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Faculty Senate Summarized Minutes, 4/25/2006

UNM Faculty Senate

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FACULTY SENATE SUMMARIZED MINUTES

**2005-2006 Faculty Senate
April 25, 2006**

The Faculty Senate meeting for April 25, 2006 was called to order at 3:11 p.m. in the Lobo Room, Student Union Building. Senate President Chris Smith presided.

1. ATTENDANCE

Guests Present: Provost Reed Dasenbrock, Director Leslie Danielson (Medical Laboratory Sciences Program), Associate Dean Charles Fledderman (Engineering), Associate Professor Mary Ellen Hanson (University Libraries), and Deputy Provost Richard Holder.

2. APPROVAL OF THE AGENDA

The agenda was approved with two modifications. Agenda item number eight pertaining to the Endorsement of Special Emphasis Accreditation was moved to the end of the action items and agenda item number ten, pertaining to the ASUNM Proposal for Review Period Prior to Finals Week, was moved to the first action item, as number six.

3. APPROVAL OF SUMMARIZED MINUTES FOR MARCH 28, 2006 MEETING

The minutes for the March 28, 2006 meeting were approved as written.

4. FACULTY SENATE PRESIDENT'S REPORT

The Faculty Senate President reported on the following:

- Nominations for members of the Operations Committee and President-Elect of the Faculty Senate are now being taken. Please email nominations to President Smith or the Office of the University Secretary. The deadline is April 28, 2006.
- One item is coming before the senate out of order. The Board of Regents (BOR) have requested Associated Students of the University of New Mexico (ASUNM) President Brittany Jaeger to present a resolution regarding a review period prior to finals week. At the March BOR meeting, the regents voted in favor of the resolution in order to show their support. The resolution now comes before the senate for endorsement/approval after it has won support from the BOR. The faculty controls the academic calendar and it will decide if this proposed change will be enacted. If the Faculty Senate does not support the measure, it will be in direct conflict with the unanimous decision of support by the BOR.
- This is the last Faculty Senate meeting of the year. There will not be a May meeting.

CONSENT AGENDA

5. APPROVAL OF FORMS C FROM THE CURRICULA COMMITTEE

The following Forms C were approved by unanimous voice vote of the Faculty Senate:

- Name change of Various Associate Degrees, *Taos Branch*
- Revision of Master of Fine Arts, *Theatre and Dance*

- Revision of Major in B.S. in Construction Management, *Civil Engineering*

FORMS C IN NEW ONLINE APPROVAL PROCESS

- Revision of Ph.D. in English, *English*
- Revision 2 of Ph.D. in English, *English*
- Revision of Major in American Studies, *American Studies*
- Revision of Minor in American Studies, *American Studies*
- New Major Concentration in Southwest Culture Studies, *American Studies*
- Revision of M.F.A. in Creative Writing, *English*

6. APPROVAL OF SPRING 2006 DEGREE CANDIDATES

The Spring 2006 Degree Candidates were approved by unanimous voice vote of the Faculty Senate.

AGENDA TOPICS

7. ASUNM PROPOSAL FOR REVIEW PERIOD PRIOR TO FINALS WEEK

ASUNM President Brittany Jaeger presented the following resolution for a review period prior to finals week. The resolution has already been approved by the Board of Regents. After brief discussion, the Faculty Senate unanimously passed the resolution.

RESOLUTION

WHEREAS, The Associated Students of the University of New Mexico is the representative body for the undergraduate student body, *AND*;

WHEREAS, UNM students feel over extended learning new material, taking tests, and turning in large assignments in the fifteenth week of the semester, *AND*;

WHEREAS, Students need weekend to prepare for upcoming final exams, *AND*;

WHEREAS, In the spring 2003 ASUNM election, 95% of voting students favored a review period prior to finals week, *AND*;

WHEREAS, Students at other universities have already felt this time discrepancy, which has led to similar preparation periods at the respective institutions including, but not limited to, Oklahoma University, Portland University, University of Kansas, Pepperdine University, Indiana University, University of Colorado, University of Northern Colorado, Clemson University, Northwestern University, Texas A&M, Texas Tech, Brigham Young University, and Arizona State University.

THEREFORE BE IT RESOLVED, the Saturday following the fifteenth week of the semester will no longer hold scheduled final exams.

BE IT FURTHER RESOLVED, the finals previously held on the fifteenth Saturday will be rescheduled to the sixteenth week of the semester formally known as finals week.

8. APPROVAL OF FORM D NEW GRADUATE CERTIFICATE IN SYSTEMS ENGINEERING

Associate Dean Charles Fledderman (Engineering) presented the proposed New Graduate Certificate in Systems Engineering. Systems Engineering is a new trend in engineering in which all engineered devices and structures are so complex that they have to be treated differently. A different methodology is used. It is now a system of individual components. A different method of teaching is also used. The School of Engineering was approached by instructors on Kirtland Air Force Base (KAFB) who explained there are many people on base that would benefit from this program and certification. Many others from the base,

the Air Force, and Sandia National Labs have expressed interest and a need for the program. New aerospace industry in Albuquerque, especially Eclipse Aviation, is very interested in the program.

The Systems Engineering Certificate will be a graduate level program open to any student in the School of Engineering graduate program. There will be four courses required for the certificate. The courses will be part of the student's graduate program and not additional classes. Those not currently in the School of Engineering that wish to pursue the certificate will be admitted on a case-by-case basis by a committee led by Associate Dean Fledderman. After some discussion the Form D was approved by unanimous voice vote of the Faculty Senate. There were three abstentions.

9. APPROVAL OF FORM D NEW MASTERS DEGREE IN CLINICAL LABORATORY SCIENCES

Director Leslie Danielson (Medical Laboratory Sciences Program) presented the proposed New Masters Degree in Clinical Laboratory Sciences. Clinical Laboratory Scientists do lab work mainly in hospitals analyzing blood, etc., but also work in research labs. The masters degree program will be in addition to the undergraduate program and not a replacement.

Without having to introduce a lot of new courses, the Clinical Laboratory Sciences program will be 'piggy-backed' onto the Biomedical Graduate Program to get the 25 hours of course work. The other ten hours will be a project and not a master's thesis. The project will have to come up for review through committee and be presented at a national meeting. One peer-reviewed professional paper must come from the research project. Clinical Laboratory Sciences will be a professional degree. Funding has been guaranteed for three to five years from the Department of Pathology. Formula funding through the university should occur after the three to five years. After some discussion the Form D was approved by unanimous voice vote of the Faculty Senate.

10. PROPOSED GRADUATE EDUCATION POLICY REVISION

Senate Graduate Committee Chair Mary Ellen Hanson presented the following proposed revision to the Graduate Education Policy. The proposed policy revision returns for senate approval after being voted down at the March 28, 2006 Faculty Senate Meeting. The original proposed policy revision was sent back to the Senate Graduate Committee for further review. After no questions were raised and no discussion, the proposed revision was passed by unanimous voice vote.

REINSTATEMENT FEE POLICY (p. 56 after "Reapplication Process; students will also be referred to this policy on p. 74 after "Thesis (599) Credit," p. 77 after "M.F.A. Dissertation Hours," and p. 80 after "dissertation hours."

Rationale: Current UNM policy requires students to maintain continuous enrollment in thesis (599) and dissertation (699) hours. Some thesis and dissertation students do not maintain continuous enrollment. In the past students were required to "reinstate" which required a petition, supporting documentation from the thesis/dissertation advisor and the program chair. The student was required to pay the University tuition and fees for each semester for which they were not enrolled, and the thesis/dissertation chair was required to provide a grade for said semesters. Legal counsel advised that we couldn't charge tuition for semesters in which a student was not enrolled.

This reinstatement and readmission policy supports the intent of our continuous enrollment requirement, which is to move students toward degree completion. The reinstatement option is designed as a remedy for short-term absences. The associate fee is large enough to discourage students from stopping out, yet not so exorbitant as to prevent them from returning. The fee is not explicitly tied to a tuition amount to prevent it being construed as a tuition payment. Any fees collected will be used to support graduate administration costs.

The readmission process is for longer term absences and cases in which requirements other than

599/699 enrollment have not been met. A more comprehensive re-evaluation is required and the student risks the possibility of being refused readmission, but the only financial burden is the application fee.

This policy does not apply to master's students who are not pursuing the thesis option, as those students do not register for 599 and are not required to maintain continuous enrollment.

Students are expected to maintain enrollment in 599 or 699 once registration has begun. However, if extenuating circumstances necessitate a student to discontinue enrollment in thesis or dissertation hours, he/she can petition for either reinstatement or readmission.

The student's petition to the graduate unit requesting return to graduate studies must include justification for his/her return and time line for completion of degree requirements. The graduate unit will evaluate the petition and determine whether or not the student is eligible for return to graduate study and which process (reinstatement or readmission) is appropriate.

Reinstatement is valid if:

1. Student has not been enrolled for up to 3 semesters (not including summer).
2. Student is in good standing.
3. Graduate Unit approves.
4. Only remaining requirement is completion of thesis or dissertation (599/699).
5. Time to complete the degree is one calendar year or less.
6. The petition presents an adequate rationale for failure to request a Leave of Absence.

If reinstatement is the appropriate choice, the department will submit the approved petition to OGS for processing. Payment of the reinstatement fee (\$500.00) must be completed at the Bursar's Office before the student's reinstatement is complete.

Readmission is valid if:

1. Student has not been enrolled for more than 3 semesters AND/OR the student must re-take examination (master's or doctoral comprehensive) AND/OR the student must take additional course work.
2. The student is in good standing.
3. Graduate Unit approves.
4. Student is within time-to-degree limits, or submits petition for extension with a timeline for completing the degree.

If readmission is the appropriate choice, the department will submit the approved petition to OGS. The student must complete the readmission process (including payment of the application fee) through the Office of Graduate Studies.

UNDERGRADUATE EDUCATION REQUIREMENT - (P 58 replaces Undergraduate Education Requirement paragraph)

Rationale: Requested by International Admissions to help resolve three-year undergraduate degree problem. Under current policy, three year degrees are not considered to be equivalent to U.S. bachelor's degrees. This policy provides a consistent means to evaluate requests for special consideration of degrees that involve fewer than four years of study.

Graduate applicants must have an earned degree that is equivalent to the U.S. bachelor's degree. Some non-U.S. bachelor's degrees are based on three-year programs that may or may not be equivalent to the

U.S. bachelor's degree. In these cases, the applicant must submit an independent credential evaluation report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services (www.naces.org).

If the credential evaluation report confirms that the applicant does have the equivalent of a US bachelor's degree, the applicant will be considered for graduate study.

If the report states that the applicant may be considered for graduate study but does not confirm the equivalent degree, the applicant may petition the Dean of Graduate Studies for consideration of equivalency. The petition must include the support of the graduate unit and College Graduate Committee, along with a complete application packet, a copy of the credential evaluation report, and an explanation of the suitability of the applicant's undergraduate preparation. This documentation must be submitted to the International Admissions Office.

If the Dean approves the petition, the graduate unit may proceed with an offer of admission. A student admitted under this policy will be classified as a regular graduate student with the same rights and responsibilities as any other student in graduate status.

PROPOSED LANGUAGE - REFLECTS FORM C CHANGES (P. 63 - replace second paragraph under "Regional and/or Target Programs")

Rationale: Eliminate possible concentration/degree confusion; Curriculum Terminology Taskforce request.

The Western Regional Graduate Programs available at The University of New Mexico are as follows: Art of the Americas, and Art of the Modern World (Art History MA and Ph.D. concentrations); Latin American Studies (MA, Ph.D.); Nursing & Latin American Studies (MSN and MA in Latin American Studies); Optical Science & Engineering (MS, Ph.D.); Printmaking (Art Studio MFA concentration); Water Resources (MWR).

DOUBLE NUMBERED COURSES (P. 68 following Applied Credit*)

Rationale: Response to Banner. Banner treats these courses as equivalent; this language simply warns students and faculty of that fact.

Double numbered courses (3xx/xx or 4xx/5xx) are considered equivalent courses and repeat rules are enforced. Exceptions may be allowed on a case-by case basis through a petition process initiated by the student and supported by the faculty member teaching the graduate-level course.

THESIS/DISSERTATION GRADES (P.68 following Faculty Approvals; students will also be referred to this policy on p. 74 following "Submission of the Thesis," p. 76 following "The M.F.A. Dissertation," and p. 79 following "The Dissertation.")

Rationale: Current policy is that faculty assign grades of PR or NC for each semester and the Registrar assigns CR for the appropriate number of thesis/dissertation hours ONLY when the degree is completed. If a faculty member assigns a grade of CR for either 599 or 699 as a semester

grade, the Record's Office changes it to PR. This change simply eliminates the grade of CR as a faculty option in order to prevent it being assigned in error. The policy was approved by the FSCC as well.

Semester grades available for thesis (599) and/or dissertation (699) hours are PR (progress) and NC (no credit). At the time of graduation the student's transcript will indicate that he/she earned either 6 hours of thesis (599) or 18 hours of dissertation (699) credit (CR), dependent on the degree earned.

FACULTY APPROVALS POLICY (P. 72 Following The Tom L. Popejoy....*)

Rationale: Current UNM policy is that only tenured or tenure-track faculty can serve as chairs of graduate committees. Numerous programs hire research or clinician educators who hold the appropriate terminal degree and are PhD prepared, full-time UNM employees who teach and supervise students, but are not in the tenure system. These individuals cannot chair graduate student committees. Programs have been hampered by this situation for years. This language would allow those clinician educators and research professors with a proven academic record to serve as committee chairs. The basic composition of thesis and dissertation committees would not change; it would simply expand to create a role for these educators. The SGC is also asking that this information be included in the Faculty Handbook.

The Office of Graduate Studies must approve all members of student committees' prior to appointment to the committee. Approval is requested by completing the Faculty Approval Form (add web address when form is modified) and submitting it, together with curriculum vitae to the Office of Graduate Studies. The Faculty Approval form should be submitted to OGS a minimum of two weeks before the student's committee is announced.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are as follows:

Category One: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of their FTE status.

Category Two: Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.

Category Three: Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor. Role: chair, co-chair, or member of master's or dissertation committee; may only chair or co-chair committees if within the student's major.

Category Four: Others who are considered experts in the field. Role: voting member of the committee.

Committee Compositions

1. Master's Exam and/or Thesis Committees:
A minimum of three members approved for committee service
Two members must be in Category 1 or 3
The chair of the committee must be in Category 1, or 3 if within the student's major
One member must be from Category 1
No more than one voting member can be in Category 4
2. Doctoral and MFA Comprehensive Exam Committees:
A minimum of three members approved for committee service

- Two members must be in Category 1 or 3
- The chair of the committee must be in Category 1, or 3 if within the student's major
- One member must be from Category 1
- No more than one voting member can be in Category 4
- 3. Doctoral and MFA Dissertation Committees:
 - A minimum of four members approved for committee service
 - Two members must be Category 1
 - The chair must be Category 1, or 3 if within student's major
 - One member must be Category 1 AND outside the student's major, or in Category 2
 - One member must be Category 1, or 3 within the student's major
 - One member may be in Category 4 if the above requirements are met. (No more than one voting member may be in Category 4.)

Emeriti Faculty: The department must notify OGS when a faculty member who is chairing a thesis or dissertation committee retires. If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing thesis committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new thesis committees once retired. If the student has not completed his/her thesis within one year of the chair's retirement, the retired faculty member may continue to serve on the thesis committee as a co-chair or member of the committee. The approval is subject to renewal.

Faculty Resignations: The department must notify OGS when a faculty member serving on a committee in Category 1 or 3 leaves the university for another position. The graduate unit may submit a Faculty Approval Form for Categories 2 or 4. In addition, they may serve as co-chair of existing student committees for which they served as chair.

FACULTY TITLE TABLE FOR CATEGORIES 3 and 4

| TITLE | CATEGORY 3 | CATEGORY 4 |
|------------------------------|------------|------------|
| Clinician Educator | YES | |
| Lecturer I | | YES |
| Lecturer II | | YES |
| Lecturer III | | YES |
| Instructor | | YES |
| Assistant Instructor | | YES |
| Visiting Scholar | | YES |
| Other Visiting Titles | | YES |
| Research Professor | YES | |
| Research Associate Professor | YES | |
| Research Assistant Professor | YES | |
| Research Lecturer | | YES |
| Artist in Residence | | YES |

| | | |
|------------------------------|--|-----|
| Adjunct Lecturer | | YES |
| Adjunct Assistant Professor | | YES |
| Adjunct Associate Professor | | YES |
| Adjunct Professor | | YES |
| Clinical Associate | | YES |
| Clinical Instructor | | YES |
| Clinical Assistant Professor | | YES |
| Clinical Associate Professor | | YES |
| Clinical Professor | | YES |

MASTER'S ENROUTE TO PhD (p. 72 immediately preceding Master's-General Requirements)

Rationale: This language provides clarification for existing practice. Adding it as policy cements the practice and creates some guidelines for program faculty and students.

Students admitted directly to a PhD without a master's degree may earn a master's degree en route to the PhD (same major/subject code) by seeking approval from the doctoral program. The student must then follow the master's degree requirements as outlined in the Master's Section of this catalog. With prior approval by the program faculty and the OGS, a doctoral comprehensive examination may serve as the master's examination for students pursuing a master's en route to the PhD (same subject code). With prior approval by the program faculty and the OGS, a doctoral qualifying examination may serve as the master's examination provided that the committee composition fulfills the requirements for the master's examination.

TRANSCRIPTED MINORS (P. 78 following "Doctoral Degree General Requirements")

Rationale: UNM does not officially recognize doctoral minors. This policy would allow approved doctoral minors to 1) exist and 2) be transcribed. Both program faculty and students have requested that doctoral minors be allowed and transcribed.

A PhD degree student may declare a transcribed minor in a different graduate unit.

1. Transcribed minors must be fully approved through the UNM curricular process. A list of approved minors is available on the OGS web site.
2. Approved minors have a minimum of 9 credit hours of course work; the program may require more.
3. Eighteen (18) hours of course work must remain exclusive to the PhD.
4. The student must submit a "Transcribed Minor" form to OGS, approved by both the major and minor units, with the Program of Studies.
5. Approved minors may use no more than 25% of the course work required for the PhD degree.
6. The minor must be outside the student's major code.

The student's comprehensive exam committee must contain one faculty member from the minor field, unless the minor department on the Transcribed Minor form waives this requirement.

SIGNATURE PROXIES (p. 74 following "Master's Examination," p. 76 following "M.F.A. Comprehensive Examination," and p. 78 following "Doctoral Comprehensive Examination."

Rationale: UNM has no policy allowing or disallowing signature proxies. OGS receives several petitions each semester. This policy would 1) eliminate need for petitions, 2) provide notice that policy exists, and 3) provide a simple form rather than require individual petition.

An original signature of each committee member is required for each examination and thesis or dissertation defense form. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form (see below) at least two weeks prior to the student's examination.

MEMBER ATTENDANCE AT THESIS/DISSERTATION DEFENSE (p. 74 following "Announcement of Final Exam for Thesis," p. 77 following "Final Examination for the M.F.A. .."); and p. 80 following "The Final Examination for the Doctorate..).

Rationale: Faculty cannot always attend a thesis/dissertation in person. This language provides formal policy for existing practice, without need for petition. OGS will modify the "Notification of Examination Form" to include indication that one or more members of the committee will not be physically present. The approved form will serve as a record of acceptance of that situation by the student, the other committee members and OGS.

All members of a student's thesis or dissertation committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

11. ENDORSEMENT OF SPECIAL EMPHASIS ACCREDITATION

Provost Reed Dasenbrock presented the following Special Emphasis Accreditation for endorsement by the Faculty Senate. The university is accredited every ten years by the North Central Association (NCA). After an recent NCA meeting in Chicago, a UNM task force has put together the proposal. An option that universities' have if the university has had successful full accreditations in the past, is to conduct a focused accreditation. All requirements from the normal accreditation would still need to be satisfied. Special Emphasis Accreditation is a theme for accreditation and would replace the normal or typical accreditation that UNM pursues from the NCA. UNM would focus on majority-minority issues, particularly the success of minorities in New Mexico's flagship research university. The intent is to have a more meaningful accreditation in terms of things that UNM is actually trying to accomplish. A formal memorandum of agreement will be struck with the NCA and then UNM will begin a three year course to prepare for the accreditation visit. The visit will come in the 2009-2010 academic year. After minor discussion the Faculty Senate voted unanimously to endorse the Special Emphasis Accreditation.

The Higher Learning Commission, our North Central accrediting body, now offers the possibility of a more specialized accreditation effort, in which the institution being accredited is given the option of defining a special area of emphasis for its accreditation effort. This does not mean that the normal accreditation criteria are set aside, but they are in the first place considered in terms of the organizing central theme. This option is not available to all institutions, only institutions with a history of accreditation for the full 10-year term without interim reports. In our conversations with the Higher Learning Commission, we have been encouraged to propose a special emphasis for our accreditation effort.

We feel that the best special emphasis for UNM at this time is to focus on minority student achievement. We feel simultaneously that UNM has a great deal to be proud of in this area, that we have successfully addressed many issues which other institutions have not, and that this is something we need to need to celebrate and make part of our account of what makes UNM the special place it is. Yet at the same time achieving fully equitable outcomes for all population groups in the state is not a goal we have yet realized.

So the record of which we are proud and which distinguishes us is also a record which we need to build on, improve upon, and remain dissatisfied with.

Our working title for the special emphasis is "Educating Tomorrow's Demographic Today: The First Majority-Minority Research/Flagship University." UNM has the highest percentage of underrepresented minorities of any flagship university in the country, with almost twice the number of the University of Alaska in second place. It also has the highest percentage of underrepresented minorities of any university considered "Very High Research" in the new Carnegie classification (this is the old R1 designation drawn somewhat more narrowly, so that we are the only such university in the state). The reference to the future is intended to draw attention to the fact that increasing minority enrollment-especially Hispanic enrollment-is a national trend which we are on the front end of. In other words, our successes here are of national interest and importance, and we can serve as a national model.

The model for a special emphasis accreditation is the continuous improvement model that many accrediting bodies are moving towards: it is not a matter of meeting minimum standards and then taking it easy; rather we define important goals-aspirational or stretch goals-and then move towards them in measurable steps. The point is precisely to set out an ambitious agenda and then to figure out how to make continuous progress towards the goal you have set.

The overall goal we are proposing is in one word: equity. We aim to create an educational environment at UNM which will allow all population groups in the state to have equal access to higher education at UNM and to have equitable results from that access, i.e., to enter, stay in, and graduate from in equal measure, both at the undergraduate and graduate level. Given the metaphor of the pipeline and given the sharp demographic changes expected in the composition of New Mexicans graduating from high school over the next 15 years, this overall goal is perfect for a continuous improvement model. Not only are most of the measures quantifiable and easily compared year-to-year, we are in fact going to need to improve continuously in how we educate minority students in order to keep up with the changing demographics of the state.

12. NEW BUSINESS

No new business was raised.

13. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Rick Holmes
Office of the Secretary