

New Mexico State University Alamogordo Committees

The NMSU-A committees have been established to provide college-wide participation in activities that affect the institution and to facilitate the administrative decision-making process by providing needed information and viewpoints. Any change to the membership of an administrative committee must be submitted to and approved by Administrative Council; any change to the membership of a faculty committee, including the creation of new committees, subcommittees or ad-hoc committees, outside of the existing committee structure, must be submitted through Faculty Assembly for approval by a majority vote from all regular faculty.

All regular and temporary part-time faculty are eligible to vote for both regular and temporary part-time faculty representatives to the committees. Regular committee members are allowed to vote as part of the full committee. Advisory non-voting members of committees may provide input and may be asked to participate in subcommittee work, but they are non-voting members of the full committee. Committees are required to post membership and minutes into the proper folder on the network drive.

Curriculum Committee (Established 1/07; Revised 1/13; 1/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to curriculum
- To oversee the planning, development, revision, and elimination of for-credit course offerings and programs at NMSU-A. This committee reports its recommendations to Academic Council. Meetings **are conducted in accordance with simplified Robert's Rules of Order.**

Specific Charge(s):

- To review, assist and recommend actions regarding new programs and certificates to be offered at NMSU-A.
- To review and recommend actions regarding division of degree or certificate plans currently offered at NMSU-A.
- To review and recommend actions regarding Course Action Forms (CAFs).
- To review and recommend actions regarding other curricula issues.
- To suggest appropriate procedures for curriculum issues for insertion into the catalog.

Membership:

- Director of Assessment (voting)
- Division Heads (voting)
- Director of Online Quality Assurance (voting)
- Two regular faculty members elected from each division (voting)
- One temporary part-time faculty members elected from each division, if available (voting)
- Curriculum Services Coordinator (voting)
- Vice President for Student Success or designee (non-voting)
- Institutional Research representative (non-voting)
- Secretary (non-voting)

Officers:

The Chair is elected by all voting committee members for a two-year term.

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

Term:

Regular faculty members are elected by all faculty for three-year terms, with two members elected every year. The Temporary Part-Time Faculty members are elected by all faculty for one-year terms. Others, as long as in position.

Meetings:

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

Reporting Structure:

The committee chair must send all approved items to the Office for Academic Affairs for presentation at the next Academic Council meeting. The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Curriculum Committee, every month during the fall and spring semesters.

Assessment Committee (Established 1/08; Revised 1/09, 1/13, 1/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to assessment.
- To assess the Institutional Learning Outcomes of NMSU-A.
- To recommend to the Academic Council methods, processes, and procedures that will promote course- and program-level student learning outcomes assessment.
- To oversee ongoing implementation and evaluation of institution-wide assessment at NMSU-A, to include General Education assessment.
- To evaluate program reviews and program assessment reports and to make recommendations toward improvement of quality of programs.
- To review program reviews and progress reports (annual updates), instruments and procedures, at least every three years, and to make recommendations to improve the program review process.

Specific Charge(s):

To coordinate the process of program reviews, academic program assessments, annual program updates and other assessment processes involving academic programs and areas.

Membership (voting):

- Director of Assessment
- Vice President for Student Success or designee
- Coordinator of ASC/AE or designee
- A minimum of six Regular Faculty members*
- A minimum of one Temporary Part-Time Faculty member from each division, if available

*While not required, it is suggested that each division share equally in this membership and hence provide three Regular Faculty members when possible; with a minimum of one faculty member from each division.

Advisory Membership (non-voting):

- Vice President for Academic Affairs
- All Division Heads
- Institutional Research representative
- Members of the Quality Assurance Team
- Students

Officers:

The Chair is elected by all voting committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

Term:

Regular faculty members are elected by all faculty for three-year terms, with two members elected every year. ** Staff are elected by all staff members for three-year terms, with one member elected every year. ** The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others serve, as long as in position.

**This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of six regular faculty starting the first year. There needs to be an election of six faculty members in year one, with two members rotated off of the committee each year.

Meetings:

The full committee meets as required to conduct business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Assessment Committee, every month during the fall and spring semesters.

Teaching and Learning Committee (Established 1/08; Revised 1/09, 1/13, 1/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to teaching, learning and the instructional mission.
- To review and approve applications for hardware and software that will be used for instruction in computer labs and/or other classroom environments.
- To consider ways and means of improving academic quality and other aspects of the institution, including proposals dealing with academic policies and programs.
- To recommend to Academic Council plans and procedures that will promote quality in teaching and learning.
- To offer professional development activities as described in the Learning Signature Implementation Plan – yearly Engagement Conference, Brown Bags, and Lecture Series.
- To ensure that service learning opportunities are provided for all students.
- To advise the NMSU-A administration in matters related to the instructional mission.

- To arrange on campus presentations/workshops for professional development and that will promote quality in teaching and learning.

Specific Charge(s):

- To oversee that there is adequate technology support in regards to teaching and learning.
- To provide and oversee professional development for faculty.
- To provide and oversee service learning opportunities and resources for faculty and students.
- To host the annual Developmental Discussion Day event.
- To organize the NMSU Round-Up when it is to be hosted on the Alamogordo campus.
- To determine the distribution of available professional development funds for faculty and staff.

Membership (voting):

- A minimum of six Regular Faculty members*
- One Temporary Part-Time Temporary Faculty member from each division, if available
- A minimum of three Staff members
- One student appointed annually in the fall by Vice President for Student Success
- Coordinator of ASC/AE

*While not required, it is suggested that each division share equally in this membership and hence provide three Regular Faculty members when possible; with a minimum of one faculty member from each division.

Advisory Membership (non-voting):

- Vice President for Business and Finance
- Vice President for Student Success
- Vice President for Academic Affairs
- All Division Heads
- IT Director
- Director of Curriculum and Assessment
- Institutional Research representative
- Members of the Quality Assurance Team
- Additional Students

Officers:

The Chair is elected by all voting committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

Term:

Regular faculty members are elected by all faculty for three-year terms, with two members elected every year. ** Staff are elected by all staff members for three-year terms, with one member elected every year. ** The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others serve, as long as in position.

**This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of six regular faculty starting the first year. There needs to be an election of six faculty members in year one, with two members rotated off of the committee each year.

Meetings:

The full committee meets as required to conduct committee business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Teaching and Learning Committee, every month during the fall and spring semesters.

Student Success Committee (Established 11/10; Revised 1/13, 1/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to student success.
- To develop and implement strategies that will increase student retention and completion.
- To advise the NMSU-A administration on matters related to student success, including (but not limited to) student retention and completion.
- To identify needs for students with disabilities.
- To assess the impact of the Learning Signature on student enrollment, engagement, success, and retention.

Specific Charge(s):

- To make recommendations to the NMSU-A Financial Aid Coordinator regarding scholarship awards.
- To develop and update the Enrollment Management Plan annually.
- To advise the NMSU-A administration in matters regarding college and programmatic accessibility.

Membership (voting):

- A minimum of three Regular Faculty members*
- One Temporary Part-Time Faculty member from each division, if available
- A minimum of three Staff members (not including those listed below)
- Vice President for Student Success or designee
- Accessibilities Services Coordinator
- Director of Institutional Effectiveness
- Coordinator of the ASC/AE
- One student representative appointed by Vice President for Student Success or designee

*While not required, it is suggested that each division share equally in this membership; with a minimum of one faculty member from each division.

Advisory Membership (non-voting):

- Vice President for Academic Affairs
- All Division Heads
- All External Grant Directors
- IT Director
- Institutional Research representative
- Members of the Quality Assurance Team
- Additional Students

Officers:

The Chair is elected by all committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

Term:

Regular faculty members are elected by all faculty for three-year terms, with two new members elected every year.** Staff are elected by all staff members for three-year terms, with one new member elected every year.** The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others, as long as in position.

**This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of three regular faculty starting the first year. There needs to be an election of three faculty members in year one, with two members rotated off of the committee each year.

Meetings:

The full committee meets as required to conduct committee business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Student Success Committee, every month during the fall and spring semesters.

Faculty Assembly (Established 2002; Revised 1/06, 5/07, 5/13, 1/17)

General Charge(s):

- To act as the central body in all matters related to faculty involvement in Shared Governance.
- To establish subcommittees, ad-hoc committees and groups in areas related to the instructional mission as related to Shared Governance.
- To provide a responsive, and efficient forum for faculty involvement in the college community.
- To make recommendations to NMSU-A administration regarding budget and planning.
- To articulate the faculty position on matters concerning the rights and responsibilities inherent to the academic and intellectual freedom policies of NMSU as listed in the Regents Policy Manual.
- 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 receive, review, and provide input to reports of the subcommittees of the Assembly.
- To monitor currency and provide input for the college website (e.g. updated photos of staff and campus, YouTube links, faculty and student projects, etc).
- To recommend to the Academic Council methods, processes, and procedures that will enhance non-supervisory aspects of course evaluation.
- To foster communication among the various college units and faculty committees.

Specific Charge(s):

- To oversee the administration of various NMSU-A awards and make recommendations to the NMSU-A President.
- To maintain and regularly update the NMSU-A Faculty Handbook.
- To create and oversee a Subcommittee for Budget and Planning that has the charge to advise and make recommendations concerning alignment of the budget to the strategic plan; and to recommend to the Academic Council and Administrative Council budgetary plans and procedures that will promote quality in teaching and learning while being responsible stewards of institutional funds.
- To coordinate and facilitate the committee structure.

Membership (voting):

- Faculty members as specified in the Faculty Assembly by-laws
- NMSU-A Representatives to the Faculty Senate
- Parliamentarian (at the request of the chair and is a non-voting member)

Advisory Membership (non-voting):

- Vice President for Business and Finance
- Vice President for Student Success
- Vice President for Academic Affairs
- All Division Heads
- All External Grant Directors
- Coordinator of ASC/AE
- IT Director
- Director of Institutional Effectiveness
- Members of the Quality Assurance Team
- Students

Any other person or persons, hereinafter called Visitor(s), may attend meetings.

Officers:

The Chair and Vice Chair are elected by all committee members for a two-year term in alternating years. The Recording Secretary is a member of the committee and is elected by the committee members every year.

Term:

One regular faculty member will be elected from each division each academic year, on rotation. Temporary part-time faculty members will be elected on rotation as well, with no more than one temporary part-time faculty member elected from each division per year. All of these faculty members are elected for three year terms and shall be called Assembly Representatives. Election of division representatives shall be held prior to the last regularly scheduled meeting of the spring semester each year. New Assembly Representatives will assume their responsibilities at the last regularly scheduled meeting of the spring semester, and their duties will expire in three years when their successor has been elected by majority vote of those eligible to vote for each position.

The Assembly members will hold election of officers during the last regularly scheduled meeting of the spring semester. The Assembly will elect the Chair during even years, the Vice Chair during odd years and the Recording Secretary every year. The senior Faculty Senate Representative will conduct the elections.

Meetings:

The Assembly shall meet at least once a month during the fall and spring semesters. Subcommittees, ad-hoc committees and groups will meet as necessary to conduct their business.

Reporting Structure:

This committee submits reports and requests to Academic Council once per month or as needed to conduct Assembly business. All reports and requests from this committee will be presented to Academic Council at their regular meetings. Any reports or requests that are supported by the council and then need a response made by Administrative council will be sent by the recording secretary of Academic Council to the recording secretary of Administrative Council. All Faculty Assembly reports and requests sent to Administrative Council will be acknowledged and either responded to or be reported on within 45 days from the date the report or request was received by the recording secretary. Subcommittees report to the full committee, the Faculty Assembly, every month during the fall and spring semesters.

Other:

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

Promotion and Tenure Committee (Established 1/86; Revised 4/00, 8/08, 8/10, 5/13, 11/16)

General Charge(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.
- To advise tenured faculty on how to improve performance when said performance leads to two **consecutive “does not meet expectations” ratings.**

Specific Charge(s):

To review faculty promotion and continuous contract documents.

Membership:

- Three senior tenure-track faculty from each division; if three senior tenure-track 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 college-track 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. The Secretary is a member of the Committee and is elected by the Committee members.

Officers:

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

Term:

Three years. Faculty members elected to the Promotion and Tenure Committee may serve no more than two consecutive terms. Members are elected from each division in the spring semester, with terms beginning the following fall semester. The election is the responsibility of the Chair of the Promotion and Tenure Committee.

Meetings:

As required to conduct committee business.

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

General Charge(s):

- To promote development of NMSU-A non-exempt staff through communication and in-service training.
- 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.

Specific Charge(s):

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.

Reporting Structure:

The committee chair presents a report to Administrative Council a minimum of once per year. All reports from this committee will be sent to the recording secretary of Administrative Council and receipt of the report will be acknowledged immediately by the secretary. Administrative Council will then respond to the report within 45 days from the date the report was received by the secretary.

Academic Appeals Board (Established 2/91; Revised 9/97, 8/10, 9/11, 11/16)

The charges and membership for the Academic Appeals Board must be consistent with the NMSU Student Handbook and the NMSU Administrative Rules and Procedures manual.

General Charge(s):

To conduct, within a reasonable time, hearings to reach a recommendation regarding the resolution of the grievance.

Membership:

- Three faculty members appointed by the Vice President for Academic Affairs as needed
- Two students appointed by the Vice President for Student Success as needed
- Secretary (non-voting): Administrative Assistant from the Office for Academic Affairs

Officers:

Most senior faculty member serves as Chair.

Term:

Length of resolution of the grievance.

Meetings:

As required to conduct committee business.

Reporting Structure:

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.

External Advisory Boards:

Established

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

Program Advisory Boards:

Established

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