

**Minutes  
ENMU Faculty Senate  
February 7, 2019  
3:30 to 5:00 pm  
Sandia Room  
Approved**

**Roll Call:**

Present (24): Beinlich, Birky, Brust, Cradock (voting alternate for Liu), Donohue, Finley, Flores, Haney, Ho (voting alternate for Greene), Kuhlman, Mazid, Miller, Roller, Senn, Shaughnessy, Shepardson, Sherwood, Starr, Stokes, Sweeten, Thompson, Tian, Waldo, and Xavier.

Absent (2): Lingnau, Nieto.

Guests (1): Dr. Laurenz

**Reading and approval of the minutes of 1/17/19:**

Motion to approve minutes (Senn / Sherwood) passed unanimously with 3 abstentions.

**Administrators' Reports:**

**Dr. Elwell:**

Not present; no report.

**Dr. Laurenz:**

Because of the General Faculty meeting on Monday, February 4, there was not much new to report.

**Update on Intellectual Property Rights Policy**

The policy for intellectual property rights was sent to a legal team with experience in patents. The comments on the proposed policy are back from the legal team. The vast majority of revisions are editorial. The comments were shared with the Ad Hoc Committee on Intellectual Property rights and are being rapidly processed.

Dr. Laurenz held an open forum on January 31, 2019, with ENMU Roswell faculty for feedback on the proposed intellectual property rights policy. There were no concerns brought forward by ENMU Roswell faculty.

Dr. Laurenz entertained any concerns related to intellectual property rights and student art.

The Senate asked for clarification concerning intellectual property rights and films made by students.

Dr. Laurenz clarified that, according to the policy on intellectual property rights, the copyright for student-made films are owned by the student (application of standards for traditional academic copyright). The student must agree to the university's use of any film, or portion of a film, for recruitment purposes. Some type of form, complete with clarifications of likely ineligibility for the submission of student films for awards if the university uses the film for on-line publicity, is required for student signature.

**Faculty Senate Reports:**

**Treasurer:**

No report.

**Curriculum Committee:**

The committee has completed its work for the 2019-2021 Undergraduate Catalog. It is anticipated that any duties arising during the remainder of the semester will be completed through e-mail communications.

**Distance Education and Outreach Committee:**

No one present; no report.

**Elections Committee:**

Half of the positions on committees are open beginning June 30, 2019. College chairs will be notified of vacancies so that vacancies can be filled.

**Faculty Grievance Committee:**

Committee has not yet met this semester.

**Faculty Personnel and Handbook Committee:**

No report.

**Faculty Research and Instructional Development Committee:**

The committee met at 8:00 am on January 24 in the GSSC. Two new members, Dr. Jason Polk and Dr. Omar Camarillo, have joined the committee. All members have received a timeline of important dates through July 31, 2019, for committee business.

All but one of the required interim reports were received on time. The single late submission was due to medical reasons. Additionally, one awardee left the university, freeing up monies that can be distributed for current awardees' potential publication costs, conference registration fees, and similar needs related to currently funded projects. Final reports from 2018 – 2019 awardees are due July 31, 2019.

The committee has improved the forms for proposals. It is crucial that all faculty who submit research or instructional development proposals fill out all forms completely. The scheduled release of the new forms for proposals is February 21 and will be issued by the Office of Special Projects.

**General Education Committee:**

The committee will be meeting on the second and fourth Wednesdays of each month. The committee will be reviewing the general education recertification forms from science, and is discussing assessing the new state essential skills for Global Diversity courses.

**Program Review Committee:**

No one present; no report.

**Undergraduate Admissions and Standards Committee:**

No report.

**Ad Hoc Student Evaluations Committee:**

The committee has met and is currently reviewing the comments from the survey.

**Intellectual Property Rights Committee:**

Covered by Dr. Laurenz, no additional report.

**Ad Hoc MLK Committee:**

The committee reported during senate consideration of old business (see Old Business below).

**University Standing Committees:****Assessment:**

A meeting is scheduled for February 26, 2019.

**Budget and Planning:**

The committee has not yet met. A meeting has been scheduled for February 20<sup>th</sup>.

**University Council:**

The committee has met and reviewed the policies on the agenda as New Business.

**President's Report:**

No report.

**Old Business:****Findings of the Ad Hoc MLK Committee**

The policies of universities and colleges in Louisiana, Arizona, Pennsylvania, Ohio, and New Mexico were reviewed to ascertain normative practices regarding MLK Day and Presidents Day. Those schools that have both MLK Day and Presidents Day off tend to either start a week earlier or hold classes a week longer than schools that close for only one of these two holidays. The majority of schools in these states close for MLK Day and hold classes on President's Day. One exception is Louisiana, which celebrates Mardi Gras. Spring Break is scheduled so that Mardi Gras falls during Spring Break. To achieve contact hours, Louisiana schools add a week or two at either end of the semester. Across the states that were considered, the holiday for which universities are most likely to remain open is Presidents Day.

***Arizona:***

For both MLK Day and Presidents Day, universities tend to offer additional 'study days' to meet contact hour requirements.

Most Arizona schools work on Presidents Day.

***Pennsylvania:***

Most schools do not start until MLK Day is over.

***Ohio:***

This state runs on a quarter system, not a semester system. Ohio schools, therefore, start much earlier. Ohio schools have MLK Day off. With the quarter system, there is more leeway on front and back end of the quarter to meet contact hours.

Some Ohio universities hold workshops throughout MLK Day. Examples of the most recent workshops include workshops on Black Lives Matter and Sanctuary Campuses. These workshops run all afternoon, with some workshops providing snacks for attendees. The goal of providing workshops is to try to encourage conversation, discussion, and engagement.

***New Mexico:***

Clovis Community College (CCC) gives both MLK and Presidents Day off.

ENMU Roswell campus follows the ENMU Portales class schedule but gives both MLK Day and Presidents Day off. The committee spoke with the VPAA of the Roswell campus to learn how state-mandated contact hours are met. ENMU Roswell does not offer Monday-only classes. Because ENMU Roswell does not have a finals week, classes held during the final week of the semester count as contact hours. Monday-Wednesday classes, therefore, exactly meet the required contact hours. The Roswell VPAA noted that adding 10 minutes to Monday-only classes would have allowed the university to meet contact hours and have both MLK Day and Presidents Day as holidays.

**Summary of findings by the Ad Hoc MLK Committee:**

Ninety-six (96) contact hours are required by the state.

Options are:

1. University open and classes held on Presidents Day with MLK Day as a university holiday.

*University professional and support staff will likely not approve of this option, as they support Presidents Day as the university holiday. Taking MLK Day as the holiday with no Presidents Day holiday leaves them with a very long period with no time off, as they work during Spring Break. The MLK Day holiday occurs very close to their required time off during Christmas, creating financial difficulties for staff.*

2. Eliminate Monday only classes.

*Eliminating Monday-only classes could cause potential problems for the natural sciences in scheduling laboratory space and time.*

3. Add 10 minutes to Monday-only classes.

4. Declare an academic holiday on MLK Day; staff continues to work. This would be consistent with how the Student Research Conference is handled by the university.

**Decided:**

The Senate President, Dr. Starr, will take options to the VPAA. Dr. Starr will also contact the Professional Staff and Support Staff Senates to receive their feedback about options for MLK Day and President Day holidays. Dr. Starr will report back to the Senate at the next Faculty Senate meeting (February 21, 2019).

**New Business:**

Policies from University Council (50-3; 60-1; 60-3; 60-4)

Motion to approve revisions (Beinlich / Brust) passed unanimously with 1 abstention.

### Timeline for Distribution of Course Evaluations

There is concern in the timing of the distribution of evaluations. Some faculty have not yet received their evaluations from Fall 2018. Senate President, Dr. Starr, recommended that this issue is better resolved by faculty contacting the Department Chair, who will then take the issue to the college dean, who will then take the concern to Dr. Caldwell.

It was noted that this concern also came up at the Deans Council meeting.

### ENMU Post Office Handling of Faculty Mail

The ENMU Post Office, overseen by Scott Smart, issued an announcement that the post office will not accept personal mail for faculty. Issues arising since this announcement include:

1. Post office personnel have returned packages to the sender when packages contained items ordered for university purposes.
2. Faculty have received packages that have been opened before delivery. Faculty inquiring with the post office have been told that packages arrived at the ENMU facility already opened. However, faculty have reported no history of receiving opened packages before the ENMU Post Office made the announcement that they will no longer accept personal mail.
3. Faculty have experienced stolen mail and lost mail since the ENMU Post Office changed the handling of faculty mail. The post office has not been helpful in resolving either of these issues.
4. Items and supplies ordered from Amazon have been returned by the ENMU Post Office.

Faculty who have inquired as to how the ENMU Post Office determines if a package is for university purposes or personal were told that post office personnel can 'usually tell by the packaging'. There has been no clarification provided to faculty as to how the ENMU Post Office makes its determination regarding faculty mail.

It was asked if the ENMU Post Office, as a federal post office, can decide whether or not it will or will not accept personal faculty mail. In fact, the Federal Post Office suggests that people have items delivered to their workplace to avoid mail theft.

Decided:

Dr. Sherwood will compose a Senate Resolution, e-mail the resolution to the Faculty Senate President, who will then forward the resolution to senators. The Faculty Senate will vote on the resolution at the next Faculty Senate meeting (February 21, 2019).

### **Announcements:**

None.

Motion to adjourn was made at 4:45 pm. (Sherwood / Brust). Passed unanimously.

Respectfully submitted,  
Kristin G. Waldo  
Faculty Senate Secretary