

New Mexico Institute of Mining and Technology
FACULTY SENATE MEETING
Tuesday, October 1, 2024
3:30 pm, Workman 101
Minutes

1. Call to Order.

Dr. Brian Borchers called the meeting to order at 3:30 pm.

2. Approval of the Minutes.

- Dr. Iain Crump moved to approve the September 3, 2024 minutes, followed by a second from Dr. Alex Rinehart. Motion passed.

3. Reports of Standing Committees.

a. Nominating Committee, *Brian Borchers*.

Given there being no contested races, a vote by acclamation was held. Membership approved the slate of candidates for their respective positions. Dr. DeVeaux thanked Dr. Borchers for serving the past few years. Dr. DeVeaux requested that speakers identify themselves when they speak during the meeting. She also asked Faculty Senate committees to meet and choose their chairperson, if they haven't done so already. Committee should email Dr. DeVeaux once they have that information (again, if it was not done already).

b. Academic Advising, *Taffeta Elliott*.

Dr. Elliott wanted to inform faculty advisors about changes in the academic advising. This year's incoming class may maintain their eligibility for the Lottery Scholarship even if they enroll in 12 credits per semester provided they take 30 credits in an academic year (that includes the next summer term). This allows students to drop a course in a semester and then make up a dropped course during the summer as well as interim sessions. A minimum of 12 still needs to be maintained. Students may take these credits at other institutions provided a consortium agreement is in place. The committee included the brochure in the Faculty Senate materials because the HED website not been updated with this information yet. NMT plans to continue providing interim sessions for students with a demonstrated need. Priority will be given to those who may potentially lose their scholarship (not because they failed to enroll in a sufficient number of courses). This year's class and those going forward, are the ones who are eligible to do a 12 credit (fall), 12 credit (spring), and 6 credit (summer) load.

c. Curriculum Committee, *Isabel Morris*.

Dr. Morris was elected Chair and Dr. Rinehart will present today's information. The only curriculum change is to the ECON minor in the Management Program along with changes to the existing Management minor. This proposal has been discussed previously and the changes that were made were to address the lack of differentiation between the minors. The motion came from committee; motion unanimously approved.

4. Grad Council Report, *Aly El-Osery*.

a. Grad Council Minutes.

Dr. El-Osery mentioned contracts went well this semester. Most issues were errors in the information that was entered or the amounts on contracts. He encouraged departments to use the stipend sheets and that if they are including additional time on a student's contract, there should be additional pay associated with it. Graduate Studies will be offering training on contracts later

this semester so everyone (e.g., administrative assistants, faculty) can attend. The sooner contracts can be started and approved, the better it will be for the students. A current problem with the Dynamic Form system is that once an individual opens the form, no one else can sign it. Dr. El Osery asked individuals to be mindful of this, particularly when contract deadlines approach. Administrative Assistants from the research divisions (e.g., PRRC, ICASA) will also be invited and he will ask them to extend the invitation to anyone else they believe could benefit from the training.

Looking forward, Graduate Studies sent a mass email to 48k prospective students to advertise graduate programs at NMT.

At the prior Grad Council meeting, the GSA conducted a survey of graduate students about how the institution and departments can help graduate students. The GSA President presented this information. She indicated resources and developing a sense of community within the department (E&ES was cited as a good example) were two of the major issues students faced. Dr. El Osery encouraged departments to include/invite graduate students to meetings, events, etc so they are engaged with the program. He also encouraged faculty to review sections of the catalog to make sure everything is there and correct. He provided an overview about the updates to SLATE (e.g., increased visibility for common information, increased flexibility for programs such as having different deadlines), graduate enrollments (which were doing well and up in comparison to last year) with the goal of sustaining the success the campus has had in graduating students in a timely manner. Finally, he summarized the efforts the Physics Department was undertaking to track student performance in their program as an example others could consider.

5. Council of Chairs, *Michael Jackson*.

- a. Draft Minutes of the September 17 Council of Chairs meeting. VPAA Jackson highlighted several items found in the draft minutes from the last Council of Chairs meeting.
 - Dana Chavez, Director, NMT Performing Arts Series, was welcomed to the meeting. Now that they are in AA, they are especially interested in collaborating with academic departments and programs on events. Along with providing visiting artists/performers invitations to participate in classes, they were interested in learning about potential speakers and events that could be incorporated into future PAS programs (and they are currently working on the 2025-2026 program). For more information, please visit <https://nmt.edu/pas/>.
 - During a recent visit to CNM, their faculty mentioned hearing a number of positive comments from students about their ability to connect and work with NMT faculty. VPAA thanked the faculty for their efforts and to keep up the great work!
 - VPAA indicated that a potential facilitator was identified for the May event. For December, NMT may have the opportunity to participate in an Active Shooter Training. There was some discussion about the pros/cons and the need for flexibility given the sensitive nature of this topic. There was general consensus that the topic could be done this December, keeping in mind the need to provide some individuals flexibility due to the topic being covered. A suggestion included having counseling staff available if anyone needed assistance. VPAA will work on getting this scheduled.
 - Proposed Actions
 - VPAA provided an overview of the *Procedures for Appointing Adjunct Faculty*. The document outlined general expectations for adjunct faculty, times when applications would be considered, etc. VPAA made a motion requesting the Faculty Senate adopt these procedures and Dr. Borchers seconded. During

discussion, Dr. Pias pointed out a typographical error that VPAA agreed to fix. **Motion was approved.**

- VPAA provided an overview of the guidelines for *Time on Task*. This document was developed to guide department conversations when they reviewed their curriculum (e.g., during the program review process), the amount of content that was covered, and workload expected of students in their courses. VPAA emphasized it was developed to guide conversations, not for individuals to track and clock hours. Because this is a guidance document, no vote was deemed necessary.

Dr. Pias asked how this applies to lab courses or directed research. VPAA admitted that is a tough question. The guidance does apply to labs as well as courses, but there is flexibility built into the guidance. Again, the point of the document is to provide guardrails on the workload we give students in our courses – being mindful of providing either too much or too little. While the document was not developed with directed research in mind, the guidance should (generally) apply to those efforts as well.

- VPAA then outlined two sets of procedures related to dual credit. The first *Procedures for Dual Credit Application and Registration* outlined what a high school student would follow to apply for, register, and participate in courses at NMT as a dual credit student. This procedure generally follows the current process with a few additions that came out of a meeting earlier in the semester with Dr. Greene, Dean DeBrine Howell, and Socorro High School representatives. Having the procedure written down, with Dean DeBrine Howell as the single point of contact, should prove beneficial in streamlining the process.

The second set of procedures, *Procedures for offering dual credit courses at the High School*, outlines what a high school instructor would follow if they wanted to teach an NMT course at the high school. Teachers would need to apply to an academic department and be recognized as meeting the minimum qualifications necessary to be hired as a faculty member. Then they would meet with department representatives to ensure they have/use the appropriate NMT course syllabus, discuss student performance during the course, the types of course assignments, participate in assessment, etc. VPAA emphasized that any course at the High School would be held to the same standard as if it was taught on the NMT campus.

VPAA made a motion requesting the Faculty Senate adopt these procedures, which was seconded by Dr. Norris. During discussion, Dr. Stone inquired whether it was possible for the High School to teach the course over a year rather than a semester. Dean DeBrine Howell indicated courses are expected to be taught in the same format (i.e., one semester) so students gained an understanding from what to expect in a college course. A concern related to personally identifiable information that appears on the dual credit application was expressed. Dean DeBrine Howell indicated that the application is shared only with appropriate offices (e.g., Student Accounts, Admission) – as with any other NMT student. The Registrar also indicated that these forms may be submitted through their office’s secure drop box. VPAA agreed that such guidance could be added to the dual credit form. **Motion was approved.**

- VPAA discussed the document on *Procedures for Academic Appeals*. The majority of the document currently exists. The revisions incorporate the grade

appeal process into this procedures document. A major change that was made was to have the appeal process end with the Academic Dean (overseeing the course) rather than the AVPAA or Graduate Dean. These individuals could help facilitate the process, serving as a resource for either students or faculty as they navigate the process. This will also align catalog language with the overall appeal process. VPAA made a motion requesting the Faculty Senate adopt these procedures, which was seconded by Dr. Borchers. During discussion, a question was asked about the summer term. A student would have until the end of the fall semester to appeal a grade that was submitted during the spring or summer terms. Similarly, a student would have until the end of the spring semester to appeal a grade that was submitted during the fall semester. To address this in the document, a friendly amendment was suggested (and accepted) that 'regular' be added in front of 'semester' defined as '(Fall or Spring)'. A second friendly amendment was proposed, and accepted. This was to change the date from when the student took the class to when the grade was reported (in encompass grade extensions). **Motion was approved.**

- VPAA provided some background on the course catalog. Transitioning to an online version has taken some time and last year, the 2022-2023 catalog was extended for a two-year duration (2022-2024) with an addendum that included curricular changes and policy/procedural changes. The Council of Chairs discussed the current state of the online catalog and there were sufficient concerns that the following motion was approved for Faculty Senate consideration: *Extend the existing 2022-2024 catalog to become the 2022-2025 catalog, that includes an updated addendum of approved curricular, policy, and procedure changes.* Some of the points raised during the discussion included:
 - VPAA, AVPAA, the Deans, and the Faculty Senate Chair met with the Registrar to go through some of the concerns that were raised and issues seen with the catalog. Between the time of the meeting and the Council of Chairs, a number of issues had been addressed.
 - The Registrar indicated her office was busy at the start of the semester but they have been working through the feedback they have received to date. However, a challenge is that only a handful of individuals submitted feedback on what she has been copy/pasting into the new catalog. She believes the majority of submissions have been updated and her office has responded to individuals so they know what changes have been made.
 - The Registrar's Office has asked individuals (e.g., AVPAA) to focus on the front matter while departments and programs should focus on their specific pages.
 - Is the catalog live? It is. The 2024-2025 catalog can be found if you search on the website for it. However, there is not a link directly to it from our webpages.
 - Dr. Borchers indicated that there are still a number of content problems with the catalog and there are structural issues with the catalog as well. However, some of the structure cannot be fixed. On balance though, it would appear beneficial to move forward with the online catalog so that we can fix the errors and address issues that people see.
 - Dr. Pias indicated there are a lot of typographical errors in the paper catalog so relying on that version is not necessarily beneficial. This would be a reason to move forward with the online version – so that mistakes can be corrected.
 - The Registrar has received permission from Dr. Greene to hire someone to proofread the catalog to remove a number of the standard errors.
 - Dr. Stone indicated he is uncomfortable moving forward without seeing that corrections have been made. He indicated it is difficult to follow and doesn't seem ready just yet.

- A question was asked about whether it will replace a conventional pdf catalog. The reason is that the online version is disorganized when compared to a physical copy.
- The registrar confirmed a pdf version of the catalog can be created and that it would be archived so that individuals could download such a copy. This will be necessary for maintaining records over time. And, within a given year, the online catalog should mirror the most recent pdf version of the catalog.
- A challenge with the current pdf version of the catalog is that it is not ADA accessible. However, the new online version will be.
- **The Motion did not pass.**
- Discussion continued regarding when the catalog will be published and what that means.
- The following motion was made by Dr. Borchers and seconded by Dr. Cadol: *Departments and faculty should submit their corrections to the catalog by October 15 so that the Registrar's Office can make the necessary corrections and announce the catalog is ready to be used to the campus community.*
- The old catalog is still in effect until the new catalog is ready. It is important for the new catalog to be finalized prior to the start of academic advising for the spring semester.
- **Motion was approved.**

6. Strategic Plan Updates, Michael Jackson.

VPAA provided an overview of next steps regarding the Strategic Plan that includes presenting updates in October for campus feedback. The campus should anticipate receiving information about this within the next week.

7. HLC Update, Richard Thompson.

Dr. Thompson mentioned that in about 4 months we will be locking in our reassurance argument while in about 5 months we will be hosting the visiting site team on our campus (specifically on March 3 and 4).

To date, the working groups have put forth a lot of time and effort. They are at the point where there is a lot of back and forth between Rick and the working groups in finalizing their respective drafts – this part has been going well.

In the next few weeks, Rick will be working with these documents to ensure consistency in the writing and evidence cited. The goal is to wrap up first full draft of the argument during this time. It will then be shared with Cabinet followed by the campus community. In late December and early January, we will start uploading documents (including evidence) to our assurance system.

There will be communications to the campus community and Dr. Thompson showed two examples from ENMU-Roswell that he plans to use as a model. These communications are to keep people informed about what is going on in each criterion, to highlight evidence we are using, and to assist in their preparation for the upcoming site visit. Dr. Thompson will also be holding training sessions for all members of the campus community – those on the working groups, SGA/GSA, research centers, administrators, etc.

8. Undergraduate Academic Honesty, Richard Thompson.

Due to a lack of time, this was moved to the November Faculty Senate meeting.

9. Graduate Academic Honesty, Aly El Osery.

Due to a lack of time, this was moved to the November Faculty Senate meeting.

10. Old Business. None.

11. New Business. None.

12. Announcements.

- a. **Puerto Seguro, *Yulia Mikhailova*.** Members were encouraged to read the announcement and reach out to Dr. Mikhailova with any questions they have.

13. Adjournment.

Dr. Borchers made a motion to adjourn the meeting at 5:01 pm. Dr. Crump seconded the motion. Motion passed.