a. Call for Spring 2024 schedule is being distributed please review for timeline.
 - b. Schedule for Spring 2024 will be released November 1, 2023
 - c. Early registration for Spring 2024 will begin on November 6, 2023

**Faculty Senate Meeting Minutes
September 13, 2023
<Approved>**

SUB 321 and ZOOM: <https://nmhu.zoom.us/j/314594449>

3:00 to 5:00 p.m. Faculty Senate

1. Called meeting to order.

2. Call Roll.

	ATTENDANCE	
	Present	Absent
	Excused	
Arts & Music; Edward Harrington		X
Biology; VACANT		X
Business Administration; Gerardo Moreira	X	
Chemistry; Steven Karpowicz	X	
Computer and Mathematical Sciences; Gil Gallegos	X	
Education - Counseling; Sulema Perales	X	
Education - Curriculum & Instruction; KwangJong Park	X	

Education - Educational Leadership; Rod Rock	X
Education - Special Education; Mariana Ulibarri-Horan, At-Large	X
Education - Teacher Education; Elisabeth Valenzuela proxy for Angela Redondo	X
English and Philosophy; Lauren Fath, Chair	X
Exercise and Sport Sciences; Kathy Jenkins, At-Large	X
Forestry; Blanca Cespedes	X
History and Political Science; Steven Williams	X
Languages and Culture; Norma Valenzuela	X
Library; April Kent	X
Media Arts and Technology; Mariah Fox Hausman	X
Natural Resources Management; Jennifer Lindline, Secretary	X
Nursing; Siri Khalsa	X
Psychology; Thomas Brooks	X
Social Work; Rebecca Moore, At-Large	X
Sociology, Anthropology, and CJ; Rebecca Alvarez	X
President; Sam Minner	X
Provost/VPAA; Roxanne Gonzales	X
Staff Senate; Robert Anaya	X
Student Senate; Kayl Rainer	X

3. **Approval of Agenda.** Motion made and seconded to approve the agenda. Motion passed with 15 counted in favor of the agenda.
4. **Approval of Minutes from August 23, 2023 (attachment).** Motion made and seconded to approve the meeting minutes. Motion passed with 15 counted in favor; 0 in opposition; 0 to abstain.
5. **Communication from the President (S. Minner).**
 - Thank you to Lauren Fath for stepping into the role of senate chair. Thank you to Rod Rock for his service as past chair.
 - Campaign update.
 - a. Asking for faculty input on the procedure for selecting a speaker for a named NMHU faculty lecture series gift.
 - b. This will be an annual lecture with a stipend or honorarium attached. Hope to have first speaker in the spring.
 - Enrollment numbers show an increase of over 2% fall to fall.
6. **Communication from the Administration (R. Gonzales).**
 - DNP proposal will be before the NMHED advisory committee second week of October.
 - RPSPs will be submitted by the end of the week.
 - CV for potential consultant on outcomes assessment is with the executive committee of the Faculty Senate. Provost is working with consultant on a draft statement of work.

- Kathy Jenkins stated that outcomes assessment should be faculty driven and faculty should have a voice in writing the scope of work.
- Roxanne Gonzales said that the draft will be sent to the senate for review. The consultant's role will be to help faculty meet the goals that they set themselves for outcome assessment.
- Paycom training days and times will be announced soon.
- Student feedback software trainings coming soon.

7. Communication from the Chair (L. Fath).

- Thank you to Rod Rock for his work as chair.
- Thank you for the reminder to be consistent in address to constituents.
- Reminder: Lauren Fath will have office hours specifically for faculty on Tuesdays from 12:30 pm to 2:00 pm in her office in Douglas Hall and on Zoom.
- Reminder that proposals for agenda and discussion items must be submitted in writing to Lauren Fath and Jennifer Lindline.
- Election of Vice-Chair
 - Nominations include: Rebecca Álvarez
 - Motion made and seconded to have Rebecca Álvarez serve as Vice-Chair. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.

8. Communication from Academic Affairs (A. Kent). Report submitted via email.

9. Communication from the Student Senate (K. Rainer).

- Kayl Rainer introduced himself. He is looking forward to building a stronger relationship between student and faculty.
- Lauren Fath will send his contact information to senators.

10. Communication from the Staff Senate (R. Anaya). No report.

11. New Business.

a. Election of Faculty Senate Committee Members (Athletic Committee, Financial Planning Committee, and Student Affairs Committee).

- a. Athletic Committee
 - i. Nominations included: Seonsook Park
 - ii. Motion made and seconded to have Seonsook Park serve as a member of the Athletic Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
- b. Financial Planning Committee
 - i. Nominations included: Steven Karpowicz, Elisabeth Valenzuela, Siri Khalsa
 - ii. Motion made and seconded to have Steven Karpowicz serve as a member of the Financial Planning Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
 - iii. Motion made and seconded to have Elisabeth Valenzuela serve as a member of the Financial Planning Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.

- iv. Motion made and seconded to have Siri Khalsa serve as a member of the Financial Planning Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
- c. Student Affairs Committee
 - i. Nominations included: Jess Goldberg, Blanca Cespedes
 - ii. Motion made and seconded to have Jess Goldberg serve as a member of the Student Affairs Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
 - iii. Motion made and seconded to have Blanca Cespedes serve as a member of the Student Affairs Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
- d. International Education Committee
 - i. Nominations included: Donna Woodford-Gormley, Taik Kim
 - ii. Motion made and seconded to have Donna Woodford-Gormley serve as a member of the International Education Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
 - iii. Motion made and seconded to have Taik Kim serve as a member of the International Education Committee. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.

b. Development of Committee Charges.

- a. Motion made and seconded to charge the Athletic Committee to submit a report on their 2022-2023 activities based on the committee's responsibilities as detailed in the Faculty Handbook to the Faculty Senate by October 31, 2023. This report should include any problems encountered while trying to fulfil these responsibilities last year. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
- b. Motion made and seconded to charge all Faculty Senate committees to submit a report on their activities based on the committee's responsibilities as detailed in the Faculty Handbook to the Faculty Senate by the end of the Fall Semester. This report should include any problems encountered while trying to fulfil these responsibilities last year. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.
- c. Motion made and seconded to charge the International Education Committee to submit a report on their 2022-2023 activities based on the committee's responsibilities as detailed in the Faculty Handbook to the Faculty Senate by October 31, 2023. This report should include any problems encountered while trying to fulfil these responsibilities last year. Motion passed with 16 in favor, 0 to oppose, and 0 to abstain.
- d. Motion made and seconded to charge the International Education Committee to submit a written report on an investigation on the challenges faced by the International Education Office and by international students at NMHU by March 1, 2024. Motion passed with 16 in favor, 0 to oppose, and 0 to abstain.
- e. Kathy Jenkins noted that the handbook language on the duties and responsibilities of the Financial Planning Committee needs to be updated, as the Faculty Association is the only body who can negotiate faculty salaries and benefits.
- f. The Faculty Senate chair will let committee chairs know that the senate understands that there has been a lot of turnover in committees and that the lack of continuity may make writing reports on last year's activities challenging. The senate can assist committees as needed.

- c. **Nominations for FS representative to Academic Affairs.**
 - a. Nominations included: April Kent
 - b. Motion made and seconded to have April Kent serve as the FS representative to Academic Affairs. Motion passed with 15 in favor, 0 to oppose, and 0 to abstain.

- d. **Report on Revisions to Outcomes Assessment Handbook and Guidelines (response to 2022-23 Charge (attachment) (H. Anderson)**
 - a. Heath Anderson presented the proposed revisions.
 - b. Senators were asked to bring this language back to their departments for feedback. This will be an action item/discussion item at the next meeting.

- e. **Review Graduate Student Exam Language Changes (attachment) G. Gadsden and I. Williamson).**
 - a. Gloria Gadsden and Ian Williamson presented the proposed changes on exams and the rationale for these changes. The graduate handbook and the graduate catalog need to be brought back into alignment. The language needs to both be standard while allowing programs flexibility.
 - b. Senators were asked to bring this language back to their departments for feedback and to be sure to get input from their program's graduate coordinator. This will be an action item/discussion item at the next meeting.
 - c. Noted that other catalog language matters are still under discussion at the Graduate Council. There is still discussion among council members about the nature of the final credit in graduate programs.

- 12. **Executive Session.** Motion made and seconded to enter executive session at 4:48 p.m.
 - a. Motion to move out of EC. (10 members remaining). Motion passed unanimously with 10 votes counted in favor.
 - b. Motion made and seconded that the Executive Committee plan on a 30-minute (at least) Executive Session for the next Faculty Senate meeting agenda. Motion passed unanimously with 10 votes counted in favor.
 - c. Motion made and seconded that Faculty Senators go back and speak with their department faculty on the Biology Program Review Matter. Motion passed unanimously with 10 votes counted in favor.
 - d. JL will distribute the information promptly.

- 13. **Adjournment.** Motion made and seconded to adjourn the meeting. Motion passed unanimously with 10 votes counted in favor. Meeting adjourned at 5:38 p.m.