

Minutes of University Administrative Council
Tuesday, May 9, 2017
8:30 a.m. – 10:00 a.m.
CCSU, Senate Chambers, room 302

I. Call to Order

The meeting was called to order at 8:31 am. Provost Howard spoke about the 2017 Sandra M. and Denton V. Holmes Endowed Scholarship Dinner which supports students in the MSN program in the School of Nursing. The NMSU Scholar Dollar\$ site is home to 1,656 named scholarships endowed by generous aggies and friends. Mario Moccia shared details of the 11th Annual Larry Lujan Dinner which raised approximately \$47,000 to support student athletes. Approximately 1900 first-year students and transfer students have registered for summer and fall orientations. Provost Howard turned the floor over to Ricardo Rel for an update on the May 24 Special Session. Ricardo highlighted the items Governor Martinez is requesting be heard during the special session. The Amicus brief and related legal documentation are posted on the government relations website.

II. Review of Action Items

No Action Items for review.

III. Approval of Minutes

<p>Elizabeth Titus moved, Greg Fant seconded the motion to approve the April 11, 2017, minutes as presented. <i>[Motion passed unanimously, resulting in favorable recommendation to Chancellor]</i></p>

IV. Old Business

A. Revised Rule 6.26 – Class Schedules and Catalogs

Shelly Stovall presented the second read for revised Rule 6.26 – Class Schedules and Catalogs reflecting the changes from the first read feedback. Liz Ellis recommended the following friendly amendments to page one.

- Insert “Class” before hour, capitalize Hour, in *Part 2: Definitions Part A. Credit Hour* as follows *A. Credit Hour: Conventionally, the “Carnegie” Credit Hour is defined as one **Class Hour** of contact time (with an expectation of two hours of outside work) per week over a 15 week semester*
- Insert “variable” before credits in *Part 4: Listings of Course in the Catalog(s) Part B. Listings of Credits* as follows *B. Listing of Credits: Courses show **variable** credits X-Y (for example, 1-3) are limited to a maximum of 9 credits*
- Replace Printing with Published and Paragraph B & C with A in *Part 4: Listings of Course in the Catalog(s) Part C. Printing Format* as follows *Part C. **Published Format** : In the **published** class schedule the word variable following a course shall be applied to those courses in Paragraph A above. Courses referred to in paragraph A*
- Changes shown in bold

Elizabeth Titus moved, Chris Brown seconded the motion to approve Revised Rule 6.26 – Class Schedules and Catalogs as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

B. FS Proposition 30-16/17, revising Rule 6.55 – Distance Education

Chris Brown presented the second read of Revised Rule 6.55 – Distance Education which establishes how credit hours are calculated.

Greg Fant moved, Elizabeth Titus seconded the motion to approve Revised Rule 6.55 – Distance Education with amendments. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

C. FS Propositions 01-16/17 and 03-16/17 revising and recompiling Rules 5.86 – Performance Evaluation and 5.90 – Promotion and Tenure as Rules 5.85 through 5.91, and referred to as the Rules on Faculty Evaluation, Promotion and Tenure. Also, Rule 5.87 – Post Tenure Review is re-numbered, but not revised, as Rule 5.91

Provost Howard acknowledged the work dedicated to the revision and recompilation of Rules 5.86 – Performance Evaluation and 5.90 – Promotion and Tenure as Rules 5.85 through 5.91, and referred to as the Rules on Faculty Evaluation, Promotion and Tenure. Chris Brown detailed the work that went into the revisions and the teams involved. He added that Rule 5.87 – Post Tenure Review is re-numbered, but not revised, as Rule 5.91. Liz Ellis noted some grammatical changes.

- On page one, first paragraph, second to the last sentence, change include to **included**
- On page three, Part 2: O. NMSU Rules on Faculty Evaluation, Promotion and Tenure: Rules 5.85 through 5.91
- Changes shown in bold

Elizabeth Titus moved, Greg Fant seconded the motion to approve revising and recompiling Rules 5.86 – Performance Evaluation and 5.90 – Promotion and Tenure as Rules 5.85 through 5.91, and referred to as the Rules on Faculty Evaluation, Promotion and Tenure. Also, Rule 5.87 – Post Tenure Review is re-numbered, but not revised, as Rule 5.91 as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

V. **New Business**

A. Naming Opportunities

Andrea Tawney presented the Naming Committee recommendations that include an amendment to the Rentfrow Hall naming packet and three new naming opportunities.

1. Request to amend *Rentfrow Hall naming opportunities* to include the entry way

The request to include the entry way in the Rentfrow Hall naming packet for a minimum threshold of \$10,000 was made.

Elizabeth Titus moved, Greg Fant seconded the motion to approve amending the Rentfrow Hall Naming Opportunities to include the entry way as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

2. Request to name the west sheep lab, 300 sq. ft. in open area for Research, as the *Dennis “Doc” Hallford West Sheep Unit*

The request to name the west sheep unit in memory of Dr. Dennis Hallford was made. Dr. Hallford was a dedicated faculty member, volunteer, and supporter of New Mexico State University. His 40 years at NMSU and teaching history reached 62 graduate students and authored or co-authored over 600 refereed journals articles, proceedings and abstracts. It’s been documented in the Naming Committee minutes that should this space be renovated or done away with under the next GO bond changes, facilities will work to find an alternate space.

Greg Fant moved, Luis Vazquez seconded the motion to approve the request to name the west sheep lab as the *Dennis “Doc” Hallford West Sheep Unit* as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

3. Request to name the dance studio in Rentfrow Hall as the *Jan Morehead Dance Studio*

A request to name the dance studio in Rentfrow Hall as the *Jan Morehead Dance Studio* was made. Michael and Jan Morehead have established the *Jan Morehead Rentfrow Studio Fund* of which 40 percent of the annual gift will be designated to be used by the Kinesiology & Dance Department at the discretion of the department head from a current use fund, annually.

Greg Fant moved, Cornell Menking seconded the motion to approve the request to name the dance studio in Rentfrow Hall as the *Jan Morehead Dance Studio* as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

4. Request to name Breland 194 as the *Jack Wright Graduate Research Conference Room*

The request to name Breland Hall 194 as the *Jack Wright Graduate Research Conference Room* was made. The Department of Geography wishes to honor Jack Wright for 20 years of service to New Mexico State University.

Beth Pollack moved, Andrew Pena seconded the motion to approve the request to name Breland Hall 194 as the *Jack Wright Graduate Research Conference Room* as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

VI. University-wide Information/Announcements

- A. Controlled Unclassified Information (CUI)

Norma Grijalva made an informational awareness presentation on the Federal Controlled Unclassified Information (CUI) Program at NMSU. The Executive Order mandating CUI (effective November 14, 2016), the implementation directive, the phased implementation, a general understanding of CUI, and NMSU's overall risk based compliance strategy were shared by Norma, Abel Sanchez, and Carlos Lobato. The Fed's goal is to streamline the process. The two-year phased implementation begins with establishing a policy and procedure for designating, handling and controlling the information that qualifies as CUI, complete CUI training, and initiating internal oversight.

VII. Updates

A. Chancellor

B. Executive Vice President and Provost

Provost Howard recalled the Spring commencement events starting with the hooding ceremony on Friday, the morning and afternoon ceremony on Saturday and the community college campuses commencement ceremony dates. The Academic Administrative training sessions are scheduled for Tues. June 20, Wed. July 12, and Wed. Aug. 9. The required training is tailored for deans, associate deans, academic department heads, and others who supervise faculty or have a role in faculty supervision. More details on signing up for a session to follow in an email. The Las Cruces Sun News has made an IPRA request for documents generated for the planning of FY18 budget reduction.

C. General Counsel – General Advice

Liz Ellis asked administrators to inform their respective units that when Legal Services are requested they need to copy the lead administrator for proper management. The project to move the RPM and ARP to a new renumbered web-based system is the focus over the next few months. UGC has implemented a new database system with which to manage files. With 290 open matter files and in an effort to appropriately manage requests, direct all requests to gencounsel@nmsu.edu and copy an individual lawyer if desired.

D. Faculty Senate

Chris Brown discussed Faculty Senate business heard over the course of the March 2 and April 6 meetings. Emergency legislation on propositions 32-16/17, 37-16/17, and 39-16/17 was passed, the consent agenda included propositions related to the reduction of credit hours, and propositions related to policy, rules, and memorials were heard.

E. Institutional Analysis-Data Snippets

Judy Bosland shared the data snippets which covered enrollment on the Las Cruces Campus and gainful employment programs.

F. Employee Council

Adam Cavotta spoke of Founder's Day and asked for participation on providing feedback on the Vision2020 Strategic Plan. The redline version can be found at plan.nmsu.edu. The next employee council meeting is on May 11.

G. University Advancement

Andrea Tawney discussed the events that took place leading up to the April 28 public launch of NMSU's \$125 million comprehensive campaign. Upcoming events include check presentations for Aggie Cupboard and the Nursing Program in HSS.

H. ASNMSU

Not in Attendance.

I. Graduate Student Council

Dean Louí Reyes introduced Sa'Rae Montoya representing the Graduate Student Council. Sa'Rae shared GSC is collaborating with ASNMSU to promote the enhancement of graduate and intellectual student life in the strategic plan.

VIII. Other Comments and Information

Attendees: D. Howard, J. Bannister, K Boberg, J. Bosland, L. Ellis, S. Eschenbrenner, J. Esparza, G. Fant, J. Green, N. Grijalva, M. Jasek, C. Menking, M. Moccia, B. Montoya, N. Noel, A. Pena, P. Pierson, E. Quintela, R. Rel, S. Stovall, A. Tawney, L. Vazquez, M. Chaiken, D. Thompson for R. Flores, J. Hoffman, B. Pollack for E. Pontelli, L. Reddi, L. Reyes, E. Titus, D. Wagner, A. Nwanne for J. Gratton, M. Torres for R. Scott, H. Sheski, K. Van Winkle, S. Montoya for A. Amador, C. Brown, A. Cavotta, L. Warren, A. Sanchez, C. Lobato, D. Stuart

Next Meeting: **Tuesday, June 13, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

Upcoming Events

Thursday, May 11, 2017

Commencement Ceremony, **NMSU-Dona Ana**

Friday, May 12, 2017

Board of Regents Meeting

Commencement Ceremony, **NMSU-Alamogordo**

Commencement Ceremony, **NMSU-Carlsbad**

Commencement Ceremony, **NMSU-Grants**

Doctoral Hooding Ceremony, **NMSU-Las Cruces**

Saturday, May 13, 2017

Commencement Ceremony, 9:00 am and 2:00 pm, **NMSU-Las Cruces**

Approved on June 13, 2017