

Faculty Consortium's Faculty Assembly Minutes
28 Aug 2015

I. Meeting began 11:09

In attendance: Tammy Dodson (M), Matthew Placencio (M), Colleen Bond (Secretary), Kathy Roark-Diehl (M), Sherrell Wheeler, Cathy Aguilar-Morgan, Rita Eisele(M), Tanya Allred (M), Gloria Villaverde (M), Wayne McGowan (M), Carmen Boje, Claire Forsmann, Sonja de Vargas (M), Karen Reid, Beth Grundhoeffer, Pete Eidenbach, Kim Lopez-Gallagher (Co-Chair), Rob Klinger (Chair), Steve Holmes (M), John Haley.

M=Elected Faculty Assembly Member

II. Minutes from 8 May approved

III. Faculty Senate report – the Senate has not yet convened

IV. Adjunct Compensation Subcommittee Report-data not yet available

V. New Items:

a. Academic Appeals Board – for information see 2015-2016 Student Handbook pages 11-13.

<http://nmsua.edu/files/uploads/sites/14/2015/08/student-handbook-15-16.pdf>

Academic Appeals Board revived last spring under auspices of the VPAA. The board consists of a Hearing Officer, 2 other instructors, and 2 students selected by VPAA. The board convenes to rule on instances of Academic Misconduct. Two instructors related being called before this board. In one instance a student plagiarized in a course and appealed the course policy on plagiarism contained in the syllabus. Student appealed instructor's course policy while not denying the plagiarism. The Academic Appeals Board did not follow the consequences outlined in instructor's syllabus.

During the appeals process, procedures were not explained to faculty, supervisor was not invited to attend the hearing, and the course policy stated in the syllabus was laid aside.

Recommendations to all faculty:

State plagiarism policy clearly and specifically in syllabus
Document all instances of plagiarism

NMSU-A English faculty use a policy from the Council of Writing Program Administrators. See the following:

<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>

Current Plagiarism Policy stated in the Student Handbook pp 13-14.

The Assembly discussed possible procedures to follow in instances of plagiarism:

- Establish file in the faculty's Division.
- Talk to VPAA
- Talk to VPSS

Actions to be taken: Chair and Co-chair will speak with Interim VPAA Dr. Cal and voice concerns about the incidences and request faculty syllabus policies will be supported by the administration.

b. Classes for Local Prisons

Take idea to Academic Council?

Concerns:

- Depends on prison administration being amenable
- Who pays for tuition?

Actions to be taken: Invite Maria Saenz to come to Faculty Assembly and discuss ABE experience with teaching in prisons.

c. Six Week Grade Reporting- Mandatory for 100 and 200 level classes

This is a priority of the Chancellor and Administration at main campus to address retention issues.

Simple procedure to import from Canvas into Banner
Training available in LTC.

Option to give S/U standing for satisfactory or unsatisfactory progress if not enough documentation to assign grade yet.

VI. Items for 2015-2016

a. Attendance and Administrative Withdrawal

Campus wide attendance policy may be in the works.
Academic Council tabled administrative withdrawal until Fall.

Currently, instructors have liberty up to a point,

- Cannot withdraw students for excessive absences.
- May fail students

- Recommend student withdrawal, but VPAA and VPSS decides
- Students may appeal faculty actions
- Students can be administratively withdrawn without consulting instructor.

Senate working to clarify retroactive withdrawal policy for all NMSU.

Note: Withdrawing possibly affects Financial Aid.

Procedures to follow for student withdrawal with excessive absences

- Guarantee syllabus contains your attendance policy
- Send email to both VPAA and VPSS

Note: If a student is withdrawn from class, it won't affect institutional default rate. Dispersment and default rate calculated by number of students defaulted and not the loan amount. However, if NMSU-A becomes responsible for the defaulted loans that lessens the amount NMSU-A would be accountable for.

Reminder: Previously the Assembly voted no to a Campus wide attendance policy.

Vote on tabling remaining agenda items and keep them in the same priority.

b. Registration for non-degree students

see discussion in faculty email and response from President Van Winkle

c. Capacity for class size, online and face-to-face

d. Classroom facilities and accommodations

e. Transparent adjunct evaluations

f. Adjunct seniority and class assignments

g. Adjunct titles

h. Profile of the Faculty Assembly

i. Other issues?

Student Organizations-Ask instructors to advertise student organizations in their classes and encourage students to join and participate.

Current list of active student organizations forthcoming.

Adjunct issues sub committee needs to convene and discuss items. Pay increases and pro-rated small class enrollments, duty title, etc.

Meeting adjourned 12:05

Rob Klinger, Chair

Colleen K. Bond, Secretary