

Operations Manual

New Mexico State University Alamogordo (NMSU-A)

All NMSU system campuses comply with two guidance documents: the Regents Policy Manual and the Administrative Rules and Procedures of NMSU. These documents are available at <http://manual.nmsu.edu/policies-and-procedures/>.

Introduction

NMSU-A was founded in 1958 with the first classes for the college held at Alamogordo High School. In 1968, NMSU-A was provided a permanent location at 2400 N. Scenic Drive. Currently, the college serves the educational needs of over 3200 unique students per year and is accredited by the Higher Learning Commission.

Mission Statement, Vision Statement, and Core Values

Mission Statement

The mission of New Mexico State University at Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

Vision Statement

New Mexico State University at Alamogordo provides support, inspiration, and intellectual challenge for the students in the diverse communities we serve. We prepare students to be critical and creative thinkers, effective communicators, goal-oriented, socially conscious, prepared for academic and career success, and lifelong learners.

Core Values

- We Value Excellence in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.
- We Value Integrity in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.
- We Value Innovation as it applies to meeting the individual and changing needs of students, faculty, staff, and community.
- We Value Diversity and Globalization in education to prepare learners to be effective in a global society.

Chapter 1
Governance, Authority, Organizational Structure, and Policy Changes

1.0.2.5 President of NMSU-A

The President of NMSU-A is the chief executive officer for the college and is directly responsible to the Chancellor of the New Mexico State University system. The President of NMSU-A is responsible for execution of such measures for NMSU-A as defined by the Chancellor of the New Mexico State University system and the Board of Regents. All key administrative decisions for NMSU-A are made by the President in consultation with the appropriate administrators. The NMSU-A President and/or the appropriate administrators at NMSU must sign any contracts for the college.

1.0.2.6 NMSU-A Organization Chart

See Appendix A for summary chart.

1.0.2.7 Advisory Board

The Advisory Board for NMSU-A is the Alamogordo Public School Board (APS). At least every other year, the NMSU Board of Regents and the Advisory Board sign a Memorandum of Understanding (MOU). The members of the Advisory Board and the NMSU-A administration meet at least once during fall and spring semesters.

In accordance with Chapter 21, Article 14, Branch Community Colleges, the duties and responsibility of the Advisory Board in relation to NMSU-A are:

1. Enter into a written agreement with the Regents, subject to biennial review by all parties concerned and the review and commentary of the New Mexico Higher Education Department.
2. Act in an advisory capacity to Regents' matters pertaining to the conduct of NMSU-A.
3. Approve the annual operating budget of NMSU-A for recommendation to the Regents.
4. Certify to the City Commissioners the tax levy.
5. Conduct the election for tax levies for NMSU-A.
6. Approve and recommend to the Regents for approval the Statement of Mission and Purpose of NMSU-A.

1.0.2.8 Councils

The following Councils assist with the governance of NMSU-A:

1.0.2.8.1 Administrative Council

At the discretion of the President of NMSU-A, Administrative Council is composed of the President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and Chair of Faculty Assembly. The President chairs the Council. The functions of Administrative Council are:

1. To communicate information fundamental to central administrative decisions;
2. To coordinate administrative decisions to enhance the leadership effort of the college;
3. To advise the President in the decision-making process.

Administrative Council meets weekly or as needed. Administrative Council also meets with Division Heads, Assistant Division Heads, and Director of Online Quality Assurance once a month, as Administrative Joint Council. After approved, minutes are posted on the network drive.

1.0.2.8.2 **President's** Advisory Council (PAC)

At the discretion of the President of NMSU-A, the membership of PAC consists of the following:

- President
- Vice President for Academic Affairs
- Vice President for Business and Finance
- Vice President for Student Success
- Division Head for Career and Technology
- Division Head for Arts and Sciences
- Associate Vice President of Extended Programs
- Institutional Researcher
- Facilities Services Manager
- Marketing Representative
- Accessibility Services Coordinator
- Systems Analyst
- Library Services Director
- AE/ASC Director
- Faculty Assembly Chair
- Admissions Director
- Allied Health Director
- Program Operations Director
- Online Quality Assurance Director
- Curriculum & Assessment Director
- Human Resources Coordinator
- Small Business Development Center Manager
- Non-Exempt Staff Consortium Chair
- Institutional Effectiveness Director/Instructor of Education
- Student Government President or designee
- Executive Assistant to President

The function of PAC is to provide advice from the major areas of the college to administration. PAC meets twice monthly or as needed. The President serves as Chair. After approved, minutes are posted on the network drive.

1.0.2.8.3 Academic Council

At the discretion of the Vice President for Academic Affairs, Academic Council is composed of Division Heads, the Director of Allied Health, the Faculty Assembly Chair and Vice Chair, the Director of Online Quality Assurance, the Director of Curriculum and Assessment, the Coordinator of Institutional Research, the Coordinator for Institutional Effectiveness, and External Grant Directors.

The primary functions of Academic Council are:

1. To make recommendations concerning academic-related issues to the Vice President for Academic Affairs and Administrative Council;
2. To discuss and interpret college and university administrative policies, rules and procedures.
3. To approve recommendations by the Curriculum Committee, and forward them to Administrative Council and/or the President.
4. To discuss and consider recommendations from college faculty.
5. To coordinate instructional activities among educational disciplines.

The Vice President for Academic Affairs serves as Chair. Meetings are held bi-weekly during fall and spring semesters, and as needed during the summer. After approved, minutes are posted on the network drive.

1.0.2.8.4 Diversity Advisory Council Effective date of establishment – Spring 2014

The President will call for nominations and make appointments for three-year staggered terms, beginning January 1 and ending December 31. Total membership will consist of 5 individuals plus the Chair to be representative of the campus.

The function of the Diversity Advisory Council will be to advise the Campus President of diversity-related issues affecting NMSU-A and the NMSU system.

The President or designee will serve as Chair. Meetings will be held every other month during the academic year.

1.0.2.9 Faculty Consortium and Student Government

The following organizations provide recommendations to administration to assist with the efficiency of the college operations:

1.0.2.9.1 Faculty Consortium

The purpose, as well as all by-laws for the Faculty Consortium, are posted on the nmsua.edu website.

1.0.2.9.2 Student Government

The purpose of the Student Government is to represent the interests of all students through the election of at-large and student organization senators to the student government organization. The student government organization also monitors the student budget and makes decisions regarding uses/disbursements of 50¢ of the credit student fee.

1.0.2.10 Committees

A listing of membership and purpose of all college committees are included in Appendix B.

1.0.2.20 Changes in Operations

This manual contains approved operations that are essential to the efficient operation of NMSU-A. The President of the college or the President's **designee** will have the responsibility of maintaining and updating this manual on an annual basis.

Chapter 2 General Operating Procedures

2.0.2.1 NMSU-A Library

The primary purpose of the NMSU-A Townsend Library is to support the academic goals of the college. In doing so, the library strives to meet the information needs of NMSU-A students, faculty, and staff.

2.0.2.1.1 Library Privileges for NMSU-A Students, Faculty, and Staff

NMSU-A students, faculty, and staff have the ability to borrow and utilize both library-owned materials and subscription-based electronic resources. In addition, students, faculty, and staff may make requests for specific books, articles, and other types of materials not immediately available at the library (Interlibrary Loan).

2.0.2.1.2 Library Privileges for the Community

Community members not affiliated with NMSU-A may use all library-owned and licensed resources during visits to the library, including library public computers and subscription-based electronic resources. Community members may apply for a **"Community Borrowers Card"** which will allow them to check out a limited number of books at a time. Community members do not have access to Interlibrary Loan or subscription-based electronic resources from off-campus.

2.0.2.5 Emergency Preparedness

2.0.2.5.1 Emergency/Disaster Spokesperson

During an emergency or disaster, the spokesperson for the college will be the administrator in charge. Other university employees shall refrain from discussing the emergency situation or university responsibilities with the media unless given express written or verbal permission.

The marketing representative will prepare, on the direction of the administrator, media releases which will be the official statement of the administration. The marketing representative will also handle the direct contact with the media, arrange press conferences, and respond to telephone interviews/requests from the media.

2.0.2.5.3 Emergency Policy

In the event of an emergency involving danger to life or property, call 8-911. Indicate the nature and location of the emergency. Please use this number for emergencies only. For non-emergencies, call College Security at 439-3634.

2.0.2.5.5 Emergency Action Plan

Safety is a high priority at NMSU-A. The college has established a comprehensive plan that ensures every person on the Alamogordo campus has the opportunity to exit quickly and safely in the event of a catastrophe.

NMSU-A has one plan for the entire college, modified to fit each building. Each building will have a primary and a secondary Emergency Action Coordinator to orchestrate the Emergency Action Plan.

2.0.2.5.7 Pre-Emergency Actions

1. Emergency Evacuation Coordinators are trained on the use of fire extinguishers;
2. Emergency Evacuation Coordinators are trained on what to do if an emergency occurs;
3. Emergency escape route signs are posted in every building on the NMSU-A campus;
4. Signs are posted by elevators stating, “Do not use elevator in case of fire or emergency evacuation of building”;
5. Buildings are continually inspected to ensure passageways are kept clear;
6. Administrative assistants update an employee roster for each department/building each semester. The updated roster will be turned into the Coordinator for Facilities Management for distribution to the Emergency Evacuation Coordinators and Building Monitors;
7. Special shutdown procedures will be posted and given to the appropriate people for critical equipment;
8. All mobility impaired or special needs persons shall be identified for each building.

2.0.2.5.9 Reporting an Emergency

1. Call 8-911.
2. Contact Security, President and/or Senior Officer in Charge (SOiC).
3. Campus alert(s) with directions is sent by the Campus Alert Team.
4. Vice President for Student Success informs 911 personnel of any persons with disabilities.
5. Faculty account for students in their classes.

2.0.2.5.11 Emergency Notification System

The Campus Alert Team is responsible for relaying information to the campus. The President, SOiC or marketing representative is responsible for communication with the media.

2.0.2.5.13 Violence in the Workplace

If individuals become threatening or violent, call 8-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug Misuse, and Suspect Mail.

- 2.0.2.5.15 Fire Safety, Prevention and Emergency Services
The Alamogordo Department of Public Safety (DPS) serves as the primary response agency for emergencies at NMSU-A.

The New Mexico State Fire Marshall's Office performs fire safety inspections for all facilities located at NMSU-A. The inspections are conducted for the purpose of identifying and recommending corrective action to eliminate or reduce the potential for loss of life or property due to fire. NMSU-A adheres to the standards set by the National Fire Protection Agency (NFPA).

Procedures

1. If the fire alarm sounds, remain calm and immediately evacuate the building by the nearest exit.
2. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately, closing doors behind you if possible and safe to do so. Shut down any hazardous operations quickly if it is safe to do so.
3. If it is not safe to use the nearest exit, go to the next nearest available exit. Do not use elevators!
4. Contact DPS by dialing 8-911 as soon as possible. Remain calm, do not run! **Go to your building's** assigned meeting area (at least 50 feet away from building) so an accurate count of building occupants can be made.
5. If you can do so safely, assist any person(s) with disabilities with their evacuation. If you know of anyone who may possibly be trapped inside, notify College Security or DPS and provide the trapped person(s) last known location.
6. If a minor fire is controllable and a fire extinguisher is available, immediately direct the exhaust of the fire extinguisher to the base of the fire. Pull, Aim, Squeeze, Sweep.

- 2.0.2.5.17 Environmental Health and Safety
NMSU-A does not have its own EH&S department but does have a safety officer. NMSU-A utilizes the NMSU system EH&S procedures.

2.0.2.7 NMSU-A Information Technologies Procedures

- 2.0.2.7.1 Student Computer Accounts
All NMSU-A students are eligible for a student network account. Students are required to have an active Banner ID before an account can be created.

- 2.0.2.7.2 Computer Account Purge
Former employees who have separated from the university but have not retired from the university, and former students without pending financial obligations, must have their NMSU-A account purged. Once separation from NMSU-A occurs, the NMSU-A account shall remain active for one year. Under certain circumstances, at the direction of the President or VPAA, the NMSU-A account may be terminated immediately.

Student network accounts are purged after the end of the academic year, which runs from August through May, and at the end of the summer term.

2.0.2.7.3 NMSU-A Official E-mail Address

All employees are required to have a valid NMSU email address as a viable communication medium at NMSU-A. The official email address for NMSU-A is nmsu.edu.

2.0.2.7.4 Social Media

The Social Media Guidelines outline the use of NMSU-A affiliated social media accounts by faculty, staff and students. The complete version of the Social Media Guidelines may be located on the K:\ drive under Social Media.

2.0.2.10 Contingency Fund Balance

NMSU-A will maintain a reasonable budget reserve for the efficient operation of the college. The benchmark for the community colleges in the system is a minimum 10% contingency fund balance.

2.8.0.1 Campus Communications

2.8.0.1.1 Website Guidelines

NMSU-A **faculty and staff can request an official webpage on the “nmsua.edu”** domain that is within the framework of the official website template. An account can be created that will allow each department and/or individual the ability to maintain and create content on their own webpages.

While faculty and staff who request use of the official NMSU-A website will be given as much freedom as possible for content development, it must be noted that all web content is under NMSU-A jurisdiction and must comply with all federal, state, and local laws as well as NMSU and NMSU-A policies, rules, and regulations. Furthermore, as the reputation and image of NMSU-A is determined in part by information seen on the official website, the college webmaster or campus president retains the right to adjust or delete web content as determined by a variety of factors, including those of accuracy and consistency.

2.8.0.1.2 External Communications

The marketing representative and the campus president coordinate news, publicity, information, publications and institutional marketing for NMSU-A. The campus does not suppress bad news or unfavorable publicity. However, this type of information will be released to the press through the marketing representative as soon as factual and detailed information can be obtained. The campus does not ask external professional writers to submit proposed copy for review and clearance.

All campus information or advertising that is released to the public must comply **with the system's General Use Policy**. In order that all information conforms to the General Use Policy, all external information must first be reviewed by the marketing representative or the campus president before it is released.

- 2.8.0.1.3 Use of E-Mail
Only NMSU email accounts will be used for campus communications to faculty, staff and students. Personal email accounts will not be used for campus communications.
- 2.8.0.1.4 Netiquette
- Always be courteous and polite to students, faculty and staff; always treat others with dignity and respect.
 - Respect user privacy – do not use employees' **work or students' work** outside the class without their permission.
 - Do not use language inappropriate to the classroom or the professional workplace.
 - Threats and cyber bullying are never appropriate and will not be tolerated.
 - Putdowns, insults or verbal slamming are never appropriate in an academic environment.
 - Be careful when using sarcasm or sarcastic humor.
 - Please do not type in ALL CAPS – the use of all caps is regarded as shouting and is not acceptable in class.
 - Carefully proofread your work before sending/posting.

Note: All faculty teaching online courses should use netiquette guidelines. If a member of the faculty wishes to use additional guidelines for their particular course, they are welcome to do so.

- 2.8.0.1.5 Publication of Student Costs and Financial Aid
The Vice President for Business and Finance will ensure that current NMSU-A student costs (tuition and fees), as approved by the NMSU Board of Regents, are published on the website. The Vice President for Student Services will ensure that all promotional materials contain current student costs and financial aid information.
- 2.8.0.1.6 Academic Information
The Office of the Vice President for Academic Affairs will ensure that all published academic information is current. This includes the NMSU-A catalog and associated campus policies and procedures, dual-credit policies, and academic program plans.
- 2.8.0.1.7 Proctoring and Testing
The Coordinator of the Academic Support Center (ASC), with oversight from the Vice President for Academic Affairs, will ensure that the services provided by the ASC are appropriately documented on the website and on all materials distributed to students.

- 2.8.0.1.8 Assessment
The Director of Assessment, with oversight from the Vice President for Academic Affairs, will ensure that appropriate assessment information is available to the public through the website.

Chapter 3 Codes of Conduct, Permissible Activities

- 3.0.2.1 Smoking
Two gazebos, one located behind the Science Center and the other behind the Student Center, **are labeled “Designated Smoking Areas”**. The CB patio is a designated No Smoking area. All interior space are also non-smoking areas. However, smoking is permitted anywhere on campus if it is at least 25 feet away from an entryway.
- 3.0.5 Alcohol at NMSU-A Including Sanctioned Events
NMSU-A operates under the NMSU Policy Manual 3.05 Alcohol at NMSU Including Sanctioned Events which policy is administered by the Office of the NMSU President. Under authority granted by the policy, the NMSU President has delegated review and approval authority to the NMSU-A President to be administered under the procedures outlined below. The decision by the Office of the NMSU-A President is final.

The procedures outlined below shall apply to every function or event, including but not limited to receptions, banquets, dinners, picnics, or any outdoor event, social event, and campus-wide activity sponsored by organizations or individuals associated with NMSU-A. NMSU-A does not possess an alcohol license; therefore, a licensed alcohol distributor must be used to serve or sell alcohol at any event on the NMSU-A campus and comply with all applicable laws.

An NMSU Alamogordo Application to Serve or Sell Beer and/or Wine (http://nmsua.edu/documents/AL-alcohol-app_ap_12-3-2012.pdf) must be submitted to the NMSU-A President’s Office **no later than 15 calendar days prior to the scheduled event**. Upon receiving tentative approval from the President, the special dispenser license holder must obtain the appropriate **permit in accordance with the state’s liquor licensing laws**. **A copy of the distributor’s alcohol license, special dispenser permit and server’s permits should be attached to the tentatively approved application and resubmitted to the NMSU-A President’s Office for final approval.**

The NMSU-A Business Office will be responsible for maintaining permanent events files to include a copy of the **distributor’s alcohol license, special dispenser’s permit, server’s permits**, and the fully approved application for all events approved to serve or sell alcohol.

Chapter 4 Human Resources – General Policies

All Human Resources policies can be accessed in the NMSU Business Policies and Procedures Manual.

Chapter 5 Faculty Policies

During AY 09, common tenure and promotion procedures for full-time faculty at the community colleges were implemented. Tenure and promotion procedures for the community colleges are listed on the nmsua.edu website.

5.8.4.1 Office Hours

Office hours will be determined in a ratio of 1 office hour for each 1.5 course credit hours, or their equivalent up to a maximum of ten (10). Fifty (50) percent of office hours will be held in the format of the credit hours, i.e. face-to-face class meetings must have face-to-face office hours, online class/online office hours, etc. Office hours must be clearly posted and listed on course syllabi. Faculty members must be present during the scheduled office hours. Up to 50% of office hours can be by appointment. Individual faculty exceptions can be recommended by Division Heads for approval by the Vice President for Academic Affairs.

Chapter 6 Academic Related Policies

All academic related policies can be accessed in the NMSU Policies and Procedures Manual.

Chapter 7 Benefits

All benefits policies can be accessed in the NMSU Policies and Procedures Manual.

Chapter 8 Staff Policies

All staff policies can be accessed in the NMSU Policies and Procedures Manual.

Chapter 9 Facilities and Services

9.0.2.1 Transportation Services – Rental/Lease

NMSU-A has a limited number of vehicles available in the college motor pool. Therefore, travel will be based on the following options:

Option One:

Enterprise Rental Service (including National rentals): If an employee is traveling more than 130 miles round trip, they are encouraged to rent a car from Enterprise Rent-A-Car. Midsized standard or compact cars are preferred unless there are extenuating circumstances requiring an upgraded vehicle.

When an employee uses Enterprise, an approved Travel Request Form must be submitted to the Business Office prior to renting. The employee will then proceed to make their reservation with Enterprise and provide index number (same as on travel request form) to complete the transaction (as Direct Billing will be used).

It is the **employee's responsibility to refuel** the rented vehicle and bring in fuel receipts for personal reimbursement.

When renting or leasing a vehicle for official purposes within guidelines of Enterprise contract, NMSU-A employees should not purchase the loss damage waiver.

There are three ways to make a reservation:

- Employee may book online at www.enterprise.com or www.enterprise.com/ga. For online reservations – just type in the Rental ID number at the bottom of the green reservation box on the first screen, click and search. You will be prompted to type the PIN number.
- Employee may call 1-800-593-0505 or 1-800-847-3722.
- Employee may call the local Alamogordo branch at 575-434-9010. The Alamogordo office is open M-F (8 AM to 6 PM).

Option Two:

Motor Pool: If a vehicle is available through the motor pool, employees are strongly advised to use these vehicles for round trips less than 130 miles.

Option Three:

If neither Option One nor Option Two is possible (due to unavailability), employees will be reimbursed at the current state rate used by NMSU per standard mileage (subject to change due to yearly rate changes) for their personal car. Employees must work closely with their supervisors for permission to use this option.

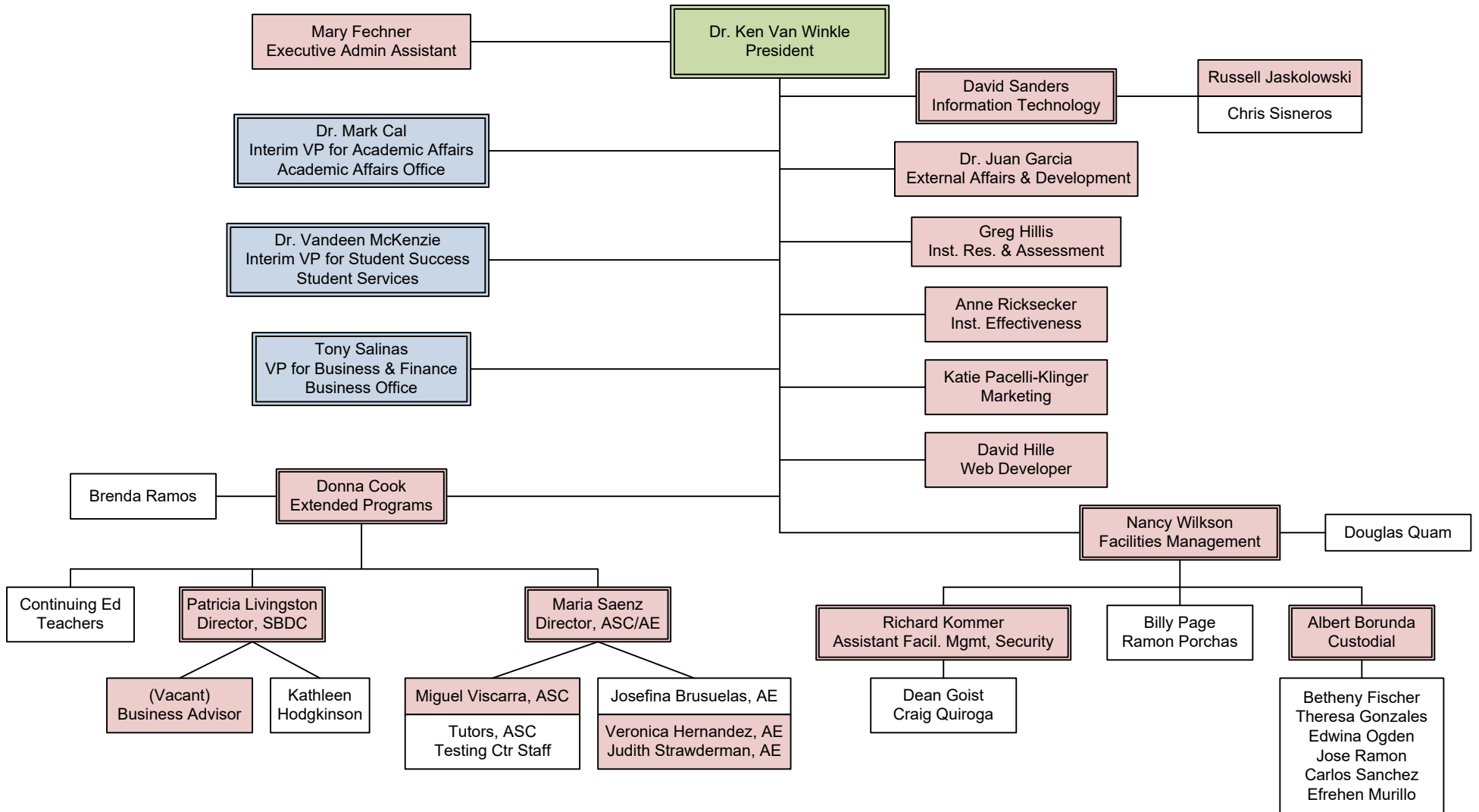
Important Notes:

In order to be eligible to operate an NMSU-A vehicle or Enterprise/National Rental vehicle, you must complete a University approved 8-hour defensive driving course (or locally through the county) and obtain a University Defensive Driving card from the Las Cruces college or via online. If you need information regarding the schedule for upcoming defensive driving courses, contact 575-439-3798. University vehicles can be reserved by calling 575-439-3798 or e-mailing problemnmsua@nmsu.edu.

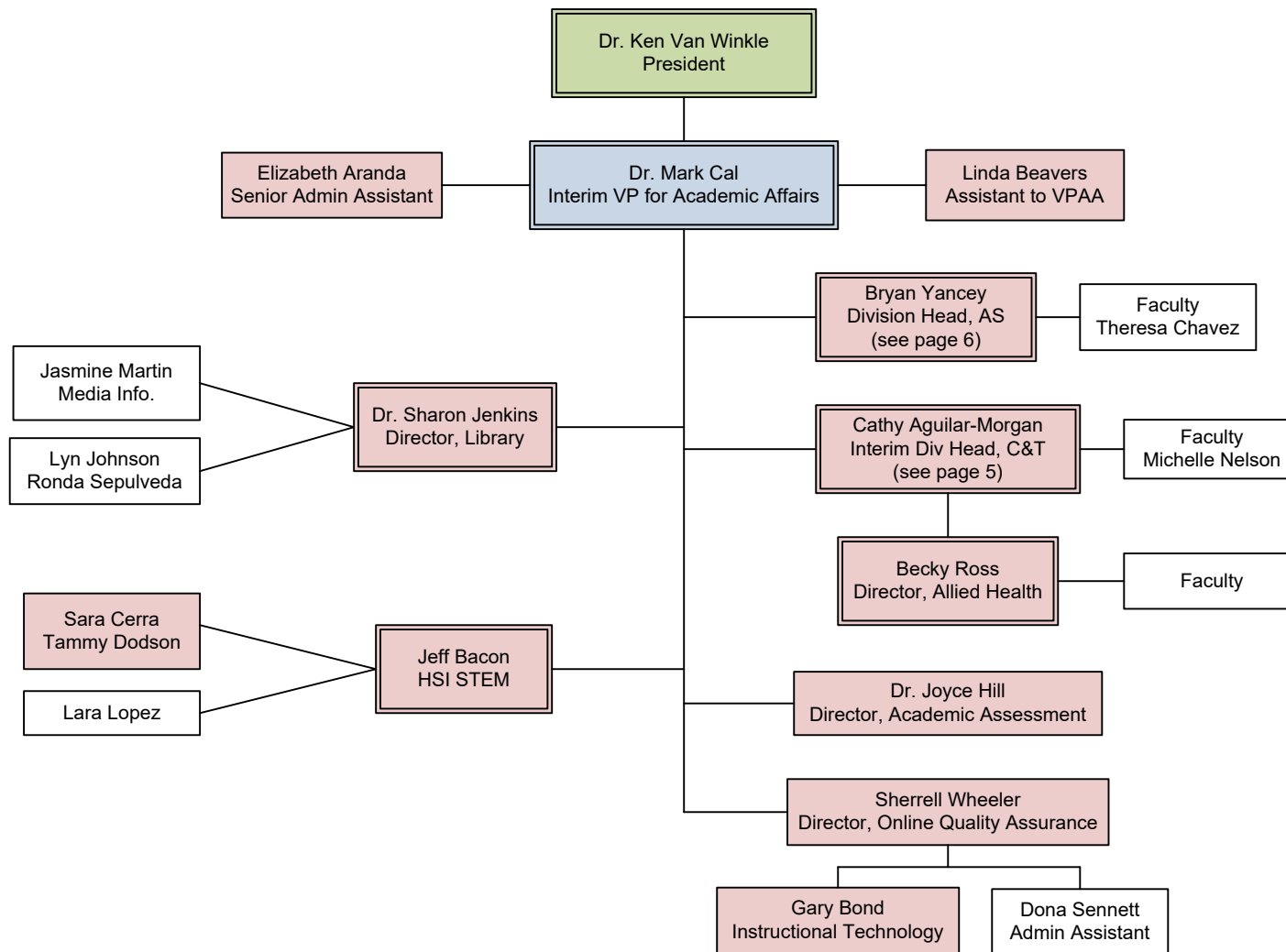
9.50.10 Use of Facilities (Special Events and Community Activities)

All use of NMSU-A facilities for special events and/or community activities must be approved by the President of NMSU-A, and all contracts for use of college facilities must be approved by the President or designee. All proceeds (rental fee, personnel costs, equipment rentals, etc.) charged for an event must be deposited with the NMSU-A Business Office.

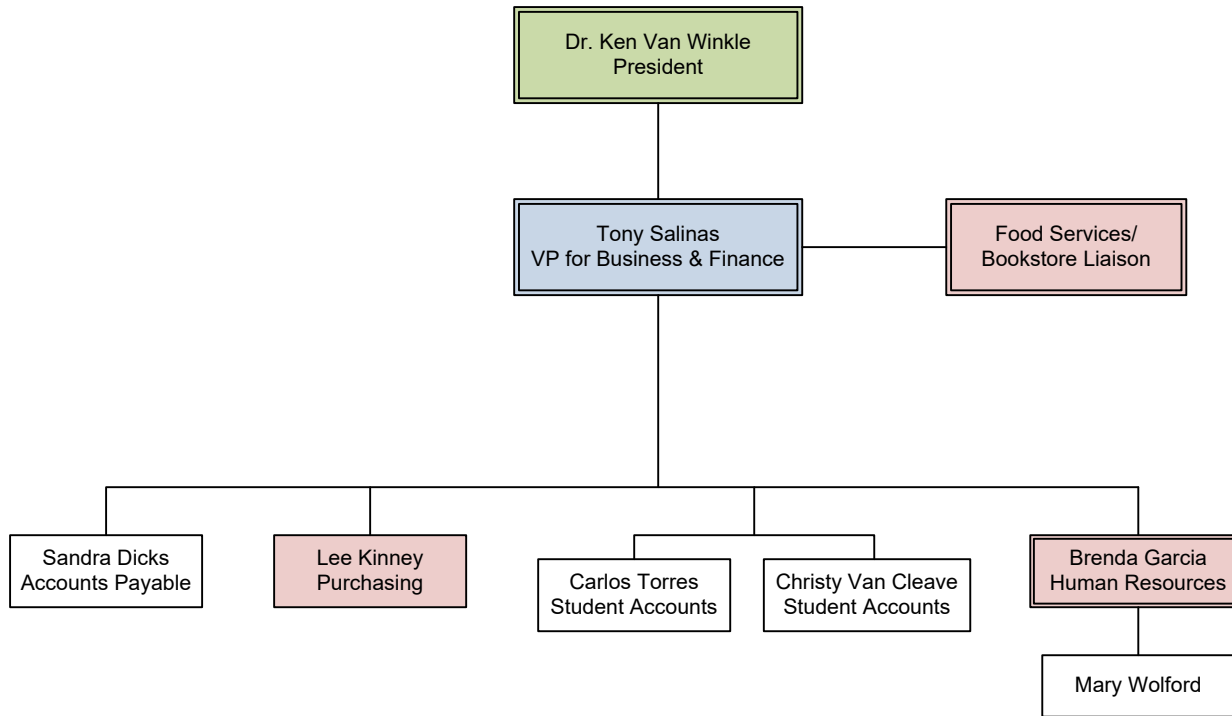
**APPENDIX A
New Mexico State University Alamogordo
Organization Chart
President**



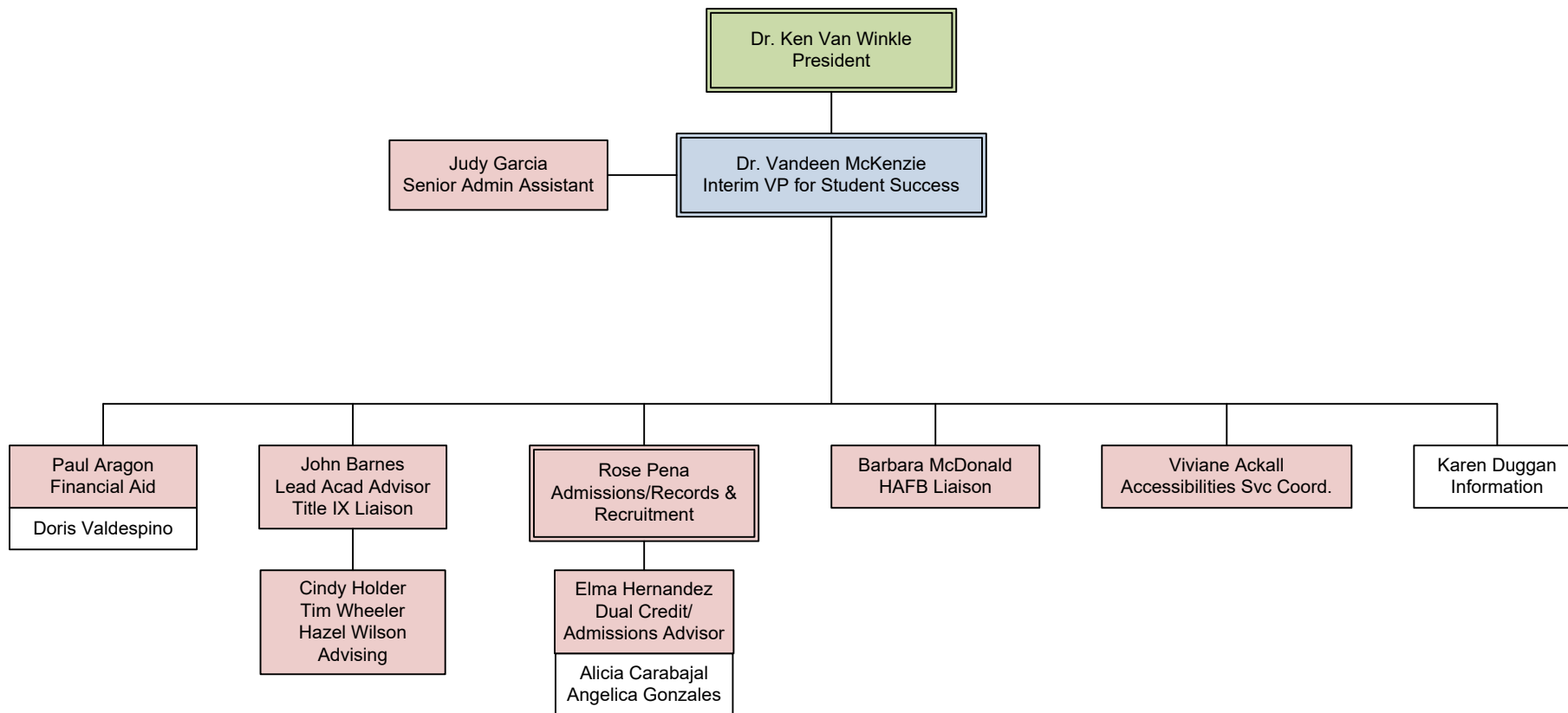
**APPENDIX A
New Mexico State University Alamogordo
Organization Chart
Academic Affairs**



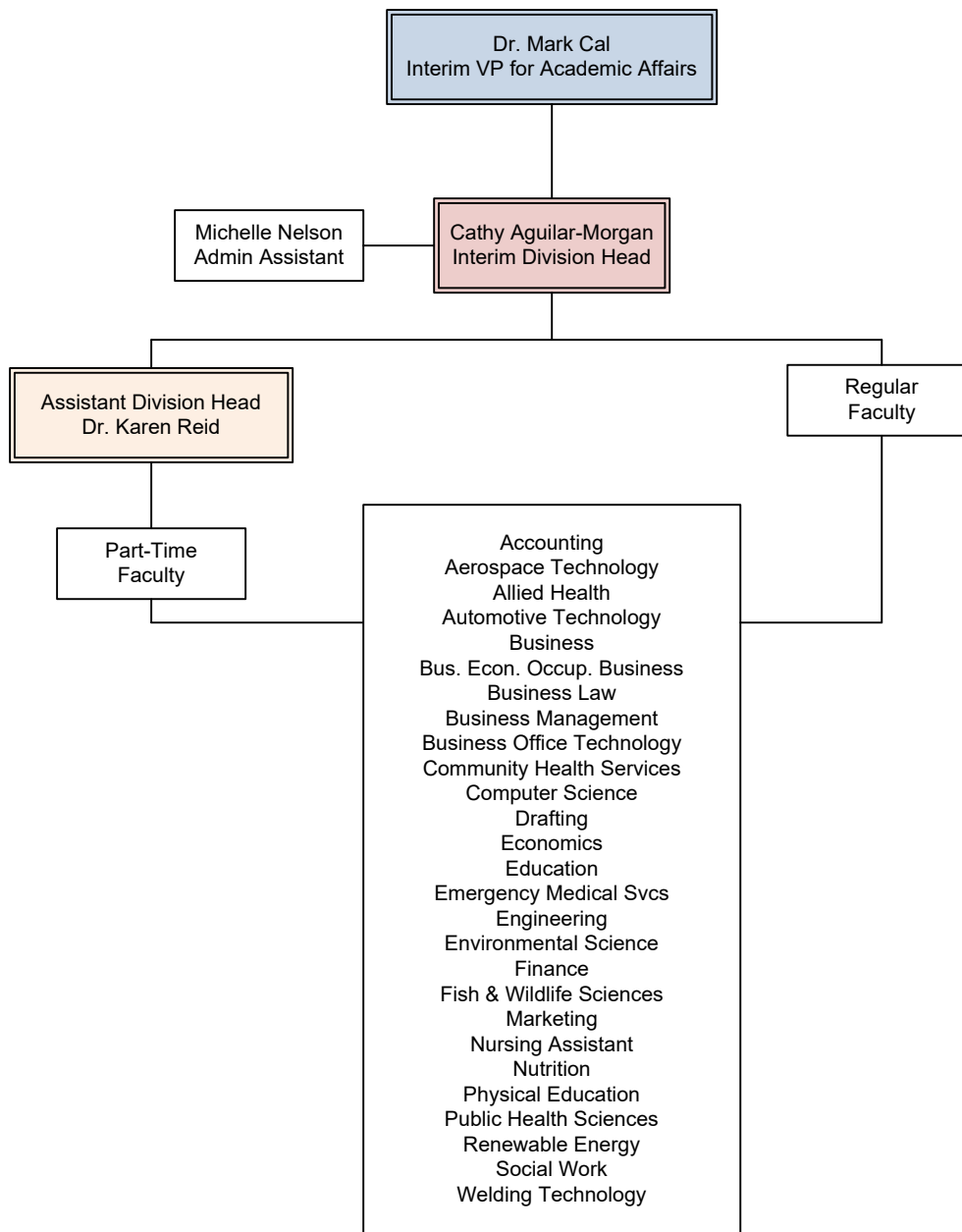
APPENDIX A
New Mexico State University Alamogordo
Organization Chart
Business & Finance



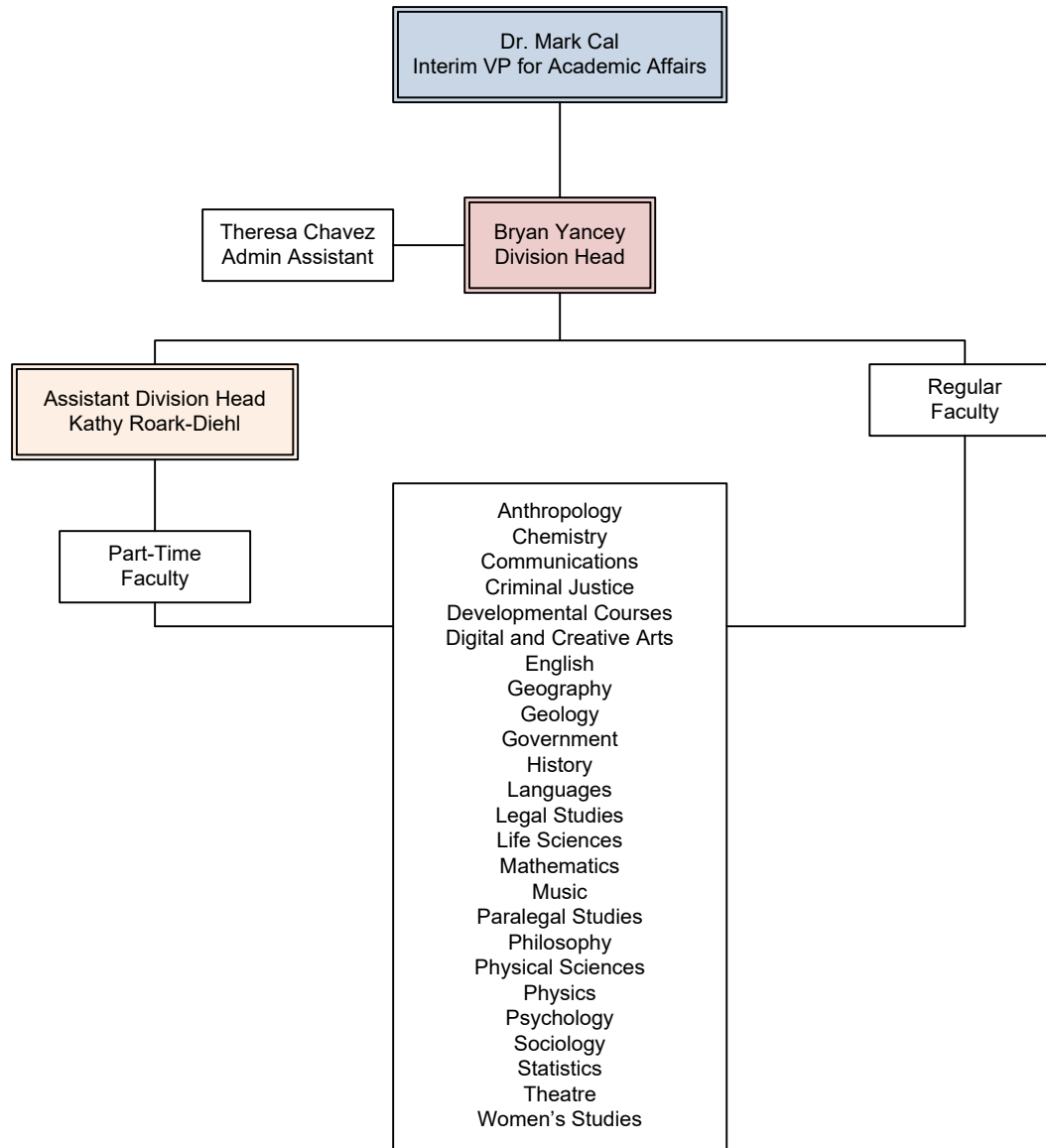
APPENDIX A
New Mexico State University Alamogordo
Organization Chart
Student Services



**APPENDIX A
New Mexico State University Alamogordo
Organization Chart
Career and Technology (C&T)**



**APPENDIX A
New Mexico State University Alamogordo
Organization Chart
Arts and Sciences (A&S)**



APPENDIX B
New Mexico State University Alamogordo
Committees

The NMSU-A committees have been established to provide college-wide participation in activities that affect the institution. Committees are required to post membership and minutes into the proper folder on the network drive. Any change to the membership of a committee must be submitted to and approved by Administrative Council.

Accommodations Committee

(Established 1992; Revised 9/97, 4/00, 12/09, 8/10, 9/11, 1/13, 5/13, 9/14)

Purpose(s):

- To advise the NMSU-A administration regarding college and programmatic accessibility;
- To identify areas of ADA noncompliance; and
- To identify needs for students with disabilities.

Example:

To conduct surveys to assess needs and concerns regarding ADA related issues.

Membership:

Accessibilities Services Coordinator

Vice President for Student Success or designee

Facilities Director or designee

One Division Head appointed by Vice President for Academic Affairs

Two faculty members appointed by Vice President for Academic Affairs. One faculty member is appointed during odd years; one faculty member is appointed during even years

One regular, exempt staff member appointed by Vice President for Student Success

One regular, non-exempt staff member appointed by Accessibilities Services Coordinator in even academic years

One student appointed annually in the fall by the Vice President for Student Success

Facilities representative appointed every other year by Facilities Director

Secretary (non-voting): Dona Sennett

Officers:

Accessibilities Services Coordinator serves as Chair.

Term:

Appointed members will serve a two-year term.

Meetings:

Twice a semester or as needed.

Other:

The committee reports at least once a year to Administrative Council.

Promotion and Tenure Committee
(Established 1/86; Revised 4/00, 8/08, 8/10, 5/13)

Purpose(s):

- To advise the NMSU-A administration on issuance of temporary and/or continuous contracts to tenure track faculty and promotions of regular and part-time faculty;
- To advise administration on the evaluation of annual performance of pre-tenure faculty;
- To assist faculty on preparing promotion and tenure documents; and
- To advise tenured faculty on **how to improve performance that leads to two consecutive “does not meet expectations” ratings.**

Example:

Review faculty promotion and continuous contract documents.

Membership:

Two senior tenure-track faculty from each division; if two senior faculty are not available, then one may be Junior Faculty to serve in this place).

One senior college-track faculty from each division; if one senior faculty is not available, then Junior Faculty may serve in its place.

Note: Divisions Heads are not eligible to be voting or non-voting members.

Secretary is member of Committee and elected by Committee.

Officers:

Chair, Vice-Chair, and Recording Secretary. Elected every two years by the committee.

Term:

Three years. Faculty members elected to the PTC may serve no more than two consecutive terms.

Meetings:

As required to conduct committee business.

Program Review Committee
(Established 2/03; Revised 3/07, 12/09, 08/10, 1/13, 8/13, 10/14)

Purpose(s):

- To coordinate the process of academic program review and annual progress reporting toward improvement of program quality in support of student achievement;
- To periodically review program review and progress report instruments and procedures and to make recommendations to improve the program review process;
- To evaluate program reviews and to make recommendations toward improvement of quality of programs and program reviews; and
- To support efforts to improve academic program quality.

Membership:

Two regular faculty members elected in alternate years from each Division

One temporary faculty member appointed annually by the Vice President for Academic Affairs

Director of Academic Assessment (ad hoc, non-voting)

Director of Institutional Research (ad hoc, non-voting)

Officers:

Chair – elected by voting members

Vice Chair – elected by voting members

Secretary – member of committee and elected by voting members

Term:

Regular faculty elected for no more than a single three-year term at a time; may not serve two consecutive terms.

Temporary faculty appointed for one-year term.

Meetings:

As required to conduct committee business.

College Awards Committee

(Established 9/90; Revised 9/97, 4/00, 4/07, 12/09, 10/11, 1/13)

Purpose(s):

To oversee the administration of various NMSU-A awards and make recommendations to the NMSU-A President.

Example:

Oversee polling and selection of recipients of various college awards such as the Exempt Staff Award.

Membership:

One regular faculty elected by all faculty in even academic years

One regular faculty appointed by Vice President for Academic Affairs in odd academic years

One regular, exempt staff appointed by President in even academic years

One regular, non-exempt staff elected by regular, non-exempt staff in odd academic years

Secretary (non-voting): Dona Sennett

Officers:

Elected annually by committee members. The Chair is responsible for ensuring that all elections are conducted in timely fashion.

Term:

A member may serve no more than 2 consecutive two-year terms, after which they must step down for at least 1 term.

Meetings:

As required to conduct committee business.

Curriculum Committee

(Established 4/01; Revised 8/04, 8/10, 9/11, 1/13, 5/13, 9/14, 8/15, 9/15, 9/24/15, 5/16)

Purpose(s):

To oversee the planning, development, revision, and elimination of credit course offerings and programs and certificates at NMSU-A. This committee reports its recommendations to Academic Council. Meetings **are conducted in accordance with simplified Robert's Rules of Order.**

Duties:

- Reviews, assists, and recommends actions regarding new programs and certificates to be offered at NMSU-A.
- Reviews and recommends actions regarding revision of degree or certificate plans currently offered at NMSU-A.
- Reviews and recommends actions regarding Course Action Forms (CAFs).
- Reviews and recommends actions regarding other curricula issues.

Membership:

- Director of Curriculum and Assessment (voting in the event of a tie)
- Division Heads (voting)
- Director of Online Quality Assurance (voting)
- One regular faculty member from each division appointed by Division Heads (voting)
- One regular faculty member from each division elected by division faculty (voting)
- Curriculum Services Coordinator (voting)
- Vice President for Student Success or designee (non-voting)
- Institutional Research representative (non-voting)
- Secretary (non-voting)

Officers:

Chair will be Director of Curriculum and Assessment, as appointed by VPAA.

Secretary is selected by VPAA. Records minutes and distributes, develops and distributes agenda, maintains status table.

Term:

Elected faculty members serve for a 3-year term with a limitation of two consecutive terms.

Appointed faculty members serve for a 2-year term with a limitation of two consecutive terms.

Other positions serve as long as they are in the position.

Meetings:

Twice a month or as needed to conduct committee business. Committee does not normally meet during the summer.

Faculty Consortium/Assembly
(Established 2002; Revised 1/06, 5/07, 5/13)

Purpose(s):

- To restructure the Senior Faculty and Junior Faculty Committees to create a more representative, responsive, and efficient forum for faculty involvement in the College Community;
- To advise the NMSU-A administration in matters related to the instructional mission;
- To articulate the faculty position on matters concerning the rights and responsibilities inherent in the academic and intellectual freedom policies of NMSU;
- To facilitate the administrative decision-making process by providing needed information and viewpoints;
- To facilitate communication between faculty and the administration by creating a forum for the exchange of ideas about faculty interests, issues, and needs;
- To enhance faculty involvement in decisions which influence the instructional mission;
- To provide an entity for the dissemination of information, the ready pooling of ideas, and to serve as a testing ground for matters of concern to the faculty;

- To consider ways and means of improving academic quality and other aspects of the institution, including proposals dealing with academic policies and programs;
- To establish, from time to time, ad hoc committees and groups in areas related to the instructional mission; and
- To receive, review, and provide input to reports of the committees of the Assembly.

Membership:

The Faculty Consortium is extended to all currently employed regular and part-time NMSU-A faculty. Any other person or persons, hereinafter called Visitor(s), may attend meetings. Secretary is member of Assembly and elected by Assembly.

Officers:

Chair, Vice-Chair, Recording Secretary

Term:

The Assembly elects the officers at the beginning of fall semester. The NMSU Faculty Senate Representative (who is not eligible for office) will conduct the election.

Meetings:

The Assembly shall meet at least once a month during the regular academic year.

Other:

The by-laws for the Consortium is located at <http://nmsua.edu/faculty-assembly/bylaws>.

Institutional Learning Outcomes Committee
(Established 1/07; Revised 1/13, 9/14)

Purpose(s):

- To address NMSU-A's institutional learning outcomes (ILO) assessment practices in support of student learning, including development of an ILO assessment plan; and
- To oversee ongoing implementation and evaluation of ILO assessment at NMSU-A.

Membership:

Two regular faculty members from each Division appointed by respective Division Head
 One temporary faculty member appointed annually by the Vice President for Academic Affairs
 Director of Academic Assessment (ad hoc, non-voting)
 Director of Institutional Research (ad hoc, non-voting)

Officers:

Chair – elected by voting committee members
 Secretary – member of committee and elected by voting committee members

Term:

Regular faculty, appointed for two-year term.
 Temporary faculty, appointed for one-year term.
 Others, as long as in position.

Meetings:

As required to conduct committee business.

Non-Exempt Staff Consortium
(Established 3/87; Revised 9/97, 3/07, 6/10)

Purpose(s):

- To promote development of NMSU-A non-exempt staff through communication and in-service training; and
- To foster harmonious working relations, and to make recommendations regarding non-exempt staff development to the President through the Administrative Council at least once a year or as requested.

Example:

To advise the NMSU-A administration in matters related to non-exempt staff.

Membership:

All regular, non-exempt staff

All part-time, occasional, non-exempt staff

Secretary is member of Consortium and elected by Consortium.

Officers:

Two-year terms with staggered elections, positions of Chairperson and Treasurer on even numbered years and Vice-Chairperson and Secretary on odd numbered years. The Officers are elected by the membership.

Term:

Duration of regular, non-exempt staff employment.

Meetings:

Twice a semester.

Student Success Committee
(Established 11/10; Revised 1/13)

Purpose(s):

- To advise the NMSU-A administration on matters related to student success including (but not limited to) student retention and completion;
- To annually update Enrollment Management Plan; and
- To develop and implement strategies that will increase student retention and completion.

Example:

Develop and update Enrollment Management Plan annually.

Membership:

Vice President for Student Success or designee

Accessibilities Services Coordinator

Coordinator of Retention

Coordinator of the ASC/AE

Three Assistant Division Heads (one from each Division) appointed by Vice President for Academic Affairs

One student representative appointed by Vice President for Student Success or designee

Secretary (non-voting): Dona Sennett

Officers:

Vice President for Student Success (or designee) serves as Chair.

Term:

Assistant Division Heads serve alternating two-year terms.
Student serves one-year term.

Meetings:

As required to conduct business (minimum of two meetings per semester).

Safety and Security Committee
(Established 8/94; Revised 9/97, 4/00, 8/10, 1/13, 9/14)

Purpose(s):

- To coordinate within NMSU-A administrative guidelines, practices and programs necessary to improve safety and security on campus;
- To advise the NMSU-A administration on matters related to the safety and security on campus; and
- To develop and update annually a Quick Reference Emergency Procedures Directory that is placed in each area of the campus.

Example:

Update Safety and Security manual to align with Emergency Guide Book, ASR, etc.
Brainstorm safety practices and equipment.

Membership:

One member from each of the following areas appointed by the President:

Facilities Director
Chemical Hygiene Officer
Security Coordinator
Security Officer(s)
ADA Coordinator
Title IX Coordinator
Full-time faculty or staff member who is also an attorney
Liaison for Hazmat issues
Liaison with local Crisis Control Center
Secretary (non-voting): Dona Sennett

Officers:

Facilities Director serves as Chair.

Term:

By position.

Meetings:

As needed.

Scholarship Screening Committee
(Established 7/96; Revised 4/99, 9/11, 1/13)

Purpose(s):

To make recommendations to the NMSU-A Deputy Chief of Student Services regarding scholarship awards.

Example:

Review all applicants for scholarships.

Membership:

Deputy Chief of Student Services

One regular faculty elected by regular faculty in even years

One regular, exempt staff (other than Administrative Council members) appointed by Vice President for Student Success in odd academic years

One regular, non-exempt staff elected by regular, non-exempt staff in even academic years

Ex-Officio member will be VP of Business and Finance

Secretary (non-voting): Dona Sennett

Officers:

Deputy Chief of Student Services serves as Chair; only votes in case of tie.

Term:

Elected members will serve a two-year term.

Meetings:

As required to conduct committee business.

Teaching and Learning Committee
(Established 1/08; Revised 1/09, 1/13, 10/14)

Purpose(s):

- To assist all faculty in improving teaching and learning;
- To promote scholarship in teaching and learning;
- To promote course-level student learning outcomes assessment;
- To enhance collaborative efforts to improve teaching and learning; and
- To recommend to the Academic Council methods, processes, and procedures that will support the purposes stated above.

Membership:

Two regular faculty members elected from each Division (6)

One temporary college faculty member appointed annually by the Vice President for Academic Affairs

One student invited by the committee (ad hoc, as needed)

Coordinator of ASC

Coordinator of AE, invited by the committee (ad hoc, as needed)

Director of Academic Assessment (ad hoc, non-voting)

Director of Institutional Research (ad hoc, non-voting)

Officers:

Elected annually by committee members.

Secretary is member of committee and elected by voting members of committee.

Term:

Elected members will serve a two-year term.

All others, as long as in position.

Meetings:

As required to conduct committee business.

Academic Appeals Board
(Established 2/91; Revised 9/97, 8/10, 9/11)

Purpose(s):

To conduct, within a reasonable time, hearings to reach a recommendation regarding the resolution of the grievance. Upon completion of the hearing(s), the Board will forward a written recommendation to the Vice President for Academic Affairs. This document should include findings of fact and the basis for the recommendation.

Membership:

Three faculty members appointed by the Vice President for Academic Affairs as needed

Two students appointed by Vice President for Student Success as needed

Secretary (non-voting): Liz Aranda

Officers:

Most senior faculty member serves as Chair.

Term:

One academic year.

Meetings:

As required to conduct committee business.

Non-Academic Appeals Board
(Established 5/14)

Purpose(s):

- To provide students with due process avenues during disciplinary decisions and/or actions;
- To hear all non-academic appeals referred by the Vice President of Student Success;
- To provide consistency throughout the college community in adjudicating cases of student misconduct;
- To make sure all possible levels of appeals are exhausted **before case reaches President's Office.**

Example:

All non-academic cases will follow correct procedure and review; student must initiate appeal(s).

Membership: All are voting members.

One tenured-track faculty

One full-time exempt staff from Student Services Department

One exempt staff

One student appointed by Vice President of Student Success

Secretary is member of committee and elected by committee.

Officers:

Chair and Recording Secretary; elected every two years by committee.

Term:

All committee members serve two-year terms.

Meetings:

As required to conduct committee business.

Professional Development Committee
(Established 10/09)

Purpose(s):

To award professional development monies to regular full and part-time faculty members, temporary part-time faculty members, and exempt and non-exempt staff for the purpose of professional development.

Membership:

One exempt staff

One non-exempt staff

One faculty member from each academic division (Pro-Tech, HSSE, and MESH)

Secretary is member of Committee and elected by Committee.

Members of the committee are appointed by Administrative Council.

Officers:

Chair is elected by the members of the committee.

Term:

Members will serve staggered two-year terms (for the first year, at least 2 members will serve three-year terms). A member may serve up to two consecutive terms, then the member must retire for at least one two-year term.

Meetings:

As required to conduct committee business.

Technology Fee Committee
(Established 9/10; Revised 1/13)

Purpose(s):

To review and approve applications for hardware and software that will be used for instruction in computer labs and/or other classroom environments.

Membership:

ITS Coordinator

Three Division Heads or division designee

Vice President for Business and Finance or designee

Four students appointed by Administrative Council

Secretary (non-voting): Dona Sennett

Officers:

Chair is the Coordinator of ITS. The Coordinator of ITS is a permanent ex-officio member of the committee who votes only in case of a tie.

Term:

Members will serve by position or appointment. Students will be appointed annually by Administrative Council, on the recommendation of Student Government.

Meetings:

As required to conduct committee business.

<u>External Advisory Boards:</u>	<u>Established</u>
Adult Education Literacy Board	1987 (revised 4/14)
Alamogordo Small Business Development Center Advisory Board	1989
New Mexico Small Business Development Center Statewide Advisory Council	1989
<u>Program Advisory Boards:</u>	<u>Established</u>
Business and Computer Science Advisory Board	2015
Legal Studies Advisory Board	1997 (revised 2/09)
Electronics Technologies Program Advisory Board	1982
Emergency Medical Services Program Advisory Board	1980
Photographic Technologies Program Advisory Board	1992
Automotive Advisory Board	2011
Biomedical Equipment Technology Program Advisory Board	Separated from ET Program Advisory Board in 2011
IT Advisory Board	Separated from ET Program Advisory Board in 2011
Renewable Energy Advisory Board	2013