

ENMU Faculty Senate Minutes
Thursday, September 21st, 2023
3:30 to 5:00 pm
Zia Room

1. Roll Call:

- A. Asher, Beck, Bengel, Camarillo, Carr, Ceh-Varela, Cole, Demuth, Shakya, Flores, Hussein, Idowu, Messina, Niu, Parker, Paulk, Petrone, Pollock, Speller, Roe, Senn, Tollett, Welsh, Woo
- B. Alternates: Anderson for Gonzalez, Lingnau for Moyer, Tollett as Secretary for Moyer
- C. Absent: none
- D. Quorum met.

2. Approval of the Agenda

- A. Motion: Senn
- B. 2nd: Cole
- C. Abstentions: Speller, Anderson
- D. Passed

3. Reading and Approval of the Minutes: September 7, 2023

Flores requested that the first word on the last page, "the" be changed to "a".

- A. Motion to approve with the change: Cole
- B. 2nd: Pollock
- C. Abstentions: Anderson, Lingnau
- D. Passed

4. Administrator's Report:

Dr. James Johnston

One Eastern Task Force is up and running. There will be three phases:

- 1. Administrative processes- they are currently reviewing administration processes and plan to have concerns identified by Dec.
- 2. Academic- program offerings will be reviewed next starting in the Spring.
- 3. Will look at ways to collaborate across the system. Will look at what may be offered that is unique for the students and increase the relevance and marketability of the students. Roswell campus Banner is currently on a different system than the other campuses, looking to move to one.

They have had their first government relations meeting, which included both campus presidents and lobbyists to discuss plans for the upcoming legislative session.

Office hours comments: We are always working to provide expectations and flexibility. The office hours expectations are already set, and he feels it is a good approach. Physical presence is harder to set due to discipline differences. The difficulty with a policy is that you put the administration in a position to have something to enforce because it is now quantified. It is hard to articulate the flexibility disciplines need to the Board of Regents. Policy is a way to evaluate the duties of your job and is done through the evaluation process, not attendance. Physical presence is not about the mode you teach in but about the other things we do for the university and to fulfill the university's mission since everything at the university is operated in person. Since we are an in-person campus, you cannot fulfill your duties as a faculty member and not have a physical presence. Johnston would not personally want to see us quantify that in a policy because of past experience trying to enforce that policy is difficult.

Comments: Sen. Welsh- this thought is in keeping with the feedback from her constituents.

Questions: President Flores-UNM changed the term from “office hours” to “availability hours” due to perception of language. This might assist in better communication across the board.

Dr. Johnston's response- if students do not understand that office hours are an opportunity to meet with the instructor, then that could be considered. Could also clarify that as availability in your syllabi.

Dr. Laurenz’s response- Office hours are your presence on campus, not necessarily waiting around in your office for students to show up.

President Flores asked where we are with the CIO search and IT issues.

Dr. Johnston's response- still hoping to have the new CIO named this semester. The committee went back to one of the other finalists who were still available, Mr. Brooks, and offered him the position. He will know in a week if he will take it or not, but we need to continue working with Justin Liles in the meantime. If Mr. Brooks does not accept the position, we will use a search firm in the Spring. This is not because there was anything wrong in the previous search process, but because they can work quickly to advertise the position more broadly.

Dr. Jamie Laurenz

Wants to address the agenda item about passwords. There is an inverse relationship between the length of the password and the probability of it being hacked. It has been determined that if there is a password with 14 characters with complexity, we can set that and not have to change it. This will be announced soon and is supposed to roll out in the fall. If you are set to need your password changed between now and December, then contact Justin and he will work with you so you don’t have to change it so close together. Faculty and staff are the ones to create their own password.

5. **Faculty Senate Reports:**

Treasurer’s Report—*Corey Cole*

- No Change

Curriculum Committee-- *Ali Hussein*

- October 2 at 3:30, they will meet with all chairs on how to submit proposals for the upcoming catalog changes. This meeting will be in person and through Teams.

Distance Learning Committee—*Corey Cole*

- Met last week- gearing up for OCS reviews and Mediasite replacements. Has a team together to evaluate proposals for Mediasite replacement. Dr. Mishra just sent the RFP for approval.

Elections Committee—*Melissa Moyer*- Sen Alt Lingnau reported

- There will be several revisions to procedures. The committee is drafting the revisions this fall and will meet and fine-tune them before the Spring elections begin.

Faculty Grievance—*Not active currently*

Faculty Personnel & Handbook Committee—*Jenn Welsh*

- Have not met

Faculty Research & Instructional Development Committee--*Lassiter Speller*

- Sent out schedulers for dates for meetings for the fall term. The fall meeting should happen next month.

General Education Committee-- *Omar Camarillo*

- They are currently broken into subcommittees and have started contacting those who are in review. They voted on a new chair.

Program Review Committee--*Darrell Roe*

- No report

Undergraduate Admissions and Standards Committee—*Omar Camarillo*

- No report

University Standing Committees

Assessment—*John Petrone*

- First meeting will be September 26

Budget & Planning—*Geni Flores*

- They met yesterday. The budget is solvent, we took in more money in tuition than expected. If there are any equipment requests, you need to request them through the administrative chain. The legislature is interested in how the One ENMU System is working: how it is saving money, and how it is helping with the transfer process. Roosevelt Hall- completed in 2024- we are waiting for the electric switch gear to finish and that won't arrive until March. Harding is being prepped for demolition on the inside. Bernalillo will be prepped for demolition afterward. Degree works will replace CAPP and should be in place by registration for next Spring but there is no guarantee. The Fall report for FY 2023 is available in the library.

University Council— *Geni Flores*

- No Report

6. **President's Report:**

The support and professional senates want to hold a “get to know your senator” luncheon. Do we want to be involved? They are doing this because they want more people to become involved with the Senate. Do we want to make a monetary donation towards their effort? Treasurer Cole reported that our budget is \$500. There was no specific amount requested from us by the other senates, just a request for anything we would like to contribute. The Culinary Arts department is providing the food for the luncheon. It was asked what our end-of-year budget typically looks like. It was decided that Treasurer Cole will look into this and report back next meeting.

Motion to table: Demuth

2nd: Beck

7. **Old Business:**

Long-term Instructor Status

The committee met last Friday and is developing a proposal: 3 years of FEC and then annual APEs to follow with an evaluation every three years After 3 positive files, they can apply for permanent status. This is a nine-year cycle. If the instructor is not promoted, they will continue and can reapply after 3 years. The committee is researching peer and state-wide institutions. The committee salary recommendation is split between the baseline for instructor and assistant professor: permanent senior instructor would be \$57,000. Constituents are concerned about the term “temporary” in contracts because of the concern as to what happens if there is a rift, will they be at risk of losing jobs? The committee reports that they are in the process of collecting information and discussing language and would welcome any suggestions. There was a question about tenure-lined instructors and how that would work. It was discussed that this was a separate issue.

Motion to extend the discussion by Sen. Messina, Sen. Carr seconded- passed for 5 more minutes of discussion. A comment was made that the timeline should mirror the tenure timeline so that permanent status can be requested at 6 years instead of 9, which is what was presented by the committee. The committee agreed and asked that any additional feedback from constituents be brought to them. There was no other discussion.

Benefits for Domestic Partners

President Flores reported that HR needed a formal request from the Senate to pursue this and did send this in. This was under discussion before, and now with the letter, they are formally pursuing this.

Ongoing Technology issues

President Flores continues to send information to Dr. Laurenz about concerns as per his request. Dr. Laurenz will be meeting with Justin Liles and Distance Learning tomorrow. If they do not hire a CIO this fall, we will put together a town hall with existing staff. President Flores has not received a response yet from Dr. Johnston about attending the town halls and it was expressed that this process may be wasted if he was not in attendance.

Elections Committee Status

Sen Alt Lingnau asked the Senate to consider appointing Varun Uthappa to the Faculty Research and Instructional Development Committee. This was put to a vote by Vice-President Parker and was approved unanimously.

Motor Vehicle and Service Animal Policies

President Flores reported back that University Council has not returned the suggestions that were requested last meeting. She did get clarification on the rules as to what is considered a service animal, dogs, and ponies. According to the ADA, we cannot ask for documentation on any service animal, and they are not required to wear ID or tags or vests. We can ask if this is a service animal and what type of service it performs. We can ask Vee Lucas to provide the owner with a letter from her that states it is an official service animal. They must be leashed at all times, and service animals take precedence over students with allergies. If there is an allergy, then we will need to create an alternate plan for the student or instructor with the allergy and contact Vee Lucas. If the service animal becomes aggressive then the animal must leave because it is violating the rules. Comfort animals are not included in this and must stay in dorms, they cannot go to class or the cafeteria.

Promotion and Tenure Concern/Handbook

President Flores began the discussion with a reminder that the focus is on procedures and not personnel-specific concerns. In review of the existing handbook, no policies were located that refute the actions taken that lead to promotion of an instructor through the FEC process. Sen. Carr provided clarification on the person who was promoted. Sen Carr suggested to reorder paragraphs to prioritize the paragraph that states the VPAA has authority over upper-level classes and who can teach them after the description of each rank to avoid confusion. Constituents brought concerns surrounding any legal implications on this due to the precedence that was set.

Motion to Extend time for discussion by Welsh

2nd: Paulk

Passed

President Flores suggested that we focus the discussion on whether an instructor line can apply for a higher rank.

Move to extend the time for discussion: Speller2nd: Hussein

Passed

There was more discussion on the handbook language and the exceptions that are allowed in the handbook.

President Flores should explore further.

Motion to Extend time for discussion: Pollock

2nd: Speller

Passed

Welsh- made a motion to have President Flores explore what has happened in the past and the current language about tenure instructor lines.

Abstentions: Carr

Opposed: Paulk

Passed

Written Policy regarding office hours and physical presence on campus

The office policy can be found in the portal under forms and downloads. We reviewed the current policy. There was discussion as to whether if we had a written policy, would it create difficulties from the evaluation perspective for new faculty who do not understand expectations not to have a written policy. Most constituents were in favor of not having a formal written policy.

Meeting ran until 5:00 pm.

Welsh motioned to extend the meeting

2nd: None

Meeting was adjourned at 5:00 pm and the rest of the items on the agenda were tabled until the next meeting.